

**DRAFT MINUTES OF MARTHAM PARISH COUNCIL
FINANCE COMMITTEE MEETING**

Held on Wednesday 14th October 2015

In the Community Centre, Playingfield Lane, Martham at 7.30pm

Present Councillors; Bradford, Gates, Hurkett, Johnson, Manifold, Starkings, Watson.

Clerk; Sarah Hunt

1. Apologies for absence.
None
2. Declarations of personal interest and dispensations for any items on the agenda.
Councillors Bradford and Gates reminded the meeting of their Trusteeship of the Recreation Ground Committee.
Councillors Starkings and Watson reminded the meeting of their tenancy of the Allotments.
3. To approve the minutes of the Finance meeting held on 8th July 2015.
PROPOSED Cllr Bradford, seconded Cllr Gates and signed as a true and correct record by the Chair.
4. Update on Concurrent Functions.
GYBCo have this year looked through the Concurrent Functions, and the 12.5% administrative payment allocated to 'Clerks Salary' has been withdrawn. No increases are being allowed from 2014/15. Whilst GYBC accepts that this is a problem for Councils they are the only district in the East who pay this.
They will continue to look year on year, but will try and notify parishes earlier. Next year Church Payments and bus shelters are being scrutinised.
They are only going to pay for works for parish owned and GYBCo owned land.
5. Grants.
Where considered for 2016/17.
It was PROPOSED Cllr Manifold and seconded Cllr Johnson that the Precept money passed to the Church and Playingfield for grounds maintenance be continued – with the Parish Council allocating £6,500 for Playingfield Maintenance and £3,300 for Churchyard maintenance but the Council paying invoices directly submitted to a ceiling of that amount. AGREED unanimously
It was PROPOSED Cllr Manifold and seconded Cllr Bradford that the grant paid to the Village Hall be approved at a ceiling of £500 against an invoiced item or as a donation to a project which benefits the whole community. This to be approved at full Council. AGREED, Cllr Starkings voted against.
6. Grass Cutting Contract.
Six requests for quotations had been sent out and three returned.
GYB Services quoted £3,4441.11 (1.5% increase)
Norse quoted £4,928.00
Countrywide £7,050.00
GYB Services offered a three year contract at £3,427.14 (1%), £3,461.41 (1%), £3,496.02 (1%).

It was PROPOSED Cllr Manifold and seconded Cllr Bradford that the 3 year contract with GYB Services be recommended to Council.

7. VAT.
All paperwork is with the Company, Council is awaiting recommendations.
8. Allotment rental increase.
Norfolk County Council has increased the allotment rent to £1,160.00 per annum. Recommendation to Council that the Memorandum of Agreement be signed and returned.
9. Court Case costs.
To date the Barrister has costed £6,508.33.
The quotation for the three day hearing is £13 – 15,000. There will be an additional pre-trial reading fee, and a site visit fee.
This is more expensive than anticipated.
This was noted by the meeting but PROPOSED by Cllr Manifold and seconded Cllr Starkings that the case continue as necessary with the Councillors designated, Hooper, Johnson and Bradford with full authority to make decisions. AGREED.
10. To review and adjust cost code allocation.
Cost codes are currently not far off – review at the December meeting.
11. Draft Budget 2016/17.
An initial budget was presented to the meeting by the Clerk showing a potential 25% increase in Precept. This will be reduced when the tax base figures are available for 2016/17, GYB Co has assured Council they will be available prior to the cut off date. The Clerk will convene a Finance meeting at the start of December, when the legal figures will be more certain, for recommendation to go the December meeting of the Parish Council on the 16th, for submission to GYB Co before the cut off of the 18th December.
12. To review 'Internal Audit Arrangements'.
AGREED as submitted. PROPOSED Cllr Gates, seconded Cllr Hurkett.
13. Items for next agenda.
None

PROPOSALS FOR FULL COUNCIL:

1. That the Precept money passed to the Church and Playingfield for grounds maintenance be continued – with the Parish Council allocating £6,500 for Playingfield Maintenance and £3,300 for Churchyard maintenance but the Council paying invoices directly submitted to a ceiling of that amount.
2. That the grant paid to the Village Hall be approved at a ceiling of £500 against an invoiced item or as a donation to a project which benefits the whole community. This to be approved at full Council.
3. That the 3 year Grass Cutting contract Be awarded to GYB Services at £3,427.14 (1%), £3,461.41 (1%), £3,496.02 (1%).
4. that the Memorandum of Agreement between Norfolk County Council and Martham Parish Council with regard to the allotments be signed and returned agreeing the new rental of £1,160.00 per annum.
5. That the Land Tribunal Registration case continue as necessary with the Councillors designated; Hooper, Johnson and Bradford with full authority to make decisions.