

## HINGHAM TOWN COUNCIL

### MINUTES of the Town Council Meeting held on Tuesday 04 September 2018.

#### Present

#### Councillors

Cllr P Eldridge - Chairman

Cllr K Chan, Cllr A Lys, Cllr S Riley, Cllr Dunnett,

Clerk – Alison Doe

There were 5 members of the public present.

1. **Apologies for absence** were received from Cllr Bendle, Cllr Dore, Cllr Foord, Cllr Maltby, Cllr Shingfield and Cllr Stickland. District Cllr Bendle and County Cllr Dewsbury also gave their apologies.
2. **Public participation session**
  - 2.1 Concerns were raised regarding flooding issues on the Hops development and land south of the Hops, and the lack of commitment from any authority to investigating and resolving the issues.
  - 2.2 It was reported that the work applied for in planning application 2018/1721 had already taken place.
  - 2.3 It was asked as to when the footpath on Hardingham Road (in front of Lincoln Close) would be improved, as access on and off of this pavement is now impossible for mobility vehicles. The Clerk explained that this was discussed with the Highway Engineer over 2 years ago, and that the work (according to Norfolk County Council) had been programmed in, although no date had been given. The Clerk will discuss this with the Highway Engineer when they next meet.
  - 2.4 It was reported that cars as been seen driving on the wrong side of the Norwich Road pedestrian island, even when there is no bus at the bus stop.
  - 2.5 It was noted that some of the No.3 buses would be going to Thetford.
3. **Accuracy of the Minutes of the Town Council meeting of 03 July 2018**  
The minutes were agreed as correct and signed by the Chairman.
4. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**  
Cllr Lys declared an interest in agenda item 24 and 25  
Cllr Riley declared an interest in agenda item 24 and 25  
Both Cllr Lys and Cllr Riley had requested dispensation to allow them to speak on these agenda items. The Council agreed to grant this dispensation.
5. **Matters arising from the Minutes of 03 July 2018 (written Clerks report circulated prior to the meeting See Appendix A)**
6. **Working party reports**  
The Cemetery/Churchyard and the Events working parties had not met, and there were no updates.
7. **To receive reports from representatives on external bodies**  
It was reported by the Hingham Playing Field Association, that their Extraordinary General Meeting would take place on 11 September 2018. Following the survey undertaken by the HPFA, they are now trying to encourage the community to come together to raise money to keep the sports centre facility going.

## **8.1 General Correspondence (information/circulars etc)**

- 8.1.1 South Norfolk Council - Residents Parking Issues**
- 8.1.2 South Norfolk Council - Early Help Bulletin 17/08/2018**
- 8.1.3 Rod King MBE press release - Local Authorities/enforcement of 20mph limits**
- 8.1.4 The Post Office – Relocation of Hingham Post Office Counter**
- 8.1.5 Norfolk ALC Newsletter**
- 8.1.6 PCC – Fire Service Consultation**

## **8.2 – Correspondence (not for public inspection) as addressed directly to Hingham Town Council**

- 8.2.1 B1108 Norwich Road - flooding at The Hops**
- 8.2.2 Proposed Cuts to Norfolk Fire & Rescue Service**

## **8.3 – To discuss any required responses/actions in relation to any item(s) of correspondence**

- 8.3.1 In response to 8.1.6 PCC – Fire Service Consultation** – The Council agreed to respond to the survey to object to the proposals and to the proposed changes to Hingham Fire Station (replacing the full size appliance with a smaller vehicle with less capabilities).
- 8.3.2 In response to 8.2.1 B1108 Norwich Road - flooding at The Hops.** It was discussed that that NCC and Abel Homes did not seem to agree as to the cause of the flooding. It remains to be seen as to whether the grips NCC would be installing would help to alleviate the problem. It was noted that the removal of the hedge on Norwich Road had probably contributed to the surface water now flowing into The Hops during heavy rainfall. The Clerk will discuss the issues with the Highways engineer when they meet.

## **9. District Councillor's report**

District Cllr Bendle was not present at the meeting. The Council asked for their best wishes to be passed on the Town Cllr Bendle, who has been unwell.

## **10. County Councillor's report**

County Cllr Dewsbury was not present at the meeting.

