

# Bradwell Parish Council



10 November 2020

A meeting of the Finance and  
General Purposes Committee 7.30pm

This meeting was held online via the Zoom Conferencing Platform

**PRESENT:** Councillors Howlett (Chairman), Carrier, Hamilton, Hirst and Steggles.

**IN ATTENDANCE:** Parish Clerk C Bacon.

1) **APOLOGIES** were received from Cllr's Macdonald and Shaw

2) **DECLARATIONS OF INTEREST:-**

To receive disclosures of personal and disclosable pecuniary Interests from councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary one.

Cllr Hirst declared a personal and financial interest in item 5) consideration of grant application from Bradwell Community Centre Trust.

3) **TO CONSIDER A MOTION TO SUSPEND THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO INFORM THE MEETING**

John Hirst spoke to the Committee as a member of the public regarding item 5 on this agenda. He advised this committee that Bradwell Community Centre Trust currently receives zero income due to COVID-19 restrictions. This Council has been approached for a grant of £10,000 for building renovations and a schedule of works had been circulated with this agenda. These renovations would attract more groups to hire the Community Centre, generating more income. The Community Centre has not applied for Lottery funding.

4) **MINUTES OF MEETING – 6<sup>TH</sup> AUGUST 2020 – MATTERS ARISING** - None

5) **LORDS LANE COMMUNITY CENTRE (BRADWELL COMMUNITY CENTRE TRUST) – TO CONSIDER THEIR APPLICATION FOR GRANT REQUEST**

The Committee discussed the application received for a £10,000 grant for renovations to the Community Centre building. This is a considerable sum of money; almost a fifth of the yearly precept. Should this grant be awarded, tight financial controls would be essential, such as those used by this council to demonstrate financial probity to the residents of Bradwell. It was **resolved to award the grant to Bradwell Community Centre Trust; however this grant will be ringfenced and funds released only after three quotes have been received for each area of work (where applicable), the quote formally accepted and the works started. £1,000 will be granted in advance to allow certain works to be undertaken. Works costing below £500 will generally not require three formal quotes, just details of works undertaken. Multiple quotes/works to the property can be agreed and obtained simultaneously. There will be no time limit to spend, the money will stay in the Parish Council reserves until exhausted. Cllr Hirst abstained from the vote.**

6) **RECEIPT OF COVID-19 GRANT FROM GREAT YARMOUTH BOROUGH COUNCIL**

In September 2020 a COVID-19 grant was received by this Council from Great Yarmouth Borough Council in the sum of £10,000. Even though the grant came with no restrictions or caveats this Committee feels the money should be spent wisely and appropriately. It was suggested that this

money could be donated to local organisations (e.g. the Scouts) to mitigate the financial impact of COVID-19. It was **resolved to ringfence this grant. Any costs relating to COVID-19 this Council has incurred will be offset against this grant. The matter will be transferred to the Parish Council meeting of 8<sup>th</sup> December.**

## 7) ACCOUNTS TO PAY

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	Chq No	Payment	Amount
1	Sheila French	Backdated pay Jan-Sept	104721	25-Sep-20	£172.00
2	East Anglian Computer Supplies	2 * boxes Hand towels	104722	25-Sep-20	£33.48
3	Parish Clerk	Expenses (Zoom, domain, hosting, petrol, cabledies)	104723	30-Sep-20	£175.49
4	Robert Carrier	Expenses (signs for GLPF, hedgetrimmer)	104724	30-Sep-20	£740.43
5	Deputy Clerk	Additional October pay (SO not amended)	104725	15-Oct-20	£18.00
6	Caretaker	Additional October pay (SO not amended)	104726	15-Oct-20	£3.78
7	J Burns	Beccles Rd allotments (lock, type 1, stamps)	104727	26-Oct-20	165.78
8	The Garden Guardian	Green Lane Playing field maintenance Sep20	104728	02-Nov-20	848.28
9	Catherine Bacon	Parish Clerk Expenses (Zoom, War memorial thank you gift, padlock, boot scraper, step stool)	104729	02-Nov-20	82.52
10	Robert Carrier	Expenses (signs for GLPF benches)	104730	02-Nov-20	22.68
11	Scottish Widows	Additional into Clerk pension (May-Nov)	104731	02-Nov-20	67.85
12	East Anglian Computer Supplies	Stationery (H&S poster, A4 paper, ink pad, gloves)	104732	02-Nov-20	82.26
13	Willmotts	End of season work to bowling green	104733	02-Nov-20	1440
14	Westcotec	SAM2 unit + 2 brackets	104734	02-Nov-20	3693.6
15	St Nicholas Church	Annual grant for burial ground	104735	02-Nov-20	1215
16	Kevin Bacon	New website & WCAG compliance	104736	02-Nov-20	287.76
17	Ensure Fire Safety	6 month service of fire alarm	104737	02-Nov-20	60
18	Parish Clerk	November salary additional (backdated)	104738	02-Nov-20	225.35
19	Caretaker	November salary additional (+ backdated) + football fixtures	104739	02-Nov	404.20

