

**Minutes of the Finance, Amin and GDPR Committee Meeting of the Town Council**

held on Monday 22<sup>nd</sup> November 2021 at 7.00pm in  
The Upstairs Meeting Room, The Poppy Centre, Recreation Road, Stalham.

Present: Members - Cllrs K Bayes (chair), M Green, M Lilley, S Toone.

In attendance: Cllr M Baker

Clerk: Sarah Hunt

**1. Minutes.**

The minutes of the meeting held 19<sup>th</sup> May 2021 were AGREED as a true and correct record and signed by the chair.

**2. Apologies.**

None.

**3. Declarations of Interest.**

None.

**4. Public Participation.**

**5. Town Planning.**

5.1 Applications. To consider any applications circulated prior to the meeting.

5.1.1 PF/21/3014 – Harcourt House, St Johns Road, Stalham, NR12 9BG.

Extension to single storey rear extension. No comment to be made

5.1.2 BA/2021/0451/COND - Wayford Park River Holidays, Wayford Bridge, Stalham. Incorporate shipping container into building, variation of condition 2 of permission BA2017/0376/FUL retrospective. No comment to be made

5.2 Decisions. None received.

**6. Budget and Precept.**

6.1 The meeting received and discussed the Projected Spend 2021-22 and the 2022 Budget figures.

6.2 The meeting received and discussed the current Ear Marked Reserves. NOTED that the allotment EMR holds the deposits from tenants. 20 current tenants x £25.00 each = £500.00.

6.3 The meeting received and discussed the Cash Flow Sheet.

6.4 The meeting received and discussed Precept Table 2022 – 2023.

6.5 Councillors reviewed all above documents and considered Precept recommendation to present to Full Council on 13<sup>th</sup> December 2021. It was RESOLVED to recommend a precept figure of £175,000.00 for 2022/23. PROPOSED Cllr Steve Toone, seconded Cllr M Lilley. It was AGREED by the meeting that the reasons for the increase should be communicated to parishioners.

**7. Asset Register.**

The current asset register was reviewed by the meeting. To be updated Cllr Toone/Clerk.

**8. VAT Town Council/Charity.**

8.1 The Clerk updated the meeting concerning VAT implications of both organisations.

8.2 It was RESOLVED that the recommendation be taken to full Council to employ consultant at a cost of £500 for a two hour session for both the Clerk and Assistant clerk to provide specific guidelines. PROPOSED Cllr Toone, seconded Cllr Lilley.

**9. Computer/Software/Training**

9.1 It was RESOLVED to recommend the purchase of the mid-range computer Intelli3 at £525.00. It was RESOLVED to pay £220/per computer to buy the necessary software outright. PROPOSED Cllr Bayes, seconded Cllr Toone.

9.2 It was RESOLVED to accept the quotation from Rialtus to enable the Clerk to run the Charity and Town Council on the same software of an additional £148.00. PROPOSED Cllr Bayes, seconded Cllr Green.

**10. Matters for reporting or future agenda.**

To review the list of nominal codes/committee separation of accounts.

Defibrillator Training – Tuesday 30<sup>th</sup> November, Town Hall, 7pm & 8pm.

Neighbourhood Plan Steering Group – Thursday 9<sup>th</sup> December, Poppy Centre, 7pm.

Trustees Meeting – Friday 10<sup>th</sup> December, Poppy Centre, 7pm.

Next Meeting of full Council – 13<sup>th</sup> December Town Hall, 7pm.

**RECOMMENDATIONS:**

1. It was RESOLVED to recommend a precept figure of £175,000.00 for 2022/23
2. It was RESOLVED that the recommendation be taken to full Council to employ consultant at a cost of £500 for a two hour session for both the Clerk and Assistant clerk to provide specific guidelines.
3. It was RESOLVED to recommend the purchase of the mid-range computer Intelli3 at £525.00. It was RESOLVED to pay £220/per computer to buy the necessary software outright.