## **11. Planning Decisions**

- 11.1 2018/1768 - Under an exception of the TPO - Fell Copper Beech.**  
14 Chapel Street Hingham Norfolk NR9 4JH - Exempt Tree Works
- 11.2 2018/1628 - Single storey side extension**  
5 The Fields Hingham Norfolk NR9 4JG - Approval with Conditions
- 11.3 2018/1612 - Fell 1x Silver Birch, 3 x Silver Birch trees to be reduced in height from 14 metres to approx 11 metres, 1x Sycamore and 1x Chestnut to be crown lifted to approx 6 metres.**  
Mill Corner House 1 Hall Moor Road Hingham Norfolk NR9 4LB – No Objections
- 11.4 2018/1477 - Replacement windows**  
Hingham Rectory Bowls Club The Fairland Hingham NR9 4HN - Approval with Conditions
- 11.5 2018/1253 - Removal and replacement of front church door and front kitchen door**  
Methodist Church Bond Street Hingham Norfolk NR9 4HA - Approval with Conditions
- 11.6 2018/1362 - T1-Oak- Crown lift to approximately 6m over highway and removal of epicormic growth from stem**  
Oakley House Hardingham Road Hingham Norfolk NR9 4LX - Approval with Conditions

- 11.7 2018/1299 - Sub-division of 7 Hall Lane, Hingham into two dwellings  
7 Hall Lane Hingham NR9 4JX - Approval with Conditions
- 11.8 2018/1240 - Discharge of condition 8 following 2016/0474 - contamination  
27 Norwich Street Hingham NR9 4LJ - Approved
- 11.9 2018/1132 - Alterations and extension to existing dwelling including annexe  
Cedar Cottage Watton Road Hingham NR9 4NN - Approval with Conditions

**12. Planning Applications (as notified by SNC for consultation)**

**12.1 2018/1721 - Location: Rosebank Bears Lane Hingham NR9 4LL**

**Proposal: Variation of condition 2 of 2017/0824 - Increased flat roof height, reduction in rear extension to omit store, revised size and location of "Home Dojo", confirmed positioning of boundary wall and addition of glazed canopy to rear of Dining Room and fenestration changes** – The Council did not wish to raise any comments regarding this application

**12.2 2018/1940 Location: 2 Wellingtonia Terrace Hingham Norfolk NR9 4HX**

**Proposal: Single storey rear extension** – The Council agreed to recommend approval.

**13. (other planning applications where the Town Council is not a consultee – for information only)**

None

**14. To receive an update following the meeting with Nick Tupper, Norfolk County Council Highways (ref: Fairland Crossroads and Norwich Road pedestrian island)**

Nick Tupper had advised that Norfolk Constabulary had also raised concerns regarding the bus stop/pedestrian island (being that cars are using the wrong side of the road to pass). NCC were therefore looking at the feasibility of moving the bus stop, or the potential of removing it altogether, and asked for the Council's viewpoint. The Council agreed to recommend that the bus stop should be retained if at all possible and repositioned as close to the bottom of Ringers Lane as possible, to be consistent with safety.

With regard to the Fairland Crossroads, Mr Tupper had made several suggestions as to how safety improvements could be made to the junction, including closing the central arm of the junction (which he advised would NOT be recommended as it would divert traffic past the residential properties). He advised that there was potential scope for a painted mini roundabout and re-aligning the junction which would involve some transfer of land between NCC and the Town Council. The Council agreed to ask Mr Tupper what would be the next step in exploring this option and could the cost of investigation/drawings be considered under the Parish Partnership Scheme.

**15. To receive the results of the speed data surveys as undertaken by Norfolk Constabulary**

The speed data surveys carried out by Norfolk Constabulary showed that there was not a significant speeding problem on Hall Moor Road. The survey for Norwich Road showed that compliance with the 30MPH speed limit was between 71 and 76% (depending on direction of traffic).

**16. To receive and discuss any ideas for an application for Parish Partnership (small highway projects) funding from Norfolk County Council**

The following ideas were discussed:

White gateways at either end of the 20 or 30 MPH speed limit, there was some discussion as to the effectiveness of these and to whether there is enough space to accommodate them where they would need to be positioned.

