

Bradwell Parish Council



21st February 2022

A meeting of the Finance & General Purposes Committee at 4.00pm
This meeting was held at the Leo Coles Pavilion

PRESENT: Cllrs Howe (Chairman), Candon, Goodchild, Hale, Hamilton, Sargeant and Steggles.

IN ATTENDANCE: Parish Clerk, C Bacon

1. 2202-F270) APOLOGIES FOR ABSENCE n/a

2. 2202-F271) PUBLIC PARTICIPATION: None

3. 2202-F272) DECLARATIONS OF INTEREST: None

4. 2202-F273) MINUTES OF LAST MEETING

The minutes of 29th November 2021 were approved and signed.

5. 2202-F274) CLERK'S REPORT

All action points from the meeting of 29th November 2021 have been carried out, except changing the domain name from .co.uk to .gov.uk which is for discussion on this agenda at 6: F275f. Thanks go to Cllr Sargeant for liaising with the asbestos removal company on 15th February 2022 at Cley Road Allotments.

6. 2202-F275) ITEMS FOR CONSIDERATION AND RESOLUTION

a) Donation to Norfolk Citizen's Advice

It was **resolved to donate £200 to Norfolk Citizens Advice**. Legal power LGA 1972 S137. Proposed and seconded by Cllrs Sargeant and Hale.

b) To consider the request of Prostars FC for reimbursement of £50 due to GLFP being unavailable

A report was circulated with this agenda as to why Green Lane Playing Field was unavailable on 31st January 2022. It was **resolved to reimburse Prostars FC £50 for the hiring of Mill Lane football facilities on 31st January 2022**. Proposed and seconded by Cllrs Steggles and Hamilton.

c) The Public Relations and Publicity Committee has requested a further £2,000 for Jubilee celebrations

There is currently £2,500 in the 22/23 budget for three events (Jubilee; Food and Craft; Thank you events). To put on a large Jubilee event members felt that a budget of £3,000 is required, being an additional £2,000 than currently budgeted. Grants will be applied for to cover this additional £2,000. If grants are unsuccessful it was **resolved (6 votes and 1 abstention) to take this additional £2,000 from existing unrestricted reserves, or from the underspend of 22-23 Assistant Clerk budget**. Proposed and seconded by Cllrs Steggles and Candon.

d) Resolution to purchase a scanner

The current scanner is not fit for purpose for large Freedom of Information requests. It was **resolved to purchase a Fujitsu Scansnap IX 1400 office scanner at cost of £250 + VAT. Legal Power: LGA 1972 S111**. Proposed and seconded by Cllrs Candon and Sargeant.

e) Update to Chairmen board at Leo Coles Pavilion

It was **resolved to accept the quote of £75 + VAT to update office Chairman board. Legal Power: LGA 1972 S111**. Proposed and seconded by Cllrs Goodchild and Hamilton.

f) Quote to change emails and website

Details of the work required to change from .co.uk to .gov.uk had been circulated with this agenda. It was **resolved to accept the quote to change emails and website from .co.uk to .gov.uk at cost of £135 Legal Power LGA 1972 S142**. Proposed and seconded by Cllrs Steggles and Goodchild.

g) Items urgently required following the Fire Risk Assessment on Leo Coles Pavilion:

Cllr Sargeant gave a brief precis of urgent requirements following the fire Risk Assessment, being:

- i) 1,525mm (H) * 915mm(W) * 457mm(D) flammable liquids cupboards at £300+VAT
- ii) Metal Fire Assembly Point sign (up to £35). Resolution on size required (A4/A3/A2)

- iii) Supply, commission & install Fire Extinguisher + signage for Clerk's Office + training for Clerk at £75.50 + VAT.

It was **resolved to purchase the above three items** . Legal Power: LGA 1972 S133. Proposed and seconded by Cllrs Hamilton and Candon.

h) Revised quote for maintenance of Green Lane Playing Field

Following the decision to cease football provision on Green Lane Playing Field, it was **resolved that Cllrs Goodchild, Howe and Sargeant meet with the director of Garden Guardian to discuss and negotiate a revision to the contract with regard to all costs related to football.** Proposed and seconded by Cllrs Goodchild and Hamilton.

i) Purchase of Flagpole

A schedule of ten different quotes with various options had been circulated with this agenda. It was **resolved to purchase the following flag pole: a 6m Extra Heavy Duty commercial glassfibre, tapered 120mm - 65mm, hinged base, ground rods, internal roping, metal door, looped weight and gold effect onion finial, with a 2 Yard Union flag anti fray and a 2 Yard Union storm flag, fully installed at £1,195 from Harrisons.** Details of the maintenance package will be sent to Cllrs but it was **resolved that annual maintenance from Harrisons at a cost of £429 per annum must be carried out to comply with insurance. This flagpole will be purchased in this financial year using the un-utilised 'bus shelter' budget.** Proposed and seconded by Cllrs Candon and Sargeant . Legal Power: LGA 1972 S137. **A position for the flagpole must be agreed upon and planning permission sought.**

j) Litterbin Provision

Quotes for the following had been circulated with the agenda

- i) The purchase of four new litterbins at £323.27 + VAT each
- ii) Installation of litterbins at £514.80 + VAT (non-grassed) or £1,079 + VAT (grassed area)
- iii) GYBC's bin emptying charge of £54 per annum, per bin. Total for the four new bins above £216 per annum.

