

BRADWELL PARISH COUNCIL

16th April, 2019

A meeting of the Finance & General
Purposes Committee at 7.30p.m.

PRESENT: Councillors Macdonald (Chairman), Carrier, Howlett and Wells.

IN ATTENDANCE: Parish Clerk J Caborn; S French, Deputy Clerk.

- 1 **APOLOGIES** – Councillors Francis and Shaw.
- 2 **DECLARATIONS OF INTEREST** – nil.
- 3 **PUBLIC PARTICIPATION** – no members of the public were present.
- 4 **MINUTES OF MEETING 22.1.19 – MATTERS ARISING**

Minute 10 – no approaches have been made yet to local electrical companies, as it is possible that the council can continue to use Arc Electrical, if one of Mr G Johnson's staff is able to take over the running of the business now that Mr Johnson has moved away.

5 **ACCOUNTS TO PAY**

- i) Anglian Water Business Ltd. (National) – sewerage charges, Leo Coles Pavilion, period 13.12.18 – 12.3.19 - £198.82 – 104584
- ii) Ensure Fire Safety Ltd. – servicing of fire alarm system and six extinguishers, replacement of 240v detector, Leo Coles Pavilion/Golden Jubilee Pavilion; servicing of fire alarm and emergency lighting systems and one extinguisher, Bradwell Community Library – total £278.94 - 104585
- iii) A J D Caborn – Parish Clerk's expenses – £32.13 - 104586
- iv) Lyreco – toner cartridge for 'Brother' printer - £25.18 - 104587
- v) V G Bloom – velux window and flashing, Leo Coles Pavilion - £900.00 - 104588
- vi) A J D Caborn – Parish Clerk – 'backpay' re April 2019 salary payment – £9.24 - 104589
- vii) S Y French – Deputy Clerk – 'backpay' re April 2019 salary payment – £9.00 - 104590
- viii) K J Nursey – Caretaker – 'backpay' re April 2019 salary payment – £8.67 - 104591
- ix) A J D Caborn – Parish Clerk – S.O. salary payment – 11.5.19 onwards - £1,552.47 p.m.
- x) S Y French – Deputy Clerk – S.O. salary payment – 11.5.19 onwards - £162.00 p.m.
- xi) K J Nursey – Caretaker – S.O. salary payment – 11.5.19 onwards - £286.00 p.m.
- xii) Norfolk Pension Fund – contributions 25.4.19 onwards – £580.70 p.m.

The 'Bradwell Community Library' element of ii) above will be paid via the council's 's137' powers.

The following direct debit payments were made between 1.1.19 and 31.3.19:-

- i) Gamma Business Communications – telephone/Broadband - £51.41 - 22.1.19
- ii) Gamma Business Communications – telephone/Broadband - £53.28 - 22.2.19
- iii) Gamma Business Communications – telephone/Broadband - £51.52 - 22.3.19
- iv) Total Gas & Power – Electricity - 25.1.19 - £116.18
- v) Total Gas & Power – Electricity - 25.2.19 - £130.50
- vi) Total Gas & Power – Electricity - 25.3.19 - £105.81
- vii) NWB Business – Water – Beccles Road Allotments – 12.3.19 - £100.60
- viii) NWB Business – Water – Leo Coles Pavilion – 12.3.19 - £84.15
- ix) NWB Business – Water – Cley Road Allotments – 20.3.19 - £470.92

A direct debit form has been completed for 2019/20, re GYBC, Leo Coles Pavilion non domestic rating demand notice 2019/20, £43.44 April '19, £41.00p.m. May '19 – January '20 inclusive, total £412.44.

The following were signed on the dates shown on the basis of urgency, as per the provisions of Financial Regulation 6.4:-

- a) Norse Eastern Ltd. – grounds maintenance charges, February 2019, £570.12, soccer pitch line marking charges, February 2019, £122.34 – total £692.46 – 104575 – 19.2.19
- b) UPVC Doctor EA Ltd. – refund of payment made for Bradwellian advertisement, March 2019 edition - £72.00 – 104576 – 26.2.19
- c) Norfolk CC – nplaw subscription service 1.4.19 – 31.3.20 - £480.00 – 104577 – 4.3.19
- d) Norse Commercial Services Ltd. – GYB Services – additional rubbish collection event April 2018 - £549.50 – 104578 – 4.3.19
- e) Community Heartbeat Trust – replacement defibrillator – £1,194.00 - 104579 – 12.3.19
- f) Norse Eastern Ltd. – grounds maintenance charges, March 2019, £570.12, soccer pitch line marking charges, March 2019, £122.34 – total £692.46 – 104580 – 15.3.19
- g) K J Nursey, 5 football fixtures serviced, Jan-Mar 2019, £22 each x 5 = £110, less tax 20%, £88.00 – 104581 – 19.3.19
- h) HMRC – payments due Jan-Mar 2019 - £1,565.86 – 104582 - 19.3.19
- i) RPD Printers – 5,150 x Bradwellian 42 - £1,879.00 – 104583 – 26.3.19

Further to b) above, a request was received for an advertisement from Mr G Newman, the proprietor of the company, who had advertised in previous editions. Mr Newman submitted the advertisement, and made the payment directly to the council's account, and he subsequently asked for alterations to be made to it. It was not possible to do this, as it was in the wrong format, and Mr Newman was asked more than once if he would re-submit it as he wished for it to appear. He failed to do this by the 'deadline' date, or make any other response, and so there was no alternative but to refund him the payment, with an explanatory letter. Further to e) above, the insurance claim submitted on 4.2.19 in respect of the defibrillator which was stolen has not yet been settled, and a 'follow-up' query has been submitted.