Additional warning signs and painted signs on the road (Market Place and The Fairland). The formalisation of the pavement to pavement crossing point in the Market Place, (NCC have already advised that pedestrian crossings are not considered under the scheme as they are too costly).

Enquire as to whether Parish Partnership funding could be applied for to “draw up” a scheme/ investigate the feasibility of the installation of a mini roundabout at the Fairland Crossroads.

The Clerk will discuss these ideas with the Highway Engineer and bring back advice to Council at a later date (November).

Other ideas discussed at the meeting, but the Council agreed not to take forward at this time were, a bus shelter outside the fire station for the school children, it was noted that children tend not to stand within the existing bus shelters (but prefer to stand outside) often holding coats instead of wearing them during inclement weather.

An additional SAM sign, not to be taken forward at this time in preference of other ideas.

**17. To receive an update on/discuss the transfer of the public toilets**

A copy of the solicitor’s assessment of the transfer terms was forwarded to Councillors prior to the meeting. It was agreed that the solicitor should ask for the overage period to be reduced as suggested.

**18. Reminder of the date of the Open Evening, Tuesday 16 October 2018 and confirm Councillor attendance – Noted**

**19. To receive and discuss the Tree survey**

The Clerk advised that the tree survey had identified some issues which should have already been dealt with by the last round of tree works. The Clerk will contact the contractor who undertook the work.

It was agreed to seek permission from South Norfolk Council to reduce the lime tree in the Churchyard to the fullest extent as recommended by the tree survey, the Clerk advised that it would be likely that SNC insist upon a picus test being carried out before they would grant permission. (Archdeacon permission or a faculty will also be required). When permission is obtained, tenders will be sought for the work and any other outstanding work identified within the tree survey.

**20. To consider the purchase of a Christmas tree**

It was agreed to see if a Christmas tree could be sourced from Great Hockham Trees again this year.

**21. Proposal to purchase a wreath from the Royal British Legion (under S137 LGA 1972)**

Agreed.

**22. To consider the request from the Education Trust for the Council to nominate a new Trustee**

Cllr Dunnett volunteered to be the new trustee, the Council was in agreement.

**23. To receive a Data Protection update**

A document detailing the results of the data audit was forwarded to all Councillors prior to the meeting. It outlined actions that now need to be undertaken, including the writing of a Privacy Statement and new Data Protection Policy.

**24. To discuss and amend if necessary the grass cutting specification prior to sending out to tender**

It was agreed to amend the specification document to clarify the amount of Public Liability insurance required and to make it clearer that the price tendered should allow for flexibility for additional cuts in the event of a rapid growing season, and flexibility if the grass does not require cutting during exceptionally hot/dry weather. Strimming around the outdoor gym equipment also needed to be added to the schedule, and it was agreed to amend the schedule to have the whole of the cemetery cut at the same frequency (as is currently the case). The amended schedule will be brought back to Council for agreement in October.

**25. To discuss and review the grass cutting arrangements for the Hingham Playing Field Association**

It was agreed to continue with the current arrangement of the Town Council paying for the cutting of the grass at the Sports Field and the Welcomme Space. It was also noted that the current contractor was doing a good job.

**FINANCE**

**26. A proposal of the date for the next meeting of the Finance Committee, 20 November 2018**

Noted

**27. To receive the draft minutes from the Finance Committee meeting of 17 July 2018**

A copy of the draft minutes from the Finance Committee meeting of 17 July 2018 were forwarded to Councillors prior to the meeting (see Appendix B). The Minutes will be agreed at the next meeting of the Finance Committee.

**28. To receive (and agree) the reserves policy, updated following year end 31 March 2018**

A copy of the updated reserves policy was forwarded to Councillors prior to the meeting, and was agreed by the Council.

**29. To consider the funding application for the Community Singing for Fun Day**

An application had been received for funding for a Community Singing Event (on 29 September) in conjunction with BBC Music Day. The application was for £300 to cover the estimated cost of printing, banners, advertising and practice venue hire. The estimated cost of printing was queried by the Council as this may be able to be obtained at a lesser price. It was agreed support the event and award funding (up to £300) and to request receipts to quantify an exact amount.

**30. Accounts for Payment**

The accounts for payment (September) were agreed and the cheques signed.

