
Minutes of the Finance & General Purposes Committee held on **30th January 2025, 7:00pm** at King George V Pavilion, Drayton High Road, Drayton, Norwich, NR8 6AW.

Present: Cllrs. J. Anderson, A. Crotch, G. Everett (Chairman), A. Taylor, and S. White.

In attendance: Amy Pinkham, Parish Clerk & RFO, 3 members of the public.

Meeting Opened: 7:05pm

1. To receive apologies and consider acceptance for absence.

None.

2. To receive declarations of interest on matters to be considered at the meeting and consider requests for dispensation.

None.

3. To receive minutes of the meeting of the Finance & General Purposes Committee held on 31st October 2024 for approval [FGP1].

The minutes were **AGREED** as an accurate record of the meeting and signed by the Chairman.

4. To receive any questions or comments from members of the public on matters on the agenda.

A number of highways and transport issues were noted for reporting to the relevant authority.

In response to item 14 of the agenda, the Committee received support for the proposed amendment to Standing Order 3e.

In response to item 16 of the agenda it was noted that it was good to see valuation reports completed for the Council's properties.

5. To receive Clerk's Report on Committee matters arising from previous meetings [FGP2].

The Committee noted the report with no further questions or comments.

6. To receive statement of receipts and payments and explanation of material variances comparing planned and actual expenditure for Q3 [FGP3].

It was noted that a Cost Code to group all hire charge income could be useful instead of using the miscellaneous Cost Code.

7. To receive internal control check Q3 and consider recommendation for action [FGP4].

It was noted that the VAT analysis for Glow Sticks showed the net amount instead of VAT and required updating.

8. To receive interim internal audit report and consider recommendations for action for approval by Council [FGP5].

It was noted that the cash in hand figure presented on page one of the report was incorrect and should read, £1,178,616.47.

The Committee **AGREED** to recommend proposed action as presented for approval by Council, including; to retain the existing fidelity guarantee of £1,000,000 and to publish financial data per the requirements laid out in the Local Government Transparency Code on the finance page of the Council's website.

9. To review Terms of Reference and make recommendations for amendment for approval by Council [FGP6].

The Committee **AGREED** to recommend the following amendments to the Terms of Reference; include the Community Events Working Group as a Sub-Committee subject to the outcome of item 11 of the agenda, update the Clerk details and remove reference to Parish Online.

10. To receive the Document Review Schedule and notify document holders as necessary [FGP7].

It was noted that a number of scheduled policy reviews for 2024 had been delayed due to staff capacity.

It was recommended to prioritise the following policies; Investment of Surplus Funds, Record Management & Retention, Credit Card and Model Publication Scheme, in addition to those policies required on an annual basis.

11. To approve Terms of Reference and membership for a Working Group for community events [FGP8].

The Committee **AGREED** to adopt the Working Group Terms of Reference for Community Events as presented subject to the following amendments; to remove from the quorum the reference to a minimum number of Councillors.

The Committee considered expressions of interest received for membership and **AGREED** to appoint Cllrs. A. Taylor, G. Everett, A. Crotch, K. Morgan and H. Kisby.

12. To note update on website development [FGP9].

The Committee noted its thanks on the development work on the website and **AGREED** to go ahead with phase 1 of the development subject to; including a separate heading for other Councillors to include links to District and County Councillor information, to revise the 'about us' section to include examples of work completed by the Council and less focus on the technical set up of local government, include 3g hire as a quick link. It was noted that grass pitch hire enquiries should be directed to the office in the first instance and would not have a dedicated page on the website at this stage.

13. To note annual review of Standing Orders and Financial Regulations.

The Committee noted the annual review of Standing Orders and Financial Regulations completed by the Parish Clerk confirming any legislative and/or regulatory updates, latest NALC models and appropriateness for Council size and requirements.

14. To review Standing Order 3e regarding public participation and consider recommendations for amendment for approval by Council.

The Committee **AGREED** in principal to recommend amendment of Standing Order 3e to permit public speaking on any matter for approval by Council subject to the development of guidance on public speaking and a protocol for responding for consideration at the next meeting.

15. To consider leaflet for publication outlining the annual budget and reasoning.

The Committee **AGREED** to publish the leaflet to the Council's website as presented, subject to the following amendments; remove reference to £1.98, remove committee costs, replace table with bullet list.

16. To receive reinstatement valuation report for King George V Pavilion and Longdale Pavilion and note amendment to insurance premium.

The Committee noted the report with no further questions or comments.

17. Pursuant to S1(2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of item 18.

The Committee **AGREED** that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of items 18.

18. To note the insurance reimbursement charge for Bowls Club Lease Agreement following receipt of declared building valuations and adjustment to insurance premium.

The Committee noted the report with no further questions or comments.

19. To note exchange of information.

Request received to consider Councillor Recruitment and succession planning at the next meeting.

Request received to consider plans for Councillor training at the next meeting.

20. To note the date and time of the next meeting is 24th April 2025 at 7:00pm at KGV Pavilion.

The Committee noted the date and time of the next meeting of the Committee.

Meeting closed: 9:05pm