

**Heacham Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY 5th AUGUST 2025**

MINUTES

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

IN ATTENDANCE S Eke (Clerk)

1. APOLOGIES None received

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 July 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, Cllr Bolt has contacted them again as the seat upholstery has split.

Cllr Rawnsley had contacted Cellnex regarding their lease offer and had received a reply, Committee need to find a Solicitor who specialises in leases/land sales for telecom towers.

Cllr Moore suggested that the Council go out to tender for Solicitors with a wide range of specialist areas, Cllr Dear will meet with the Clerk and draft a letter to local Solicitors

The Clerk had contacted the insurance company regarding the First Aid training/Insurance cover, but is still waiting for a reply.

4. BANK ACCOUNT INSPECTION

Bank Reconciliation for June and July had been approved by the ICO and bank statements were available to be inspected at the meeting.

5. CLERKS PAY INCREASE – In line with the Local Government Pay increase of 3.2%.

The Clerk advised the committee that the Local Government pay increase had been agreed and the Clerks salary will increase by 3.2% back dated to April 2025. This is not a suggestion or recommendation, it is a statutory increase.

6. RISK MANAGEMENT

Cllr Rawnsley had circulated a draft of the Risk Management Policy and asked for committee members views. Cllr Moore felt that the Policy should refer to general public as well as Councillors, Committee members, employees and volunteers across the policy. Cllr Moore also said

he felt the policy was more of a mission statement than a policy and committee chairman should feed back on any risk assessments they complete for working parties etc. It was also discussed as to whether contact information needed to be added, if so what telephone number should be used. The Clerk asked if the Chairman should have a council phone for council business.

7. LEASE – 1a Lodge Road

This is still outstanding, waiting for updated quotes from Solicitor.

8. LEASE – Sandpit for E Hammond

This is still outstanding, waiting for updated quotes from Solicitor.

9. LEASE (Tenancy agreement) – Sandpit for Sanderson

It was suggested by the Council Solicitor that the lease for this should perhaps be a tenancy agreement rather than a lease as the land is used for agricultural purposes.

10. CLERKS REPORT

The clerk suggested that Councillors should be reminded to send in apologies for every Full Council meeting and committee meeting they are members of. A reason for the apology is also required and Chairman need to record the acceptance or refusal of apologies in the minutes of the meeting. Apologies do not have to be accepted.

The Clerks assistant had produced a draft sign for the Recreation Ground detailing names of sponsors who gave monies towards the revamp of the equipment. It was suggested that Cllr Hamond be consulted and a draft taken to Full Council.

11. NEXT MEETING To be agreed

The next meeting will be held on Tuesday 2nd September at 3pm.

Meeting closed at 2010hrs

.....Chairman

.....Date