ACCOUNTS FOR PAYMENT 04 September 2018				
	TOTAL	PAYEE	DETAILS	VAT
£	734.49	D RAMM	WAGES	
£	829.72	A DOE	WAGES	
£	626.48	EON	STREET LIGHT ENERGY	104.41
£	294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
£	60.78	EUROFFICE	TOILET PAPER AND SOAP	10.13
£	115.31	XEROX FINANCE	PRINTER RENTAL	18.49
£	71.05	J SQUIRES	TOILET/BIN HOLIDAY COVER	
£	47.49	FIRST COPY	METERED PRINTING	7.91
£	414.00	RAVENCROFT TREE SERVICES	TREE SURVEY	69.00
£	7,400.00	NORFOLK COUNTY COUNCIL	PARISH PARTNERSHIP 2018/19 ROW FOOTPATH IMPROVEMENTS - FROM CIL	
£	<b>10,593.51</b>	<b>TOTAL</b>		
			<b>TOTAL VAT</b>	<b>£258.97</b>

**31. Accounts for Payment (for information) (as approved by the Finance Committee at their meeting on 17 July 2018)**  
(Noted, no queries raised)

ACCOUNTS FOR PAYMENT 17 JULY 2018				
	TOTAL	PAYEE	DETAILS	VAT
£	922.10	D RAMM	WAGES (5WKS 874.88 )	
			CLEANING PRODUCTS (7.90)	0.98
			WOODSTAIN (39.32)	6.55
£	829.72	A DOE	WAGES	
£	606.28	EON	STREET LIGHT ENERGY	101.05
£	294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
£	40.64	NEST	PENSION	
£	1,616.80	ZURICH	ANNUAL INSURANCE	
£	250.00	SPIRE SOLICITOR	TOILET TRANSFER	
£	5,000.00	HINGHAM RECTORY BOWLS CLUB	GRANT HEATING/WINDOWS	
£	619.98	HMRC		
£	<b>10,179.71</b>	<b>TOTAL</b>		
			<b>TOTAL VAT</b>	<b>£150.08</b>

**32. 'Exclusion of the Press and Public under the Public Bodies (Admission to Meetings) Act 1960 to discuss the following matters:'**

The following agenda items are commercially sensitive

**33. To consider any quotations received for the resurfacing of the access driveway serving the Lincoln Hall/Bowls Club/ Library**

The Clerk confirmed that NO quotations had been received. Four companies had been contacted, only one had responded, to decline the invitation to quote for the work.

The Clerk will seek further quotes from other companies.

The meeting ended at 10.00pm

Signed.....Chairman 02 October 2018

DRAFT

## Clerks Report for 04 September 2018

MIN	Update
	<b>Matters Arising From the minutes of the meeting on 03 July 2018</b>
11	<b>Moving the litter bin on the Market Place – A meeting is to be arranged with an individual who may be able to undertake this work</b>
12	<b>Replacement oak trees to be sourced and priced</b>
19	<b>Contact has been made with an individual who may be able to undertake this work, an onsite meeting is to be arranged -</b>
20	<b>The Clerk has met with a representative from one company to discuss the refurbishment of the skate park, a quotation is awaited. It is hoped that a meeting can be arranged with a representative of at least on other company.</b>
27	<b>The Clerk has met with Mr Cozens from Cozens UK Ltd, work was required to clear growth extending beyond the boundary wall of Normandy House – the boundary wall is now visible and a date is awaited for the installation of the new columns – (date dependent upon UK Power Network availability).</b>
	<b>Other Updates</b>
	<b>Sinkhole – Churchyard – believe this has now been dealt with by Anglian Water</b>
	<b>– Annual Governance and Accounting Statement (Annual Return) – form and supporting information sent to the external auditors by the deadline of 11 June. No Correspondence from PKF Littlejohn as yet</b>
	<b>3x new larger capacity dog waste bins have been ordered – and received – will be installed when new litterbin is ordered/received (for outside the cemetery)</b>
	Dropped Kerbs – the white line work has been chased but no date has been given for the work – Still no progress on this – The Clerk is hoping to meet with the Highway engineer in September
	Talley Alley street light – investigations regarding the supply to the light are ongoing – the householder (8 Market Place) does not know the location of the supply box or why the light no longer works.
	The clerk has contacted the relevant officer at SNC regarding setting up an Emergency Plan/Group for Hingham, The Officer would be happy to come to a Town Council Meeting to give some further advice. The Officer was invited to attend the Annual Town Meeting on 17 <sup>th</sup> April, but was not able to – further dates have been suggested – Clerk to chase
	Churchyard/Cemetery - The following permissions remain outstanding from the Archdeacon Straightening of the leaning memorial stone – Fixing of the curved wall by the Attleborough Road entrance – awaiting contact from Rev. Reed
	The Street Lighting Contractor has been asked to provide a Quotation (several times) for the replacement of the street light that was knocked down on Hardingham Road – still awaited