It was **resolved to accept the above three quotes.** Legal Power: Litter Act 1983 SS 5,6. Proposed and seconded by Cllrs Goodchild and Hamilton. **The Amenities Committee will determine the locations of these new bins.**

7. 2202-F275) REVIEW OF INTERNAL CONTROLS

- i) Review of Internal Controls Plan for 2021-22
- ii) Annual review of Risk Management policy
- iii) Annual review of insurance policy
- iv) Documentation held in office safe
- v) Asset Register

It was felt that Item 15 listed in the safe contents should go to the archive office in Norwich. Cllr Candon and the Clerk will review the contents of the Safe at a future date. It was **resolved to accept these documents.** Proposed and Seconded by Cllrs Goodchild & Steggle.

8. 2202-F276) ITEMS FOR CORRESPONDENCE & INFORMATION ONLY

- a) Q3 Finance checks were performed by Cllrs Hamilton & Howe on 24th January 2022
The above information was noted.

9. 2202-F277) FINANCE

- a) A Statement of Accounts for Q3 (Oct - Dec 21)

It was **resolved to accept the Q3 statement of accounts.**

- b) Bank Reconciliation including bank account balances as of 31st December 2021

It was **resolved to accept the Bank Reconciliation for Q3**

- c) Accounts for payment

| No. | Supplier | Description of Supply | Legal Power | Total |
|-----|---------------------|---|------------------------|--------|
| 1 | The Garden Guardian | Grounds Maintenance for GLPF & GG - Jan22 | Public Health Act 1975 | 618.30 |

The following have been paid and need retrospective approval:

| No. | Supplier | Description of Supply | Legal Power | Pmt / Chq. No. | Date Paid | Total |
|-----|----------------------------|---|------------------------|----------------|-----------|--------|
| 1 | Assistant Clerk | Jan salary (laptop config & homeworking set up for SP) | LGA 1972 S111 | Online | 14-Jan-22 | 30.82 |
| 2 | The Garden Guardian | Grounds Maintenance for GLPF & GG - Dec21 | Public Health Act 1975 | Online | 04-Feb-22 | 618.30 |
| 3 | SLCC | Membership to 31st Dec 2022 | LGA 1972 S143 | Online | 04-Feb-22 | 171.00 |
| 4 | VocalVale | Call out fee for intruder alarm | LGA 1972 S133 | Online | 04-Feb-22 | 108.00 |
| 5 | Chris Gay | Rub down & stain bench on GLPF | Public Health Act 1975 | Online | 04-Feb-22 | 48.00 |
| 6 | Mill Lane Community Centre | Meeting room hire for PC meeting | LGA 1972 S111 | Online | 04-Feb-22 | 40.00 |
| 7 | Assistant Clerk | Feb salary: Wipe & re-configure new laptop, checkover main computer, remove MS Office from 2nd PC and install on new laptop | LGA 1972 S111 | Online | 16-Feb-22 | 60.00 |

The following direct debit payments were made between 1st December 2021 – 31st January 2022

| No. | Supplier | Description of Supply | Legal Power | Date Paid | Total |
|-----|-----------------------------------|---|-----------------------------------|-----------|--------|
| 1 | Total Gas & Power | Electricity to Leo Coles Pavilion Oct21 | Public Health Act 1975 | 07-Dec-21 | 137.69 |
| 2 | Information Commissioner's Office | Data Protection registration to 14th Dec22 | LGA 1972 S111 | 14-Dec-21 | 35.00 |
| 3 | Barclaycard | Skip for BRA (approved by DC / DG) and Zoom subscription) | S&A Act 1908 S26 LGA 1972 S111 | 22-Dec-21 | 344.39 |
| 4 | Norse Waste Solutions | Rental of waste bin LCP (Nov21) | Public Health Act 1975 | 22-Dec-21 | 35.22 |
| 5 | Total Gas & Power | Electricity to Leo Coles Pavilion Nov21 | Public Health Act 1975 | 26-Dec-21 | 202.40 |
| 6 | Onecom | Broadband & telephone Dec21 | LGA 1972 S111 | 31-Dec-21 | 62.65 |
| 7 | NEST | Pension Payment clerk - Dec 21 | LGA 1972 S111 | 13-Jan-22 | 261.62 |
| 8 | Barclaycard | Laptop for Clerk; Zoom; email hosting | LGA 1972 S111 / S143 | 22-Jan-22 | 468.39 |
| 9 | Norse Waste Solutions | Rental of waste bin LCP (Dec21) | Public Health Act 1975 | 22-Jan-22 | 33.42 |
| 10 | Total Gas & Power | Electricity to Leo Coles Pavilion Dec21 | Public Health Act 1975 | 26-Jan-22 | 281.29 |
| 11 | Onecom | Broadband & telephone Jan22 | LGA 1972 S111 | 31-Jan-22 | 62.65 |
| 12 | NEST | Pension Payment clerk - Jan22 | LGA 1972 S111 | 31-Jan-22 | 261.62 |

It was **resolved that the above account 1 be paid, and that payment of items 1-7 and direct debits 1-12 be retrospectively authorised.** Proposed and seconded Goodchild, Hale,

New Standing Orders this period: Monthly pension LGPS for Catherine Bacon ('ee + 'er contributions £428.83)

Cancelled Standing Orders this period: Salary Payment re. Stuart Philpot

Cancelled Direct Debits this month: NEST re Stuart Philpot pension

New Direct debits set up during this period: NONE

There being no other business, the meeting closed at 5.10pm

Signed: Date: