

OLD CATTON PARISH COUNCIL,
MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE
HELD AT 7.30 P.M., ON THURSDAY 5TH SEPTEMBER, 2002,
AT THE PAVILION, CHURCH STREET

PRESENT: Mr K Leggett Mrs P Mattocks Mrs A Riches Mr R Streeter

APOLOGIES: Mrs G Masdin Mr D Thompson

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

Mrs P Mattocks welcomed everybody to the first meeting of the Committee and PROPOSED that Mrs G Masdin be elected as Chairman. There were no other nominations. Mrs A Riches SECONDED the proposal and it was unanimously AGREED that Mrs Masdin be elected as Chairman.

Mrs A Riches PROPOSED and Mr R Streeter SECONDED that Mrs P Mattocks be elected as Vice Chairman. This was unanimously AGREED.

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. CHEQUES, PAYMENTS AND RECEIPTS AND COMPARISON WITH BUDGET

The attached list of vouchers numbered 223 to 267 was approved and the comparison with the budget noted. As part of internal audit procedures Mr R Streeter checked all the invoices against the cheques and initialled the vouchers.

4. REPORT OF INTERNAL AUDIT

The written report had not yet been received but was only expected to comment on two points.

5. EXTERNAL AUDIT

As part of the new regulations the external auditor, District Audit, required the submission of an annual return. This was discussed in detail and the Council's Statement of Assurance completed, a copy is attached to these minutes. Item 4 asked if risk assessments had been carried out; this had not been the case as the new regulations had been issued at a very late stage. It was AGREED that the assessments should be carried out before the next audit. Item 6 asked if matters raised by the internal audit had been acted upon; as the internal audit had been carried out retrospectively this was not the case. However, matters raised in previous external audits had been dealt with.

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6. BUDGET FOR 2003/4

It was AGREED to discuss this at the October and November meetings and to ask the Planning and Property Committee to discuss its requirements at its October meeting, to be presented to

Finance and Policy Committee at its November meeting.

7. STAFF TRAINING

- 7.1. Clerk, Local Policy Course. This was a two year distance learning course with the University of Gloucestershire. Its successful completion would fulfil the requirement for a qualified clerk for Quality Council Status. The course consisted of 10 modules and the Clerk was exempt from 3 modules because of other qualifications. The cost for 10 modules was £1540, which would be reduced because of the exemptions, plus the cost of 4 weekend schools in Cheltenham at about £100 each time. The total cost over 2 years would be about £1500. It was AGREED that this would be of benefit to the Council and that the Council should pay for the course.
- 7.2. Supervisors, first aid courses. It was AGREED that the Supervisors should be asked to attend Emergency First Aid courses and a course to be arranged dealing with legal and safety aspects of first aid in the environment of a recreation ground. The cost of the Emergency First Aid Course at Broadland District Council's Training Centre was £25.00 per person and the second course would probably be £35.00 per person.

8. VILLAGE HALL

- 8.1. Extension for new toilets. The architect had checked the tenders and found the lowest to be in order. It was for £42,658.00. In addition to this there would be the expense of architect's and consultant's fees. The total cost would be in the region of £50,000.00.
- Mrs M Charlesworth was seeking grants and organising fund raising on behalf of the Village Hall Management Committee. A contract could not be awarded until the funding had been secured.
- 8.2. Letter from Mrs Charlesworth about a new Community Centre. All Councillors had been given a letter outlining the potential to create a new purpose built Community Centre to replace the Village Hall. Members discussed the concept briefly and AGREED that the Village Hall Management Committee should be asked to meet at an early date to discuss this idea and then to meet with representatives of the Parish Council to discuss the idea, if it wished. It was AGREED to continue with the plans for the toilets.

9. WAR MEMORIAL

There was some more work to do at the Memorial. The railings, provided by Mr Buxton, would be added during early October. The surface chippings and lavender bed would be dealt with as soon as the builder had finished some minor work.

The timing of the dedication would be discussed with the Vicar before a date was fixed.

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10. TRAFFIC CALMING AT PROCTOR ROAD

The Council had been consulted about alternative proposals to deal with the effect of traffic generated by the White Woman Lane development. There were two suggestions for Proctor and Pioneer Roads; the first was to close Pioneer Road at North Walsham Road and the second was to provide 17 speed humps in Proctor and Pioneer Roads. As the consultation letter had only

recently been received there was not enough time to consider it at a Council meeting. It was AGREED to write to Norfolk County Council and express the Council's interest, to ask to know the results of the consultation exercise carried out with the residents and to be kept informed and consulted properly about any further matters.

11. TRAFFIC CALMING AT LODGE LANE, ST FAITHS ROAD AND CHURCH STREET

Norfolk County Council had yet to inform the Council of any progress with its negotiations with Wimpey Homes.

12. POST OFFICE CLOSURE

A letter had been sent to the Post Office Ltd. suggesting that the new post office should be at the Paddocks shopping site. Residents were being asked to write with their concerns to the Post Office at 69/75 Thorpe Road, Norwich.

13. CORRESPONDENCE

The attached list was received and discussed as follows:

Items 9 and 13. It was AGREED that the request for donations from the Broadland Home Watch Association and the North Walsham and District CAB should not be agreed.

Item 12. Mrs P Mattocks agreed to attend the AGM of the Norwich and District CAB on 23rd September.

Item 14. All members would be asked if they would like to attend a tour of the project sites at Norwich Cathedral on 15th or 29th October at 12.30 p.m.. Mrs P Mattocks agreed to attend.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.15 p.m.

Chairman, 3rd October 2002.