OUTSTANDING ISSUES
Discretionary policy regarding cemetery fees and investigation into the future provision of a cemetery to be completed by the working party
2 steel liners and 1 new bin to be ordered – South Norfolk Council will be advised when the dog waste bin will be removed.
“Please do not park on the grass” signs to be priced
Commemorative Plaque for the Fairland Bus shelter – To be ordered.
Request for a clear Bus Shelter – Norwich Road – By Hops development – to be looked at when the development is complete
Neighbourhood Plan – Councillors need to read through the information (website links) previously provided to enable a decision to be made at a later date
Leaning memorial stone in the Churchyard – Quotations to be sought Permission still required

Report prepared 03/09/2018

Crime Figures –<https://www.police.uk/norfolk/D12/crime/>

MAY

Southburgh Lane - Criminal damage and arson 1

The Dell - Other theft 1

Market Place - Criminal damage and arson 1

Admirals Walk - Criminal damage and arson 1

Fleeters Hill - Public order 1

Hall Lane - Violence and sexual offences 1

Lincoln Avenue – Anti-social behaviour (4), Criminal damage and arson (1), Drugs (2)

Possession of weapons (1) , Public order (1), Violence and sexual offences (3)

JUN

Mill Corner - Anti-social behaviour 1, Violence and sexual offences 2

The Dell - Violence and sexual offences 2

Church Street - Other theft 1

Chapel Street - Criminal damage and arson 1

Ringers Lane - Other theft 1 Public order 1

## APPENDIX B

**HINGHAM TOWN COUNCIL**  
**DRAFT MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE**  
**COMMITTEE HELD ON TUESDAY 17 JULY 2018.**

**PRESENT***Cllr Dore (acting as Chairman)**Cllr Riley**Cllr Chan**Clerk – Alison Doe***No members of the public were present.**

1. **Apologies for absence** were received from Cllr Eldridge and Cllr Bendle. It was agreed that Cllr Dore should act as Chairman for the meeting.
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations** – None
3. **Public participation** - no members of the public were present.
4. **Accuracy of the Minutes of the Finance Committee meeting of 20 March 2018.**  
The minutes were agreed as correct and signed by the Chairman.
5. **Matters arising from the minutes of the meeting of 20 March 2018.**  
There were no matters arising from the minutes of the Finance Committee meeting of 20 March 2018.
6. **To undertake a review of the budget April – June 2018**  
**With reference to:**  
Appendix A – (Expenditure) Payments made against the 2018/19 Budget, (exc.VAT)  
Appendix B – (Income) Receipts against the 2018/19 Budget and other receipts not accounted for within the 2018/19 Budget  
The figures for payments and receipts between April and June 2018 were discussed. The Clerk advised that when budget setting takes place for the 2019/20 budget, an increase will be necessary for the amount budgeted for employer's pension and NI contributions, due to an increase in wages paid and a percentage increase in the pension contribution payable by the employer.
7. **To discuss and agree the reserve figures (following financial year 2017/18).**  
**With reference to Appendix C – Reserve Figures**  
The Clerk advised that the Cash Book balance at 31 March 2018 was £171,567.14 of which £67,575.87 was designated/earmarked funds (not general reserves) leaving a general reserves figure of £103,911.27  
The Clerk had considered the reserve figures agreed in 2017 and the amounts spent against the 2017/18 budget (by 31 March 2018), and suggested reductions/increases accordingly in the reserve figures to be carried into 2018/19, this also included the

addition of a category for “previous year underspend where invoices are outstanding” to allow invoices to be allocated accordingly against the relevant underspent amount. The Clerk confirmed that invoices were outstanding from 2017/18 for tree work and for the Community Car Scheme. The draft figures were agreed as suggested and the Clerk will incorporate them into the Reserve Policy document.

#### 8. To agree the Accounts for Payment

The Accounts for payment were agreed as below and the cheques signed.

ACCOUNTS FOR PAYMENT 17 JULY 2018				
	TOTAL	PAYEE	DETAILS	VAT
	£ 922.10	D RAMM	WAGES (SWKS 874.88 )	
			CLEANING PRODUCTS (7.90)	0.98
			WOODSTAIN (39.32)	6.55
	£ 829.72	A DOE	WAGES	
	£ 606.28	EON	STREET LIGHT ENERGY	101.05
	£ 294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	49.03
DIRECT DEBIT	£ 40.64	NEST	PENSION	
	£ 1,616.80	ZURICH	ANNUAL INSURANCE	
	£ 250.00	SPIRE SOLICITOR	TOILET TRANSFER	
	£ 5,000.00	HINGHAM RECTORY BOWLS CLUB	GRANT HEATING/WINDOWS	
	£ 619.98	HMRC		
	£ 10,179.71	TOTAL		
			TOTAL VAT	£150.08

#### 9. To undertake the internal financial check April – June 2018.

A random sample of transactions were cross referenced – between the cashbook, paying in book, cheque book, minutes, receipt book and invoices. No errors were found.

The meeting ended at 8.15pm

**DRAFT MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD ON TUESDAY 17 JULY 2018.**

**Appendix A – (Expenditure) Payments made against the 2018/19 Budget, (exc.VAT)**

% OF BUDGET SPENT	General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES		NET	VAT	TOTAL
<b>2.17%</b>	<b>Contingency</b>	<b>£5,000.00</b>	<b>£108.33</b>	<b>£21.67</b>	<b>£130.00</b>
	<b>Footway lighting</b>				
21.40%	Energy	<b>£7,000.00</b>	£1,497.78	£299.56	£1,797.34
18.39%	Maintenance	<b>£4,000.00</b>	£735.48	£147.09	£882.57
25.00%	Repairs	<b>£1,000.00</b>	£250.00	£50.00	£300.00
0.00%	Replacements	<b>£3,000.00</b>	£0.00		£0.00
<b>16.56%</b>	<b>TOTAL</b>	<b>£15,000.00</b>	<b>£2,483.26</b>	<b>£496.65</b>	<b>£2,979.91</b>
	<b>Open spaces</b>				
24.13%	Handyman salary	<b>£7,000.00</b>	£1,688.96		£1,688.96
22.04%	Grasscutting	<b>£11,000.00</b>	£2,424.45	£484.89	£2,909.34
0.00%	Trees, ditches	<b>£4,000.00</b>	£0.00		£0.00
9.62%	Maintenance/equipment	<b>£100.00</b>	£9.62	£0.99	£10.61
0.00%	Church Yard repairs/Maintenance	<b>£500.00</b>	£0.00		£0.00
0.00%	Cemetery refurbishment	<b>£300.00</b>	£0.00		£0.00
0.00%	Cemetery /memorial repairs	<b>£1,000.00</b>	£0.00		£0.00
0.00%	Skatepark	<b>£100.00</b>	£0.00		£0.00
0.00%	Church Lights	<b>£60.00</b>	£0.00		£0.00
0.00%	signs	<b>£200.00</b>	£0.00		£0.00
<b>17.00%</b>	<b>TOTAL</b>	<b>£24,260.00</b>	<b>£4,123.03</b>	<b>£485.88</b>	<b>£4,608.91</b>
	<b>Amenities</b>				
0.00%	Church clock repairs, maintenance	<b>£500.00</b>	£0.00		£0.00
0.00%	Bus shelters	<b>£500.00</b>	£0.00		£0.00
0.00%	Community car scheme	<b>£2,500.00</b>	£0.00		£0.00
0.00%	Christmas tree, lights	<b>£300.00</b>	£0.00		£0.00
	Town sign	<b>£0.00</b>	£0.00		£0.00
17.79%	Toilet cleaning products/ holiday cover	<b>£655.00</b>	£116.54	£10.40	£126.94
25.44%	Toilet cleaning salary	<b>£2,775.00</b>	£706.09		£706.09
15.50%	Rates, cemetery, water inc fairland	<b>£140.00</b>	£21.70		£21.70
0.00%	Dog bin emptying	<b>£600.00</b>	£0.00		£0.00
0.00%	replacement bins (dog/litter/grit)	<b>£200.00</b>	£0.00		£0.00
<b>10.33%</b>	<b>TOTAL</b>	<b>£8,170.00</b>	<b>£844.33</b>	<b>£10.40</b>	<b>£854.73</b>

