

# Bradwell Parish Council



02 March 2021

A meeting of the Finance & General Purposes Committee at 7.00pm  
This meeting was held online via the Zoom Conferencing Platform

**PRESENT:** Cllrs Macdonald (Chairman), Carrier, Goodchild, Hamilton, Hirst, Howlett and Steggles.

**IN ATTENDANCE:** Parish Clerk, C Bacon; one member of the public.

**2103-F21) APOLOGIES FOR ABSENCE:** Cllr Shaw

**2103-F22) TO CONSIDER A MOTION TO SUSPEND THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO INFORM THE MEETING.** One member of the public attended the meeting with a view to joining the Parish Council.

**2103-F23) TO RECEIVE DECLARATIONS OF INTEREST:**

Cllr Hamilton declared a personal interest in item F26 b) Great Yarmouth and District photographic Society

**2103-F24) MINUTES OF LAST MEETING**

The minutes of 10<sup>th</sup> November 2020 were noted.

**2103-F25) CLERK'S REPORT**

**a) Minutes of 10<sup>th</sup> November 2020 item 5)** A letter was sent to Bradwell Old School Village Hall in December detailing the terms of the £10k grant. A cheque for £1,000 was enclosed.

A subsequent cheque for £765 was paid in relation to new lighting. It was noted that the quote from the company that won the tender was not included. The clerk will request a copy of this quote.

**b) Minutes of 10<sup>th</sup> November 2020 item 6)** To be discussed at this meeting

**c) Minutes of 10<sup>th</sup> November 2020 item 10)** A new mandate to add the Clerk as a signatory was completed and returned in December. The Clerk is now a bank signatory and has learned that there is no limit to the number of signatories allowed on the bank mandate. The clerk gained access to online banking in mid-February. Payments cannot be made until a co-signatory is set up for online banking.

**d) Minutes of 10<sup>th</sup> November 2020 item 11)** A new office computer with Office 2019 software was purchased and setup in November. The Clerk attended a training course on creating accessible PDF's in January. All PDF's published on the website are now compliant with the accessibility regulations.

**e) Minutes of 10<sup>th</sup> November 2020 item 12)** The grant forms were sent to the Borough Council on 14<sup>th</sup> December 2020.

**f) Minutes of 10<sup>th</sup> November 2020 item 13)** The 50/50 funding application was made 1<sup>st</sup> December 2020. The application will be assessed and outcome communicated in March 21.

**g) Minutes of 10<sup>th</sup> November 2020 item 14)** A response supporting the Electoral Commission proposals was submitted in November 2020.

## 2103-F26) ITEMS FOR CONSIDERATION AND RESOLUTION

### a) The remainder of the £10k COVID-19 grant

A draft proposal detailing two potential funding processes was circulated with this agenda. After a lengthy discussion, and subject to an amendment to the application form to allow clubs to state the number of Bradwell residents attending their club, it was **resolved in principle to engage with the two Community Centres to offer start up grants to the clubs and organisations which use their facilities. The Community Centres would handle the grant applications then make recommendations to this Finance Committee, enclosing the application forms, for grant payments. The Finance Committee would consider the Community Centre recommendations and application forms and, if the grant applications are successful, the money would be paid directly to the two Community Centres, for them to disseminate to the clubs. Not all Bradwell clubs use the Community Centre facilities. It was estimated that between £4,000 and £6,000 will be distributed in the above manner, leaving a balance to be distributed to other organisations. Cllr Carrier will amend the application form. This matter will be re-tabled at the next Finance Committee meeting of 20<sup>th</sup> April 2021.**

### b) COVID-19 Grant applications received

- i) Great Yarmouth & District photographic society. This application needs to be included in the application process at the next Finance Committee meeting;
- ii) Bradwell Racing Pigeon Club: This application needs to be included in the application process at the next Finance Committee meeting. It was recommended that Bradwell Old School Village Hall employs a specialist to inspect the asbestos building that houses the Racing Pigeon Club.
- iii) Norfolk Citizens Advice: it was **resolved to donate £200 to Norfolk Citizens Advice.**
- iv) Mandalay Wellbeing CIC. £500 was donated to this organisation in August. It was originally resolved to donate £1,000 to the COVID relief fund. The Clerk will determine if Mandalay CIC are still operating. This matter will be carried forward to the next Finance Committee meeting.