A part salary refund re March 2019 salary payment of £313.03 has been made by the Parish Clerk, who took 5 days' unpaid leave in March 2019. This was not paid into the bank until early April, so it will be shown as an 'accrual' when the final accounts are drawn up for this committee's 30.4.19 meeting.

It was resolved that accounts/standing orders i) to xi) be paid, and payments made in respect of direct debits i) – ix), accounts a) – i), and monthly amounts shown above re non domestic rating demand, be retrospectively approved.

6 STATEMENT OF ACCOUNTS – 1.1.19 – 31.3.19

The Clerk tabled the initial 'receipts and payments' statement for the 2018/19 end of year accounts, which will be presented to the Annual Parish Council meeting tomorrow evening. The deadline for presentation of final accounts to the External Auditor will be 30.6.19.

7 'INTERNAL AUDIT' CHECKS – 1.1.19 - 31.3.19

These will be carried out on Thursday, 25.4.19.

8 PUBLIC RELATIONS & PUBLICITY SUB-COMMITTEE – MINUTES OF MEETING HELD 26.2.19

It was **resolved that the above minutes be signed as a true copy.**

Matters Arising – minute 5, final sentence – the number of leaflets delivered to 'newer' dwellings within Bradwell re Bradwell Community Library along with copies of 'Bradwellian' was increased from 200 to 500.

It was **resolved that the above minutes be adopted as minutes of this committee.**

9 **CCTV - PROPOSED DATE TO MEET LOCAL CCTV COMPANY REPRESENTATIVES**

Three local CCTV companies will be approached shortly to meet with committee representatives to consider possible options to replace the current system, retaining 'workable' elements where possible. A list of 'essentials' (e.g. car registration plate recognition) will be drawn up.

10 **ESPO – PROCUREMENT OPTIONS – REQUEST TO CONFIRM THAT THE COUNCIL WISHES TO REMAIN WITHIN THE CURRENT ELECTRICITY CONTRACT AFTER 30.9.20**

The Parish Council has participated in the electricity framework as arranged by 'ESPO' (Eastern Shires Purchasing Organisation) for many years, to enable it to obtain lower electricity prices. It was **resolved to retain the arrangement with ESPO.**

11 **ANGLIAN WATER BUSINESS LTD. – REQUEST FOR REFUNDS TO BE MADE IN RESPECT OF WATER NOT RETURNED TO THE SEWER**

Further to minute 11 of the committee's last meeting, further correspondence has been exchanged, but it is still unclear as to whether the company intends to continue the arrangement made with its predecessor for refunds to be made in respect of water not returned to the sewer. Requested photographs and other information have been submitted, but the company has made no further response since, other than to state that it aims to respond to communications within ten working days, which it has failed to do. The Clerk is currently collating bill details and readings from 2016 onwards, showing how much water has been utilised for irrigation purposes instead of being disposed of into the sewers, and how much has been paid and refunded. If no satisfactory response is received within the near future, **a formal complaint will be forwarded to 'Ofwat', the water industry regulator.**

12 **CORRESPONDENCE**

- a) National Accident Rescue Service – request for donation and separate request for practical help. It was **resolved to donate £100 to this service, and to offer it free advertising space in The Bradwellian.**
- b) Mrs J Petersen, 'Trees', Mill Lane, Bradwell – request for grant to install a 'Little Free Library' in front of her property. **The residents of Bradwell have access to a good Community Library, so this request will be declined.**
- c) The Children's Air Ambulance Service – request to host textile clothing bank in support of the charity. This request will be referred to the Co-op Superstore.
- d) Bradwell Parish Church – audited accounts for 2018. These show a spend of £600 over and above the £1,215 donated by this Council for maintenance of the burial ground.
- e) The Adnams Community Trust Report & Accounts 2017/18 – grants available. Positive feed-back was noted about this Trust, and the details will be passed to Bradwell Community Centre.

13 **ANY OTHER BUSINESS**

It was noted that the Parish Council no longer has a dedicated computer specialist to whom problems can be referred. It was suggested that systems can be backed up regularly, and that local companies are available for immediate one-off problems. There being no other business, the meeting closed at 8.30 p.m.

Signed:..... Date :
Date of next meeting – 30.4.19