

Heacham Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY 4th NOVEMBER 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 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.

Cllr Pritchard for item 6

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the 7th October 2025 were agreed and signed as a true record.

3. MATTERS ARISING

Cllr Moore said the DBS checks item should have been brought forward to the November meeting. This was an oversight by the Clerk. The need for DBS checks was discussed at length and it was agreed that Library volunteers & the PMO should probably be DBS checked. A risk assessment of the working situations for these will be undertaken and then the F&GP committee will revisit this matter at the December meeting.

4. BANK ACCOUNT INSPECTION

Bank Reconciliation for September and October were approved by the ICO, bank statements were made available and inspected at the meeting. Cllr Moore noticed the bank statement still have the Councils old address. The Clerk will get this changed.

5. CLERKS REPORT

The Clerk reported that she had been speaking to parishioner outside the office and as the lady turned to leave she nearly tripped off the door slope, The Clerk asked if she had permission to get the handrails replaced as a matter of urgent Health & safety. This was approved by the committee, the Clerk will report costings to Full Council when she has them.

The Clerk reported that at the September Full Council it was approved that the Clerk could appoint Pip Edmunds from SJP Solicitors to undertake the leases for the Sand Pit and 1a Lodge Road at a cost of £272 per hr expected to take no more than 5 hours each. The 2025/2026 budget had not accounted for this so a recommendation to vire money should have been undertaken. Also a recommendation to spend approx. £5,000 on Solicitors fees for leases.

- ***Recommendation: Full Council to approve expenditure virement of £5,000 from the Recreation ground CIL expenditure line into the Solicitors fees line.***

- ***Recommendation: Full Council to approve expenditure of approx. £5,000 for Solicitors fees for updating the leases on 1a Lodge Road and the Sandpit.***

6. FUNDING REQUEST FROM CHURCH FOR CHURCHYARD

The request for help to fund essential works to provide more burial space at St Mary's Church was discussed and the Clerk will look into the matter raised as to whether Parish Councils can legally give money to PCCs. Cllr Rawnsley said the Parish Council had earmarked funds for possible churchyard expansion could this be used. Cllr Moore said that money had always been earmarked for purchasing land for burials. It was agreed the Clerk would gain advice from NALC regarding the legalities of donating money to the church and the Chairman would ask the church for more clarification on what the works are, do they own the land and when they expect to undertake the works.

7. NEXT MEETING To be agreed

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

Meeting closed at 1600hrs

.....Chairman

.....Date