

**Heacham Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY 2nd SEPTEMBER 2025**

MINUTES

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

IN ATTENDANCE S Eke (Clerk)

1. APOLOGIES Cllr I Morrison

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 August 2025 were agreed and signed as a true record.

3. MATTERS ARISING

The recreation ground sign had been ordered. Club Car had emailed to confirm they had given an extra years warranty as a sign of good will due to the mechanical problems which had arisen. The warranty does not cover the damage to the seat this is classed as wear and tear. Cllr Pritchard to get a quote for repair. The Clerk had not had time to speak to the insurance company but will try to get it sorted asap. Cllr Moore suggested the Clerk should speak to SLCC regarding a Solicitor to deal with the Cellnet issue.

4. BANK ACCOUNT INSPECTION

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

5. BUDGET UPDATE WITH VIREMENTS

The budget had been circulated showing the virements from the previous meeting, the Clerk said the only one which she felt would need looking at in the future was the staffing line. Cllr Moore said the CIL money currently held by the Parish Council could be used for the scrape of Bray's Pit if necessary.

6. RISK MANAGEMENT

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

across the policy. This would be amended along with a few minor amendments. Cllr Moore said the Chairman had done a lot of work on this and thanked him.

7. LEASE – 1a Lodge Road

Cllr Dear had recommended a Solicitor from SJP Solicitors in Hunstanton. The Clerk had contacted her and was given a guide line price of £272 per hour, expected time scale up to 5 hours per lease, maybe less. The Committee agreed to this as the leases need doing as soon as possible. Committee to report to Full Council and Clerk to contact the Solicitor.

8. LEASE – Sandpit for E Hammond

Cllr Dear had recommended a Solicitor from SJP Solicitors in Hunstanton. The Clerk had contacted her and was given a guide line price of £272 per hour, expected time scale up to five hours per lease, maybe less. The Committee agreed to this as the leases need doing as soon as possible. Committee to report to Full Council and Clerk to contact the Solicitor.

9. LEASE (Tenancy agreement) – Sandpit for Sanderson

Cllr Dear had recommended a Solicitor from SJP Solicitors in Hunstanton. The Clerk had contacted her and was given a guide line price of £272 per hour, expected time scale up to 5 hours per lease, maybe less. The Committee agreed to this as the leases need doing as soon as possible. Committee to report to Full Council and Clerk to contact the Solicitor.

10. CLERKS REPORT

The Clerk said she had nothing to report, Cllr Moore asked if the County & Borough Councillor reports, which are sent when the Councillors are unable to attend the meeting could be added to all Full Council minutes in the future. This was agreed.

11. NEXT MEETING To be agreed

The next meeting will be held on Tuesday 7th October at 3pm.

Meeting closed at 1555hrs

.....Chairman

.....Date