OLD CATTON PARISH COUNCIL, MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 9TH AUGUST, 2007, AT 7.30 P.M., AT THE PAVILION, CHURCH STREET

PRESENT: Mrs G Masdin - Chairman
Mrs A Chandler, Mr B Palmer, Mrs A Riches
Mr B Sabberton-Coe, Mr D Thompson, Miss P Wilkin
Mrs J Williams

APOLOGIES: Mr M Vincent

The Chairman welcomed everybody to the meeting.

The Chairman paid tribute to Mr D Little, who had recently passed away, and his contribution to the work of the Council, of which he had been a member for several years until his recent illness. The meeting observed a few minutes' silence in his memory.

10. DECLARATIONS OF INTEREST

There were no declarations of interest.

11. MINUTES OF THE MEETING OF 14.6.2007

The minutes, which had already been confirmed and adopted by the Council, were signed by the Chairman.

12. STATEMENT OF ASSURANCE FOR ANNUAL RETURN OF THE ACCOUNTS OF THE YEAR ENDING 31.3.2007

Section 1 – Statement of Accounts had been checked and agreed by the Internal Auditor and conformed to the Accounts already agreed at the last Council Meeting. Members were required to consider all the statements in Section 2 - Annual governance statement; it was AGREED to recommend that the Council agree to each statement .

13. REPORT OF INTERNAL AUDIT

The final internal audit for the year ending 31.3.2007 had taken place that day and the written report would follow. No problems had been identified and, as reported above, the auditor had signed Section 4 – Annual internal audit report of the Annual Return.

The auditor's advice had been sought on 2 questions. Firstly whether the Council should use a Visa Card to buy diesel and petrol as cheques were no longer accepted; he agreed this would be appropriate. It was therefore AGREED that a Council Visa card be obtained with Barclays bank; the card to be kept by the Clerk with her personal property and the PIN number known only to the Clerk and the Groundsman. The auditor had agreed that in the meantime cash receipts could be used to buy fuel.

Secondly on the question of balances/reserves held which he had previously felt were inadequate. He agreed that earmarked reserves could be counted as part of the desired level felt to be prudent of 50% of annual turnover.

14. FINANCE, CHEQUES, PAYMENTS AND RECEIPTS, COMPARISON WITH BUDGET

14.1. The attached list of vouchers numbered 174 to 223, with payments totalling £12,577.82 and receipts of £2,509.99 were approved. The comparison with budget was noted. The bank reconciliation was noted.

15. USE OF S106 AND OTHER MONIES

A confidential report of money available from S106 of the Town and Country Planning Act (held by Broadland District Council), grant funding for the MUGA, potential grant funding for the disabled toilet and earmarked balances for major works at the Recreation Ground, along with outline spending plans were considered and approved, in principle. The exact details of play equipment to be bought would be decided at a later meeting, following the completion of the consultation period and all the spending discussed given detailed approval.

16. HIGHWAYS MATTERS

16.1. Village Hall Drive. An order had been placed with Anglia Roadways for the work to be carried out on 17th, 21st and 22nd August 2007.

16.2. Proposed No Waiting Restrictions (double yellow lines). It was AGREED to rescind the earlier decision to support the introduction of double yellow lines outside 57 Spixworth Road and to inform Norfolk County Council that this restriction was not supported.

16.3. Matters raised during public discussion at the July Council Meeting. A resident had asked the Council to consider requesting the introduction of 'access only' restrictions to Church Street, St Faiths Road and Lodge Lane. It was considered this would drastically increase traffic at Spixworth Road and it was AGREED not to support the suggestion. The same resident had asked that a permit parking scheme be introduced in certain areas. This had been considered in the past and was not possible; the District Council would be the administering authority and it was something that Broadland District Council would not consider.

16.4. Toucan crossing at Spixworth Road, near Desmond Drive. It was noted that the work was planned for September 2007.

17. CORRESPONDENCE

17.1. The attached list was received and discussed. Members should let the Clerk know if they wished to attend the meetings or conference detailed.

17.2. A copy of a letter a member of the public had sent to Dr Gibson MP had been copied to members; it complained about aspects of a bench the resident had paid for in the Cemetery. Dr Gibson would suggest that the lady discuss her complaints with the Council.

There being no further business the Chairman thanked everybody for attending and closed the meeting at 8.35 p.m.

Chairman, 13.9.2007