

# Bradwell Parish Council



Dear Councillor

15 February 2022

You are hereby summoned to attend a meeting of the **Finance and General Purposes Committee** to be held at the Leo Coles Pavilion on **Monday 21<sup>st</sup> February 2022, at 4.00pm**

## AGENDA

### **1: 2202-F270 To receive apologies for absence**

### **2: 2202-F271) To consider a motion to suspend the meeting to allow members of the public to inform the meeting**

### **3: 2202-F272) 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.

### **4: 2202-F273) Minutes of Last Meeting**

Minutes of 29<sup>th</sup> November 2021 to be approved and signed.

### **5: 2202-F274) Clerk's Report (Appendix 1 circulated)**

To receive a report from the Parish Clerk outlining actions taken following the meeting held on 29<sup>th</sup> November 2021, and other relevant information.

### **6: 2202-F275) Items for consideration and resolution**

- a) To consider making a donation to Norfolk Citizen's Advice (email 24<sup>th</sup> Dec 21 circulated). Legal power LGA 1972 S137. Last donated to this organisation £200 in March 2021.
- b) To consider the request of Prostars FC for reimbursement of £50 (see appendix 2)
- c) The Public Relations and Publicity Committee has requested a further £2,000 for Jubilee celebrations, in addition to the £2,500 already in the 2022-23 budget allocated for the fruit & veg show. Grants will be applied for to cover this additional £2,000. If grants are unsuccessful a resolution is required to take this additional £2,000 from existing unrestricted reserves.
- d) Resolution to purchase Fujitsu Scansnap IX 1400 office scanner at cost of £250 + VAT. Legal Power: LGA 1972 S111.
- e) Resolution to accept quote of £75 + VAT to update office Chairman board. Legal Power: LGA 1972 S111
- f) Resolution to accept IT quote to change emails and website from .co.uk to .gov.uk at cost of £135 (see Appendix 3). Legal Power LGA 1972 S142.
- g) Following Fire Risk Assessment, as recommended by Cllr Sargeant, resolution to purchase:
  1. 1,525mm (H) \* 915mm(W) \* 457mm(D) flammable liquids cupboards at £300+VAT
  2. Metal Fire Assembly Point sign (up to £35). Resolution on size required (A4/A3/A2)
  3. Supply, commission & install Fire Extinguisher + signage for Clerk's Office + training for Clerk at £75.50 + VAT. Legal Power: LGA 1972 S133
- h) Garden Guardian has sent revised grounds maintenance quote (enclosed with this agenda). Resolution required for Cllrs to meet the director, discuss and negotiate the revised quote.
- i) Resolution required to purchase 6m flagpole in this financial year, using the un-utilised 'bus shelter' budget. A schedule of quotations is circulated with this agenda.

- j) LITTERBINS. Legal Power Litter Act 1983 SS 5,6. Quotes circulated with agenda.
1. To resolve to purchase four new litterbins at £323.27 + VAT each
  2. To resolve to accept quote for installation of litterbins at £514.80 + VAT (non-grassed) or £1,079 + VAT (grassed area)
  3. To resolve to accept GYBC's bin emptying charge of £54 per annum, per bin. Total for the four new bins above £216 per annum.

**7: 2202-F275) Review of Internal Controls (Documents circulated with this agenda):**

4. Review of Internal Controls Plan for 2021-22
5. Annual review of Risk Management policy
6. Annual review of insurance policy
7. Documentation held in office safe
8. Asset Register

**8: 2202-F276) Items for correspondence & information only**

- a) Q3 Finance checks were performed by Cllrs Hamilton & Howe on 24<sup>th</sup> January 2022

**9: 2202-F277) Finance (Appendix 4 circulated)**

To receive and approve the following prepared by the Parish Clerk:

- a) Statement of Accounts Quarter 3 (Oct - Dec 21)
- b) Bank Reconciliation including bank account balances as of 31<sup>st</sup> December 2021
- c) Accounts for payment – To review and approve items of expenditure.

Yours sincerely,

*C Bacon*

**Parish Clerk**