

BURNHAM MARKET FINANCE COMMITTEE MEETING MINUTES

held on Wednesday 24th February 2021 at 6:30pm

Under The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 via ZOOM

Present: Cllrs R Campbell-Gray, N Fryer, R Monbiot and P Woodhouse (Chair)

Clerk: Lolly Dawson

1. Apologies and consideration of acceptance for absence. None.
2. Members' declarations of interest and requests for dispensations. None.
3. The minutes of the Finance Committee Meeting held on Wednesday 25th November 2020 were AGREED. PROPOSED Cllr Monbiot seconded Cllr Campbell-Gray.
4. Financials
 - 4.1 The current financial situation of the council was RECEIVED. The predicted end of year balance is as expected councillors had no areas of concern.
 - 4.2 The earmarked reserves as at the end of the financial year were reviewed. Councillors discussed the importance of careful financial planning.
5. The asset register was reviewed. It was AGREED to remove the bin store, update the street light detail and specifications and to specify the number and location of the litter and grit bins.
6. The land register and current leases were reviewed. It was AGREED that the clerk would scan and circulate the lease for The Greens to all councillors.
7. The insurance renewal date is September 2021, the clerk will bring quotes to council prior to this date to consider.
8. To review any maintenance contracts
 - 9.1 Cozens Ltd, Streetlighting, valid until March 2022.
 - 9.2 Heronwood Landscapes, Grass cutting, 2021 agreement to be presented to full council 15 March 2021.
 - 9.3 Acorn Pest Control, Allotments pest control, awaiting formal agreement for 2021.
 - 9.4 Wicksteed, Play equipment inspection, contract ended. Clerk to get quote for annual contract to take to council.
9. The following policies were reviewed and agreed and will be recommended to council:
 - 10.1 Financial regulations
 - 10.2 Statement of internal controls document

- 10.3 Data protection policy
- 10.4 Financial risk assessment

10. Streetlights update, the UMSO form has been updated and submitted resulting in a credit note and permanent reduced usage, the account was credited by £370.27 received 10 February 2021.
11. An update of CIL money was received, it was agreed that Cllr Campbell-Gray would look into utilising the £496.90 unspent CIL for this financial year towards numbering the streetlights. Council has been advised to anticipate around £7000 in April 2021, suggested areas of expenditure considered included street lights improvements and a community garden project.
12. The financial situation of the allotments was received and showed that the allotments had made a loss this financial year. However, with the new rules & regulations, small increase in rent and management from the allotment committee going forwards councillors agreed this was no longer a concern.
13. Pension
 - 14.1 It was NOTED that Lolly Dawson is the delegated administrator for the Pensions Regulator.
 - 14.2 The LGPS / Norfolk Pension Fund employer policy was reviewed and is recommended to full council as presented.
14. It was NOTED that the VAT return will be processed w/c 15th March following full council meeting.
15. The next Finance Committee Meeting was scheduled for Monday 12th July at 6:00pm.

The meeting was closed by Cllr Woodhouse at 7:56pm.