

BRADWELL PARISH COUNCIL

06 August 2020.

A meeting of the Finance & General
Purposes Committee at 11.00a.m.

This meeting was held online via the Zoom Conferencing Platform

PRESENT: Councillors Macdonald (Chairman), Carrier, Goodchild, Hamilton, Hirst and Steggles.

IN ATTENDANCE: Parish Clerk C Bacon.

Attendees were advised they should not record the Zoom meeting.

- 1 **APOLOGIES** – Councillors Shaw and Howlett.
- 2 **DECLARATIONS OF INTEREST** – nil.
- 3 **PUBLIC PARTICIPATION** – no members of the public were present.
- 4 **MINUTES OF MEETING 21st January 2020 – MATTERS ARISING** - none
- 5 **ACCOUNTS TO PAY**

Pt	Supplier	Description	Amount
1	The Garden Guardian	Grounds maintenance February	£603.20
2	East Anglian Computer Supplies Ltd	Stationery (ink stamp for allotment receipt book)	£28.74
3	Catherine Bacon	Coronavirus planning items: One year subscription to Real VNC (remote computer access) and a new office telephone to enable remote access to voice messages. Cleaning/office items.	£74.01

The following were signed on the dates shown on the basis of urgency, as per the provisions of Financial Regulation 6.4, and need to be retrospectively approved:-

Pt	Supplier	Description	Amount	Chq No	Payment
1	Ensure	Fire Alarm/extinguishers	£254.52	104666	25-Feb-20
2	XL Displays Ltd	4 * external notice boards	£312.20	104667	25-Feb-20
3	East Anglian Computer Supplies	Printer toners	£134.46	104668	03-Mar-20
4	The Garden Guardian	Grounds maintenance February	£827.60	104669	03-Mar-20
5	RPD Printers	5,350 copies of The Bradwellian	£1,951.00	104670	23-Mar-20
6	AJD Caborn	Parish Clerk expenses	£133.44	104671	23-Mar-20
7	Sheila French	Deputy clerk additional salary	£52.25	104672	23-Mar-20
8	Kevin Nursey	Additional caretaker hours salary	£88.00	104673	23-Mar-20
9	HMRC	PAYE / NI for Jan-March 2020	£1,727.86	104674	23-Mar-20

10	Norse	Grounds - tree felling	£417.94	104675	31-Mar-20
11	The Garden Guardian	Grounds maintenance March	£827.60	104676	31-Mar-20
12	Norfolk County Council	NPLaw subscription Apr20-Mar21	£480.00	104677	27-Apr-20
13	Mr JP Burns	Grass Seed to Bec Rd Allot for car parking	£32.50	104678	27-Apr-20
14	Mr AJD Caborn	Clerk's expenses. Petrol for strimmer & skip	£184.34	104679	27-Apr-20
15	Norfolk Pension Fund	April superannuation payment	£590.72	104680	27-Apr-20
16	Norfolk Pension Fund	May superannuation payment	£590.72	104681	27-Apr-20
17	The Garden Guardian	Grounds Maintenance - Apr	£848.28	104682	05-May-20
18	Parish Clerk	Salary	£1,389.33	104683	07-May-20
19	Norfolk County Council	NPLaw subscription Apr20-Mar21	£120.00	104684	07-May-20
20	Chris Gay	Replace faulty tap at Cley Rd allot	£54.00	104685	12-May-20
21	Came & Co	Insurance Premium June20-May21	£2,110.42	104686	12-May-20
22	Cheque void	Cheque void	£0.00	104687	15-May-20
23	Kevin Nursey	Caretaker backpay (NMW rise)	£32.73	104688	15-May-20
24	East Anglian Computer Supplies	Toners	£180.42	104689	19-May-20
25	Mr AJD Caborn	Clerk's expenses: Black binbags / grass seed	£39.49	104690	29-May-20
26	Harrod UK Ltd	2* additional goal sockets	£89.16	104691	01-Jun-20
27	The Garden Guardian	Grounds Maintenance - May	£603.20	104692	02-Jun-20
28	Mandalay Wellbeing CIC	Donation re Coronavirus support	£500.00	104693	03-Jun-20
29	Dennis Cooper	Internal Audit fee 2019/20	£275.00	104694	03-Jun-20
30	Coopers	4 packets handtowels /black binbags (200)	£39.76	104695	05-Jun-20
31	HMRC	Q1 P32 payment	£1,920.22	104696	11-Jun-20
32	Parish Clerk	June Salary	£1,389.33	104697	16-Jun-20
33	East Anglian Computer Supplies	Stationery - Avery Labels	£12.30	104698	16-Jun-20
34	Society of Local Council Clerks	ILCA course fee	£118.80	104699	25-Jun-20
35	Catherine Bacon	Parish Clerk Expenses (cleaning, doorbell)	£36.25	104700	01-Jul-20
36	The Garden Guardian	Grounds Maintenance - June	£603.20	104701	01-Jul-20
37	Deputy Clerk	2019-20 holiday hours paid	90.00	104702	11-Jul-20
38	Caretaker	Additional July salary (tax code change)	15.18	104703	11-Jul-20
39	Parish Clerk	July salary	1,375.33	104704	11-Jul-20
40	Scout donation from 17.01.17	Write back into accounts as chq not cashed	(£100.00)	104373	14-Jul-20
41	Website Hosting from 07.02.17	Write back into accounts as chq not cashed	(£48.00)	104377	14-Jul-20
42	East Anglian Computer Supplies	Laminator, External USB Hard drive	£123.39	104705	23-Jul-20

