

Bradwell Parish Council



Dear Councillor

14th April 2021

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee** to be held online via Zoom Conferencing Platform on **Tuesday 20th April 2021, at 7.00 p.m.**

Due to new Government Legislation, The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (LAPCP Regulations 2020) this Parish Council's Standing Orders have been updated to allow the use of remote meetings while social distancing is in place.

AGENDA

2104-F46) To receive apologies for absence

2104-F47) To consider a motion to suspend the meeting to allow members of the public to inform the meeting

2104-F48) To receive declarations of Interest

Members are reminded to declare any interest on any item on this agenda at this point or at any point during the meeting in accordance with Bradwell Parish Council's Code of Conduct.

2104-F49) Minutes of Last Meeting

For information only; minutes were approved at the Parish Council meeting of 23rd March 21.

2104-F50) Clerk's Report (Appendix 1 circulated)

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 2nd March 2021 (circulated with this agenda), and other relevant information.

2104-F51) Items for consideration and resolution

- a) A resolution is required with regard to the remainder of the £10k COVID-19 grant.
 - 1) A revised proposal for 'Assistance Start Up Grants' via the two Bradwell community centres is circulated with this agenda for approval.
 - 2) A decision is required how to advertise the remaining available funds to organisations which do not use the two Bradwell community centres.
- b) Decision to be made regarding whether to make a further COVID-19 grant to Mandalay Wellbeing CIC. This organisation is still operating from the Royal Arcade in Gt Yarmouth.
- c) To consider Councillors individual comments (circulated with this agenda) and make recommendations for approval on the following documents:
 - 1) Draft Standing Orders
 - 2) Draft Financial Regulations
 - 3) Draft Social Media Policy
- d) Request for donation from NARS (Norfolk Accident Rescue Service) See Appendix 2
- e) New office printer purchase: consider for approval proposed cost increase against budgeted amount (see appendix 3)
- f) Request for annual grant received from Bradwell Reading Rooms Trust (see appendix 4)

2104-F52) Items for correspondence & information only

- a) Thank you letter from Bradwell Community Centre Trust regarding grant of £10,000
- b) Thank you email received from Norfolk Citizen's Advice regarding donation of £200
- c) Accounts for year ended 31st December 2020 from Bradwell Parochial Church Council, showing expenditure of £1,198 on burial ground maintenance.
- d) Letter received from Norfolk County Council regarding acceptance of 50/50 Parish funding for the bus shelter on Blackbird Close.

2104-F53) Grant payments to Bradwell Community Centre Trust. Invoices submitted for payment approval (paperwork circulated with this agenda)

- a) K Copeland Builder £2,300 (quote + two alternative quotes are also provided)
- b) Jax Plumbers £421.20
- c) Matt Woolard Kingston £250
- d) J Rowland £280

2104-F54) Finance

a) Statement of Accounts (To March 2021) – paperwork circulated with agenda

- 1) Quarterly Totals as at 31st March 2021
- 2) Quarterly Totals as at 31st March 2021 including last year's debtors/creditors

b) Draft Accounts for year 2020-21 – paperwork circulated with agenda

- 1) Conversion of R&P Ledger to I&E Account (1st version)
- 2) Conversion of R&P Ledger to I&E Account (2nd version)
- 3) Bank Reconciliation dated 31st March 2021
- 4) Trial Balance Year Ending 31st March 2021
- 5) Comparison of Estimates with Actual receipts & payments
- 6) Income & Expenditure Account for year ending 31st March 2021
- 7) Balance Sheet as at 31st March 2021
- 8) Accounts for year ending 31st March - Supporting Statement

c) Accounts for payment – To review and approve items of expenditure – See Appendix 5

Yours sincerely,

C Bacon

Clerk