

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

PRESENT: Mrs G Masdin – Chairman
Mr K Leggett Mrs A Riches Mr R Streeter
Mr D Thompson

APOLOGIES: Mrs P Mattocks Mr B Sabberton-Coe

The Chairman welcomed everybody to the meeting.

25. DECLARATIONS OF INTEREST

There were no declarations of interest.

26. MINUTES OF THE MEETING OF 3.10.2002

The minutes had been confirmed and adopted at the Council meeting on 31st October and were signed by the Chairman.

27. MATTERS ARISING FROM THE MINUTES

Minute 24.2. Dangerous tree in Churchyard. The tree had been removed successfully.

28. CHEQUES, PAYMENTS AND RECEIPTS AND COMPARISON WITH BUDGET

The attached list of vouchers numbered 321 to 397 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. The bank reconciliations were noted.

It was AGREED to ask the bank for an online banking service and to pay the charge for the service.

29. REPORT OF INTERNAL AUDIT

- 29.1. It was AGREED to receive regular bank reconciliations.
- 29.2. It was AGREED to appoint a valuer to value the Council's buildings.
- 29.3. It was AGREED to get on with assessing the Council's financial risks.

30. BUDGET FOR 2003/4

The attached working papers were considered and –

- 30.1. It was AGREED that the aim for 2003/4 should be to complete the projects that had already been agreed and to attend to the maintenance of existing assets. No new major projects would be planned.
- 30.2. It was anticipated that the commuted sum from Brian Sabberton builders provided for in the section 106 agreement for the development at St Faiths Road would be in the region of £7,000.00. It was AGREED to suggest to the Planning and Property Committee that some of this be utilised to re-surface the hard multi purpose training area. The remainder, if any, might be used to provide a 'track' through the woods at the Recreation Ground or saved to put toward a skate board facility.
- 30.3. Staff. It was PROPOSED by Mrs G Masdin and SECONDED by Mr D Thompson that the Clerk's hours of employment should be increased from 28 to 30 per week. This was the number of hours currently being worked. AGREED.

It was PROPOSED by Mr D Thompson and SECONDED by Mrs A Riches that the Groundsman's pay be increased to point 20 (from point 19) on the nationally agreed pay scales. AGREED.

It was noted that, as a result of the recent pay negotiations for local government employees, the lowest recommended pay rate was £5.34 per hour. It was felt that the pay for the Recreation Ground Supervisors should be gradually increased to reach this rate. It was PROPOSED by Mrs G Masdin and SECONDED by Mr D Thompson that the Supervisors' hourly rate should be increased from £4.56 to £4.80 per hour. AGREED.

- 30.4. Maintenance. It was AGREED that the overall provision should remain similar to the current year, with allowance for inflation and the matters discussed above. However, it was AGREED that the provision for maintenance at the Recreation Ground, and especially the Pavilion, should be increased from £3,500.00 to £4,500.00 and to ask the Planning and Property Committee to prioritise the work.
- 30.5. It was noted that there would be about another 50 new homes contributing by way of Council tax in the next year, this would bring in approximately an additional £2,500.00. If the precept were increased by 3 ½ % the total precept would be £103,000.00. This precept would enable the budget discussed to be implemented without reducing the modest reserves held. It was PROPOSED by Mr D Thompson and SECONDED by Mr R Streeter that a precept of £103,000 should be set. AGREED. Any adjustments between budget headings would be made at the next meeting.
- 30.6. It was AGREED to discuss the hire charges and fees at the next meeting.

31. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

It was AGREED to defer consideration until the next meeting.

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31. VILLAGE HALL

There was nothing to report.

32. WAR MEMORIAL

The dedication would take place on Sunday 10th November, when the wreaths were laid. There would be some light refreshments provided in the Church Hall, following the dedication. All those who had contributed and those related to the fallen, who could be contacted, had been invited.

33. CORRESPONDENCE

33.1. The attached list was received and discussed.

33.2. It was AGREED to take up the offer by Mr Brian Edwards, of the Norfolk Police, to speak at a Council meeting about the use of speed cameras and other related issues.

33.3. It was AGREED to query with Broadland District Council the length of term of office proposed for Parish Councillors.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 9.30 p.m.

Chairman, 14th November 2002.