### New Standing Orders set up during this period

Pt	Supplier	Description	Amount
1	Sheila French	Deputy Clerk salary	£180

The following direct debit payments were made between 1<sup>st</sup> September – 31<sup>st</sup> October 2020

Pt	Supplier	Description	Payment	Amount
1	Wave	Water to Beccles Road Allotments Mar-Aug	09-Sep-20	£153.77
2	Wave	Water to Cley Road Allotments Mar-Aug	16-Sep-20	£116.06
3	Scottish Widows	September pension payment	28-Sep-20	£318.36
4	Total Gas & Power	Electricity to Leo Coles Pavilion Aug 20	29-Sep-20	£83.34
5	Total Gas & Power	Electricity to Leo Coles Pavilion Sept 20	27-Oct-20	£88.50
6	Scottish Widows	October pension payment	28-Oct-20	£318.36

It was **resolved that the above accounts 1-19, standing orders 1 and direct debits 1-6, be retrospectively approved.**

## 8) **RETROSPECTIVE DECISIONS**

### **CCTV**

- Relocation of several cameras in Green Lane Playing Field car park to enable monitoring of the 'blind spot'; adjusting angle of entrance car park to give neighbour privacy, work to vandalised camera overlooking play area, relocating CCTV system to print room £220. Works carried out 9<sup>th</sup> October 2020
- Replacement of vandalised camera over the play area, quote circa £250. Works carried out 9<sup>th</sup> October 2020
- Replace faulty camera over car park – this camera was not upgraded last year and is 10+ years old. Quote accepted at £168.

It was **resolved to retrospectively approve the decisions a-c) above**

## 9) **INTERNAL AUDIT CHECKS – JULY-SEPTEMBER CHECKS WERE CARRIED OUT 19<sup>TH</sup> OCTOBER 2020**

Cllr's Howlett and Macdonald carried out the internal audit checks on 19<sup>th</sup> October 2020. On this occasion the number of Cllr's attending was limited to two due to COVID-19 restrictions. Everything was found to be satisfactory. The Clerk was congratulated for changing the way the accounts are presented.

## 10) **APPROVAL AND APPOINTMENT OF CHEQUE SIGNATORIES**

The bank will not discuss any banking matters with the Clerk. To enable the Clerk to set up online banking, she needs to be a signatory on the account. There are currently three bank signatories on the mandate. There may be a fee to increase the number of signatories on the bank mandate. It was felt that Cllr Macdonald should be involved in this decision. Cllr Howlett had intended to go the office to contact the bank, but lockdown restrictions now prevent this. It was **resolved that Cllr Carrier contact the bank as he is named on the bank as Parish Chairman. The matter will be transferred to the Parish Council meeting, although resolution of this issue will hopefully be achieved beforehand.**

**11) PURCHASE OF NEW OFFICE COMPUTER AND MICROSOFT SOFTWARE – B/F BOROUGH CLLR GRANT OF £369**

A Borough Cllr grant had been received in a previous financial year to be used for equipment. There is £369 outstanding. The Clerk has requested a new office computer and upgraded Microsoft Office software. It was **resolved to purchase the required IT equipment up to the value of £650 + VAT. It was resolved the b/f BC grant of £369 grant be offset against this spend.**

**12) BUDGETS FOR 2021/20**  
**a. REVIEW OF FEES**

**i) Use of Leo Coles Pavilion Changing Rooms**

It was **resolved that for 2021/22, 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**

It was felt that the previous fees of £15.00 per hour or £90 for the day are not competitive. It was **resolved to reduce the fees to £20 per half day (maximum four hours) and £40 the whole day (maximum of 8 hours) between 9am and 6pm – with the exception of the fee for GYBC election use, which should increase from £350 to £400.**

**iii) Bradwell Bowling Club Annual Rental**

It was resolved that **the above rental should be increased from £160 to £175 p.a.**