Continued overleaf...

	<b>Administration</b>				
27.81%	Clerk's salary	<b>£10,500.00</b>	£2,920.50		£2,920.50
0.00%	website	<b>£30.00</b>	£0.00		£0.00
7.66%	Stationery,post, phone	<b>£300.00</b>	£22.99		£22.99
100.00%	Chair's allowance	<b>£369.00</b>	£369.00		£369.00
36.87%	NI – employers contribution	<b>£300.00</b>	£110.62		£110.62
0.00%	Insurance	<b>£2,000.00</b>	£0.00		£0.00
0.00%	storage room hire	<b>£250.00</b>	£0.00		£0.00
0.00%	Hall hire	<b>£450.00</b>	£0.00		£0.00
57.37%	Subs/training	<b>£750.00</b>	£430.31		£430.31
20.42%	Audit	<b>£600.00</b>	£122.50		£122.50
0.00%	Advertising/publicity	<b>£800.00</b>	£0.00		£0.00
0.00%	Elections	<b>£800.00</b>	£0.00		£0.00
60.00%	Payroll admin fees	<b>£120.00</b>	£72.00		£72.00
20.45%	Printing costs lease and metered	<b>£650.00</b>	£132.93	£25.71	£158.64
36.94%	PENSION	<b>£50.00</b>	£18.47		£18.47
100.00%	CLERKS ALLOWANCE HEATING/ELEC	<b>£216.00</b>	£216.00		£216.00
<b>24.28%</b>	<b>TOTAL</b>	<b>£18,185.00</b>	<b>£4,415.32</b>	<b>£25.71</b>	<b>£4,441.03</b>
	<b>Grants and Donations</b>				
0.00%		<b>£2,000.00</b>	£0.00		£0.00
<b>0.00%</b>	<b>TOTAL</b>	<b>£2,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
	<b>S137</b>				
0.00%	general	<b>£100.00</b>	£0.00		£0.00
7.50%	Automated Defibrillator	<b>£200.00</b>	£15.00		£15.00
<b>5.00%</b>	<b>TOTAL</b>	<b>£300.00</b>	<b>£15.00</b>	<b>£0.00</b>	<b>£15.00</b>
<b>16.44%</b>	<b>TOTAL</b>	<b>£72,915.00</b>	<b>£11,989.27</b>	<b>£1,040.31</b>	<b>£13,029.58</b>

**DRAFT MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD ON TUESDAY 17 JULY 2018.**

Appendix B – (Income) Receipts against the 2018/19 Budget and other receipts not accounted for within the 2018/19 Budget

<b>2018/19 Budget as agreed 02 January 2018</b>			
<b>% OF BUDGET RECEIVED</b>		<b>budget</b>	
	General income not including CIL and EVENTS or VAT REFUNDS		<b>TOTAL RECEIVED</b>
50.00%	Precept	<b>£61,000.00</b>	£30,500.00
100.00%	Government grant allocated by SNC	<b>£1,008.00</b>	£1,008.00
	Interest	<b>£0.00</b>	£63.45
80.00%	Cemetery charges	<b>£3,500.00</b>	£2,800.00
0.00%	HPFA rent	<b>£100.00</b>	£0.00
0.00%	Rent from Fair	<b>£40.00</b>	£0.00
0.00%	Fee from SNC for cleaning toilets figure	<b>£3,427.00</b>	£0.00
0.00%	Fee from NCC for grasscutting	<b>£3,619.29</b>	£0.00
<b>47.28%</b>	<b>BUDGET TOTAL</b>	<b>£72,694.29</b>	£34,371.45
	other ad hoc income -		
	CIL		£5,908.78
	NCC - COMMUNITY CAR		£180.00
	CBF INVESTMENT 132001129S		£8.93
	EVENTS		£540.00
	ABEL HOMES COMMUNITY FUND(REF HOPS ALE)		£500.00
	<b>OVERALL TOTAL RECEIVED</b>	<b>£41,509.16</b>	

