

BRADWELL PARISH COUNCIL

22nd January, 2019.

A meeting of the Finance & General
Purposes Committee at 7.30p.m.

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

IN ATTENDANCE: Parish Clerk J Caborn; Mrs C Steggles.

1 **APOLOGIES** – Councillor Jones.

2 **DECLARATIONS OF INTEREST** – nil.

3 **MINUTES OF MEETING 30.10.18 – MATTERS ARISING** – nil.

4 **PUBLIC PARTICIPATION** – no members of the public were present.

5 **ACCOUNTS TO PAY**

- i) Norfolk Pension Fund – superannuation contributions, October 2018 - £559.51 - 104560 (November and December 2018 payments already made via bank transfer)
- ii) Norse Eastern Ltd. – grounds maintenance charges, Dec. 2018, £570.12 - 104567
- iii) Norse Eastern Ltd. – soccer pitch line marking charges, Dec. 2018, £122.34 - 104568
- iv) Mrs S Y French – Deputy Clerk, ‘acting up’ allowance re covering Parish Clerk’s work during annual leave period + ‘handover’ times - £3 p.h. - £99.00 - 104569
- v) Coopers (Gt Yarmouth) Ltd. – domestic items - £43.29 - 104570
- vi) Norse Eastern Ltd. – grounds maintenance charges, January 2019, £570.12, soccer pitch line marking charges, January 2019, £122.34, total £692.46 - 104571

The following direct debit payments were made between 1.10.18 and 31.12.18:-

- i) Gamma Business Communications – telephone/Broadband - £51.34 - 22.10.18
- ii) Gamma Business Communications – telephone/Broadband - £52.44 - 22.11.18
- iii) Gamma Business Communications – telephone/Broadband - £52.54 - 24.12.18
- iv) Total Gas & Power – Electricity - 24.10.18 - £84.12
- v) Total Gas & Power – Electricity - 30.11.18 - £39.41
- vi) Total Gas & Power – Electricity - 24.12.18 - £105.69

It was **resolved that the above accounts i) to vi) be paid, and that direct debits i) – vi) be retrospectively approved.**

6 **STATEMENT OF ACCOUNTS – 1.10.18 – 31.12.18**

The statement of accounts, comparisons with agreed budgets, and projections of likely receipts and payments by the end of the financial year, were reported. The council is currently within its budget for 2018/19 so far, and likely to remain so, barring unexpected contingencies.

7 **‘INTERNAL AUDIT’ CHECKS – 1.10.18 - 31.12.18**

The above were carried out on 17.1.19, and all was found to be satisfactory.

8 **BRADWELLIAN NEWSPAPER – ALTERNATIVE QUOTATIONS TO PRINT 2019 PUBLICATIONS**

The clerk reported that, further to the request made at the last meeting, he had invited six companies, all within the Gt Yarmouth area, plus the current company, to submit a quotation to undertake the printing work for the March and October 2019 editions of the publication. The companies in each case received a copy of the most recent issue, and were advised that any quotation should take the following into account:-

- a) The paper copies of the draft publications would be brought into your office on 1.3.19

and 13.9.19, along with copies of each page, and pictures to be used, saved separately on a CDR disc.

- b) Approximately 5,150 copies would be required, which would be delivered to the above address, by 5p.m. on 22.3.19 and 4.10.19 respectively.
- c) When delivered, the copies would be sorted into similar sized boxes, and into batches of e.g. 10, 20 or 25 within each box, to assist the person who has to sort them into 'rounds' for voluntary deliverers.
- d) The publication may be 24, 28 or 32 pages, depending on contributions and advertising requests received, and a price should be quoted for each.
- e) Further to d) above, prices quoted should also allow (as at present) for the first two and the last two pages to be colour printed - and the option, in each case, should also be priced for all pages to be coloured.

Four responses were received, including one from the present printing company, as shown below, in the order in which they were received. Some queries were raised concerning the 'publisher' program used (Page Plus X8), and whether the page copies could be saved to the CDR disc in 'PDF' format (it appears that they could).

- i) C Hill, Repro Arts, Monument Road, GY – 'estimate' prices shown for the option for the first two and the last two pages to be colour printed only – 32 page publication £2,520.29; 28 page publication £2,275.49; 24 page publication £2,065.49;
- ii) J Hodges, Blackwell Print, Charles Street, GY - options for the first two and the last two pages to be colour printed only – 32 page publication £1,440.00; 28 page publication £1,279.00; 24 page publication £1,135.00; options for colour printing throughout – 32 page publication £1,820.00; 28 page publication £1,595.00; 24 page publication £1,414.00. In each case there would be an additional charge of £48.00 per hour for 'setting time' – further to a query as to what the total additional cost in each case was likely to be, the following response was received – 'It's very difficult to say at this stage as there are a few unknowns, I would expect 10mins per page would be OK, however on the first issue we would like to invoice for the time, going forward we would be able to set a time that is achievable on a 'normal' basis. I hope that's ok'.
- iii) V Harold, RPD Printers, 51 & 53 Lowestoft Road, Gorleston, GY (current company used) - options for the first two and the last two pages to be colour printed only – 32 page publication £2,111.00; 28 page publication £1,879.00; 24 page publication £1,686.00; options for colour printing throughout – 32 page publication £2,718.00; 28 page publication £2,395.00; 24 page publication £1,114.00. The company has further advised that 'since we last printed the job we have changed from litho printing to all digital printing, this means that the actual printing of the job will be put out. We have allowed for us to take your copy and put it into print ready format and for it to be delivered to you as per your specification'.
- iv) S Curtis, Ashleigh Print & Design, 8 Rampart Road, GY - option for the first two and the last two pages to be colour printed only – 24 page publication £1,675.00. No other price options were submitted. Mr Curtis also referred some uncertainty regarding the price shown, as he could not open the page files that had been sent to him (although he would be able to buy the program to do so if the price is of interest), and it was therefore not clear to him how long it would take to 'send the files to print'. Unfortunately he left it until 3 hours before the quotation deadline to raise the query, and the clerk was not able to respond as he was not on duty over that time period.

