

# Bradwell Parish Council



29<sup>th</sup> November 2021

A meeting of the **Finance and General Purposes Committee at 7.00 p.m.**  
**This meeting was held at the Leo Coles Pavilion**

**PRESENT:** Cllrs Howe (Chairman), Candon, Hale (Substitute), Sargeant and Hamilton.

**IN ATTENDANCE:** Parish Clerk, S Philpot

**2111-F203 APOLOGIES FOR ABSENCE:** Cllr Goodchild, Cllr Steggles

**2111-F204 To consider a motion to suspend the meeting to allow members of the public to inform the meeting** - Paul Kitchen attended the meeting as a member of the public and is considering joining the Parish Council as a Councillor

**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.

- Cllr Hamilton declared an interest as an Old School Village Centre member and also a Bradwell library trustee
- Cllr Sargeant declared an interest as the liaison with bowls club
- Cllr Candon declared an in interest with the setting of the Borough Council precept

**2111-F206 Minutes of Last Meeting** - The minutes of the 31<sup>st</sup> August 2021 were approved and signed by Cllr Howe

**2111-F207 Clerk's Report**

Bradwellparishcouncil.gov.uk has been registered to us for two years. A decision will be required for activation to use. It was **resolved to change the domain of The Parish Council from .co.uk to the Government domain of .gov.uk initially for a two-year period.**

**2111-F208 Items for consideration and resolution**

- a) **It was resolved** 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.
  - **It was resolved** to approve £50 petty cash for the Clerk's keeping
- c) **It was resolved** for the best quote, being £290 + VAT for the removal of Asbestos at the Cley Road Allotments and Cllr Sargeant requires a survey of the allotment at Cley road. The cost of these works includes the digging out of the asbestos in the quote.
- d) Yarmouth Utd. FC have folded and request a refund of unused hire charge, £225 (50% of the full season fee of £450 paid up front). The original agreement states two instalments can be made. The wording on the agreement is not clear stating an option of two instalments as a concession. **A motion** was put forward to remove the clause of 2 instalments to a seasonal cost and Hire agreement to go to the forthcoming Policy Committee for scrutiny and amendment.
- e) The clerk will contact Yarmouth Utd Football Club confirming a refund of £225.00 as a gesture of goodwill from the Parish Council.

## 2111-F209 Items for correspondence & information only

- a) The Finance checks for Q2 took place on 14<sup>th</sup> October 2021. Thanks go to Cllrs Goodchild and Howe. No actions information only
- 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.  
No actions Information only

## 2111-F210 Review of Budgets for 2022/23 –

- a) **Leo Coles Pavilion** - Current fees for hiring of The Leo Coles Pavilion were discussed. Propose to increase £30 per half day and £60 for a full day
- b) **Football** – The annual income for the use of the football pitch at Green Lane is £550 per season from 3 teams (2 adult teams and one Youth Team). Fact finding required to compare to other pitch hire charges questioned.  
**Should football end at Green Lane?**  
Discussion on the viability of Football including the scrapping of football altogether at Green Lane. There are four or five alternative pitches at the Mill Lane which are not being used to their full potential and take forward further discussion re. football provision.

**Cllr Hale** recommends consider long term financial viability of football on this site underused provision in Bradwell and taken to Full Council to end Football at Green Lane.

**It was resolved to** recommended the end of Football at Green Lane at the end of the football season and to take this to Full Council on 13<sup>th</sup> December 2021 and consultation with the residents in the Bradwellian

### c) Proposed budgets

The following budget figures were agreed

1	Clerk + Deputy Salary	30,000
2	Election Expenses	0
3	Stationery/post/telephone	1,938
4	Subscriptions/publications	1,223
5	Legal subscription	500
6	Insurance	2,077
7	Non-Domestic Rates	0
8	Audit Fees	604
9	Annual Parish Meeting	50
10	Staff & Councillors' Training/Seminars	1,090
11	Information Commissioner	35
12	Bradwell Reading Room Trust (S137)	2,350
13	Donations - other (S137)	500
14	Village Amenities	1,900
15	Footpath Maintenance	550
16	Footpaths staff (S137) (3% Caretaker)	150
17	Defibrillator consumables	200
18	Newspaper * 2 /website	4,775
19	Leo Coles Pavilion maintenance & car park	20,100
20	Noticeboard	50
21	War Memorial Maintenance	150
22	Golden Jubilee Pavilion Maintenance	400
23	Travel Expenses	300
24	CCTV – additional cameras	3,493
25	50/50 bid amount -	0
26	IT upgrades	400
27	Allotments - Balance of Income less expenditure	(590)

28	Public Events	2,500
29	Bank Interest	(20)
30	Bowling Club Annual Rent	(175)
<b>TOTAL PRECEPT EXPENDITURE</b>		<b>74,549</b>

