

Bradwell Parish Council



Dear Councillor

23rd November 2021

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee** to be held at **Leo Cole Pavilion** on **Monday 29th November 2021, at 7.00 p.m.**

AGENDA

1: 2111-F202 Election of Member to Committee

2: 2111-F203 To receive apologies for absence

3: 2111-F204 To consider a motion to suspend the meeting to allow members of the public to inform the meeting

4: 2111-F205 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.

5: 2111-F206 Minutes of Last Meeting

For information only; minutes of 13th July 2021 were approved at the Parish Council meeting of 31st August 2021.

6: 2111-F207 Clerk's Report (Appendix 1 circulated)

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 13th July 2021 (circulated with this agenda), and other relevant information.

7: 2111-F208 Items for consideration and resolution

- a) To approve the Old School Village Hall grant application for £790.81 (being the balance of the £10,000 grant awarded). Three quotes and one invoice circulated with this agenda.
- b) Resolution required for the introduction of petty cash tin with float of £50.
- c) Resolution to remove asbestos at Cley Road Allotments at the cost of £290 + VAT. This quote includes the company digging out the asbestos material. Best quote attached.
- d) Yarmouth Utd. FC have folded and request a refund of unused hire charge. Resolution required for amount of refund to allow. Hire agreement circulated with agenda.

8: 2111-F209 Items for correspondence & information only

- a) The Finance checks for Q2 took place on 14th October 2021. Thanks go to Cllrs Goodchild and Howe.
- b) The External Auditor has completed their audit. They state *"the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirement have not been met"*. The relevant paperwork has been displayed on the website.

9: 2111-F210 Review of Budgets for 2022/23

- a) Review of current fees (see appendix 2)
- b) Concurrent Functions grant 2022/23 and Council tax support grant 2022/23 (Appendix 2)
- c) Proposed budgets (circulated with Agenda)
- d) Precept 2022/23 – recommendation to Council

10: 2111-F211 Finance: To receive and approve the following prepared by the RFO:

- a) Up to date statement of accounts showing actual spend vs budget, circulated with Agenda.
 - a. Re-allocation of Budget Lines in 2021-22 account. Proposal to;
 - i. Move £405 from the 50/50 bus shelter Budget to old School Village Centre /Bradwell Library as a grant for contaminated soak away.
 - ii. Move £600 from the 50/50 bus shelter Budget for a new Laptop for the Parish Clerk.
 - iii. Move £500 from GJ Pavilion maintenance for the provision for seats, bins and rubbish collections.
 - iv. Move £238 underspend on insurance to seats, bins and rubbish collection.
 - v. Move £340 from Staff and Councillors' Training/Seminars (this was allocated for the Clerk's SILCA qualification) to seats, bins and rubbish collection.
 - vi. Move £350 from Notice Board maintenance to additional Reading Room donation for next year.
- b) Accounts for payment – To review and approve items of expenditure. (Appendix 3 circulated)
- c) Bank Reconciliation including bank account balances (Appendix 3 circulated)

Yours sincerely,

S Philpot
Clerk