

**Heacham Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY 5th MAY 2026
MINUTES**

PRESENT: Cllr D Rawnsley (Chair) Cllr J Dear, Cllr I Morrison, Cllr J Pomeroy,
Cllr R Pritchard and J Waldron

IN ATTENDANCE: S Eke (Clerk)

1. **APOLOGIES:-** Cllr C Moore

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 were declared

2. **MINUTES OF THE PREVIOUS MEETING 31st MARCH 2026**

The Minutes were accepted as a true record.

3. **MATTERS ARISING**

Nothing to discuss

4. **BANK ACCOUNT INSPECTION**

The Clerk had provided the bank statements for March and April, the ICO had not inspected the accounts as he was away.

5. **YEARLY CIL REPORT -Approval**

The Clerk had provided a copy of the CIL Funding yearly report. This shows a balance of £25,250.96 in earmarked reserves. The Clerk explained what this money was and why the Parish Council received it. A discussion took place regarding possible uses and it was agreed to look in to possibly devising a future planning schedule detailing what this money could be used for £13,037.35 has to be spent by 2029 and £12,213.61 by 2030. This is a task for Lighting & Watching committee as it is to be used for infrastructure.

6 **DONATIONS**

Heacham In Bloom

- ***Recommendation: Full Council to approve a donation to Heacham In Bloom for £100.***

7. **CORE DOCUMENTS AND POLICIES REVIEW**

Internal Control Statement for year ending 31st March 2027.

- **Recommendation: Full Council to approve the Internal Control Policy document Vexatious Policy.**

- **Recommendation: Full Council to approve the Vexatious Policy.**

Bullying & Harassment / Dignity at Work Policy.

- **Recommendation: Full Council to approve the Bullying & Harassment / Dignity at Work Policy.**

Cllr Pomeroy asked what was happening regarding the Safeguarding Policy and possible DBS checks. Cllr Pomeroy to meet with the Clerk to look into this.

8. PMO – Position

The Chairman and Vice-Chairman had spoken regarding the position of PMO, after interviewing it was decided that perhaps the Personnel committee should have looked at the role in more detail. It was noted that the role could probably require more than 20 hours in the holiday season and less in the winter season. It was agreed to offer the role as 20 hours (Mon, Tues 8hrs Fri 4hrs) this will be monitored and increased if it is felt necessary. Cllr Pomeroy asked if the role would work on annualised hours, this would entail much more supervision to ensure hours are being fulfilled.

- **Recommendation: Full Council to approve the appointment of a PMO for 20hrs per week (Mon, Tues 8hrs, Fri 4hrs) at the Real Living wage. This post will be reviewed regularly.**

9. Clerks Report

The Clerk reported that the Parish Council internal auditor had unfortunately had to stand down due to health issues, this leaves the Council without an auditor for the year end AGAR. The Clerk had asked for advice from NALC, they are now offering the internal audit to Parish Councils. The fees differ according to the size of the accounts, income of £200,001 - £250,000 is £300 + VAT. As the Parish Council received income of £270,662.00, the charge is not specified. The Clerk will contact NALC for the actual charge. It is possible for Clerks and Councillors to undertake an internal audit course, this would be beneficial in ensuring finances are being undertaken as per the Governance and Accountability for Local Councils, the practitioners guide 2026-2027. Providing support and back up to the Clerk. Cllr Morrison expressed an interest in undertaking the course if the Parish Council feel it would be beneficial.

10. Date and Time of next Meeting

The next meeting will be held on Tuesday 2nd June at 3pm at the Old Friends Hall.

The meeting closed at 16:15.

.....Chairman

.....Date