It was **resolved, on the basis of the above, to recommend to the Parish Council that the 2022/23 precept should be set at a level whereby an amount of £54,075 will be received, being a 5% increase on 2021/22 precept. The proposed additional expenditure will be funded by grant applications, but if these applications are unsuccessful, from existing unrestricted reserves.**

**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. **Approved – no objections**
- ii. Move £600 from the 50/50 bus shelter Budget for a new Laptop for the Parish Clerk.  
**Approved – no objections**
- iii. Move £500 from GJ Pavilion maintenance for the provision for seats, bins and rubbish collections. This would allow for 4 additional bins, 2 in Bradwell North and 2 in Bradwell south along with a lamp post Dog Bin. **Approved – no objections**
- iv. Move £238 underspend on insurance to seats, bins and rubbish collection.  
**Approved – no objections**
- v. Move £340 from Staff and Councillors’ Training/Seminars (this was allocated for the Clerk’s CILCA qualification) to seats, bins and rubbish collection. **Approved – no objections**
- vi. Move £350 from Notice Board maintenance to additional Reading Room donation for next year. **Approved – no objections**
- b) Accounts for payment

No.	Supplier	Description of Supply	Legal Power	Total
1	Clerk	Expenses: mops / fuel for strimmer / padlock for CRA	Public Health Act 1975 S&A Act 1908 S26	40.16
2	Chris Gay	Cut off noticeboard posts and dispose of. Pre, & stain exterior doors at LCP. Attach rubber strip to leaking entrance way. Install wooden drip bar to door. Attach wire cages to protect CCTV/light/alarm from footballs	LGA 1972 S142 / S133	402.00
3	Ensure Fire Safety	6 month service of fire alarm. + 2 batteries	LGA 1972 S133	226.80
4	Ensure Fire Safety	6 month service of fire alarm + emergency lighting. LIBRARY S137	LGA 1972 S137	
5	The Garden Guardian	Grounds Maintenance for GLPF & GG - Oct21	Public Health Act 1975	618.30
6	Norfolk Association of Local Councils	Planning for Cllrs TRAINING (Jim Sargeant)	LGA 1972 S111	36.00

The following were paid 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	Assistant Clerk	Oct salary	LGA 1972 S111	Online	16-Oct-21	173.71
2	PKF Littlejohn LLP	Audit of AGAR y/e 31/3/2021	LGA 1972 S111	Online	16-Oct-21	360.00
3	Willimotts	End of season work to bowling club	Public Health Act 1975	Online	16-Oct-21	1,560.00
4	The Garden Guardian	Grounds Maintenance for GLPF & GG - Sep21	Public Health Act 1975	Online	16-Oct-21	618.30
5	Clerk	Nov salary (CBacon - additional as leaver)	LGA 1972 S111	Online	16-Nov-21	272.11
6	Clerk	Nov salary (SPhilpot)	LGA 1972 S111	Online	16-Nov-21	739.50
7	Assistant Clerk	Nov salary	LGA 1972 S111	Online	16-Nov-21	159.70

**Amended Standing Orders this period: NONE**

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

**The following direct debit payments were made between 30<sup>th</sup> September 2021 – 30th November 2021**

No.	Supplier	Description of Supply	Legal Power	Date Paid	Total
1	Onecom	Broadband & telephone Sept21	LGA 1972 S111	30-Sep-21	62.65
2	Scottish Widows	Sept21 pension payment	LGA 1972 S111	30-Sep-21	333.68
3	Total Gas & Power	Electricity to Leo Coles Pavilion Aug21	Public Health Act 1975	30-Sep-21	72.79
4	Barclaycard	Zoom, webhosting one year, MS licence for 2nd computer, Advertising for Clerk	LGA 1972 S111 / S142	22-Oct-21	516.99
5	Norse Waste Solutions	Rental of waste bin LCP (Sept21)	Public Health Act 1975	22-Oct-21	33.42
6	Total Gas & Power	Electricity to Leo Coles Pavilion Sep21	Public Health Act 1975	26-Oct-21	80.58
7	Onecom	Broadband & telephone Oct21	LGA 1972 S111	30-Oct-21	62.65
8	Scottish Widows	Oct21 pension payment	LGA 1972 S111	30-Oct-21	333.68
9	Barclaycard	Zoom, Tree ties & compost, Hammerite, Cleaning supplies, Allotment padlocks (spares), Postage for allotments banning bonfires	LGA 1972 S111 / S142	22-Nov-21	139.87
10	Norse Waste Solutions	Rental of waste bin LCP (Oct21)	Public Health Act 1975	22-Nov-21	33.42
11	Onecom	Broadband & telephone Nov21	LGA 1972 S111	30-Nov-21	62.65
12	Scottish Widows	Nov21 pension payment	LGA 1972 S111	30-Nov-21	333.68

**Approved – no objections**

c) Bank Reconciliation including bank account balances **Approved – no objections**

There being no other business, the meeting closed at **9.55 pm**

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