

## Minutes of the Meeting of Hemsby Parish Council Finance Advisory Group held on Tuesday 7<sup>th</sup> June 2022 at 7pm at Hemsby Pavilion

**Present:** Mark Kern  
Keith Kyriacou (from 7.06pm)  
Angie Bennett  
Tony Bowgen  
Catherine Moore, Responsible Financial Officer; Kerrie Wilton, Parish Clerk

**Also present:** None

### 1. Election of Chairman

Mark Kern was elected as Chairman, proposed by Tony Bowgen, seconded by Angie Bennett, all in favour.

### 2. Apologies

Apologies for absence were received from Scott Bensly. Keith Kyriacou had given his apologies for lateness.

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

Tony Bowgen declared an interest as a Committee Member of the Social Club. Keith Kyriacou declared an interest as a member of the Hemsby Football Club.

### 4. Minutes of the meeting held on 17<sup>th</sup> November 2022

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

### 5. Review of 2020/21 Internal Audit Report and Annual Return

The RFO presented the Internal Audit Report which highlighted the points arising from the audit. The following key points were noted: **ACTION: RFO**

- An action plan would be drafted for those items that needed to be attended to in the report;
- The Standing Orders would be on the June agenda for approval;
- The Strategic Plan would be presented to a future meeting for adoption;
- The asset register review feedback would be on the agenda at the June meeting;
- The asset register and insurance valuation reconciliation would be done.

The AGAR was **agreed** to recommend to Council for approval. **ACTION: Clerk**

### 6. Review of Financial Risk Assessment and Internal Controls

The Financial Risk Assessment and Internal Controls were reviewed, with a number of changes and updates. An amendment to the Risk Assessment was noted, that the Parish Office was still the Parish registered address until it was let out.

The amended Financial Risk Assessment and Internal Controls were **recommended for approval by Council**. **ACTION: Clerk**

### 7. Review of Year End Financial Position and Earmarked Reserves

The RFO presented a report making recommendations regarding the Council's earmarked reserves. It was **agreed to recommend** to Council that:

- £1,010.01 be moved from Earmarked Reserves to Free Funds (2020/21 unspent projects);

- £1,000 be added to the Election Reserve
- A Staffing Reserve of £10,000 is created
- An additional loan repayment of £5,000 is made

## 8. Review of Pavilion, Playing Field and Burial Ground Fees

The Burial Ground fees were considered. The RFO presented a comparison of fees charged locally. It was **agreed to recommend** to Council to keep the resident rate at the present rate, and increase the non-resident rate by 10%, proposed by Keith Kyriacou, seconded by Angie Bennett, all in favour. This would be from 1<sup>st</sup> July 2022. It was **agreed** to add a fee for scattering of ashes of £50 for residents and £100 for non-residents. **ACTION: RFO**

It was confirmed that all groups booking the field should be transparent about their bookings, and that the hirer who was taking the public liability was the one that should complete a booking form and be the hirer with the Council. The groups could apply to the Council for a discounted rate on the basis of working with a Hemsby group for the benefit of the parish and parish groups.

The Playing Field and Pavilion fees were considered and it was **agreed to recommend** to Council that the following schedule of charges be adopted from 1<sup>st</sup> July 2022:

| Item  | Resident and Non-Commercial                            | Non-Resident and Commercial |
|---|--|-----------------------------|
| Pavilion Hire (per hour)                            | £11 plus VAT   | £16.50 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) | £2.50 plus VAT   |                             |
| Food Concession                                     | £10 plus VAT per pitch                                 |                             |
| Football Club Hire                                  | Meeting to be called to discuss with the Football Club |                             |
| Football Club Floodlight Electric Tokens            | £2.50 plus VAT   |                             |
| Social Club Bowls Green                             | Meeting to be called to discuss with the Social Club   |                             |
| Car Boot  | Tied into an agreement                                 |                             |

\*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.

**9. Website Provision**

It was suggested that the Council website should be redesigned. The Council needed to decide what it wanted a website to achieve before a specification could be drawn up. It was felt that a village website could be developed to promote Hemsby organisations. It was **agreed** to put the page from the NR29 Guide onto the website so that people had the contact details.

**10. Date of Next Meeting**

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

The meeting closed at 8.50pm

**CHAIRMAN**