

## Minutes of the Meeting of Hemsby Parish Council Finance Committee held on Monday 7<sup>th</sup> July 2020 at 7pm remotely on Zoom

**Present:** Scott Bensley  
Keith Kyriacou  
Tina Nudd  
Catherine Moore, Responsible Financial Officer

**Also present:** None

### 1. Election of Chairman

Keith Kyriacou was elected as Chairman for the meeting only, proposed by Scott Bensley, seconded by Tina Nudd, all in favour. Keith asked that it be recorded that he was not happy with chairing the meeting as he already put a lot of time into the Council, and he was attending the meeting while at work.

### 2. Apologies

There were no apologies for absence.

### 3. Declaration of Interest for items on the agenda

Keith Kyriacou declared an interest as a member of the Hemsby Football Club.

### 4. Minutes of the meeting held on 4<sup>th</sup> February 2020

The minutes of the meetings were **agreed** as an accurate record and would be signed by the Chairman.

### 5. Review of Quarter 1 Year to Date

The RFO presented the first quarter update, which showed the expenditure to date together with balances and free funds. A projected cash flow for the financial year was also presented. It was confirmed that the spike in the cost of the Parish Office in September was the business rates. The costs associated with the Playing Field were mainly grass cutting and litter picking. It was confirmed that the beach cleaning was a separate contract, with the Council paying £5,000 (funded fully by the concurrent function grant from Great Yarmouth Borough Council) and that the Great Yarmouth BID paid another £5,000 directly to the contractor. The report was **noted**.

### 6. Review of the Financial Regulations

The RFO presented a review of the Financial Regulations, noting that the only real change was to reflect that the Council now employed a Responsible Financial Officer alongside the Clerk. It was **agreed to recommend to Council** the revised document.

### 7. Review of Financial Risk Assessment

The RFO presented the revised Financial Risk Assessment. She noted that the Council had a very low free reserve which would not cover unexpected events such as staff sickness and locum staff. It was normally recommended that the general reserve sits at around 50% of the annual expenditure budget. It was confirmed that the Council could precept additional money which could be used to build up the general reserve. A question was raised about the availability of minutes on the website, it was confirmed that only more recent minutes were on the website and that copies of older minutes were available either from the Parish Clerk or at the Norfolk Records Office. With these comments, the Financial Risk Assessment was **agreed**.

## 8. Review of Asset Register

It was noted that the latest review of the Asset Register had comprehensively reviewed the insurance values of the assets, which had resulted in an increase in insurance cover. The Asset Register was **agreed**.

## 9. Pavilion and Playing Field Fees

The fees were reviewed. It was **agreed to recommend to Council**:

- The fees for Brownies (£11/session), Soundwaves (£13/session) and Theatre East (£11/session) be held
- The Social Club hire of the Bowling Green fee be held at £250
- The casual hire fee be held at £15/session minimum 2 hours, then £10/hour thereafter
- Car boot fee be held at current rate

It was noted that the Football Club were paying £600 which included the use of the pitches, pavilion and changing rooms. They held 2 training sessions per week, plus one Saturday game weekly plus one Sunday game monthly. The youth team only used the pitch. They paid for their own additional grass cutting when required, and marked out their own pitches.

The proposed fee for the Cricket Club who had asked to play at Hemsby was discussed. It was **agreed to recommend to Council** that they be charged the same as the Football Club for the use of the playing field, pavilion and changing rooms (£600 per year) and that if they required additional cuts above the fortnightly cutting in the contract, these would be done by the Council's contractors and billed to the Cricket Club at cost price.

## 10. Tendering for Council Contracts

It was felt that the majority of the Council's contracts were achieving good value for money and that the same contractors would be used again next year. The toilet cleaning would be monitored due to the refurbishment, as they needed to be kept clean and smart. The beach cleaning contractor's Waste Carriers Licence needed to be chased up. It was **agreed** to keep with the same contractors next year instead of going out to tender, except where there were performance issues.

## 11. Internal Auditor 2020/21

The RFO ran through prices ranging from £80 to £675. It was **agreed to recommend to Council** that Trevor Brown be reappointed at a cost of £280 plus mileage

## 12. Date of Next Meeting

The next meeting would in late October / early November and would focus on budget setting. It was **agreed** that Council would be asked to appoint two more representatives to the Committee, to help with attendance and quorum.

The meeting closed at 8pm

**CHAIRMAN**