



MINUTES OF THE FINANCE AND DATA PROTECTION MEETING HELD ON
MONDAY 1ST JULY 2024 AT THE POPPY CENTRE

Present: Cllrs: Cllr Scrivner (Chair) Cllrs: M Willoughby. S Toone, and R Wilmshurst.

Members of Public: – 1

Clerk: Ms D. Joy

MINUTES

01 APOLOGIES FOR ABSENCE.

Cllr Green – away

The motion was proposed, and motion was seconded.

Members **AGREED** Cllrs Greens apologies for absence.

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 2nd April 2024 and **ADOPTED** by Full Council on the 8th April 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 2nd April 2024 and **ADOPTED** by Full Council on the 8th April 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 Fireproof cabinet will be purchased once Town Hall work is completed.
- 5.3 Petty cash will be started once Town Hall work is completed.
- 5.4 Beacon delivered
- 5.5 Fire Safety Training being arranged for the autumn.
- 5.6 New lamp at Heron Gardens completed.
- 5.7 EIC Report completed.
- 5.8 Town Trail information placed on website.
- 5.9 M365 on Admin laptop completed.
- 5.10 £20,000.000 transferred to Stalham & Brumstead Charity.
- 5.11 Town Hall flagpole at Town hall waiting on Supplier re return.
- 5.12 Noticeboard at Tescos ordered
- 5.13 Hedgehog Project informed of Councils answer.

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** to leave the current arrangements as is, as there is hardly any difference in the prices.

6.2 **To consider and agree the quote for the grass cutting for Campingfield extension.**

The motion was proposed, and motion was seconded.

Members **AGREED** the quote for cutting the Campingfield extension.

6.3 **To consider and agree the quote for the High Street clean up.**

The motion was proposed, and motion was seconded.

Members **AGREED** to source other quotes for this work.

6.4 **To consider and agree the quote for the Fire Shutter for the kitchen.**

The Clerk informed the meeting this had not been budgeted for and would come from General Reserves.

The motion was proposed, and motion was seconded.

Members **AGREED** not to go ahead with this work but to look at placing it in the budget for 2025-2026.

6.5 **To consider and agree the quote for the new Town Hall lock.**

The motion was proposed, and motion was seconded.

Members **AGREED** for the Clerk to obtain a quote for a thumb lock and report back to Council.

6.6 **To consider and agree if to purchase a new laptop.**

The Clerk informed the meeting this had not been budgeted for and would come from General Reserves.

The motion was proposed, and motion was seconded.

Members **AGREED** for the Clerk to obtain quotes and report back.

6.7 **To consider and agree if to buy a commercial cross shredder.**

The Clerk informed the meeting this had not been budgeted for and would come from General Reserves.

The motion was proposed, and motion was seconded.

Members **AGREED** to allow the Clerk to purchase a shredder for up to £250.00.

07 **POLICIES AND DOCUMENTS**

7.1 **To consider and agree the Rota for the Internal Inspections for 2024.**

The motion was proposed, and motion was seconded.

Members **AGREED** the Internal Inspection Rota as presented.

08 **BUDGET**

8.1 Update on the budget and to consider and agree any actions.

The Clerk informed the meeting this was Quarter 1 updated budget.

The budget for the Town Hall would be over the budgeted amount, due to the extra decorating costs, and this would come from earmarked reserves.

The motion was proposed, and motion was seconded.

Members **AGREED** to not spend any future monies unless budgeted for or is a necessity.

8.2 To consider and agree a time and date for budget meeting.

The motion was proposed, and motion was seconded.

Members **AGREED** to hold the budget meeting on the 8th October at 2pm.

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**

None

11 **DATE OF NEXT MEETING**

To confirm the next meeting of this Committee is TBA

MEETING CLOSED: 8:14pm

CHAIR: _____

DATE: _____