



Oulton Broad Parish Council
Minutes of the Finance Committee
for the meeting of 3rd July 2019

held in The Pavilion, Nicholas Everitt Park, Oulton Broad

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

Also, in attendance: Tina Page (Clerk).

F25. Welcome:

Cllr Page welcomed everyone to the meeting.

F26. Announcement on Reporting: The right for the public to record the meeting were noted. However, there were no members of the public.

F27. Apologies: Cllrs Cooper and Falat. Cllr Penman did not attend.

F28. Declaration of interests and dispensations

F28.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

None

F28.2 Receipt of written interests.

None

F28.3 Dispensations granted.

None.

F29. Minutes:

F29.1 To approve the accuracy of the minutes of the 5th June 2019. The minutes were agreed as being an accurate record. Proposed by Cllr Ashdown and seconded by Cllr B Keller.

3 AGREED
1 ABSTAINED

F29.2 To review outstanding issues from last meetings:

F158. Clerk to see whether Lovell Blake will take on the Trust Accounts. - The Clerk has contacted three accountants; Lovell Blake, who we met today, Cunningham, meeting on 16th July and the Yacht Club Accountant, Barnard Sampson, that is advertised in the 2019 yearbook.

F19. Clerk to see whether we can invest the savings into an investment plan – The Clerk produced a Investment Policy. We need to keep the investment transparent. Invest at the end of the calendar year. Policy to be reviewed at next meeting.

F30. Public Forum: No members of the public present.

F31. Payments: To agree payments as per payment schedule:

Norse	Partnership fee April - June	£24,693.6
Norse	Partnership fees July	£8,229.60
	Clock 22 stamps 9.21 chair 65.99	
Tina Page	cleaning items 37.14	£134.34
Dessol Solution Ltd	OBPC domain, email and docmonster	£573.00

Proposed to agree £33,630.54 by Cllr S Keller and seconded by Cllr Page **ALL AGREED**

F32. To receive the costings for architect services and agree any action: We need an architect that has experience with Grade II listed buildings and Heritage. We may as well go for a full re-design. **Action Clerk** to source three quotes.

F33. To receive an update on payments and receipts for June 2019: Ongoing.

F34. To approve the bank reconciliations for June 2019: Ongoing.

F35. To receive an update on the Barclays debit card and agree any action: The card has been ordered on 25th June 2019.

F36. To approve the services of a cleaner and agree any action:

Option A was £19.95 per hour.

Option B were asked, they could not do it.

Option C East Anglian Cleaning – no response.

Option D Sandra the Yacht Clu cleaner, £9.00 per hour.

It was agreed to go for option D. 2 Hours a week. **Action Clerk** to supply the necessary cleaning items. **Action Clerk** to sort out the Terms and Conditions for the Cleaner and design a timesheet. Timesheet to be received at the end of the month and payment by BACS.

F37. To discuss the findings of the internal audit report and agree any action: The Clerk reported that she has chased the report and still has not received it.

F38. To discuss the outstanding grit bin in Higher Drive and agree any action: **Action Clerk** to chase this up.

F39. Items for the next agenda: Start of the budgeting.

F40. Date of next meeting: 7th August 6pm.

F41. 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:

There being no more items to discuss the meeting closed at 7.20pm

Minutes approved on7th August 2019

Signed
Finance Chair