

**Heacham Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY 2nd APRIL 2024
Minutes**

PRESENT Cllrs P Rawlinson, (Chairman), J Carr, C Moore and R Pritchard.

IN ATTENDANCE S Eke (Clerk).

1. APOLOGIES Cllrs D Rawnsley and P Sutton.

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 March 2024 were agreed and signed as a true copy.

3. MATTERS ARISING

Cllr C Moore asked if the Clerk had received a reply from the Church regarding Graveyard space, the Clerk said she had not received a reply as yet. Cllr C Moore said he thought this should go on the agenda for the Annual Parish meeting in May.

4. CURRENT FINANCIAL STATUS

The bank reconciliation as at 31.03.2024 had been approved by the ICO.

5. BANK ACCOUNT INSPECTION

The Committee inspected the bank statements for March 2024.

6. COMMITTEES TERMS OF REFERENCE TO BE AGREE

A general format for the ToRs was discussed and agreed, a small intro and bullet points were agreed. These will then be put for approval at the next meeting.

7. OFH REPAIRS UPDATE

The repairs to the OFH have been completed and the builder has returned the keys. The Clerk is still waiting for the final invoice from the builder. The Clerk will contact the insurance company to see if there are any other costs we can claim for, ie loss of income and certain outgoings. The Clerk will also speak with Freebridge Housing to see if they are going to charge the Parish Council for use of Sunnyside Close Community Hall for the coffee mornings.

8. JUBILEE CLINIC PURCHASE UPDATE

The Clerk had not heard from the Solicitors since the Parish Council had agreed the alterations to the overage terms. The Clerk will speak with the Solicitors.

9. VILLAGE SIGN – Repainting costs

The Clerks Assistant had received 2 quotes for repainting the sign. These were for £1,584 + carriage + VAT and approx. £570 + £120 for collection and re-delivery. A local painter had also been asked to take a look and the Clerk is waiting for this. The committee felt this needed completing asap, so a recommendation was made.

- ***Recommendation: Full Council to approve for the Clerk and Chairman to progress with costs and ensure the village sign is repainted asap.***

10. RISK MANAGEMENT - Risk Management policy update

To be moved to the April Full Council meeting due to discuss further.

11. COMMUNICATIONS OFFICER UPDATE

No report was given as Cllr I Morrison was absent. As it is the financial year end the Chairman said it was likely Cllr I Morrison would be very busy at work.

12. CLERKS REPORT

The Clerk said she felt the Council needed to get a brief report and photo of the new equipment in the Recreation Ground sent to the local newspapers. Cllr C Moore also said he felt it was very important that the Parish Council look into CCTV for the Recreation Ground and other areas. Cllr C Moore suggested that the Chairman could write a letter to Cllr T Parish, who is our Local Councillor and leader of the Borough Council, to see if he could offer any assistance in setting this up and ask if any financial help would be available. The Chairman will send a draft letter to the Clerk.

13. NEXT MEETING

The next meeting is Tuesday 7th May 2024 @ 7PM in the Council Offices.

Meeting closed 20.40hrs

.....Chairman

.....Date