

MUNDESLEY-ON-SEA PARISH COUNCIL  
MINUTES OF THE FINANCE AND DATA PROTECTION COMMITTEE MEETING HELD ON  
WEDNESDAY 14th July 2021 at Coronation Hall.

**Present:** Cllrs: D Revell (Chair)  
Cllrs: B. Reynolds and C West

**Members of Public:** – 0

**Clerk:** Ms D. Joy

Before the meeting the Chair informed those present of the following guidelines:

1. Members of the public must wear a face covering at all times (except if you are exempt).
2. All attendees must sanitise their hands before entering the hall.
3. All attendees must register their details with the Clerk on entering the meeting, to comply with the NHS Track and Trace scheme.  
A QR code will also be at the entrance for those who have smart phones.
4. Attendees must observe the 2mtr rule at all times, paying special care when entering and leaving the building.

**MINUTES**

**01 ELECTION OF CHAIRMAN**

Cllr Reynolds Proposed to move the motion and Cllr West Seconded the proposal.  
Members **AGREED** for Cllr Revell to be Chair of the Finance & Data Protection Committee.

**02 ELECTION OF VICE CHAIRMAN**

Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.  
Members **AGREED** for Cllr West to be Vice Chair of the Finance & Data Protection Committee.

**03 APOLOGIES FOR ABSENCE.**

Cllr Harding – holiday  
Cllr Parking – hospital  
Cllr Reynolds Proposed to move the motion and Cllr West Seconded the proposal.  
Members **AGREED** Cllrs Harding and Parkins apologies.

**04 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.**

None

**05 MINUTES FROM PREVIOUS MEETINGS.**

- 5.1 To sign the minutes of the Finance and General Purposes Committee held on the 14<sup>th</sup> April 2021 and **ADOPTED** by Full Council on the 26th April 2021.  
Cllr West Proposed to move the motion and Cllr Reynolds Seconded the proposal.  
Members **AGREED** the minutes of the Finance and General Purposes Committee held on the 14<sup>th</sup> April 2021 and **ADOPTED** by Full Council on the 26th April 2021.  
The Chair then signed the previously **AGREED** minutes from the 14<sup>th</sup> October and the 8<sup>th</sup> of April.

**06 PUBLIC PARTICIPATION TIME**

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes) to allow Members of the Public, to receive District and County Councillors reports and any Councillors with prejudicial interests to speak.

**Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.**

None

## 07 **MATTERS FROM PREVIOUS MEETINGS**

### **To report on progress on items from previous meetings. No decisions may be taken.**

- 7.1 Minutes filed and placed on website.
- 7.2 Donation paid to Jaguar Scouts.
- 7.3 Subscription to NPTS renewed and paid.
- 7.4 Leaflet holders purchased.
- 7.5 Christmas lights for the seafront ordered. Should be delivered mid-October.
- 7.6 Year End completed. Reports and documents sent to PKF Littlejohn.
- 7.7 Victorian lamps on the High Street installed.
- 7.8 Museum soffits being replaced 30th July.
- 7.9 Back Street toilets windows being fitted 30<sup>th</sup> July.

## 08 **EXPENDITURE**

- 8.1 **To consider and agree the quotes for the new lap top.**  
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.  
Members **AGREED** for option 2 with the support and Microsoft package.
- 8.2 **To consider and agree the quotes for the museum digital information board.**  
Cllr Revell Proposed to move the motion and Cllr West Seconded the proposal.  
Members **AGREED** to go with quote 3 for the museum digital information board.
- 8.3 **To consider and agree if to purchase a camera and repro stand to archive Museum exhibits.**  
Cllr West Proposed to move the motion and Cllr Reynolds Seconded the proposal.  
Members **AGREED** to purchase a camera and repro stand to archive Museum exhibits.
- 8.4 **To consider and agree the quotes for the camera and repro stand.**  
Cllr West Proposed to move the motion and Cllr Reynolds Seconded the proposal.  
Members **AGREED** to quote 3 for the museum's camera and repro stand.

## 09 **POLICIES AND DOCUMENTS**

- 9.1 **To consider and agree if to resume monthly internal inspections.**  
Cllr Revell Proposed to move the motion and Cllr West Seconded the proposal.  
Members **AGREED** for the Clerk to put together a rota and email it out to the committee.
- 9.2 **To consider and agree if to put in a grant application for the Big Society Fund for Watson Watt Gardens and the amount.**  
Cllr West Proposed to amend the resolution to say:  
*"To consider and agree if to put in a grant application in for the North Norfolk Sustainable Communities Fund for Watson Watt Gardens and the amount."*  
Cllr Reynolds Seconded the proposal.  
Members **AGREED** to amend the resolution.  
Cllr Reynolds Proposed to move the motion and Cllr Revell Seconded the proposal.  
Members **AGREED** to apply for a grant for £15,000 for Watson Watt Gardens.

## 10 **BUDGET**

- 10.1 **Update on the 1st Quarter's Budget and to consider any actions needed.**  
Cllr Revell Proposed to move the motion and Cllr Reynolds Seconded the proposal.  
Members **AGREED** the following changes to the 1<sup>st</sup> quarters Budget.
  - 1. To move £10,000 budgeted for a new bus shelter to the office account for the refurbishment.
  - 2. To split the events budget into the following events to allow for a more detailed budget:
    - £6000 – Christmas
    - £1000 – Summertime on the Prom
    - £200 - Pirates Island
    - £700 – Express Yourself Competition
    - £100 – Make Mundesley Shine
    - £2000 – WW2 Unveiling
  - 3. To move £20,000 from the Neighbourhood Plan reserves to the Museum.

**11     Exclusion of the Press and Public**

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due issues pertaining to contractual matters.

No public present

**11.1   To consider and agree the quotes for refurbishing the office.**

Cllr Revell Proposed to move the motion and Cllr West Seconded the proposal.

Members **AGREED** to go with Quote 2 for the refurbishment of the Council office.

**12     DATE OF NEXT MEETING**

To confirm the next meeting of this Committee is 13<sup>th</sup> October 2021.

MEETING CLOSED: 7:45PM

CHAIR: \_\_\_\_\_

DATE: \_\_\_\_\_