

# Minutes of Martham Parish Council Finance Committee Meeting held in the Martham Methodist School Room on 10 October 2007 at 19:30 hrs.

## Those Present:

Councillors: B Carberry; T Gates; M Huke; K Jordan; P Manifold.

Councillor B Wright attended as a member of the public.

**Presiding:** M Huke

## 1. Apologies

None.

## 2. Minutes of Last Meeting

The minutes of the meeting held on 4<sup>th</sup> July 2007 were AGREED as a true record. *Proposed* by Cllr. P Manifold, *seconded* by Cllr. B Carberry. *Unanimous*.

## 3. Matters Arising

Small amendments were made to the Assets Register arising from the last meeting. The Assets Register had been sent to Allianz Cornhill and revised cover requested and a reply was awaited.

The Clerk reported that the Accounts for 2006-07 had now been audited, approved at the full Parish Council on 19<sup>th</sup> September 2007 and submitted to the Audit Commission.

## 4. Financial Update of 2007-08 Accounts.

All the account cost centres for 2007-08 were then reviewed in detail and the adjustments listed below were AGREED which result in the revised position shown at appendix 'A'

- A sum of £275.92 arising from the closing of an old charities bank account be added to the General Fund budget (line 15).
- Allotments (line 1). The budget provision is to be retained for enhancement projects.
- Audit Fees (line 2) – position noted.
- Bank Interest (line 3). Transfer £543.10 to the General Fund (line 15).
- Line 5 needed an accounting correction to transfer £2,772 to Salaries (line 43).
- Merge Churchyard and War Memorial budgets (lines 7 and 8).
- Bus shelters (line 10) - funding needed for repairs.
- Footpaths (line 13) - funding needed for maintenance and enhancements programme.
- Merge Footpaths and Maps (lines 13 and 14).
- £2,000 to be transferred from the General Fund (line 15) to a new line (27a) called Village Green Registration Expenses.
- Merge General Maintenance Fund and General Repairs (lines 16 and 17).
- Insurance (line 18) review when the new quote based on the revised assets register arrives.
- Legal Fees (line 19) – noted but no change.
- Merge Office Stationery and Equipment (lines 22 and 23).
- Playing Field (line 26) transfer £500 to General Maintenance Fund (line 15).
- It was noted that line 27 includes provision for tree maintenance currently being quoted for.
- Ponds (line 30) transfer £1,500 to General Fund (line 15).
- Christmas Lights/Enhancements (line 31) needs an adjustment credit of £124.96 from the General Maintenance Fund (line 16).
- Staithe/Boat Dyke. As Custodial Trustees it was recommended that the Council pays bills on behalf of the Boat Dyke Trust under which we could reclaim the VAT element.
- Staithe Road/Scouts. Merge lines 34 to 38 under this heading.

- Recycling (line 40). There is a surplus income from successful recycling and it was recommended that a future meeting of the full Council be invited to consider applications for distribution to good causes in the village of these funds.
- Reserves/Exigencies (line 41) – budget to be retained.
- Salaries/PAYE/NI (line 43). It was recommended that the clerk's hours be increased from 15 hours per week to 16.5 per week with effect from 1<sup>st</sup> April 2008. This would result in a 10% increase to the budget. Provision within the existing budget will also be needed for the 2007-08 national pay award which has not yet been finalised.
- Recruitment/Maternity/Compensation (lines 44 to 46). Merge into Salaries (line 43).
- Smees (line 48). It was recommended that rents be reviewed in 2008-09.
- Village Signs (line 51) – no change.
- Notice Boards (line 52). Delete and fund any expenses from General Fund (line 15).
- General Information Signs (line 53) - merge into General Fund (line 15).
- New Highway Signs (line 54) – move £124.14 credit balance to Village Signs (line 51).
- Subscriptions (line 55). Credit cost centre with £337.73 from General Fund (line 15).
- Subscriptions and Training (lines 55 and 56) – review later in the financial year.

## 5. Grant Applications for 2008-09

Martham Bowls Club had made an application for £500 for 2008-09. Members expressed the view that grants were typically given to assist with new projects and for new organisations, clubs and societies that have little or no other sources of income. Given these principles it was not felt appropriate to give an on-going grant but the Clerk was asked to write to the Club to explain the purpose of one-off awards the Council is empowered to give to parochial charities under Section 137 of the Local Government Act 1972.

Martham Scouts had made an application for an unspecified sum during 2008-09. Members repeated the above purpose and conditions for giving grants and decided not to give a general grant for 2008-09. It was noted however that development of a new building for the Scouts should take place soon at Staithe Road. Members asked that an approach be made to the Scouts to organise a meeting to discuss in detail alternative forms of support the Council may be able to give for this project.

St Mary's Church had made an application for double the existing grant to £3,000 for 2008-09. It was AGREED that a grant of £3,000 be given for 2008-09 subject to seeing a detailed specification of the frequency and quality of cutting and maintenance arrangements, and the procedure used for tendering the contract. If this was unavailable Council was to offer assistance with making the arrangements with a view to improving the look of the graveyard.

*Proposed by Cllr. M Huke, seconded by Cllr K Jordan. Unanimous.*

It was AGREED to grant Martham Village Hall £1,000 for 2008-09. Councillor Manifold declared an interest in this request and took no part in the decision.

It was AGREED to grant Martham Fun Carnival £200 for 2008-09.

A grant was normally given to Martham Coronation Recreation Ground but no formal application or details of accounts had been submitted. The Chairman was asked to write to the Playing Field Committee to express the Council's unwillingness to make a grant without a proper application and information. The Chairman was also asked to suggest an alternative way of funding electricity costs for the play area.

Councillor Jordan declared an interest in this matters and took no part in the decision.

**6 Budget for 2008-09**

The budget requirements for 2008-09 were determined as each of the above cost centres were discussed resulting in a recommendation that the Parish Council applies to the Borough Council for the precept shown at appendix 'B'.

**7 Internal Auditor**

Members noted that the internal Auditor, Miss Joanna Breen, had tendered her resignation due to other work demands. The Clerk was asked to write to Miss Breen to thank her for her work. The Chairman suggested alternative potential audit arrangements and asked the Clerk to make enquiries and report back.

The next meeting was confirmed as being at 19.30 hrs. on 6<sup>th</sup> February 2008.

There being no further business, the meeting closed at 21.53 hrs.

Signed.....(Chairman)      Dated.....