



MINUTES OF THE FINANCE AND DATA PROTECTION MEETING HELD ON  
TUESDAY 2nd APRIL 2024 AT THE POPPY CENTRE

**Present:** Cllrs: Cllr Scrivner (Chair) Cllrs: M Willoughby, S Toone, K Bayes, and M Green.

**Members of Public:** – 0

**Clerk:** Ms D. Joy

**MINUTES**

**01 APOLOGIES FOR ABSENCE.**

Cllr Taylor – no apologies given.

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

None

**03 MINUTES FROM PREVIOUS MEETINGS.**

3.1 To agree and sign the minutes of the Finance and General Purposes Committee held on the 5<sup>th</sup> February 2024 and **ADOPTED** by Full Council on the 12<sup>th</sup> February 2024.

The motion was proposed, and motion was seconded.

Members **AGREED** to and signed the minutes of the Finance and General Purposes Committee held on the 5<sup>th</sup> February 2024.

**04 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 motion was proposed, and motion was seconded.

Members **AGREED** to adjourn the meeting to allow members of the public to speak.

No members of the public were present at this time.

The motion was proposed, and motion was seconded.

Members **AGREED** to resume the meeting.

## 05 MATTERS FROM PREVIOUS MEETINGS

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

- 5.1 Minutes filed
- 5.2 Contractor instructed to install new lights on the Recreation Ground.
- 5.3 Fireproof cabinet will be purchased once office work is completed.
- 5.4 £4850 returned to Norfolk Community Foundation.
- 5.5 Contractor informed of agreed quotes for grass cutting.
- 5.6 Events working group informed of increased budget.
- 5.7 Street light numbers received waiting on placement.
- 5.8 Rialtus informed of new 3-year contract.
- 5.9 Wages and cleaners' payments now made as agreed.
- 5.10 Office keyboards and Screens now received.
- 5.11 Natwest account closed, awaiting Nationwide confirmation of closure.
- 5.12 CCLA account open.
- 5.13 Allotment holders informed of new payment date.

## 06 EXPENDITURE

- 6.1 Update on stationary suppliers' comparison and to consider and agree any action.  
The motion was proposed, and motion was seconded.  
Members **AGREED** this will be deferred until the next meeting once Cllr Scrivner has prices to compare.
- 6.2 To consider and agree if to have petty cash.  
The motion was proposed, and motion was seconded.  
Members **AGREED** to implement petty cash with a £50 limit once the office is refurbished.
- 6.3 Update on the quotes for the Beacon and to consider and agree any actions.  
The Clerk informed the meeting this would take the budget for events over by approximately £600  
The motion was proposed, and motion was seconded.  
Members **AGREED** the quote for £1150 for the Beacon.
- 6.4 To consider and agree the quote for Fire Safety Training.  
The motion was proposed, and motion was seconded.  
Members **AGREED** the following:  
The Clerk to contact local business and group to see if there was any uptake in Stalham to do a group booking.  
To put this to Full Council to see who will attend.
- 6.6 To consider and agree the quote for the damaged streetlight at Heron Gardens.  
The Clerk informed the meeting 3 replacement lamps had been budgeted for.  
The motion was proposed, and motion was seconded.  
Members **AGREED** to replace this lamp and light.
- 6.7 To consider and agree the quotes for the EIC Report at the Town Hall.  
The motion was proposed, and motion was seconded.  
Members **AGREED** the quote for £495.00.
- 6.8 To consider and agree if the cost to re-instate the Town Trail Website.  
The motion was proposed, and motion was seconded.  
Members **AGREED** not to re-instate this website, as there was not much information on it and to place this information on Council's website.
- 6.9 To consider and agree the cost for M365 licence for the admin laptop.  
The motion was proposed, and motion was seconded.  
Members **AGREED** to purchase a M365 licence for the admin laptop.
- 6.10 To consider and agree if to transfer £10,000.00 to Stalham & Brumstead Charity once the precept is received.  
The motion was proposed, and motion was seconded.  
Members **AGREED** to transfer £10,000.00 to Stalham & Brumstead Charity once the precept is received.

- 6.11 To consider and agree the quote for the flagpole at the Town Hall.  
The Clerk informed the meeting this would be taken from General reserves as it had not been budgeted for.  
The motion was proposed, and motion was seconded.  
Members **AGREED** to purchase an angled flagpole holder and flag for the Town Hall.
- 6.12 To consider and agree if to accept the quotes for the noticeboard to go at Tesco's.  
The Clerk informed the meeting this would be taken from General reserves as it had not been budgeted for.  
The motion was proposed, and motion was seconded.  
Members **AGREED** the quote for £518.00 for the noticeboard to go at Tesco's.

**07 POLICIES AND DOCUMENTS**

**08 BUDGET**

- 8.1 Update on the budget and to consider and agree any actions.  
No action required.

**09 To Report any other business.**

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.  
None

**10 Correspondence**

- 10.1 Email from the Hedgehog Highway Project.  
The motion was proposed, and motion was seconded.  
Members **AGREED** not to take part in this project.

**11 DATE OF NEXT MEETING**

To confirm the next meeting of this Committee is 1<sup>st</sup> July 2024.

MEETING CLOSED: 8:15pm

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

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