**DRAFT MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE HELD ON TUESDAY 17 JULY 2018.**

Appendix C – Reserve Figures

Cash Book Balance 31 March 2018	£	171,567.14								
OF WHICH THE FOLLOWING IS DESIGNATED										
CIL	£	53,884.26	OF WHICH £7400	DEGINATED FOR PARISH PARTNERSHIP 2018/19 PROJECT						
BUS SHELTER PLAQUE	£	300.00								
MONEY FROM CHURCH FOR CAR PARK DRAIN	£	100.00	UNABLE TO UNDERTAKE AS NOT OWNERS OF LAND							
CAPITAL FUND	£	10,229.89	STREET LIGHT REPLACEMENT							
EVENTS	£	3,061.72								
TOTAL	£	67,575.87								
REMAINDER	£	103,991.27								

**SUMMARY OF RESERVE FUNDS AS AGREED IN JUL 2017 AND SUGGESTED FIGURES FOR RESERVES HELD 31.03.18**

Summary of the reserves funds:				
General reserve - one quarter of precept	£ 13,750 (2017 -18)	£	15,250.00	2018/19
Street furniture	28,700	£	28,700.00	
Cemetery & Churchyard	18,500	£	16,500.00	
Skate park	5000	£	6,670.00	
Trees & ditches	4000	£	3,000.00	
Contingency	10,000	£	10,000.00	
Defib	300	£	300.00	
Open space enhancement/acquisition	10,250	£	10,250.00	
By-Elections	2500	£	2,500.00	
Employment	5000	£	5,000.00	
previous year outstanding invoices/underspend		£	5,816.50	
TOTAL	£98,000		£ 103,986.50	TOTAL

**BREAKDOWN OF RESERVE FUNDS AS AGREED IN JUL 2017 AND SUGGESTED FIGURES FOR RESERVES HELD 31.03.18**

Item	Use	as agreed jul 17 for general reserves held year end 31 March 2017	Maximum	suggestions for general reserves held year end 31 March 2018		
			£s			
<b>Street furniture</b>						
Street lights	To replace/repair damaged street light	15,000	£	15,000.00		
Litter/dog bins/grit bins	Replacement	200	£	200.00		
Seating	Replacement and New	1000	£	1,000.00		
Notice boards	Repair/replace	500	£	500.00		
Town Sign	Repair, repaint	1000	£	1,000.00		
Bus shelters	Repair, repaint	2500	£	2,500.00		
Bus shelters	New	8000	£	8,000.00		
Stand pipe	Repair	500	£	500.00		
<b>Cemetery &amp; Churchyard</b>						
Shed	Repair/replace	500	£	500.00		
Monuments	Repair/straighten	2000	£	2,000.00		
Signs, information boards	Repair/replace	500	£	500.00		
Car park area, paths	Repair/resurface	5000	£	5,000.00		
Gates, railings, walls	Repair/replace	5000	£	3,000.00	suggest reduction	
Clock	Repair	5000	£	5,000.00		
Stand pipe	Repair	500	£	500.00		
<b>Skate park</b>						
	Total for the below	5000	£	6,670.00	suggested increase	
Equipment	Repair/replace					
Fence/Gate	Repair/replace					
Sign	Replace					
Surface	Repair					
Trees & ditches	Surgery/fell, clear	4000	£	3,000.00	suggest reduction	
By Elections		2500	£	2,500.00		
De-fib New		300	£	300.00		
Open space enhancement including acquisition of land		10,250	£	10,250.00		
Contingency		10,000	£	10,000.00		
Employment contingencies	Resignation, redundancy, sickness cover	5,000	£	5,000.00		
<b>PREVIOUS YEAR UNDERSPEND WHERE INVOICES ARE OUTSTANDING</b>						
TREES			£	3,740.00		
COMMUNITY CAR			£	2,076.50		