

MUNDESLEY-ON-SEA PARISH COUNCIL

Minutes of a meeting of Mundesley Parish Council Finance Committee, held on **Wednesday 11th October 2023**, at 7.10 pm for the purpose of transacting the business listed on the agenda below.

Membership of the Committee: Cllr B Reynolds, Cllr D Revell, Cllr C West, Cllr R Dickinson

Attendance

All members of the committee were present

Cllr J Holliman

Locum Clerk: Sarah Hunt

Locum RFO: Jo Beardshaw

4 members of the public

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1. ELECTION OF CHAIRMAN. Cllr Revell opened the meeting and asked for nominations for the position of Chairman. Cllr West proposed Cllr Dickinson who was unable to accept the position due to other commitments, Cllr Reynolds proposed Cllr Revell, Cllr West seconded the motion and Cllr Revell was elected as Chairman. All AGREED.
 2. APOLOGIES FOR ABSENCE. None received
 3. DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION. None received
 4. MINUTES FROM PREVIOUS MEETINGS.
To Agree and Sign minutes from meeting dated 11th January 2023. All **AGREED** with the exception of Cllr Holliman who had not been present at the meeting on 11/01/23 as he had not been co-opted on to the Council at the time.
 5. 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, 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.

The meeting was adjourned at 7.11pm. The Chairman noted that she would be likely to allow members of the public to speak later in the meeting if appropriate

The meeting was reopened at 7.12pm

6. MATTERS FROM PREVIOUS MEETINGS
To report on progress on items from previous meetings. No decisions may be taken.

Councillors agreed that the 5 year strategic plan should be circulated and discussed prior to the November finance meeting

7. ACCOUNTS

7.1. To confirm the bank reconciliation against bank statement. AGREED

7.2. To review budget against expenditure. Councillors agreed the following categorisation of cost codes in order to more clearly see receipts and payments for each relevant section of the Council's operation.

7.2.1. Recycling as a separate cost code

7.2.2. The Old Fire station as a separate cost code (to identify actual running costs of the office as opposed to costs of clerk working from home)

7.2.3. Maintenance and gardening to be a separate cost code

7.2.4. Land cost code to be specifically for legal costs associated with land (Clapham Collinge etc)

7.2.5. New benches to be added to the Full Council agenda for October

7.2.6. Serco cleaning to be categorised as 'Back Street Toilets'

7.2.7. Museum Grant to be reduced under earmarked reserves following grant allocation.

7.2.8. Woodhurst re-roof fund to be built up over 10 years (£1500 per year). This to be added to EMR

7.2.9. Virement of funds from Street Lights to Gold Park (~£4K)

7.2.10. Cancel Sage

7.2.11. Street lights. Cllr Holliman would review the cost benefit of improving the street lighting and changing the bulbs to LED.

7.2.12. Reiterated that the Locum RFO would have access to the Unity Bank as per the Full Council meeting held on 13.09.23

7.2.13. One further receipt in the current financial year from MCOA

7.2.14. The Locum Clerk to raise an invoice for the rent of the Putting Green.

7.3 To identify projects for 2024/2025 financial year for inclusion in budget. The Committee noted that it would review the 5 year strategic plan and would incorporate the outdoor gym into the 5 year plan.

8. **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 lease and contractual matters.

- To review staff costs. The Committee agreed to take advice and figures to the following Full Council meeting

9. VAT Update if available. The Locum RFO explained that the Council was working towards VAT registration but that it was taking some time and that in the interim period it was not possible to budget for a VAT receipt from HMRC.

10. **DATE OF NEXT MEETING**

To confirm the next meeting of this Committee is Wednesday 29th November 2023