



Minutes of the **Finance, Amin and GDPR Committee Meeting of the Town Council**  
held on Tuesday 4<sup>th</sup> October 2022  
in The Poppy Centre, Recreation Road, Stalham.

Present: Cllr Bayes, Taylor (chair), Toone, Willoughby.

**1. Minutes.**

The minutes of the meeting held 28<sup>th</sup> June 2022 were AGREED as a true and correct record of the meeting and signed by the chair.

**2. Apologies.**

Apologies were RECEIVED and ACCEPTED from: Councillor M Green. Councillor Matthew Taylor requested that an alternative Chair be elected and it was AGREED to recommend to Council that Cllr Catherine Scrivner join the committee and take over as Chair.

**3. Declarations of Interest.**

None.

**4. Public Participation.**

None.

**5. Town Planning.**

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

5.1.1 None

5.2 Decisions. To receive notification of any decisions received prior to the meeting.

5.2.1 None

**6. Banking.**

6.1 Bank Reconciliations were RECEIVED by the meeting and signed by the Chair:

|         |                    |           |
|---------|--------------------|-----------|
| 31.8.22 | Reserve Account    | £ 2631.83 |
| 31.8.22 | Natwest Current    | 33,649.71 |
| 30.9.22 | Unity              | 13,919.23 |
| 31.3.22 | Nationwide savings | 25,012.89 |

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£75,213.66

Second instalment precept due                      £87,500.00

6.2 Current bank account provision and costs were reviewed and it was AGREED to recommend to Council that the main banking be moved to Unity without restriction. Currently Unity remains at £6.00 a month if the turnover is under £100,000. Itemised

charges exceeding this amount are less than Natwest – it is an easier account to use as internet access is available.

## **7. Budgetary Matters 2022/23.**

- 7.1 Noted that the VAT reclaim of £7,667.82 has been refunded by HMRC.
- 7.2 The meeting received and reviewed budget against actual spend.
- 7.3 The following virements were AGREED:
  - £12,000 to be moved from 7001 charity to 4300 Salaries
  - £15,000 to be moved from 4040 burial ground extension to 4300 Salaries.
  - £2,500 to be moved from 4115 play equipment/signs to 4305 Pension
  - £4,000 to be moved from 4130 Pond & Staithe to 4305 Pension
- 7.4 Reviewed Ear Marked Reserves:
  - 378 EMR Salaries of £7,000 to be brought to 4300 Salaries
  - 379 EMR Pension of £1,000 to be brought to 4305 Pension.
- 7.5 The meeting identified the primary rising costs which will affect the 23/24 budget. Grounds Maintenance, Utility costs, staffing, elections. Draft budget to be produced for next finance meeting. All Councillors to be invited. Clerk is attempting to obtain guidance over anticipated increases.

## **8. Asset Register.**

Next Meeting.

## **9. External Audit.**

The external Audit was RECEIVED and comments noted. The process has been followed and audited accounts published.

## **10. Cost Codes.**

See Item 7.3

## **11. Market Town Initiative Grant.**

The council retains £7272.00 for the disability ramps. Any unspent money will need to be returned to NNDC. Cllr M McGeary and the Clerk have both tried on several occasions to obtain the necessary pictures of the ramps within the quotation.

## **12. To consider the proposal for creation of a warm hub**

To go to full Council

## **13. Matters for reporting or future agenda.**

Budget.

Internal Auditor – the Council will need to appoint a new Internal Auditor. Quotations are being sought.

## **14. To set date for next meeting.**

To be confirmed once draft budget available.

The meeting closed at 8.47pm.