It was resolved to **accept the quotation from RPD Printers, on the grounds that the 'estimated' prices from Repro Arts were not competitive, and due to the uncertainties regarding the prices shown by Blackwell Print and Ashleigh Print & Design.**

Further to the recent departure of Mr G Johnson, Arc Electrical, and the uncertainty regarding the future of the company, it will be necessary to ask representatives of other local companies to attend site to advise on options for upgrading the present system, prices, ability to attend site to deal with occasional problems on an ongoing basis etc. **Councillor Carrier will pass on details of local companies who may be able to take on the work.**

10 **APPOINTMENT OF ELECTRICAL COMPANY TO CARRY OUT WORKS FOR THE COUNCIL**

Further to the recent departure of Mr G Johnson, Arc Electrical, and the uncertainty regarding the future of the company, it will be necessary to ask representatives of other electrical companies whether they could attend Leo Coles Pavilion and Golden Jubilee Pavilion to carry out works when required, e.g. installation checks, PAT testing and general repairs, and to request quotations for doing so. **Councillor Carrier will pass on details of local companies who may be able to take on such work, including one who has already carried out good work for Bradwell Community Library.**

11 **ANGLIAN WATER BUSINESS LTD. – REFUSAL TO CONTINUE THE ARRANGEMENT MADE WITH ITS PREDECESSOR FOR REFUNDS TO BE MADE IN RESPECT OF WATER RETURNED TO THE SEWER**

It was reported to the 27.11.18 meeting of the Amenities & Highways Committee that the above has made an apparent withdrawal without notice of an agreement to make refunds on the basis of water not returned to the sewer, i.e. that which is used by Bradwell Bowling Club to irrigate the Green. On 26.11.18 the company requested proof of the 'sub meter' referred to, and photographs (taken with some difficulty, as it is located a few feet underground) have been submitted, along with a further meter reading, and confirmation that the meter does in fact record units relating to the 'irrigation' usage. It has responded by stating that its 'wholesaler' will additionally require 'evidence of the sub-meter being fitted' (either an invoice, or a calibration report for it, or photographs of the sub meter showing 0 when installed), plus 'minimum of three sub meter reads'.

It will be necessary to respond to this e-mail, firstly to point out that it is standard practice to destroy invoices that were paid over six years ago. A request should further be made for one of the company's representatives to attend site to view the sub-meter, and if necessary, the sub-meter could be dug out of the grounds to be 'calibrated'. If no progress is made, the option remains to submit a complaint to the relevant regulator, 'OFWAT'.

12 **REVIEW OF INTERNAL CONTROLS**

- a) Draft internal controls plan – a draft plan was approved for the coming year, and copies of last year's similar plan were also circulated, showing the dates when relevant tasks were actually carried out.
- b) Annual review of risk management policy – the policy document was circulated, with highlighted areas indicating dates when specific tasks were actually carried out, and approved. The annual 'health and safety review' will be carried out in May. Dates have been scheduled for the Amenities & Highways Committee's 'quarterly building checks' for the coming year, along with annual checks for Green Lane Playing Field and Gipsies Green (plus separate review of hedge cutting requirements), and 'off-site' properties, and the 'annual fire risk assessment'.
- c) Annual review of insurance policy – copies of relevant parts of the current policy, from new insurer Came & Company, were circulated. As was stated at last year's review of the policy, the policy provides the necessary 'cover' for the council in all relevant areas, but many unnecessary items are also shown. When the company's representative was questioned about this when he visited the office, he responded that this was standard practice, and that the price of the policy would probably be increased if a

formal request was made for such items to be deleted. The committee took a decision on 1.5.18 to accept a 'three year long term agreement premium'.

- d) Annual review of Standing Orders – no changes have been made to Standing Orders over the past twelve months, and there were no proposals for any changes to be made.
- e) Documentation held in office safe – A list of items held in the safe was circulated. **It was requested that all items should be made available for inspection on the occasion of the Annual Parish Council Meeting in May, by which time a new council will have been elected.**
- f) Property inventory – a list was circulated and noted. **The 'list' will be re-arranged in future, i.e. all 'seats' will be listed together, all 'litter bins' will be listed together, etc.**

There being no other business, the meeting closed at 9.05 p.m.

Signed:..... Date :

Date of next meeting – 16.4.19