

MUNDESLEY-ON-SEA PARISH COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

Held on WEDNESDAY 27 January 2016 at 7:00pm
In the CORONATION HALL, MUNDESLEY

Present: Cllr P Gray (Chairman), Cllr C West (Vice-Chairman)
Committee Members: Cllrs L Caudwell, M Greer, J Parke, L Stango, D Revell,
P Keddell, D Smith
Non-Committee Members: Cllr C Payne
Responsible Finance Officer Mrs E Garrard

Members of the Public: 4

Clerk: Mrs J White

01 Requests for Filming or Recording

The Chairman asked if anyone present wished to film or record proceedings. There were no applications.

02 Apologies for Absence

There were no apologies for absence.

03 Declarations of Interest and Requests for Dispensations

Cllr Payne declared an interest in item 15 on the Agenda and was granted a dispensation.

04 Minutes of the Previous Meeting

Agreed at the Full Council Meeting on 9 December 2015 and duly signed by the Chairman.

05 Finance

5.1 Invoices for December were considered and agreed.

5.2 Cllr West reported that the previous Bond money could be invested in Lloyds Bank over 2 years with an interest rate of 1.35%. Members raised concerns about having all MPC's money in one bank, as only £75,000 would be protected if anything happened to the bank. All agreed that Cllrs West and Gray should look at other banks to invest the money. **Action:** Cllr West and Gray to investigate options.

06 Public Sector Deposit Fund (PSDF)

Cllr West reported that a number of Parishes across the country invest into PSDF; however, there is no protection on the money. All Members agreed this was not an option that MPC would like to take at the moment and should be looked at again if there are no other options.

07 External Audit

The date to opt out of "Audit Appointments Ltd" has been extended to 31 March 2016. Cllr West raised concerns regarding the depth and content of the audit. All Members agreed that a meeting should be arranged with an independent Auditor to find out their costs and scope of their audit and to contact "Audit Appointments Ltd" to clarify the scope of their audit then report back at the next meeting. **Action:** Cllrs West and Gray to meet with independent Auditor and Clerk to contact Audit Appointments.

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data protection

08 Woodhurst

- 8.1 Cllr Gray reported that a loss adjuster had been to see the damage and had agreed to replace the base unit carcasses, side panels, plinths, re-screed the floor and lay new vinyl. The existing doors would be refitted to the new units. They also agreed to replace the worktops should they get damaged when removing them together with one row of tiles. Members with a majority vote agreed to go through the Insurance Company to rectify the damage and to use their Contractors in order to guarantee the works. All Members agreed that the Tenancy Agreement must be reviewed and updated to include Tenancy Insurance.
- 8.2 Cllr Gray reported that the Council had received a tenant's reference request from Woodrows in Cromer in respect of the tenants in Woodhurst who are looking to move to Cromer. All Members agreed that they had been satisfactory tenants during the time they have rented the property, with regular rent payments on time and that they have maintained the property in a satisfactory order. All agreed that Sue Hall from Acorn Properties should carry out a vacation inspection of the property.

09 Fourways

- 9.1 The Clerk explained that because there were no deeds available from Knapton Parish Council, it is unlikely that registration will be accepted at the Land Registry with MPC as new owners, and therefore MPC will be relying simply on the transfer document as evidence of ownership. However, an application can be made to the Land Registry to obtain a limited class of title, which will cost £40. All Members agreed to submit an application.
- 9.2 The Clerk informed Members that because the property is now owned by Mundesley Parish Council, it should be insured accordingly. **Action:** Cllr Gray to contact Insurance Company and update.

10 Mower

Members agreed to defer this item to April. **Action:** Clerk to put on April Agenda

11 Litter Bin

The Clerk reported that the litter bin in the Shopper's Car Park had corroded on the bottom and needed replacing. Members agreed to replace the bin with a preference for a recycled plastic bin if possible. **Action:** Clerk to contact supplier and order

12 Mundesley Community Care

Cllr Gray and the Clerk reported that they had visited Mundesley Community Care to see the new cooker and speak to members of the community who benefited from this facility. All agreed it was a very worthy cause. Cllr Gray proposed a grant of £1,500 and Cllr Smith seconded this. All Members were in favour. The Clerk explained that due to Mundesley Community Care being part of Mundesley Free Church this will have to be paid under Section 137.

13 Play Park

The Clerk explained that she had received an email from NNDC to say that the Cherry Tree in the play park has extensive rot in the base and is unsound. NNDC suggested that it is removed as soon as possible. Members agreed this should be done and Cllrs Gray and Parke agreed to carry out the task. **Action:** Cllrs Gray and Parke to remove the tree.

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14 Bus Shelter Cleaning

The Clerk explained that Mr Woodyard who cleans MPC's bus shelters has to carry water in buckets from the pavilion to all the shelters, as he does not have a car and suggested purchasing a water carrier. Members raised concerns about how the bus shelters are being cleaned and suggested that Mr Rivett, who carries out grounds maintenance for MPC could take over this task. It was agreed that a meeting should be held with Mr Rivett to discuss. **Action:** Clerk to arrange a formal meeting with Mr Rivett, Cllrs Gray, West and Stango.

15 Links Chalet Park

- 15.1 The Clerk explained that she had received an email from the Mundesley Chalet Owners in respect of the annual lease increase. Cllr West reported that the increase is dictated by the January RPI figure and this has not been published yet, therefore this will have to be deferred to February. **Action:** Clerk to put on February Agenda
- 15.2 Spalding and Co have requested confirmation that the Chalet Owners Association has no statutory entitlement to either a lease extension or a new lease prior to them submitting a report in respect of a possible lease extension. Members agreed to ask NP Law to confirm this in writing. **Action:** Clerk to contact NP Law
- 15.3 The Clerk reported that Mundesley Chalet Owners have provided MPC with a copy of an invoice in respect of the new signage agreed at the PBE Meeting on 2 September 2015 and the cost is £180 plus VAT. All Members agreed to the costs.

16 Correspondence

- Email from NCC to say Knapton/Water Lane will be closed for resurfacing 15-16 February and High Street/Trunch Road will be closed for resurfacing 19-21 February.
- Letter from Mr Stango re Councillor DBS Checks. **Action:** Clerk to put on March Full Council Agenda
- Email from Jackie Thornton to say the supplier of the outdoor gym equipment is still trying to find a company to hot dip galvanise replacement equipment.
- Email from BT to say the kiosk at Gold Park has been decommissioned and the Museum now owns the kiosk and MPC have the responsibility of maintaining it.
- Email from NNDC to say Station Road will be closed on 8 February for BT works.

17 Public Participation Time

Mrs Liz Payne reported that Mrs Comer has repaired the Christmas Garlands and they are now strong and sturdy and do not need replacing. This has saved MPC a lot of money, which can now hopefully be used to purchase more lights. **Action:** Clerk to write and thank Mrs Comer.

18 Date of Next Meeting

The next meeting of this Committee will be on Wednesday 9 March 2016 at 7:00pm in the CORONATION HALL, Mundesley.

There being no further business the Chairman closed the meeting at 8:35pm

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9/3/2016
DATE