

## BRADWELL PARISH COUNCIL

21<sup>st</sup> January, 2020.

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

**PRESENT:** Councillors Macdonald (Chairman), Carrier, Hamilton, Hirst, Howlett, Shaw, Steggles and Wells.

**IN ATTENDANCE:** Parish Clerk J Caborn.

- 1     **APOLOGIES** – Councillor Goodchild.
- 2     **DECLARATIONS OF INTEREST** – nil.
- 3     **MINUTES OF MEETING 5.11.19 – MATTERS ARISING**

Minute 8 – the cheque signatory form will now be submitted to Barclays Bank.

Minute 14 - the 'Windows 10' computer upgrade must be carried out shortly for security reasons, and a 'Windows Licence' will also need to be paid for. The upgrade will also make it easier for the new Parish Clerk, when appointed, to transfer files to the council's system.

- 4     **PUBLIC PARTICIPATION** – no members of the public were present.
- 5     **CCTV OPTIONS/'TV GORLESTON'**

At its meeting held on 26.11.19, the Amenities & Highways Committee resolved that the local Police should be offered the ability to directly interrogate the council's CCTV system via 'smart phones', with an amendment to be made to the CCTV system by its installer, BSA Security & Fire, at a cost of £160. The Parish Council meeting held on 10.12.19 resolved that the council, rather than the local Police, should bear the cost.

The clerk contacted Sgt Johnson of Bradwell Safer Neighbourhood Team to request that BSA Security & Fire Ltd. be allowed to visit the relevant Police Station, to install the necessary software. Her response was that most officers are not issued with smart phones, and that normally information is sought directly via the relevant CCTV system, as footage required for evidential purposes is subject to strict controls and should be captured and preserved on a disc or USB stick or similar where it can then be stored in secure conditions in case it is required for court. In any case Police IT departments would be reluctant to allow an outside company to access their systems. However, TV Gorleston – a company run by volunteers that runs the CCTV system across Gorleston - has suggested that, subject to the system used, they could monitor this and any other future cameras that the Parish Council may wish to install, and, for a nominal fee, they could also offer a service for police and the council to review any captured footage in the event of any incidents or crimes. **The proposal will be discussed further with local police officers.**

### 6     **ACCOUNTS TO PAY**

- i) Garden Guardian Ltd. - grounds maint. charge, Dec 2019 - £827.60 - 104654
- ii) Community Heartbeat Trust – replacement battery and pads for defibrillator located at Leo Coles Pavilion - £252.00 - 104655
- iii) Post Office Ltd. - Stamps – £236.70 - 104656
- iv) Councillor E Macdonald – travel expenses - £22.88 - 104657

The following were signed on the dates shown on the basis of urgency, as per the provisions of Financial Regulation 6.4, and need to be retrospectively approved:-

- v) K Nursey, Caretaker – football fixtures serviced x 4 - £70.40 – 104652 – 31.12.19
- vi) HMRC – payment due re 1.10.19 – 31.12.19 - £1,727.36 – 104653 – 31.12.19

The following direct debit payments were made between 1.10.19 and 31.12.19:-

- i) OneCom Ltd. - telephone/Broadband - £56.70 – 31.10.19
- ii) OneCom Ltd. - telephone/Broadband - £53.60 - 30.11.19
- iii) OneCom Ltd. - telephone/Broadband - £52.40 - 31.12.19
- iv) Total Gas & Power – Electricity - £81.98 – 28.10.19
- v) Total Gas & Power – Electricity - £64.86 – 26.11.19
- vi) Total Gas & Power – Electricity - £119.47 – 24.12.19

It was **resolved that the above accounts i) to iv) be paid, and that the above accounts v) to vi), and direct debits i) – vi), be retrospectively approved. Account ii) above will be paid via the council's 's137' powers.**

## 7 STATEMENT OF ACCOUNTS – 1.10.19 – 31.12.19

The statement of accounts, comparisons with agreed budgets, and projections of likely receipts and payments by the end of the financial year, were reported. The total expenditure will exceed the amount of income received for the year, further to the decision to replace soffits, fascias etc. for the Leo Coles Pavilion building last year. It was resolved to **place an item on the agenda of the next meeting of this committee, to propose that an amount of grant money, given for general improvements to council services, should be put towards the purchase of a 'projector' for use by the Planning & Development Committee, which will be able to display digital copies of planning applications on a screen.**

## 8 'INTERNAL AUDIT' CHECKS – 1.10.19 - 31.12.19

The above will be carried out shortly.

## 9 REVIEW OF INTERNAL CONTROLS

- a) Draft internal controls plan – a draft plan was approved for the coming year, and copies of last year's similar plan were also circulated, showing the dates when relevant tasks were actually carried out.
- b) Annual review of risk management policy – the policy document was circulated, with highlighted areas indicating dates when specific tasks were actually carried out, and approved. The annual 'health and safety review' will be carried out in September. Dates have been scheduled for the Amenities & Highways Committee's 'quarterly building checks' for the coming year, along with annual checks for Green Lane Playing Field and Gipsies Green (plus separate review of hedge cutting requirements), and 'off-site' properties, and the 'annual fire risk assessment'. It was resolved to **add a further 'annual check', relating to the condition of the trees on the two sites.** It was noted that **the company that normally performs the twice yearly 'smoke alarm' checks has not undertaken the most recent checks on time, and that another company should be approach to carry out the checks if necessary.** It was suggested that **the council is not in possession of the most recent 'fire regulations', and that a copy should be obtained as soon as possible.**
- c) Annual review of insurance policy – copies of relevant parts of the current policy, from new insurer Came & Company, were circulated. As has been stated previously, the policy provides the necessary 'cover' for the council in all relevant areas, but many unnecessary items are also shown - the company's representative has responded that this was standard practice, and that the price of the policy would probably be increased if a formal request was made for such items to be deleted. The committee took a decision on 1.5.18 to accept a 'three year long term agreement premium'. **It should be ensured that the insurance company is made aware that the council has a CCTV system.**
- d) Annual review of Standing Orders – over the past year, two changes have been made to Standing Orders, the first relating to 'Appendix 4', 'Retention of Documents', 'planning applications and related papers for minor works' – to reduce minimum retention period from 10 to 4 years, on the grounds that copies of plan

documents and related papers can be found on the Borough Council’s website, for all such planning applications. The second change has been to add a ‘council policies’ items to the main section of Standing Orders. The council will consider a proposal next month, relating to ‘Appendix 1’, to increase the maximum number of members able to be appointed to membership to each of the main three committees of the council.

- e) Documentation held in office safe – A list of items held in the safe was circulated.
- f) Property inventory – a list was circulated and noted.

**Councillor Hirst volunteered to be a member of the ‘inspection team’.**

10 **CORRESPONDENCE** – none.

There being no other business, the meeting closed at 8.55 p.m.

Signed:..... Date : .....

Date of next meeting – 21.4.20