

## Minutes of the Meeting of Hemsby Parish Council Finance Advisory Group held on Tuesday 8<sup>th</sup> June 2021 at 7.45pm at Carousel Amusements Café

**Present:** Scott Bensly  
Mark Kern  
Keith Kyriacou  
Angie Bennett  
Catherine Moore, Responsible Financial Officer

**Also present:** None

### 1. Election of Chairman

Mark Kern was elected as Chairman, proposed by Keith Kyriacou, seconded by Scott Bensly, all in favour.

### 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 6<sup>th</sup> July 2020

The minutes of the meetings were considered, and it was noted that Scott's name was spelt 'Bensly'. With this amendment the minutes were **agreed** as an accurate record and would be signed by the Chairman.

### 5. Review of 2020/21 Internal Audit Report

The RFO presented the Internal Audit Action Plan which highlighted the points arising from the audit. The Group commended the thorough job that had been done by the internal auditor. The following key points were noted:

- The Council needed to develop an emergency / contingency fund
  - The Council now had the £50,000 reserve required
  - A small increase should be built into the precept annually, to prevent a large increase in future
  - The Council did not have spare money to pay off the loan, it was just where it should be financially
  - A suggestion was made that Hemsby should be brought together, rather than having 'village' and 'beach' areas dividing the community. It was suggested that Christmas lights could be put up at Kingway
  - The risk assessments needed to be reviewed, it was felt that this should be done quarterly by two councillors using a pro-forma which the RFO was asked to develop
- ACTION: RFO**

All of the action points in the report were in hand.

### 6. Review of Financial Regulations

A small number of minor changes were presented, including clarifying that the RFO was the service administrator on the bank account, and removing financial levels relating to EU legislation and replacing with 'in place at the time'. The amended Financial Regulations were **recommended for approval by Council**.

## 7. Review of Financial Risk Assessment

The Financial Risk Assessment was reviewed, with a number of changes and updates. The amended Financial Risk Assessment was **recommended for approval by Council**.

The RFO was asked to look into the cost of Key Personnel insurance. **ACTION: RFO**

## 8. Review of Asset Register

The Asset Register was presented with no amendments required.

## 9. Pavilion, Playing Field and Burial Ground Fees

The Burial Ground fees were considered, and the RFO was asked to do a comparison with other local burial grounds. **ACTION: RFO**

The Playing Field and Pavilion fees were considered and it was **agreed to recommend to Council** that the following schedule of charges be adopted:

Item	Resident and Non-Commercial	Non-Resident and Commercial
Pavilion Hire (per hour)	£10 plus VAT	£15 plus VAT
Exclusive use of <u>one</u> field per day*	£200 plus VAT	£600 plus VAT
Playing Field Casual Hire (per 2 hour session)	£15 plus VAT	
Tennis Court Casual Hire (per 2 hour session)	£5 plus VAT	
Electric Tokens for Tennis Court Floodlights (each)	£2 plus VAT	
Food Concession	£10 plus VAT per pitch	

\*Two fields, defined as original playing field and extension playing field. Car parking not permitted on the extension playing field. Any hire excludes the premier pitch which can only be used by negotiation and agreement with Hemsby Football Club.

Football Club, Social Club and Car Boot fees to remain unchanged

## 10. Internal Auditor 2021/22

It was **agreed to recommend to Council** that Trevor Brown be appointed as the Internal Auditor for 2021/22.

## 11. Secure Email Addresses

The RFO noted that the advice in the latest JPAG Practitioners Guide 2021 was that Councils should adopt .gov.uk email and web addresses, with dedicated Council email addresses for councillors. It was felt that not enough was known about the cost or implications, and it was **agreed** to wait to hear a report from the Clerk following her attendance at the webinar on the subject.

**12. Date of Next Meeting**

The next meeting would in October / November and would look at budget setting.

The meeting closed at 9pm

**CHAIRMAN**