

**OLD CATTON PARISH COUNCIL,
MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE
HELD ON THURSDAY 8TH JULY, 2004,
AT 7.30 P.M., AT THE PAVILION, CHURCH STREET**

PRESENT: Mrs A Chandler Mr S Dunn Mrs G Masdin
 Mrs A Riches Mr B Sabberton-Coe Miss P Wilkin

APOLOGIES: Mr D Thompson Mrs J Williams

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN

It was unanimously AGREED to elect Mrs G Masdin as Chairman and Mrs A Chandler as Vice Chairman.

2. NOMINATION OF MEMBERS TO SIGN CHEQUES

It was AGREED that Mr D Thompson, Mr S Dunn, Mrs A Riches and Mrs G Masdin should be authorised to sign cheques and orders for payment.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF THE MEETING OF 3.6.2004

The minutes were AGREED as a true record, and signed by the Chairman.

5. REPORTS ON MATTERS ARISING FROM THE MINUTES

5.1. Minute 227. There was no news about potential funding for a mini roundabout at Fifers Lane and St Faiths Road; Mr Austin had not yet been asked to look into the matter. Members were reminded that the Council had not supported the principle of a mini roundabout but had agreed to keep the matter under review. However, the availability of funding was in need of clarification.

5.2. Minute 233. Mrs Mattocks' arrangements for Environment Day had been successful. Mrs Mattocks had supplied some photographs for the newsletter and would be asked to write an article as well.

6. FINANCE, CHEQUES, PAYMENTS AND RECEIPTS, COMPARISON WITH BUDGET AND BANK RECONCILIATION

6.1. The attached lists of vouchers numbered 82 to 140, with payments totalling £9,671.82 and receipts of £57,491.32, were approved and the comparison with the budget and bank reconciliation noted.

Some concern was expressed about the bills for drain clearance when events took place at the Recreation Ground and it was AGREED to ask the Planning and Property Committee to consider asking hirers to provide portable toilets.

7. REPORT OF SLCC CONFERENCE ON 6.7.2004

This had dealt with fund raising and project management and had been very interesting and informative.

8. STAFF MATTERS

- 8.1. The Clerk's workload as Secretary of the Twinning Association was discussed. The role of Secretary to the Twinning association was a part of the Clerk's job but it had become very onerous and caused the usual council work to be neglected. The Clerk asked that consideration be given to devolving the role with the Council retaining overall control in order to benefit from European funding. It was AGREED to discuss the way forward with the Twinning Committee and to discuss the matter again at the September meeting.
- 8.2. The Clerk had been successful in achieving the Certificate of Higher Education in Local Policy and members congratulated her. It was AGREED to approve the payment of the additional two increments of salary as recommended; this would increase the Clerk's salary from spinal column point 27 to spinal column point 29.

9. QUALITY PARISH STATUS

It was AGREED to recommend to the Council that a small working group comprising the Chairman and Committee chairmen, with vice chairmen as deputies, be created to progress an application for quality status (QPS).

10. HIGHWAYS MATTERS

Lack of footpath at the western side of St Faiths Road. Although Norfolk County Council had dismissed a previous request for the completion of this path it was AGREED to press for it to be included in a forward programme.

11. VILLAGE HALL

Mrs Riches reported on the recent AGM.

12. CORRESPONDENCE

The attached list was received and discussed.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.50 p.m.

Chairman, 12.8.2004