### c) Advertising rates for the Bradwellian

Proposed advertising rates were circulated with this agenda, which were recommended by the Bradwellian Working Group.

A discussion took place about the printing cost of the new style all-colour publication of the Bradwellian. The Bradwellian Working Group believe the extra cost to print in full colour will be offset by the reduction in charge by the printers to get the file in a printable format, plus the receipt of additional advertising revenue.

It was **resolved to accept the recommendations of new advertising rates of the Bradwellian Working Group at the following rates:**

Full Page	£150
Half Page Landscape/Portrait	£80
Quarter Page	£40
Eighth Page Landscape only	£30

### d) Waste Removal at Leo Coles Pavilion

It was recommended by the Amenities & Highways Committee to hire a lockable wheelie bin for waste removal at Leo Coles Pavilion. Waste removal has been ad-hoc in the past. **It was resolved to hire a 1100 litre lockable wheelie bin for Leo Coles Pavilion at the cost of £78 rental per annum with £21.85 per lift, on a basis of only lifting when required, not on a regular schedule.** The legal power is Highways Act 1980, ss. 43 and 50. The cost of securing the wheelie bin will be additional.

**e) Purchase of three new A1 noticeboards**

Written permission has been received from Morrison, Tesco and Great Yarmouth Borough Council to place new noticeboards in the following locations:

- i) Morrison – post mounted next to the footpath leading to Mill Lane.
- ii) Tesco – wall mounted on the wall facing Beccles Road
- iii) Footpath on Mill Lane Playing Field, leading to Lords Lane – post mounted

It had been recommended by the Public Relations and Publicity Committee to purchase three new noticeboards for the above locations. The existing noticeboards are mostly not fit for purpose.

It was **resolved to purchase three new A1 landscape noticeboards, to site at Morrison, Tesco and Mill Lane Playing Field at a total cost of £1,135 (excluding installation and VAT)**. The legal power is LGA 1972 s142.

**f) YMCA Youth Club**

It was **resolved to defer making a decision on the YMCA Youth Club until lockdown restrictions are lifted in May/ June**.

**g) Permission for the Bradwellian Working group to use email address [bradwellian@bradwellparishcouncil.co.uk](mailto:bradwellian@bradwellparishcouncil.co.uk)**

The Bradwellian Working group has requested use of specific email address [bradwellian@bradwellparishcouncil.co.uk](mailto:bradwellian@bradwellparishcouncil.co.uk) to correspond directly with people submitting articles and adverts for the Bradwellian publication, rather than all correspondence go through the Clerk. There is no costs associated with setting up this email address. The Clerk would be able to monitor use of this email account. A draft Email Policy was circulated with this meeting's agenda. It was **resolved by majority vote (6 in favour, one abstention) to recommend the Email Policy to the Parish Council**.

**h) Review of Internal Controls:**

- i) Draft Internal Controls Plan: A draft plan was approved for the coming year, subject to amendments to add the two COVID-19 Risk Assessments for the office and football. A copy of last year's plan was also circulated, showing dates when tasks were carried out.
- ii) Annual review of Risk Management Policy: The policy document was circulated, which corresponds to the Internal Controls plan. Certain tasks have not been able to take place in the past twelve months due to COVID-19 restrictions. These items have been clearly highlighted. A Fire Risk Assessment will take place once restrictions allow. Cllr Carrier offered to help re-write this Risk Assessment.
- iii) Annual review of insurance policy: Copies of relevant parts of the current policy, were circulated. As has been stated previously, the policy provides the necessary 'cover' for the council in all relevant areas, but many unnecessary items are also shown. Following the Clerk's work to produce an asset register, accurate figures are now available, which will be made available to the broker(s) at the time of renewal. The current 'three-year long-term agreement' expires on 31<sup>st</sup> May 2021. It was **resolved to go for competitive quotations in time for renewal using the two recommended specialist insurance brokers. Representatives of the brokers will be invited to attend the office, restrictions allowing. This Finance Committee will review the insurance renewal documents in May 2021**.
- iv) Annual review of Standing Orders: Cllr Carrier reported since this Council re-joined NALC at the start of this year, model documents have now become available to us. Cllr Carrier has compared the latest NALC model Standing Orders with this Council's existing Standing Orders.

