

**Heacham Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY 1st JULY 2025**

MINUTES

PRESENT Cllrs, D Rawnsley (Chairman), J Dear, C Moore, J Pomeroy, R Pritchard and J Waldron

IN ATTENDANCE S Eke (Clerk)

1. APOLOGIES Cllrs I Morrison and T Parish.

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.

Cllr D Rawnsley declared an interest in item 6 of the agenda.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the 11th June 2025 were agreed and signed as a true record.

3. MATTERS ARISING

Cllr Moore asked if the Rep from Ben Burgess had met with the Clerk yet, this is being chased again by Cllr Bolt.

Cllr Rawnsley had contacted Cellnex regarding their lease offer but hadn't received a reply yet.

The Clerk had been waiting to hear from the Solicitors regarding these and will chase up. Cllr Moore suggested that the Council go out to tender for Solicitors with a wide range of specialist areas.

The Clerk hadn't had the time to contact the insurance company regarding the First Aid training/Insurance cover, she will try to contact them asap.

4. BANK ACCOUNT INSPECTION

Bank Reconciliation for June had not been undertaken as the bank statements hadn't been received by the Clerk.

5. QUARTERLY BUDGET / VIREMENTS

The clerk circulated copies of the quarterly budget and said she hadn't had time to look at any possible virements. The committee discussed a few budget lines which they felt required amending. These virements would be undertaken and reported back to committee at next month's meeting.

6. PERSONNEL COMMITTEE RECOMMENDATION – Increase in staff salaries

The clerk had looked at the impact on the allocated budget for salaries and reported that the increase for three support staff to the Real Living wage, as in the previous year would increase the staff budget line by £1,243, as this line had been set slightly over the expected budget in expectation of pay increases. This didn't cover an increase for the Clerk who is paid according to the Local Government Pay scales, which hasn't been agreed yet. The committee felt the budget for salaries should be increased by £2,243 to hopefully cover the Clerks pay increase.

- ***Recommendation: Full Council to approve support staff pay increase to £12.60 in line with the Real Living Wage.***

7. CLERKS REPORT

The Clerk asked the committee how they felt about putting a memorial plaque on the new bench by the village sign on A149, for Mary Sheldrick. He Clerk felt that as Mary was a volunteer with several organisations within the village and as a volunteer for Heacham In Bloom it was Mary's task to water the flower bed by the village sign. A plaque would cost approx. £100. This was discussed but felt it could become a contentious issue and seen as setting a precedence for future requests of the Parish Council to fund such items. A suggestion was to ask Heacham In Bloom if they wanted to do it and they could request a donation towards it from the Parish Council.

8. NEXT MEETING

The next meeting will be held on Tuesday 5th August 2025 at 3pm (the time may change).

Meeting closed at 1600hrs

.....Chairman

.....Date