**iv) Allotment Rentals**

It had already been resolved that allotment rentals will be increased from 1<sup>st</sup> October 2021 to £22 large plot, £11 medium plot, £5.50 small plot. From April 2021 there will also be a 50% increase in rents for people outside of Bradwell. It was **resolved to not increase the rents further.**

**v) Bradwellian Advertising Rates.**

Present charges are:

Size	Black & White	Colour (back page)	Colour (inside front or back page)
1/8 page	£12	£36	£25
1/4 page	£23	£72	£50
1/2 page	£46	£144	£100
Whole page	£92	£288	£200

It was **resolved to transfer this matter to the Public Relations and Publicity Committee for their input, before transferring back to the Finance Committee.**

**b. BUDGETS/CONCURRENT FUNCTION GRANT/PRECEPT/COUNCIL TAX SUPPORT GRANT 2021/2022**

The following budget figures were agreed:-

1	Clerk + Deputy Salary	29,000
2	Election Expenses	0
3	Stationery/post/telephone	1,719
4	Subscriptions/publications	206
5	Legal subscription	500
6	Insurance	2,216
7	Non-Domestic Rates	0
8	Audit Fees	575
9	Annual Parish Meeting	50
10	Staff & Councillors' Training/Seminars	640
11	Information Commissioner	60
12	Bradwell Reading Room Trust (S137)	1,950
13	Donations - other (S137)	500
14	Village Amenities	2,000
15	Footpath Maintenance	200
16	Footpaths staff (S137)	120
17	Defibrillator consumables	200
18	Newspaper * 2 /website	5,075
19	Leo Coles Pavilion	3,370
20	Noticeboard	500
21	War Memorial Maintenance	150
22	Golden Jubilee Pavilion Maintenance	500
23	Councillors' Travel	100
24	CCTV	350
25	50/50 bid amount - 'SAM2' bus shelter	3,273
26	IT upgrades	600
27	Allotments - Balance of Income less expenditure	(357)
28	Bank Interest	(20)
29	Bowling Club Annual Rent	(160)
	<b>TOTAL PRECEPT EXPENDITURE</b>	<b>53,317</b>

It was resolved, on the basis of the above, to recommend to the Parish Council that the 2021/22 precept should be set at a level whereby an amount of £51,500 will be received, the additional expenditure is to be taken from current reserves. The proposed expenditure on a barrier at Green Lane Playing Field and asbestos removal at Beccles Road Allotments would be funded by the underspend of the 2019/20 precept.

The Clerk was thanked for her work preparing the budget.

**c. CONCURRENT FUNCTIONS GRANT 2021/22 AND COUNCIL TAX SUPPORT GRANT 2021/22**

It was resolved to increase the request from £16,410 to £16,750 under the following sub-headings - Burial ground £1,215; Open spaces £14,520; Bus shelters £1,015.

**13) APPLICATION FOR 50/50 FUNDING FOR NEW BUS SHELTER ON MILL LANE**

The land where this proposed bus shelter is to be sited is currently unregistered, although UK Power Networks have cables buried underground and require right of access. Cllr Carrier and the Clerk are looking into the legalities of whether a bus shelter can be placed on this unregistered land. It was

resolved to apply for the 50/50 grant and if/when this grant is approved more will be known about the unregistered land situation at that time.

**14) BRADWELL BOUNDARY DIVISION / REVISED ELECTORAL ARRANGEMENTS**

Norfolk County Council is proposing to change the County Council boundaries, extending the boundary further down towards Lowestoft. The Electoral Commission are proposing to split Bradwell into three wards as per the below extract:

167 We are providing revised parish electoral arrangements for Bradwell Parish Council.

**Draft recommendations**

Bradwell Parish Council should comprise 15 councillors, as at present, representing three wards:

Parish ward	Number of parish councillors
Bradwell Central	3
Bradwell North	8
Bradwell South	4

It was **resolved to support the Electoral Commission proposals, not the Norfolk County Council proposals. A response will be submitted before the closing date of 23<sup>rd</sup> November 2020.**

**15) WHEN TO PUBLISH MEETING MINUTES – TRANSPARENCY CODES**

Smaller councils (with a turnover of <£25k) are legally required to comply with the Transparency Codes of Conduct, as are larger councils (with a turnover of over £200k). Part of this code states that draft minutes should be published as soon as they are available, but clearly marked 'draft'. There is currently no legal requirement for councils with a turnover between £25-200k to comply with the Transparency Codes of Conduct. It was **resolved to not publish draft minutes, but to continue to publish minutes only after they have been officially approved.**

**16) CORRESPONDENCE: None**

There being no other business, the meeting closed at 9.32pm

Signed: ..... Date : .....