

Bradwell Parish Council



18th May 2021

A meeting of the Finance & General Purposes Committee at 7.00pm
This meeting was held at Bradwell Old School Village Centre

PRESENT: Cllrs Carrier (Chairman), Hamilton, Hirst, Howlett, Macdonald, Sargeant, Shaw and Steggles

IN ATTENDANCE: Parish Clerk, C Bacon

2105-F25) APOLOGIES FOR ABSENCE Cllrs Goodchild, Howe & Thurtle

2105-F26) APPOINTMENT OF FINANCE AND GENERAL PURPOSES COMMITTEE VICE-CHAIRMAN

Cllr Hirst was appointed as Vice Chairman of this Committee.

2105-F27) PUBLIC PARTICIPATION: None

2105-F28) DECLARATIONS OF INTEREST: Cllr's Hamilton and Hirst declared a personal interest in item 2105-F33, Grant Payments to Bradwell Community Centre Trust.

2105-F29) MINUTES OF LAST MEETING

The minutes of 20th April 2021 were noted.

2105-F50) CLERK'S REPORT

2104-F51) COVID-19 re-start grants to groups not using the Community Centres.

This scheme is being advertised in the Mercury newspaper and application forms are available to download from our website.

2104-F54c) Plumbing Works to Beccles Road Allotment - update

1) At the Allotment Advisory Committee meeting 19/03/19 it states in the minutes:

Taps/Water Usage – further to the need for an additional tap and piping for the Beccles Road site, an advisory committee member agreed to make the necessary purchase, for which he will be reimbursed

2) At the Amenities Committee 28/5/19 it states in the minutes:

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.

3) At the Parish Council meeting of 10th Dec 19 the Allotment Advisory Committee minutes of 19th March 19 were adopted.

Statements from an Allotment Advisory Committee member and the former Parish Clerk were circulated with this meeting agenda. Advice received from SLCC was read out at the meeting.

It was **resolved the Clerk should alert the auditor at the time of the 2021-22 audit, giving full details of the issue and also a copy of the advice received from SLCC.**

2105-F51) ITEMS FOR CONSIDERATION AND RESOLUTION

a) Insurance.

The three-year deal with the current insurance brokers expires on 31st May 2021. Two specialist Parish Council insurance brokers were approached and quotes were circulated to the Committee with the agenda, along with a summary of material cover differences prepared by the Clerk. It was **resolved to accept the three-year insurance deal with AVIVA using BHIB as brokers at the annual premium of £1,978.44.**

b) Draft Financial Regulations:

The draft Financial Regulations were circulated to all members of the Parish Council in March with an invitation to submit comments or queries by the deadline of 13th April 2021. 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 Financial Regulations taking into account the discussions and decisions made at this committee in readiness for the Parish Council meeting of 22nd June 2021. Taking into account the amendments as discussed it was **resolved to recommend the adoption of the Financial Regulations to the Parish Council.**

c) Re-start COVID-19 grant scheme available to Bradwell groups not using the Community Centres:

The form is on the Parish Council website. Two applications have been received to date. A discussion took place regarding the approval of these grant payments. It was **resolved to adopt a similar process to the Community Centre grants, being the applications are received and reviewed by the Clerk who, if happy with the form, will then pass to the Parish Council Chairman for approval. If the Clerk and Chairman both approve the application forms, the grants can be paid directly to the organisation. If there are any queries, the application forms must be put to the Finance Committee for approval.**

2105-F52) ITEMS FOR CORRESPONDENCE & INFORMATION ONLY

- a) Bradwell Reading Room Trust submitted financial information Apr20 – Mar21.
- b) NARS thank you for the donation.
- c) The Local Government Boundary Commission for England has published their final recommendations, which divides Bradwell into three electoral arrangements. Their proposed changes must now be approved by Parliament, with their proposals for new electoral divisions being implemented at the local elections in 2025.
- d) The Internal Auditor has passed the 2020-21 accounts. Finalising the audit will be on the Parish Council agenda of 22nd June 21.
- e) A resident has written to the Parish Council regarding his extensive photographic archive requesting possible Parish Council funding to publish a book? This matter will be transferred to the Public Relations & Publicity Committee.

Correspondence a) – e) above were noted.

2105-F53) GRANT PAYMENTS TO BRADWELL COMMUNITY CENTRE TRUST.

- a) Mend It Matt £1,016.00
- b) MPS Doors £1,379.99
- c) GY Glass £1,797

It was resolved the above accounts totalling £4,192.99 be paid to Bradwell Community Centre Trust out of the £10k grant. Including the payments above, the total paid to date will be £9,209.19.

2105-F34) FINANCE

- a) Accounts for payment

No.	Supplier	Description of Supply	Legal Power	Total
1	East Anglian Computer Supplies	Laser cartridge for new Kyocera printer	LGA 1972 S111	26.28
2	The Garden Guardian	Grounds Maintenance for GLPF & GG - Apr21	Public Health Act 1975	869.51
3	Dennis Cooper	Internal Audit work for 2020-21	LGA 1972 S111	275.00

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	Wave	Water to LCP 01Apr20 - 03Mar21	Public Health Act 1975	Online	30Mar21	£1,037.51

The above Wave water invoice that was presented to the Parish Council on 23rd March 2021 was queried at that meeting due to the large amount invoiced. Cllrs Howlett and Macdonald subsequently reviewed the paperwork and agreed the invoices were payable as they were invoiced on the basis of accurate readings, not estimated readings. The amount of £1,037.51 was paid to Wave via online transfer on 30th March 2021. There may be a small water leak – Cllr Macdonald has made investigations. It may be prudent to introduce an additional water meter either for a) the Bowling Club usage or b) irrigation of Green Lane Playing Field. This will be discussed at an Amenities Committee meeting.

Amended Standing Orders this period: The Clerk and the Caretaker's Standing Orders were revised in May 2021 to reflect the revised net salaries. 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 01 April 2021 – 25 May 2021

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Barclaycard	Fencing Pins from Toolstation (to screen off goal mouths when grass seen sown)	Public Health Act 1975	22-Apr-21	47.98
2	Total Gas & Power	Electricity to Leo Coles Pavilion Mar21	Public Health Act 1975	27-Apr-21	101.98
3	Onecom	Broadband & telephone Apr21 (4.5% increase as per T&C's)	LGA 1972 S111	30-Apr-21	62.65
4	Scottish Widows	April pension payment	LGA 1972 S111	30-Apr-21	333.68
5	Barclaycard	Office Printer / postcrete for erecting noticeboards	LGA 1972 S111 / S142	24-May-21	482.15
6	Total Gas & Power	Electricity to Leo Coles Pavilion Apr21	Public Health Act 1975	25-May-21	80.10

It was **resolved that the above accounts 1-3 be paid, and that payment of item 1 and direct debits 1-6 be retrospectively authorised.**

b) Bank Reconciliation including bank account balances: A bank reconciliation, including bank account balances was reported to the committee.

There being no other business, the meeting closed at 8.35 pm

Signed: Date: