

# Bradwell Parish Council



13<sup>th</sup> July 2021

A meeting of the Finance & General Purposes Committee at 7.00pm  
This meeting was held at Bradwell Bowling Club

**PRESENT:** Cllrs Carrier (Chairman), Hamilton, Hirst, Howe, Howlett, Shaw and Steggles.

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

**2107-F71) APOLOGIES FOR ABSENCE** Cllrs Goodchild, Sargeant and Thurtle

**2107-F72) PUBLIC PARTICIPATION:** None

**2107-F73) DECLARATIONS OF INTEREST:** Cllr Hamilton declared a personal interest in item F77c, grant to Bradwell Reading Room Trust.

## **2107-F74) MINUTES OF LAST MEETING**

The minutes of 18<sup>th</sup> May 2021 were noted.

## **2107-F75) CLERK'S REPORT**

- a) All grant application payments were detailed via the Parish Council agenda of 22<sup>nd</sup> June 21.
- b) A schedule of payments made from the GYBC COVID-19 grant had been circulated with this agenda. The spent to date is £4,481, leaving a balance of £5,519.
- c) Parish Online: The Parish Clerk has been inputting assets onto the Parish Online system. A demonstration of Parish Online will be given to all interested members when restrictions allow.

## **2107-F76) ITEMS FOR CONSIDERATION AND RESOLUTION**

- a) Publishing the approved Policies and Code of Conduct on this Parish Council's website.

It was **resolved to publish all approved policies and the Code of Conduct on this Parish Council's website. Other adopted documents, such as Standing Orders and Financial Regulations will not be published online.**

- b) Bi-annual approval of the use of variable Direct Debit, Standing Orders and BACS payments

It was **resolved to re-approve the use of Variable Direct Debit, Standing Orders and BACS payments.**

- c) Registration of a '.gov.uk' domain name

This council currently registers a '.co.uk' domain name. It has been recommended and encouraged by NALC for all Parish Councils to use a '.gov.uk' domain name. As there are five 'Bradwell' parishes in the UK and only two available .gov.uk domains available, there is some urgency on obtaining this domain name should this Council wish to use a '.gov.uk' domain in the future.

It was **resolved by 5:1 in favour (with one abstention) to register the domain name bradwellparishcouncil.gov.uk via Mythic Beasts at the cost of £140 for two years, then ongoing costs will be £70 per year. When the emails and website are switched across to the new .gov.uk domain name, the current 'co.uk' domain will need to stay registered to this Council for at least one year to put an auto-forward on the emails and website at a cost of up to £70 per year.**

- d) New Code of Conduct

The new Local Government Association Code of Conduct had been circulated to all members, whose comments were circulated and discussed at this meeting.

Cllr Watson's comments about a complaint made about her by a member of the public in 2020 was discussed. At the time the complainant was advised to send their complaint directly to the Monitoring Officer, as per the procedure. Cllrs Carrier and Hirst will speak to Cllr Watson to see if she wants to make an official complaint against the way the complaint was dealt with by the Parish Councillors and Clerk/s; or perhaps she was unclear about the procedure involved.

The Monitoring Officer previously commented on the old Code of Conduct and her concerns are mostly addressed with this new version, apart from she previously advised she did not find the tables about pecuniary /registerable interests helpful. She advised however that it is this Council's decision which Code of Conduct is adopted. It was noted that Great Yarmouth Borough Council's website has out of date Register of Interest forms for this Council, and no section for their own Code of Conduct.

**It was resolved to recommend to the Parish Council that this version of the Code of Conduct be adopted, subject to an amendment to provide guidance on section 9 - the pecuniary/registerable interests, and to remove the words 'cabinet member'. If the Parish Council adopt this version of the Code of Conduct a copy will be sent to the Monitoring Officer.**

**e) COVID Meeting Arrangements post 19<sup>th</sup> July 2021**

**It was resolved that the Clerk will contact all members to gauge their views on: a) whether they feel Leo Coles Pavilion is a suitable venue to meet; b) the wearing of masks; c) appropriate social distancing. The majority vote will determine the way forward, although some may find this a personal challenge. Vaccine passports to gain entrance to meetings could be considered.**