There are a greater number of statutory requirements in the NALC model Standing Orders and entire new sections, such as data protection. Cllr Carrier felt it most practical to adopt the NALC model Standing Orders, after cross-referencing with the existing version and updating to reflect this Council's previous decisions and circumstances (such as adding in the new PR and Publicity Committee terms of reference). The new Standing Orders also include updated Powers & Duties and an updated Code of Conduct. There are also now separate Financial Regulations which form part of the Standing Orders. Cllr Carrier has also drafted a Social Media Policy for review. It was **resolved to issue draft copies of 1) the new Standing Orders based on NALC's model Standing Orders; 2) Financial Regulations; 3) Social Media Policy to all Councillors for review. As there are extensive changes, these documents will be scheduled for review/adoption at the Parish Council meeting of 11<sup>th</sup> May 2021.** Cllr Carrier was thanked for his work on amending the Standing Orders.

- v) Documentation held in office safe: A list of items held in the safe was circulated, which was last updated in January 2020. Due to lockdown restrictions (home-working) the Clerk has not personally checked the contents of the safe. When lockdown is eased, Cllr Carrier offered to assist the Clerk in checking these documents, with a view to possibly storing them digitally as well as hard copy.
- vi) Asset Register: An asset register was circulated. This asset register/inventory was created by the Clerk, which lists all property owned by the Parish Council both at purchase value, for use in the accounts, and also at replacement value, for insurance purposes. Items will remain on this register until disposed of. The Clerk was commended for undertaking this work. The Asset Register was accepted.

#### **2103-F27) ITEMS FOR CORRESPONDENCE & INFORMATION ONLY**

- a) Norfolk ALC has offered full Council training free of charge. This will be over Zoom, date to be agreed, but probably May/June after the new Council has taken office.

#### **2103-F28) FINANCE**

- a) A statement of accounts Quarter 3 (to December 2020). The statement of accounts, comparisons with agreed budgets, and projections of likely receipts and payments by the end of the financial year, were reported.
- b) Accounts for payment

Pt	Supplier	Description	Amount	Legal Power
1	(Allotment Advisory Committee member)	4T of Type1 Granite for roadway at Beccles Rd Allotments (6T previously agreed by Amenities Committee, but only 4T required)	<b>£143.20</b>	S. Holdings & Allot Act 1908 S23
2	The Garden Guardian	Green Lane Playing field maintenance Jan21	<b>£848.28</b>	Public Health Act 1975

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	Legal Power	Chq No	Payment	Amount
1	Bradwell Community Centre Trust	Initial payment of £10k grant	LGA 1972 S133	104751	15-Dec-20	£1,000.00
2	SLCC	Membership of SLCC from 1st Jan 2021	LGA 1972 S143	104752	15-Dec-20	£208.00
3	HMRC	Q3 P32 payment	LGA 1972 S111	104753	12-Jan-21	£1,654.70

4	Barclaycard	Stamps (£300 in next year's budget)	LGA 1972 S111	104754	12-Jan-21	£339.50
5	The Garden Guardian	Green Lane Playing field maintenance Dec 20	Public Health Act 1975	104755	12-Jan-21	£848.28
6	HMRC	CANX CHQ & Write back into accounts (lost at HMRC)	LGA 1972 S111	104719	27-Jan-21	(£1,294.12)
7	HMRC	P32 payment Q2 July-Sept	LGA 1972 S111	104756	27-Jan-21	£1,294.12
8	Caretaker	Additional Jan/Feb salary (SO not amended by Barclays)	Public Health Act 1975	104757	15-Feb-21	£27.02
9	Parish Clerk	Additional Jan/Feb salary (SO not amended by Barclays)	LGA 1972 S111	104758	15-Feb-21	£92.18
10	Parish Clerk	Clerk expenses (Zoom * 3 months, mobile telephone top-ups £20, annual renewal of email address, caretaker items)	LGA1972 S111/S142 & PHA1975	104759	17-Feb-21	£107.89
11	BSA Security & Fire	Replaced middle carpark CCTV camera £200.76	LG&R Act 1997 S31	104760	15-Feb-21	£200.76
12	Bradwell Community Centre Trust	Grant payment (replacement lights)	LGA 1972 S133	104761	15-Feb-21	£765.00

New Standing Orders set up during this period: None

New Direct debits set up during this period: Commercial Barclaycard – set up to pay the balance in full.

The following direct debit payments were made between 1<sup>st</sup> November 2020 – 31<sup>st</sup> January 2021

Pt	Supplier	Description	Legal Power Used	Payment	Amount
1	Onecom	Broadband & telephone credit + Sept-Nov	LGA 1972 S111	30-Nov-20	£61.98
2	Scottish Widows	November pension payment	LGA 1972 S111	30-Nov-20	£318.36
3	Total Gas & Power	Electricity to Leo Coles Pavilion Oct 20	Public Health Act 1975	03-Dec-20	£81.49
4	Onecom	Broadband & telephone credit + Dec	LGA 1972 S111	28-Dec-20	£59.95
5	Scottish Widows	December pension payment	LGA 1972 S111	29-Dec-20	£333.68
6	Total Gas & Power	Electricity to Leo Coles Pavilion Nov 20	Public Health Act 1975	05-Jan-21	£139.45
7	Onecom	Broadband & telephone Jan 21	LGA 1972 S111	29-Jan-21	£59.95
8	Total Gas & Power	Electricity to Leo Coles Pavilion Dec 20	Public Health Act 1975	26-Jan-21	£217.62
9	Scottish Widows	January pension payment	LGA 1972 S111	28-Jan-21	£333.68

It was **resolved that the above accounts 1-2 be paid, and that the above accounts 1-12, and direct debits 1-9, be retrospectively approved.**

With regard to the two grant payments to Bradwell Community Centre Trust (retrospective payments items 1 and 12), concern was expressed that a thank you letter had not been received for the initial £1,000 payment, neither had the winning quote for £765 been received for the electrical works. A discussion took place regarding the exact wording of the resolution as recorded in the minutes of 10<sup>th</sup> November 2020. It was felt that the resolution made on 10<sup>th</sup> November 2020 was not clear enough and the wording could have been clearer. It was agreed that the initial £1,000 was a grant, which

does not require the Community Centre to provide receipts, nor proof of spend, however a letter of acknowledgement should be provided. The balance of £9,000 must be spent on the renovation of the Community Centre building.

Cllr Hirst will inform the treasurer of Bradwell Community Centre Trust of the above, requesting a letter of acknowledgement be sent for the initial £1,000 grant payment.

- c) Bank Reconciliation including bank account balances: A bank reconciliation, including bank account balances was reported. A discussion took place with regard to why there was more money in the current account than the deposit account. It was felt that interest rates are currently so low, there was no urgency to move this money across. **The Clerk will report the current interest rates obtained on the two accounts at the next meeting.** It may be prudent to invest money in an alternative bank account, or Government bond. It was felt that reporting the bank reconciliation was a good addition to the Finance Committee. This will continue for future meetings.

### **Other business**

Cllr Macdonald reported he will be standing down from the Parish Council this year. Thought should be given as to who will be the next Chairman of the Finance Committee.

A discussion took place with regard to the Parish rates, as reported this week in the Great Yarmouth Mercury. Bradwell Parish Council was the only parish showing a reduction in percentage of precept payable at -2.2%.

A brief discussion took place regarding use of Leo Coles Pavilion as a polling station for the May elections. Unless lockdown restriction ease substantially before the beginning of May, it is unlikely the Pavilion could be used as a polling station this year. However, if it is used as a polling station, the Borough Council would be asked to provide their own Risk Assessment in advance.

There being no other business, the meeting closed at 8.55pm

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