

BRADWELL PARISH COUNCIL

5th November 2019

A Meeting of the Finance & General
Purposes Committee at 7.35p.m.

PRESENT: Councillors Macdonald (Chairman), Howlett, Shaw, Steggles and Wells.

IN ATTENDANCE: Parish Clerk J Caborn.

- 1 **APOLOGIES** – Councillors Carrier, Goodchild and Hale, and Mr J Hirst.
- 2 **DECLARATIONS OF INTEREST** – Councillors Howlett and Macdonald declared a personal interest in item 16a), Budgets for 2020/21 – Review of Fees – re allotment rentals and Bowling Club annual rent respectively.
- 3 **PUBLIC PARTICIPATION** - there were no members of the public present.
- 4 **MINUTES OF MEETING – 23.7.19 – MATTERS ARISING** – none.
- 5 **ACCOUNTS TO PAY**
 - a) Sonic Electrical EA Ltd. – called out to investigate issue with smoke detector, meeting room, Leo Coles Pavilion 14.10.19, smoke detector replaced - £70.00 - 104640

The following direct debit payments were made between 1.7.19 and 30.9.19:-

- i) OneCom Ltd. - telephone/Broadband - £51.67 – 31.7.19
- ii) OneCom Ltd. - telephone/Broadband - £49.85 - 30.8.19
- iii) OneCom Ltd. - telephone/Broadband - £52.34 - 30.9.19
- iv) Total Gas & Power – Electricity - £96.25 – 23.7.19
- v) Total Gas & Power – Electricity - £16.17 – 27.8.19
- vi) Total Gas & Power – Electricity - £84.30 – 24.9.19
- vii) Wave – Water – Beccles Road Allotments – 11.9.19 - £210.55
- viii) Wave – Water – Cley Road Allotments – 17.9.19 - £434.75

The following were signed on the dates shown on the basis of urgency, as per the provisions of Financial Regulation 6.4:-

- i) PKF Littlejohn LLP – external audit fee, 2018/19 year - £360.00 – 104622 – 3.9.19
- ii) Garden Guardian Ltd. - grounds maint. charge, Sept 2019 - £588.50 – 104623 – 6.9.19
- iii) HMRC – payment due re 1.7.19 – 30.9.19 - £1,682.16 – 104624 – 6.9.19
- iv) Mrs S Y French – extra hours worked, Parish Clerk's leave - £174.00 - 104625 – 6.9.19
- v) Bradwell Reading Room Trust – annual donation - £1,650.00 – 104626 – 17.9.19
- vi) RPD Printers – 5,300 x Oct 2019 'Bradwellian' - £1,722.00 – 104627 – 1.10.19
- vii) SLCC – VAT on previous invoice omitted in error - £16.00 – 104628 – 1.10.19
- viii) Innovate Property Improvements – 25% deposit re Leo Coles Pavilion works, fascias, soffits etc. renewal - £2,115.00 – 104629 – 3.10.19
- ix) Willimotts – autumn maint., Bradwell Bowling Green - £1,440.00 – 104630 – 3.10.19

It was **resolved that account a) above be paid, and that the above direct debit payments i) – viii), and accounts payments i) – ix) above, be retrospectively approved.**

6 **STATEMENT OF ACCOUNTS – 1.7.19-30.9.19**

The quarterly accounts were tabled and found to be satisfactory. It was noted that a mostly 'un-budgeted' expenditure of £7,050.00 has been approved, due to urgent work having to be carried out to replace fascias and soffits etc. around the entire circumference of the Leo Coles Pavilion building. It may be possible to assign a small proportion of the expenditure to the 'concurrent functions grant' budget, in respect of the works carried out around the 'changing rooms' section of the building.

7 **INTERNAL AUDIT CHECKS – 1.7.19-30.9.19**

The quarterly checks will be carried out on 12.11.19.

8 **APPOINTMENT OF CHEQUE SIGNATORY** – Councillor Howlett.

9 **PUBLIC RELATIONS & PUBLICITY SUB-COMMITTEE**

Minutes of Meeting – 3.9.19 – It was **resolved that the minutes be signed as a true copy.**

As was resolved at that meeting, an additional meeting of this sub-committee will be held at 7.30p.m. on 12.11.19, to consider the following:-

- a) Communication between the council and the local community;
- b) Annual Parish Meeting - possible options for the future;
- c) Website Accessibility Requirements (new legislation, re use of website by people with disabilities);
- d) To review how long minutes of the council etc. need to be displayed on the website.

10 **GYBC/PARISH COUNCILS' LIAISON MEETING – 23.9.19**

Various issues were raised by other councils, but no information was available concerning whether any changes will be made regarding concurrent function grants to parish councils for 2020/21, or whether there will be any difference in the level of 'Council Tax Support Grant given for that period.

11 **RETIREMENT OF PARISH CLERK, 31.5.20, AND APPOINTMENT OF SUCCESSOR – FINANCIAL CONSIDERATIONS**

It has been proposed that an 'overlap' period, e.g. from March 2019 onwards, should be arranged for the training of the new person in the role. The amount of money allocated to the budget heading for 'Parish Clerk/Deputy for 2020/21' will be increased to allow for this (see minute 16), and there will be some additional expenditure shown against the budget for the current financial year, if the new clerk does start work before 1.4.20.

