

# **MINUTES OF HEMSBY PARISH COUNCIL FINANCE COMMITTEE MEETING**

Which took place at the

Parish Office on: **Monday 4<sup>TH</sup> February 2020 at 7.00pm**

Committee Members Present: Cllr Nudd (Chair), Cllr Bensly, Cllr Kyriacou

Clerk: Mrs Kerrie Wilton

Also Present Cllr Bowgen, Cllr Richmond, Cllr Mogford. Apology accepted from Cllr Tucker, although he was not required to attend the Committee.

No members of the public were in attendance.

## **1. APPOINTMENT OF CHAIRPERSON**

Cllr Nudd was proposed by Cllr Kyriacou & Seconded by Cllr Bensly, therefore Cllr Nudd duly elected.

## **2. ATTENDANCE**

2.1. Apology accepted from Cllr Tucker, although he was not required to attend the Committee.

## **3. DECLARATIONS OF INTEREST AND DISPENSATIONS.**

3.1 Cllr Kyriacou declared an interest in item 10, due to his connections with Hemsby Football Club.

## **4. MINUTES OF PREVIOUS MEETING** None – inaugural meeting.

## **5. PUBLIC FORUM.**

None

## **6. INTERNAL AUDIT.**

6.1 The internal auditors report and recommendations were discussed & attention was drawn to the business continuity elements of the report, i.e covering for the Clerks illness, holidays, increasing areas of responsibilities and legal obligations. **Cllr Mogford requested that a recommendation would be made to Full Council to consider the appointment of an experienced & qualified assistant clerk.**

## **7. BANK SIGNATORIES.**

7.1 The Clerk confirmed that the mandate had been returned to Barclays to add Cllr Nudd, Cllr Richmond & The Clerk & to remove Cllrs who were no longer serving on The Parish Council. The Clerk had received acknowledgement from Barclays that this has been received however they have rejected some elements of this & the clerk awaiting to received that in writing, a remedy will then be sought. The need for The Clerk to have access to on-line statements will not be resolved until the mandate has been resolved.

## **8. SCRIBE ACCOUNTING.**

8.1 The Clerk confirmed that all of this year's transactions have been uploaded, this was circulated to the meeting. The clerk advised that this software will also aid budget setting, quarterly monitoring, VAT returns etc.

## **9. VAT.**

9.1 The VAT reclaim has been submitted for Q1, Q2 & Q3, a refund should be expected around £3,300.00. This has to be undertaken manually this time but hopefully Q4 will be submitted via the 'Scribe' software.

## **10. CURRENT FEES**

- 10.1 **Playingfield** - The meeting **was advised** that a further donation of £200 will be sent shortly to the Parish Council by Hemsby Football Club.
- 10.2 **Cemetery – It was agreed to recommend** to Council that the fees are increased by 25% to cover the increase in charges bestowed to the Parish Council in the up keep & maintenance of the site. **A further recommendation** that requests for residents who are not resident at the time of death or last permanent address was outside of the parish then the charges levied will be doubled.
- 10.3 **The Quotations for works to be reviewed & the carried forward as recommendations to The Parish Council;**
- 10.3.1 **Electrical work to The Office, Pavilion, Tennis Court & Parish Office**
  - 10.3.2 **Installation of Information Board for Outdoor Gym**
  - 10.3.3 **Quotation to replace the kitchen door at the Pavilion.**

## **11. Asset Register**

11.1 The clerk advised that the asset register has not yet been completed due to higher priority work undertaking the delivery of the many projects that the council currently has ongoing. This work will be very time consuming due to all Parish Council owed Assets needing to be identified, locations logged, original purchase prices traced, estimate of the lifetime of the asset calculated as well as their replacement values. **-Action Clerk**

## **12. Grass Cutting Contract,**

12.1 The tenders received were reviewed & it was agreed to continue with the current contractor again. A request was made that the Playingfield & Burial ground could do with an earlier start to the cutting schedule due to the mild winter & quotation to be asked for costings for aeration of the football pitches **– Action Clerk.**

## **13. The Financial risk assessment**

13.1 The Policy that was adopted in October 2019 was reviewed & the majority of the areas highlighted had now been addressed. Any items not yet undertaken will be remedied shortly. **-Action Clerk**

## **14. Recommendations to Full Council;**

- 14.1 **Cllr Mogford requested that a recommendation would be made to Full Council to consider the appointment of an experienced & qualified assistant clerk.**
- 14.2 **All Quotations for works;**
- 14.2.1 **Electrical work to The Office, Pavilion, Tennis Court & Parish Office**
  - 14.2.2 **Installation of Information Board for Outdoor Gym**
  - 14.2.3 **Quotation to replace the kitchen door at the Pavilion**
- 14.3 **Increase in Burial Ground Fees by 25% & doubled fees.**
- 14.4 **Maintain current hirer charges for Pavilion**
- 14.5 **Accept £600 donation from Hemsby Football Club for next seasons hire**

**14. DATE AND TIME OF NEXT MEETING – agreed to be held in June 2020**  
**Meeting ended 9:35 pm**

## **15. ANY ITEMS FOR THE AGENDA.**

Signed:

June 2020

Hemsby Parish Council, Parish Office, Kingsway, Hemsby, NR29 4JT  
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