

**Heacham Parish Council
FINANCE AND GENERAL PURPOSES COMMITTEE
TUESDAY 2nd JUNE 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 5th MAY 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. The bank statements for May were not available to download.

5. **ANNUAL RETURN 2025-2026 – Approve**

This was approved.

- ***Recommendation: Full Councils to approve the Annual return 2025-2026***

6 **LAPTOP FOR CLERK – Chairman to have clerks current laptop**

ECS had provided a quote for £650 for a Dell Pro Notebook, with £190 to set up and install all software required. There will be an added cost for Microsoft office 365. The Chairman will have the Clerks current laptop.

- ***Recommendation: Full Council to approve purchase of new laptop for Clerk at a cost of £840 plus Microsoft office 365.***

7. **DONATIONS**

Citizens Advice Bureau

A discussion took place regarding this, but the general feeling was that this was probably not a service which benefited many residents of Heacham.

- ***Recommendation: Full Council to agree to not make a donation to Citizens Advice Bureau.***

8. CORE DOCUMENTS AND POLICIES REVIEW

Co-option Policy was approved

- *Recommendation: Full Council to approve the Co-Option Policy*

Equality & Diversity

- *Recommendation: Full Council to approve the Equality & Diversity Policy*

Health & Safety

- *Recommendation: Full Council to approve the Health & Safety Policy*

Training Policy

- *Recommendation: Full Council to approve the Training Policy*

9. CLERKS REPORT

A letter from a parishioner had been received, asking if the Parish Council would purchase a book she had written to sell in the Heacham Library. She is offering to sell to the Parish Council at a discounted price. A discussion took place regarding this and it was agreed the Parish Council couldn't purchase these books for resale. The Clerk will respond to the parishioner. British Gas for OFH has been estimated for a long time, a smart meter had been installed in 2024 but meter readings weren't being sent to British Gas. The Clerk gave the committee a brief explanation of the issues she had. The Clerk had contacted BG on 26/2/26 and twice more on 26/5 she was told the problem had been escalated and would be sorted by first week in June. The Clerk will keep the committee updated.

British Gas took over the street lights in December from Tomato Energy who went into receivership. Two invoices were received in March 2026 for Dec-Jan £38,172.08 and Feb £23,720.42 and then credit notes for these two amounts with a letter saying new invoices have been raised, no more invoices had been received. The Clerk contacted British Gas on line on 26/5/26 and gave them until 5th June to sort it, the customer services person said rest assured it will be resolved soon. An email was received today asking if the account was for unmetered supply. This may take a while to sort, going on the Councils previous experience with British Gas and unmetered supply, the Clerk will keep the committee updated. Tomato energy's last invoice was for Sept 2025, so bills should eventually come from administrators. The internal auditor is working from home today the Clerk has sent the information she requested and she will be in on Monday 8th 9.30am for final questions.

The Clerk had received a letter from TV Licensing, asking if a TV License is required at the Old Friends Hall, although it was felt a license wasn't required it was agreed to obtain one as only £180.

The Clerk contacted Rialtas to ask for a quote to have the package on Rialtasweb, the quote is for £825. + VAT, the Council has already paid £1,133 for a licence for 5 users. This is making the system quite expensive. The Clerk will contact them to get a breakdown and explanation on what it all entails.

10. DATE AND TIME OF NEXT MEETING

The next meeting will be held on Tuesday 7th July at 3pm at the Old Friends Hall.

The meeting closed at 16:30.

.....Chairman

.....Date