It was felt that the current COVID signage around field stating needed updating to reflect the new COVID-19 regulations. It was **resolved to purchase new signs for Green Lane Playing Field stating 'Hands, Face, Space', rather than maintain 2m social distancing. The costs to be allocated to the COVID grant fund.**

**f) Second noticeboard at Cley Road Allotments**

Cllr Carrier has already refurbished two of the old parish noticeboards for installation at the two allotment sites. A request was received for a second refurbished noticeboard at the second pedestrian gate at Cley Road Allotments. It was **resolved by 6 votes (with one abstention) to refurbish and install a second noticeboard at Cley Road Allotments at the total cost of £70 + VAT.** Cllr Carrier was thanked for his work to refurbish the noticeboards.

**g) Advertising Costs for Assistant to Parish Clerk role**

The Staffing and Standards Committee has requested a budget to advertise the role of Assistant to the Parish Clerk. It was **resolved to award a budget of £220 + VAT to advertise for the Assistant to the Parish Clerk role, for the Mercury, Advertiser, online and a 2m banner to attach to the outside of Leo Coles Pavilion.**

**2107-F77) COVID RESTART GRANT APPLICATIONS (LGA 1972 S137)**

- a) Mill Lane Community Centre – Karen Kelf (Caister School of Dance). It was **resolved to find out more about this application and the history of the club. If the participants are children it was resolved to support the grant for £150, if not then the awarding of the grant will be decided by the Chairman and the Clerk once more information has been received.**
- b) Mill Lane Community Centre – Mill Lane Tots. It was **resolved to support this grant for £150.**
- c) Bradwell Reading Room Trust. It was **resolved to support this grant for £150.**

**2107-F78) ITEMS FOR CORRESPONDENCE & INFORMATION ONLY**

- a) Bradwell Old School Village Hall thanked the Parish Council for the continued support
- b) Invitation to bid for 50/50 funding for highways improvements. Bids to be received by 10/12/21. This will be transferred to the Parish Council.

c) The Finance checks for Q1 took place on Thursday 8<sup>th</sup> July 2021. Cllrs Comer and Hamilton were thanked.

Correspondence and information a) – c) above were noted.

## **2107-F79) FINANCE**

### **a) A Statement of Accounts for Q1 (April - June 21)**

It was **resolved to accept the Q1 statement of accounts.**

### **b) Statement of committee budgets/accounts for Q1**

Committee budgets have been created to comply with the new financial regulations. Committees should analyse and prepare budgets, along with 3-year forecasts in future, to take more responsibility and accountability. It was **resolved to approve the format of the new committee budgets and introduce them to the relevant committees, ensuring members understand the figures.**

### **c) Accounts for payment**

No.	Supplier	Description of Supply	Legal Power	Total
1	Clerk	Expenses: Zoom * 2 months, postage, football pegs, fuel	LGA 1972 S111	60.29
2	Caretaker	Amendment of car insurance to add business miles	LGA 1972 S111	32.80
3	The Garden Guardian	Grounds Maintenance for GLPF & GG - Jun21	Public Health Act 1975	618.30
4	St Nicholas Church	Annual Grant for burial ground (Conc F)	LGA 1972 S214	1,215.00
5	Bradwell Brownies	COVID-19 restart grant	LGA 1972 S137	150.00
6	East Anglian Computer Supplies	A4 / A3 paper. Laminating pouches	LGA 1972 S111	53.21

The following direct debit payments were made between 26<sup>th</sup> May 2021 – 30<sup>th</sup> June 2021

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Norse Waste Solutions	Rental of waste bin LCP (May21) * part credit req	Public Health Act 1975	22-Jun-21	36.12
2	Total Gas & Power	Electricity to Leo Coles Pavilion May21	Public Health Act 1975	29-Jun-21	79.08
3	Scottish Widows	June21 pension payment	LGA 1972 S111	28-Jun-21	333.68
4	Onecom	Broadband & telephone June21	LGA 1972 S111	29-Jun-21	62.65

It was **resolved that the above accounts 1-6 be paid, and that payment of direct debits 1-4 be retrospectively authorised.**

### **d) Bank Reconciliation including bank account balances:**

A bank reconciliation, including bank account balances was reported to the committee. It was **resolved to accept the bank reconciliation for Q1.**

There being no other business, the meeting closed at 8.28 pm

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