

Heacham Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY 16th JANUARY 2024
Minutes

PRESENT Cllrs P Rawlinson, (Chairman), J Carr, C Moore, R Pritchard,
D Rawnsley and P Sutton

IN ATTENDANCE S Eke (Clerk).

1. APOLOGIES Cllr I Morrison.

Declarations of Interest

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Member should withdraw from the room whilst the matter is discussed.

None.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the 5th December 2023 were agreed and signed as a true copy.

3. MATTERS ARISING

Committee Terms of Reference were supposed to be on this months agenda but it was agreed to put on the February agenda as the budget discussion may take a while.

The Clerk was still waiting for copies of Churchyard grass cutting invoices, as the Church had requested an increase in the grant the Parish Council give to them. The Clerk was asked to enquire how much Dersingham Parish Council pay towards their Churchyard grass cutting, to compare costings.

4. CURRENT FINANCIAL STATUS – Quarterly repot

The bank reconciliation as at 31.12.2023 had been approved by the ICO. Cllr C Moore asked Cllr R Pritchard if the allotment budget was sufficient, as the rent for the land had increased for the next 3 years. Cllr R Pritchard said the committee were looking to increase the allotment holders rent in October 2024. Cllr D Rawnsley asked where the money to complete the OFH repairs would be coming from?, the Clerk said at present it would be from the reserve funds until the insurance could hopefully be sorted. Cllr C Moore said that at some point in the future the Council could be looking to appoint another contractor.

- ***Recommendation: Full Council to approve the Clerk to be given the authority to undertake any necessary action to resolve the OFH repairs issue.***

5. BANK ACCOUNT INSPECTION

The Committee inspected the bank statements for December 2023. The Clerk was asked to contact NALC for advice on insurance companies for Cyber Insurance

6. PROVISIONAL BUDGET 2024-2025 and PRECEPT

The budget had been set by the Clerk with help from Cllr C Moore. The Clerk thanked Cllr C Moore for all his help. The precept had been set with a 5% increase, this equated to 8p per week on a band "D" property. £45,000 had been put into reserves for future works on OFH and the Clinic, as a decision on the two properties moving forward hadn't been made it was seen to be a better option than putting under a particular heading in the budget.

Cllr D Rawnsley said he had noticed the budget always had a reserve figure of £20,000 for churchyard what was this for?. Cllr C Moore said it had been put in there in case the churchyard became full and extra land was needed, it was possible the Parish Council would be asked to purchase land for this. A Parish Poll would also be possible to gauge parishioners views on whether this should be done.

Cllr R Pritchard asked if this money could be put in a bond which would generate some interest, the problem with this was a bond would restrict the ability to access the funds.

Cllr D Rawnsley recommended the budget be approved this was seconded by Cllr J Carr with a unanimous vote for approval.

- ***Recommendation: Full Council to approve the budget for 2024/2025***
- ***Recommendation: Full Council to approve the precept increase of 5%.***
- ***Recommendation: Full Council to approve the Budget report 2024/2025***

7. OFH REPAIRS UPDATE

LPS Building & Groundworks has now received three up front payments and only completed some of the works, the Clerk and Chairman have been unable to contact him by email or phone since Christmas. A letter had been hand delivered today, Tuesday 16th January 2024 by the Clerk and her Assistant.

8. CLERKS REPORT

The Clerk had received an email regarding the Council bid for a Static VAS sign through the Parish Partnership Scheme. VAS signs are not allowed unless there is a history of accidents involving personal injuries. We can apply for another SAM2 next year if we wish.

A Street lamp on the High Street outside AE Wallis had been knocked down on Wednesday 10th January 2024, the driver details and photos had been sent to the insurance company.

The replacement bin on Cheney Hill/Cheney Crescent has been fitted, hopefully this will be emptied as normal.

A donation request had been received from The West Norfolk Singers, the Clerk was asked to request further information before a decision could be made.

The Clerk had requested a Cyber Insurance quote from the Councils insurance Company, this had been received with a cost of £352.80. The Chairman requested the Clerk ask NALC for advice on a suitable policy, to get another quote.

The Clerk informed the committee that she will be away on annual leave from Thursday 18th - Mon 29th January 2024.

9. NEXT MEETING

The next meeting is Tuesday 6th February 2024 @ 7PM (please note new time) in the Council Offices.

Meeting closed 15.13pm

.....Chairman

.....Date