



**Oulton Broad Parish Council**  
**Minutes of the Finance Committee**  
**for the meeting of 7<sup>th</sup> August 2019**

**held in The Pavilion, Nicholas Everitt Park, Oulton Broad**

**Present:** Councillors Christine Ashdown, Brian Keller, Sandra Keller, Andrew Page (Chairman) and Andy Penman.

**Also, in attendance:** Tina Page (Clerk).

**F42. Welcome:**

Cllr Page welcomed everyone to the meeting.

**F43. Announcement on Reporting:** The right for the public to record the meeting were noted. However, there were no members of the public.

**F44. Apologies:** Cllrs Cooper and Falat.

**F45. Declaration of interests and dispensations**

F45.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

Cllr Page has an interest in F48.

F45.2 Receipt of written interests.

None

F45.3 Dispensations granted.

None.

**F46. Minutes:**

F46.1 To approve the accuracy of the minutes of the 3<sup>rd</sup> July 2019. The minutes were agreed as being an accurate record. Proposed by Cllr B Keller and seconded by Cllr S Keller.

**4 AGREED**  
**1 ABSTAINED**

F46.2 To review outstanding issues from last meetings:

F36. Clerk to order cleaning products, write Terms and Conditions and create a timesheet template for the new cleaner – all done.

F38. Clerk to chase up the outstanding grit bin in Higher Drive – Norse is looking into this.

**F47. Public Forum:** No members of the public present.

**F48. Payments:** To agree payments as per payment schedule:

<b>The Curtain Lady &amp; Son</b>	Curtains for the main hall	£769.00
<b>Cleaner</b>	13.5 hours	£121.50
<b>Seletar Signs</b>	Notices for play areas	£604.80
<b>Seletar Signs</b>	NEP Notices for play area	£67.20
<b>Anglia Electrical &amp; Security Ltd</b>	Fire Extinguisher annual service	£33.60
<b>Andrew Page</b>	3 keys cut	£13.50
<b>Norse</b>	Norse Partnership fees	£8,229.60

		<u>£9,839.20</u>
<b>Direct Debit</b>		
Daisy Communications	Mobile, phone and internet	61.61
		<u>£9,900.81</u>

Proposed to agree Bacs transactions of £9,839.20 by Cllr S Keller and seconded by Cllr Ashdown

**4 AGREED**  
**1 ABSTAINED**

**F48.1 To agree future monthly payments for the Cleaners wages:** It was agreed to pay her on a monthly basis, 2 hours per week at £9 per hour. There was also a provision of a maximum of 12 hours per month at £9, if necessary, payments will automatically be made by the Clerk for approval by two councillors. Proposed by Cllr Ashdown and seconded by Cllr B Keller.

**ALL AGREED**

**F49. To receive an update on payments and receipts for July 2019:** Handed out before the meeting.

**F50. To approve the bank reconciliations for June and July 2019:** Cllr Penman has approved the June reconciliations. July outstanding.

**F51. To receive an update on Barclays debit card and agree any action:** The Clerk has not heard anything. **Action Clerk** to chase in a couple of week's time.

There is a problem with the interest in the Savings Account being paid into the Trust bank account. Agreed to transfer the amount of £149.59 to Oulton Broad Parish Council bank account. Proposed by Cllr Ashdown and seconded by Cllr S Keller

**ALL AGREED**

This is approved for all future Interest payments going into the incorrect bank account.

**Action Clerk** to notify the bank of the correct bank account.

A VAT reclaim for Oulton Broad Parish Council has been paid into the incorrect bank account. Future payments have been corrected. Proposed to transfer the VAT amount of £7118.36 from NEP to Oulton Broad Parish Council bank account. Proposed by Cllr S Keller and seconded by Cllr Page.

**ALL AGREED**

**F52. To receive an update on 20/21 budgets:** nothing has been started yet. Cllr Page and the Clerk to meet one evening to discuss this. Personnel Committee have prepared their budget. Just waiting on wages update. Hold over to next meeting.

**F53. To discuss the findings of the internal audit report and agree any action, this will then be ratified at the Full Council:** The recommendation, 'cheques and invoices should be initialled by both Councillors signing the cheques and the corresponding invoice'. This will be corrected this year. It was noted that the Earmarked Reserves stated in the Internal Audit Report should read £193,680. The suggestion in the report that we should aim to build 50 - 150% of the precept to council reserves. It was agreed to aim for £150,000 this current year.

**F54. To discuss the costings for bunting and agree to purchase:** The bunting has been quoted as £3.75 11.3 metres, which includes 27 flags. We could put the bunting across Bridge Road, once we have sought permission from the building owners.

**F55. To discuss the ideas for VE day in 2020 and agree any action:** It was noted that we should celebrate VJ day as well. The Vibettes are booked for 10<sup>th</sup> May 2020. **Action Clerk** to book the Vibettes again for 9<sup>th</sup> August 2020. VE day will be a street party held in the

crescent car park. The Vibettes will be singing in the Sunken Garden. Smoke House have already expressed an interest in doing the outside catering, although this will be at a cost. **Action Clerk** to write to the food retailers and the Park Café, to see if they would like to contribute, this will be done nearer the time in 2020. There was a suggestion of a cake being made for the event.

VJ day would be held on the green in the park and the Vibettes would be singing from the Band Stand. A model full size Spitfire has been suggested.

The Finance Committee agreed that we would budget £1,500 in total for both events.

Proposed by Cllr Page and seconded by Cllr Ashdown.

**ALL AGREED**

Pass to the Events and Tourism Committee to finalise the arrangements.

**F56. To discuss the new Internal Auditor and prices for 2020 and agree to appoint one:**

The Clerk sought recommendations from neighbouring Clerks. Heelis and Lodge quoted £300 including petrol fixed for three years. Trevor Brown, does audit work for SALC and Heelis and Lodge, £350, for two-day visit.

Proposed to accept Heelis and Lodge by Cllr S Keller and seconded by Cllr Penman.

**ALL AGREED**

**F57. To discuss the recruiting of the IMPACT team.** The park and surrounding area are having lots of issues with vandalism and unsocial behaviour. Impact leader, visited the park last week. The annual cost is £5,000 for 40 visits. We are now part way through the year. Suggest a proportion of this cost. Proposed to recruit them for 20 visits within September and October, Friday and Saturdays, costing £2,500. Proposed by Cllr S Keller and seconded by Cllr Penman. **Action Clerk** to notify them.

**ALL AGREED**

**F58. To discuss the advertising on the walls in Salt Water Way and the management of them, and agree any action:** Businesses in Bridge Road would like to advertise their business on the walls on Salt Water Way. It is unsure who the owners are, as the wall was built originally as a flood defence. The Parish Council has decided to co-ordinate it, with uniform signs, 'explore the broads', event details and then sell the advertising space to the local businesses. Drop a letter to every commercial and residents in that area. **Action Cllr Page** to investigate, measure, funding costs etc. **Action Cllr S Keller** to speak to Cllr Mortimer to find out who the wall belongs too.

**F59. Next Agenda items:** Budgets, Salt Water Way updates.

**F60. Date of next meeting:** 4<sup>th</sup> September 6pm.

**F61. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted:**

**F62. To discuss a job related issue..**

There being no more items to discuss the meeting closed at 7.00pm

Minutes approved on .....4<sup>th</sup> September..... 2019

Signed .....

Finance Chair