

# Parish Council



20 April 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, Hamilton, Hirst, Howlett and Steggles.

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

It was **resolved to move item F51c to end of this meeting & should there be time restrictions at this meeting, to adjourn items F51c 2) & F51C 3) to a subsequent Finance Committee agenda.**

**2104-F46) TO RECEIVE APOLOGIES FOR ABSENCE** Cllrs Goodchild and Shaw

**2104-F47) TO CONSIDER A MOTION TO SUSPEND THE MEETING TO ALLOW MEMBERS OF THE PUBLIC TO INFORM THE MEETING:** None

**2104-F48) TO RECEIVE DECLARATIONS OF INTEREST**

Cllr Carrier declared a personal interest in item F51F) Bradwell Reading Room Trust.

**2104-F49) MINUTES OF LAST MEETING**

The minutes of 23<sup>rd</sup> March 2021 were noted.

**2104-F50) CLERK'S REPORT**

a) 2103-F26f) YMCA Youth Club.

YMCA Norfolk were advised a decision would be deferred on the youth club until lockdown restrictions were lifted in May/June. A representative of YMCA has responded:

*"Thanks for letting me know. We are opening up Acle Youth Club on April 1<sup>st</sup> another club on May 1<sup>st</sup> and another club on June 1<sup>st</sup>. If you could just let the PC know that it does take a few weeks to get a club set up, staff organised and any club advertised so always allow around 8 weeks in total".*

b) 2103-F28c) Interest Rates

Interest Rates on the two accounts held with Barclays are as follows:

Current Account	0.00%
Deposit Account	0.01%

c) Precept and Concurrent Function Grant

Great Yarmouth Borough Council has confirmed the following will be paid in two instalments (April 21 and September 21):

Precept: £51,500, being £48,567 Parish Precept and £2,933 council tax support grant from GYBC  
Concurrent Functions: £16,410; being £1,215 Burial Grounds, £14,180 Parks and Open Spaces and £1,015 Bus shelters.

**2104-F51) ITEMS FOR CONSIDERATION AND RESOLUTION**

a) Remainder of the £10k COVID-19 grant.

- 1) A revised proposal for 'Assistance Re-Start Grants' via the two Bradwell community centres
- 2) Advertising the remaining available funds to organisations which do not use the two Bradwell community centres.

The Finance Committee discussed a1) and a2) as a whole process. The revised proposal paperwork had been sent to both community centres and both centres have agreed to support the proposed grant re-start scheme. Initial numbers show there would be around 15 groups at the Old School Village Hall and 7 groups at Mill Lane Community Centre. The budget allowed for 40 such groups.

It was **resolved to add a section at the bottom of the form for the Parish Council to approve. The grants are only available to groups that were in existence prior to the COVID-19 pandemic. This grant is to assist groups to re-start.**

With regard to 1) the Community Centres re-start grants: it was **resolved that the two community centres would approach the groups they feel would qualify for this scheme, then they would attest that the groups are indeed community based and attended by local residents. The two Community Centres would then sign the application forms to signify their approval and send to the Clerk. It was agreed if the Clerk had no issues with the forms, then the Clerk could authorise payment straight to the Community Centres. If the Clerk has any issue or query with a form, then that form will be sent to the Chairman of the Council or the Chairman of the Finance Committee for approval. Every application is subject to a maximum grant of £150.**

With regard to 2) re-start grants for organisations that do not use either Community Centre: it was **resolved that the application form be amended to delete all references to the community centres. The form will be published on the Bradwell Parish Council website and open for everybody within the parish to apply for, promoting equal opportunities within Bradwell. Every application is subject to a maximum grant of £150.** Cllr Carrier offered to amend the form to remove references to the Community Centre. The Clerk will advertise the scheme in the Great Yarmouth Mercury Village News section.

If more groups apply for re-start funding than there is available budget for, applications will be reviewed on a first come first served basis.

b) COVID-19 grant to Mandalay Wellbeing CIC.

The latest filed accounts for this local organisation show it is very small, yet it receives a great deal of support including from Great Yarmouth Borough Council and local supermarkets. Our previous donation is not acknowledged on the Mandalay website. Given the level of support this organisation receives, perhaps our money could be more useful to other local organisations. It was **resolved any further grant to Mandalay Wellbeing CIC be delayed.**

c) (Deferred to the end of the meeting)

d) Request for donation from NARS (Norfolk Accident Rescue Service)

It was **resolved to donate £200** to NARS.

e) New office printer purchase:

The Clerk had circulated with this agenda a business case to purchase a new printer costing £385.83 (excl VAT), being slightly over budget of £350. The criteria for choosing a printer was a) speed of print and b) running costs. A five year projection of running costs shows this printer will pay for itself within five years (compared with existing print facilities). It was **resolved to purchase this new printer at a cost of £385.83 (excl VAT).**

f) Bradwell Reading Rooms Trust annual grant

It was **resolved to award the same grant as last year, being £1,650. The Clerk will request a copy of their latest accounts**

## **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 31<sup>st</sup> 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.

Correspondence a) – d) above were noted.

## **2104-F53) GRANT PAYMENTS TO BRADWELL COMMUNITY CENTRE TRUST.**

- 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

**It was resolved the above accounts totalling £3,251.20 to be paid to Bradwell Community Centre Trust out of the £10k grant.** The Clerk confirmed she is keeping a running total of grant payments to Bradwell Community Centre Trust.