Members of the Staffing & Standards Committee will meet on 12.11.19 to informally consider matters relating to the current job, arrangements for advertising, recruitment and selection, salary level, pension arrangements etc., and a committee meeting will follow in due course.

12 **PENSIONS REGULATOR – 'RE-DECLARATION' DEADLINE, 1.9.20**

Notification has been received from the 'Pensions Regulator', further to the introduction of the Government's 'auto-enrolment' pension scheme, to which employees throughout the country satisfying certain conditions must be assigned if they do not already belong to an existing employers' scheme, that the third anniversary of the council's 'staging date' is 1.4.20, and the deadline for 're-declaration' is 1.9.20. None of the council's employees have been enrolled into the scheme – the Parish Clerk is a member of the Norfolk Pension Fund scheme, and the other two members of staff were both below the salary level whereby 'auto-enrolment' is mandatory, and both chose not to join. When the new Parish Clerk is appointed, that person will be on a salary level whereby they must be enrolled into either the Norfolk Pension Fund or the auto-enrolment scheme.

13 **STANDING ORDERS – PROPOSAL TO AMEND ITEM UNDER APPENDIX 4**

The council's Standing Orders currently show, under 'Appendix 4', 'Retention of Documents', 'administration', no 14 at bottom of page, 'planning applications and related papers for minor works – minimum retention period 10 years'. It was resolved to **reduce this period from 10 to 4 years, on the grounds that copies of plan documents and related papers can be**

found on the Borough Council's website, for all planning applications made up to ten years ago, and for many that were made more than ten years ago.

14 **PARISH COUNCIL COMPUTERS – DISC OPERATING SYSTEM ‘WINDOWS 7’ – ‘SUPPORT’ TO BE WITHDRAWN BY MICROSOFT LTD. FROM JANUARY 2020**

Arrangements will be made for a suitable upgrade.

15 **CORRESPONDENCE** – none.

16 **BUDGETS FOR 2020/21**

a) Review of Fees

i) Use of Leo Coles Pavilion Changing Rooms

It was **resolved that for 2020/21, yearly fees should remain the same, i.e. £450 for adult ‘full time’ football teams, and £100 for youth teams, and ‘one-off’ bookings for adult teams should remain as £45, and £11 for youth teams. The ‘full time’ teams have a maximum of 20 home games including cup games, and additional games are to be charged ‘pro rata’;**

ii) Use of Leo Coles Pavilion Meeting Room

The fees for use of the meeting room should remain the same, i.e. – £15.00 per hour subject to minimum of two hours; £90 per whole day (i.e. up to 8 hours between 9a.m. and 6p.m.) – with the exception of the fee for GYBC election use, which should increase from £325 to £350.

iii) Bradwell Bowling Club Annual Rental

It was resolved that **the above rental should remain as £160 p.a.** Councillor Macdonald abstained from the vote.

iv) Allotment Rentals

Rentals are currently £20.00 large plot, £10.00 medium plot, £5.00 small plot, per annum, and will not increase in 2020/2021. It was resolved that, with increasing water usage and other expenses, and the fact that rentals have been at their current level for some time, **there should be an increase in annual rentals for the year commencing 1.10.21, to £22 large plot, £11.00 medium plot, £5.50 small plot.** Councillor Howlett abstained from the vote.

v) Bradwellian Advertising Rates

It was resolved that **the price of advertisements in the ‘Bradwellian’ should remain the same, i.e. £23.00 per quarter page (black and white), £72.00 per quarter page (colour – back page), and £50.00 per quarter page (colour – inside front or inside back page), from 2020. An increase should be considered this time next year.**

b) Budgets/Concurrent Function Grant/Precept/Council Tax Support Grant 2020/2021

The following budget figures were agreed:-

	£
Clerk + Deputy Salary	34,000
Election expenses	0
Stationery/post/telephone	1,300
Subscriptions/publications	200
Legal subscription	400
Insurance	2,480
Non-domestic rates	430
Audit Fees	575
Annual Parish Meeting	50
Staff & Councillors' Training/Seminars	250
Information Commissioner	60

Donations:- Bradwell Community Library	1,950
Other	500
Allotments – general	470
Seats, Bins, Rubbish Collections etc.	1,000 (Amenities & Highways Committee)
Footpath Maintenance	200 (Amenities & Highways Committee)
Parish Newspaper x 2/website (nett)	4,000
Leo Coles Pavilion maintenance	400
Noticeboard maintenance	375
War Memorial maintenance	150
Golden Jubilee Pavilion maintenance	500
Councillors' Travel	100
Common Land	400
CCTV	200
50/50 bid amount – 'SAM2'	1,750
Bank interest	-80
Bowling Club annual rent	-160
Total	<u>51,500</u>

It was **resolved**, on the basis of the above, to recommend to the Parish Council that the **2020/21 precept** should be set at a level whereby an amount of **£51,500** will be received, and that a small adjustment may need to be made when the Borough Council makes its final decision in February 2020 regarding the level of Council Tax Support Grant that it is prepared to fund.

Concurrent functions grant:-

Further to the expected GYBC constraint on grants under this heading, it was resolved to request the same amounts as were received last year under the following sub-headings - Burial ground £1,215; Open spaces £14,180; Bus shelters £1,015.

There being no other business, the meeting closed at 8.53 p.m.

Signed: Date :