

Hemsby Parish Council



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Minutes of the Parish Council Meeting Tuesday 19th June 2018 at 7.00 pm in the Parish Office, Hemsby.

Present: Chairman Terry Barnes, Vice Chairman Mike Peake

Clerk: Elaine Galer

Parish Councillors: Scott Bensly, Leslie Mogford, Ian Brennan, Noel Galer

Hemsby Playing Field Management Committee: Keith Kyriacou (Chair), Tony Bowgen (Treasurer), Mick Tingley (Secretary).
Bernie Barron, Leslie Barron

Apologies: Caz Eden, Pam Richmond (family commitment) - The apologies were accepted by the Council

Meeting Declared open at 7.00 pm

THE MEETING WAS RECORDED

1. *To define the relationship between Hemsby Parish Council (HPC) and Hemsby Playing Field Management Committee (HPFMC)*

a) *Constitution of HPFMC*

There appears to be some confusion as to which constitution is currently in operation. 2 versions have been found, neither of which is signed. There is a signed agreement in the PC files, but it is unclear how this agreement fits in with the constitution. There is no record of regular reviews of any such constitution.

The following questions were asked by Chairman Terry Barnes

b) *Where are the Child Protection, Equal Opportunities, Anti-Discrimination, Health and Safety Policies mentioned? When were these adopted and proof of this?*

All groups using the Pavilion/ Playing Field have their own Child Protection Policies but the HPFMC could not produce their own. They may have been lost in the mists of time. Mick Tingley offered to help HPC to produce these.

c) *The Parish Council representative – it was held by HPFMC that there was no-one even though Keith had just been voted as such at the Annual Parish Council Meeting 10th May 2018*

This has caused confusion – a new appointment was necessary as Keith was Chairman of HPFMC, and although was happy to report to the PC, he could not also be the PC representative as then he could not vote on the HPFMC. This has caused some misunderstanding for some time. The non-voting aspect of the PC representative could be amended in the constitution. A question was asked as to the legal status of HPFMC. Advice had been sought from both the auditor, and Norfolk ALC and the recommendation from both was that the HPFMC should be constituted as a committee of HPC. A discussion was held as to whether HPFMC meetings should be open to the public. As a committee of HPC, this would be the case.

d) *What have they done regarding GDPR?*

A policy has not been produced as yet but will be produced shortly

e) *Where are the rules of the Committee?*

These are referenced in the constitution but refer to the constitution.

f) *Who are the committee members as mentioned?*

Mick agreed that this will be forthcoming. Unfortunately, there is a general turnover of members, but in future, HPC will be advised of changes.

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g) The AGM is stated as being in May in the constitution.

It was agreed that the year end of the HPFMC could be amended so that books would be available to HPC in time for the Parish Council to complete their annual audit.

h) Where are the financial reports?

It was explained that previously, financial reports had not been produced for HPFMC – simply a cash book/ workings to coincide with the bank statement. As figures were tied up with HPC, this cash book was not a true financial report. This had been produced for the first time, in conjunction with this year's audit.

i) Minutes of all AGM /SGM meetings – where are they?

Not many meetings have been held in the past. A lot of time had been spent going through the files at the Parish Office looking for minutes but none were found. It was noted the amount of effort that had gone into securing the Playing Field.

j) Where is the inventory?

An asset register was produced for HPC every year – this needs to be done for the HPFMC as well.

k) Proper control of any sub-committees / clubs under HPFMC control.

Booking forms are in place for anyone using the field.

l) Decisions have been made without meetings. E.g. What is happening to the Bowls Club and what is the arrangement? We have heard that the Social Club will use it as a beer garden. When has this been reported to the Parish Council?

This was reported to the Parish Council, but the financial arrangements had not been clarified. Mick will let HPC have sight of this document. The history of the bowling club was explained. The Social Club will pay the same amount of rent as the Bowling Club, with the proviso that it can revert to a Bowls Club if the need arose.

m) Where is the authority that the HPFMC can spend up to £1500 (+ VAT) per transaction without notifying the PC?

This is in the agreement, but it is not known how this fits in with the constitution. Previously amounts over this have been taken to the Parish Council for approval. As a committee of the Parish Council, HPFMC should be bound by the standing Orders/ Financial Regs. No one has that authority without going to full council. The Financial Requirements state that £500 is available to spend in an emergency. HPC and HPFMC need to be tied in together.

There was difficulty in encouraging young members to come forward to play football etc, despite many efforts including the involvement of the local Primary School. It was also difficult to find volunteers to run such clubs.

It was agreed, that although the HPFMC was running effectively and efficiently, it lacked the control as required by the auditor.

A new constitution was required and will be produced by a collaboration between HPC and HPFMC. HPFMC will be a committee of HPC and, as such, will be subject to the policies of the Parish Council. This will avoid duplication of effort. Efforts will be made to re-instate minuting meetings, financial reporting, inventory listings etc.

Meeting closed 8.10pm