

**Heacham Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY 5TH MARCH 2024
Minutes**

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

IN ATTENDANCE S Eke (Clerk).

1. APOLOGIES Cllrs I Morrison 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 6th February 2024 were agreed and signed as a true copy.

3. MATTERS ARISING

4. CURRENT FINANCIAL STATUS

The bank reconciliation as at 29.02.2024 had been approved by the ICO. Cllr C Moore said the Council had a very healthy budget, which would decrease once works commence on the OFH and Clinic building.

5. BANK ACCOUNT INSPECTION

The Committee inspected the bank statements for February 2024. The Clerk was asked to follow up on the fraud enquiry with the bank and Action Fraud.

6. COMMITTEES TERMS OF REFERENCE TO BE AGREE

Cllr P Rawlinson asked the Clerk to set a general format for the ToRs. The ToRs were discussed and a few amendments made, these will go back to committees for their approval and back to F&GP in April.

7. CHURCH LETTER REGARDING LAND FOR FUTURE BURIALS

The Clerk had received a letter from Heacham PCC to inform us that the graveyard is nearly full and asking the Council to investigate and source a new graveyard. Cllr C Moore pointed out the Parish Council have no statutory responsibility to provide land. The letter states that there are only 7 remaining spaces for burial, with a very limited criteria for who can be granted a new burial place. Cllr P Rawlinson asked Cllr C Moore if he would draft a letter to the PCC to say we don't have any land but are happy to assist in any way they can, maybe local landowners could be asked if they have any land and would be happy to pass this over to the

PCC. Cllr C Moore said the Parish Council need to put a plan in place for when this will happen and who will take on the upkeep, this could be the Parish Council or the Borough Council. Either way will affect the precept or special expenses, which will ultimately affect the Parishioners. It was felt that the Parishioners would want to have some control over the upkeep, but a survey to see what the Parishioners want would need to be done before any firm decisions are made.

8. OFH REPAIRS UPDATE

The repairs to the OFH have been competed but there are a few items which need to be rectified. Cllr P Rawlinson had written to the builder with regards to this and the builders request for more money. A meeting was arranged for today 5th March with Cllr P Rawlinson and D Rawnsley, M Pishorn and L Steadman, L Steadman didn't turn up. M Pishorn said he would draw up a plan to finalise all the works. The carpet is still showing signs of cement so a specialist cleaning Company will be asked to quote for cleaning and a quote to replace the flooring will also be obtained.

9. JUBILEE CLINIC PURCHASE UPDATE

An email had been received from H Godfrey WGA the Parish Councils Solicitor with some suggested compromises from the Jubilee Welfare Trust Solicitors. These were agreed in principle by the committee but an Extra Ordinary Full Council meeting, closed to the general public will be called for Thursday 7th March to discuss these and hopefully come to a decision, to enable the purchase to move on. The agenda for the Extra Ordinary meeting will read

- ***Heacham Parish Council to approve the purchase of the property and accept the revised terms proposed by the Jubilee Welfare Trust***

10. RISK MANAGEMENT - Risk Management policy update

To be moved to the April F&GP meeting due to time constraints

11. COMMUNICATIONS OFFICER UPDATE

No report was given as Cllr I Morrison was absent. Cllr C Moore had met with Cllr I Morrison but felt it better to report on that when Cllr I Morrison is in attendance. Cllr C Moore said the Council need to get something started to provide a regular flow of information to the Parishioners. Cllr P Rawlinson said he had sent an email to Cllr I Morrison after the last Full Council meeting regarding the importance of attending meetings, it was acknowledged this is a very busy time for Cllr I Morrison in his paid Charity work. Cllr C Moore said his personal view is that the Parish Council website needs to be made more appealing and possibly incorporate others ie the Church. This could be outside sourced with updates and items added by the provider, similar to the Neighbourhood Plan website.

12. CLERKS REPORT

The new office computers are being delivered and installed on Wednesday 6th March. Cllr C Moore asked about back-up systems for the new computers the Clerk will ask ECS when the install them.

A letter had been handed into the office from a Parishioner regarding the ODS, showing interest in purchasing the site to establish an accessible community space with a focus on art

and creativity. The Clerk will reply and suggest the interested party contact Cruso Wilkin who are dealing with the possible sale for the Council.

The Clerk suggested it was time to meet with the Insurance broker to establish the Council have adequate cover for all Council assets and activities. The Clerk will contact the broker to arrange a meeting with herself, the Chairman and Vice-Chairman of the Council.

The new electric vehicle is on the road but still waiting for the sign writers, the Clerks Assistant to contact another company.

The War memorial is being cleaned March/April time, any letters which need repainting will be re-done following this. Cllr J Dear said she had been told there are other names to go on, the Clerk will ask her Assistant to contact Marcus Liddington from the RBL to see if he knows the names.

The Council need to set a date for the Annual Parish meeting and decide where it will be held and agree the format. The Chairman will meet with the Clerk to discuss this further.

The Recreation Ground equipment is hopefully being installed W/C 11/3/24 as long as the weather holds out.

The Clerk emailed the Public Works Loan Board to say they still require the loan, it has taken longer than expected to finalise the purchase of the Jubilee Clinic.

13. NEXT MEETING

The next meeting is Tuesday 2nd April 2024 @ 7PM in the Council Offices.

Meeting closed 21.40hrs

.....Chairman

.....Date