## **2104-F54) FINANCE**

- a) Statement of Accounts (To March 2021).

Quarterly totals and totals including last year's debtors/creditors were reported. It was noted that the quarterly finance checks have not taken place for the last two quarters due to COVID-19 restrictions. The committee had no queries or questions with regard to the statement of accounts.

- b) Draft Accounts for year 2020-21

The draft accounts for year 2020-21 were reported by the following documents:

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

It was **resolved to accept the above documents listed 1-8.**

The Clerk will make arrangements with Internal Auditor to submit the relevant paperwork in a timely manner.

- c) Accounts for payment

No.	Supplier	Description of Supply	Legal Power	Total
1	Ensure	6-month service of fire alarms/extinguishers/fire blanket + supply of 1*6Ltr foam extinguisher at LCP	LGA 1972 S133	159.30
2	Ensure	6-month service of fire alarms/extinguishers/fire blanket at library	LGA 1972 S137	97.02

3	The Garden Guardian	Grounds Maintenance for GLPF & GG - Mar21	Public Health Act 1975	848.28
4	Bradwell Community Centre Trust	Payments relating to £10k building improvement grant (as discussed at F53 above)	LGA 1972 S133	3,251.20

**Amended Standing Orders this period:** The Clerk and the Caretaker received COVID-19 bonuses in April 2021. The Standing Orders were amended in April to reflect the revised amount and will be revised back from May 2021 onwards. The net salary amounts are not listed here due to GDPR regulations.

**New Direct debits set up during this period:** NONE

**The following direct debit payments were made between 1<sup>st</sup> April 2021 – 14<sup>th</sup> April 2021:** NONE

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:-

No.	Supplier	Description of Supply	Legal Power	Pmt / Chq. No.	Date Paid	Total
1	Jim Burns	Plumbing works to connect a tap at BRA	S&A Act 1908 S23	Online	06-Apr-21	269.24

The above payment to Mr Burns is for plumbing works to Beccles Road Allotments. Jim Burns was given permission at an allotment advisory committee meeting of 19<sup>th</sup> March 19 to purchase the necessary equipment and reclaim the money back from the Council. No authorised spend amounts were written into the allotment advisory committee minutes. Mr Burns presented the receipts for this plumbing works to the Clerk. Given the sum of money spent, and Mr Burns being a volunteer, the Clerk arranged for re-imbusement of these receipts within a week, putting the retrospective approval of this payment on this agenda. Mr Burns has stated that the former Clerk, Jeremy Caborn, gave Mr Burns and the tenants of Beccles Road allotments permission to do the work themselves.

Cllr Howlett has raised a query that this spend has not had the official approval of the Council. Cllr Howlett acknowledged the Amenities Committee minutes of 28<sup>th</sup> May 2019 which states:

*“11c) A request has been made for two additional taps to be installed on Beccles Road site, to increase the number overall from 3 to 5. It was **resolved to accept the request, and arrange to provide two extra taps for this site, with preparatory work to be undertaken by the tenants.**”*

Cllr Howlett noted there is no mention of funds or any of payment contained within the above minutes. There is also no mention that the tenants can do the plumbing work themselves, just to prepare the ground. Cllr Howlett is concerned there is no authorisation anywhere for this to happen and the Parish Council auditors would need to be informed. The Allotment Advisory Committee minutes are not authorised minutes of the Parish Council.

Given this payment was made in April 2021 (i.e. the current financial year) there is no urgency as it does not affect this year’s audit. It was **resolved to set this matter aside for full investigation. The Clerk will speak to the former Clerk to get his statement of events regarding this situation. The Clerk will trace whether the minutes of the Allotment Advisory Committee of 19<sup>th</sup> March 2019 were sent to a Council meeting for approval. The findings will be put to the Finance Committee of 18<sup>th</sup> May 21 and if the situation cannot be resolved satisfactorily, the Clerk could approach the Monitoring Officer for advice.**

It was **resolved that the above accounts 1-4 be paid, and that payment of item 1 be retrospectively authorised, pending further investigation.** The spend for Item 1 above has not been approved, just the payment to re-imburse Mr Burns. The process of this spend was not correct; the procedure followed was incorrect on this occasion and this should be seen as a learning opportunity for future.

**2104-F51) ITEMS FOR CONSIDERATION AND RESOLUTION (continued)**

c1) Draft Standing Orders

The draft Standing Orders were circulated to all members of the Parish Council in March with an invitation to submit comments or queries by the deadline of 13<sup>th</sup> April 2021. Cllr Macdonald thanked everybody who submitted comments on the draft Standing Orders and apologised to Cllr Carrier because his own emailed comments initially went astray, due to them being sent to an incorrect email address.

Cllr Carrier collated all comments received and prepared a schedule of comments which was circulated with this meeting agenda. Every comment made was discussed and agreed. Cllr Carrier agreed to amend the draft Standing Orders taking into account the discussions and decisions made at this committee in readiness for the Annual Parish Council Meeting on 4<sup>th</sup> May 21. Taking into account the amendments as discussed it was **resolved to recommend the amended Standing Orders, including Standing Committees terms of reference, Local Council Power of Duties, Council Code of Conduct and Document Retention Schedule to the Parish Council.**

c2) Draft Financial Regulations: Deferred to a future Finance Committee meeting due to time constraints at this meeting.

c3) Social Media Policy It was **resolved to recommend the draft social media policy to the Parish Council.**

There being no other business, the meeting closed at 8.40 pm

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