

Minutes of the meeting **Finance, Admin and GDPR Committee Meeting of the Town Council** held on Wednesday December 7<sup>th</sup> 2022 at 7.00pm in the Main Hall, The Poppy Centre, Recreation Road, Stalham.

In attendance: Cllrs K Bayes, C Scrivner (Chair), M Taylor, S Toone & M Willoughby (members) and Cllrs P Hanton & R Hood (invited).

Clerks: Sarah Hunt & Lolly Dawson

**1. Minutes.**

The minutes of the Finance, Admin & GDPR Committee meeting held 4<sup>th</sup> October 2022 were AGREED as a true and correct record of the meeting and signed by the Chair.

**2. Apologies.**

Cllrs M Green (member), Cllrs C Gelinias, M Lilley, M McGearry (invited).

**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 BA/2022/0458/PN. Land at Stalham Sewage Treatment Works, Wayford Road, Stalham, Norfolk. Proposed ARQIVA smart metering 1No. omni at 13.83m, ARQIVA GPS antenna at 12.4m and ARQIVA 3G omni antenna at 3.8m on 12m streetworks pole. Proposed ARQIVA smart metering equipment enclosed to be installed on root foundation. It was AGREED to respond with B. We consider the development should proceed.

**6. Banking.**

6.1 The up to date Bank reconciliations were received and it was AGREED they would be signed by the Chair following the meeting.

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

7.1 It was NOTED that a VAT reclaim was submitted for £8987.37 on 3/12/22.

7.2 The Ear Marked Reserves were reviewed, it was AGREED to

Increase the EMR Burial Ground ext by £10,000

Increase the EMR Staffing by £5,000

Increase the EMR Quayheading by £5,000

Remove the duplicate EMR Allotment water

Remove the EMR BMX Track / Cycle

Create the EMR Closed Cemetery and increase to £500

Increase EMR Town Hall by £20,000 (S106)

7.3 The budget against actual spend was reviewed.

7.4 The preliminary budget 2023/24 was received and a precept of £190,000 was AGREED as a recommendation to Full Council, an increase of 6.97% or £0.88 per month for a Band D property.

**8. Market Town Initiative**

The market town initiative, grant report was received and is now complete, the sum of £6,987.00 has been returned to North Norfolk District Council.

**9. Internal Auditor**

It was AGREED to appoint Sue Lake as the internal auditor at a cost of £300.00. It was noted that all documents must be with the Internal Auditor prior to the end of May..

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

None.

**11. To set date for next meeting.**

April 2023

DRAFT