

Heacham Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY 5th NOVEMBER 2024

MINUTES

PRESENT Cllrs, P Rawlinson (Chairman), I Morrison, R Pritchard, D Rawnsley,
P Sutton and J Waldron

IN ATTENDANCE

1. APOLOGIES None.

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 1st October 2024 were agreed and signed as a true record.

3. MATTERS ARISING

None.

4. CURRENT FINANCIAL STATUS

The Clerk had circulated quarterly budget sheets for the second quarter at end of September, these were discussed.

5. BANK ACCOUNT INSPECTION

Bank statements up to the end of September were made available . The Clerk advised the committee the Parish had benefited from two building projects and received CIL Monies of £13,037.35.

6. EXTERNAL AUDITORS REPORT AND CERTIFICATE 2023-2024

The Auditors report had been received and a few small preces of advice were given, these will be sorted asap. The Clerk said she had found this years external audit to be rather more complicated than necessary, the pro-forma sent by PKF Littlejohn the external Auditor was completed and sent then the same answers to some questions were asked for in a different format. The Chairman suggested the Clerk write to the Auditors and say the Parish Council weren't fully happy with the service.

7. OFH INTERNAL WORKS UPDATE

The works have all now been complete and the Clerk and her Assistant had moved into the new office. Boxes are being unpacked and quotes are being obtained for new blinds for the building. Cllr Sutton asked if microphones could be purchased as he felt sometimes Parishioners couldn't hear the Councillors. The Clerk advised that microphone and sound system are already in place. The Clerks Assistant will be asked to chase up the Solar panel providers to see when these will be installed and check if the quotes included batteries.

8. JUBILEE CLINIC PURCHASE UPDATE

Purchase of the clinic has been completed, the Chairman asked for a meeting of the Buildings committee to be called. A general discussion regarding the way forward took place, this will all be discussed at the Buildings working party meeting. Cllr Morrison said it was important that the Parish Council follow on from the letter that was inserted in the Heacham Newsletter and keep the parishioners updated with all ideas and decisions.

9. OLD DAIRY SITE COMMUNICATION

Cllr Morrison said he felt he should not take part in any voting situations regarding the Old Dairy Site as he lives across the road from it and any decisions he agrees with could be seen as a benefit to Cllr Morrison and his family.

Cllr Morrison asked if the ODS was insured and what actions the Parish Council can undertake to ensure the site remains safe. Would it be an idea to undertake a weekly check and record findings, whether anything had changed or not. Do we need to look at installing security cameras?

10. CORE DOCUMENTS AND POLICIES REVIEW

The Internal Control document was agreed with a slight amendment to say that Risk Assessment/Risk management/Register would be reviewed quarterly.

- ***Recommendation: Full Council to approve the Internal Control Statement for the year ending March 2025.***

11. RISK MANAGEMENT

The question of who owned the Council risk was raised, Cllr Morrison said if you can fix it you own it. The Clerk/RFO was seen as the overall owner of Parish Council risk.

13. CLERKS REPORT

The Clerks wished to thank her Assistant for covering the Clerk whilst she was off ill and Councillors for regular checks on the Clerks Assistant especially Cllr Waldron who helped with all the allotment rent payments during this time.

The October coffee morning had been held in the OFH and didn't cause any disruption to the office working. The National pay scales have been increased and this will mean an increase to the Clerks pay. Could the Clerk and Assistant have new office chairs, it was suggested by Cllr Morrison that a VDU Health & Safety check should be undertaken prior to purchase.

14. NEXT MEETING

The next meeting will be held on Tuesday 3rd December 2024 at 3pm.

Meeting closed at 16.56pm

.....Chairman

.....Date