The following standing orders were set up between 01.04.20 and 31.07.20

Pt	Supplier	Description	Amount
1	Caretaker	Amended Standing Order for monthly salary	£302.29
2	Parish Clerk	Standing Order for monthly salary	£1,375.33

The following direct debit payments were made between 01.01.20 and 31.07.20:-

Pt	Supplier	Description	Amount	Payment
1	Total Gas & Power	Electricity to LCP Dec 19	£117.75	24-Jan-20
2	Onecom	Broadband & telephone Jan 20	£47.66	31-Jan-20
3	Total Gas & Power	Electricity to LCP Jan 20	£373.29	24-Feb-20
4	Onecom	Broadband & telephone Feb 20	£51.10	28-Feb-20
5	Wave	Water Beccles Rd Allot	£9.12	11-Mar-20
6	Wave	Water to Cley Road Allot	£111.90	18-Mar-20
7	Total Gas & Power	Electricity to LCP Feb 20	£179.28	24-Mar-20
8	Onecom	Broadband & telephone Mar 20	£48.62	31-Mar-20
9	Onecom	Broadband & telephone Apr 20	£55.06	16-Apr-20
10	Total Gas & Power	Electricity to LCP Mar 20	£136.71	30-Apr-20
11	Onecom	Broadband & telephone May20	£51.02	18-May-20
12	Wave	Water Beccles Rd Allot	£27.95	19-May-20
13	Total Gas & Power	Electricity to LCP Apr 20	£82.74	05-Jun-20
14	Scottish Widows	May & June pension payment	£636.72	29-Jun-20
15	Onecom	Broadband & telephone June20	£53.18	30-Jun-20
16	Total Gas & Power	Electricity to LCP May 20	£74.73	30-Jun-20
17	Total Gas & Power	Electricity to Leo Coles Pavilion June 20	£80.36	30-Jul-20
18	Onecom	Broadband & telephone July20	£70.96	30-Jul-20

It was **resolved** that the above accounts 1-3 be paid, and that the above accounts 1-42, standing orders 1-2 and direct debits 1-18, be retrospectively approved.

6 **'INTERNAL AUDIT' CHECKS 01.01.20 – 31.03.20 and 01.04.20 – 30.06.20**

The above internal audit checks were carried out on 14th July 2020. Everything was found to be satisfactory.

7 **RETROSPECTIVE DECISIONS**

It was **resolved** to retrospectively approve the following decisions:

- a) In line with National Minimum Wage regulations, the Caretaker's hourly rate was increased from 1st August. The caretaker is currently on National Minimum Wage.
- b) The Deputy Clerk was furloughed from 1st April 2020.

8 **DRAFT ACCOUNTS 2019/20**

The draft accounts had been circulated with the Agenda. **It was resolved to accept the draft figures as shown.**

9 **ANNUAL RETURN AND STATEMENT OF ASSURANCE 2019/20**

The Annual Return and Statement of Assurance had been circulated with the Agenda and is on the Parish Council meeting agenda of 6th August 2020 for approval and acceptance.

10) **CORRESPONDENCE** - None

There being no other business, the meeting closed at 11.25 a.m.

Signed:..... Date :

Date of next meeting – tba