

HINGHAM TOWN COUNCIL

MINUTES of the Town Council meeting held on Tuesday 03 April 2018

Present

Councillors

Cllr P Eldridge - Chairman

Cllr K Chan, Cllr S Riley, Cllr R Bendle, Cllr G Shingfield, and Cllr C Dunnett

Clerk – Alison Doe

There were 5 members of the public present including District Cllr Yvonne Bendle

1. **Apologies for absence** were received from Cllr P Dore, Cllr G Maltby, Cllr A Lys, Cllr D Stickland and County Cllr Margaret Dewsbury.
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations** – There were no declarations of interest declared at the meeting.
3. **Public participation session**
 - 3.1 Thanks was expressed for the new path in the Market Place, it was requested that the Town Council consider planting bulbs along the edge of the path to compliment the show of crocuses around the Hingham town sign.
 - 3.2 It was also requested that the bin on the south green of the Market Place be moved nearer to the path to make it easier to use. The Clerk explained that she thought it may be secured to concrete and may be difficult to move, but would see if it was possible.
4. **Accuracy of the Minutes of the Town Council meeting of 06 March 2018**
The minutes were agreed as correct and signed by the Chairman.
5. **Matters Arising (written report circulated prior to the meeting see Appendix A)**
The Clerk advised that following the 3 recent accidents at the Attleborough/Dereham Road/Fairland crossroad, she had contacted County Cllr Dewsbury to raise concerns over the safety of this junction, and would again chase NCC highways for the signage for the extended 20pmh speed limit through the Fairland as this was intended as a safety improvement measure for the junction.
6. **Working party reports**
 - 6.1 The Churchyard and Cemetery Working Party had not met and there were no updates.
 - 6.2 The Events Working Party reported that the Easter Market was well supported, but may have been better placed on the Fairland as it was held in tandem with an Easter Fair being held in the Lincoln Hall by the Forehoe Guides. The next event is the Market in the Market Place on June 16th.
7. **Reports from representatives on external bodies**
The Hingham Playing Field Association reported issues with dog fouling the Sports Field and Welcomme play space. It was also reported that parking issues with additional cars attending the sports centre for the Antiques Fair and football matches, when they both took place on the same day, should not re occur. The football matches were unscheduled and in future should not take place the same day as the antiques fair. Thanks was given the District Cllr Bendle for the grant from SNC to help with the cost of fixing the sewage system at the sports hall.
8. **Correspondence**
 - 8.1 – **General Correspondence (information/circulars etc)**
 - 8.1.1 **Norfolk Police - Op Randall Rural Crime Newsletter**

- 8.1.2 **Morley Festival - PRESS RELEASE Family-friendly beer festival and fun day event aims to raise thousands for Norfolk charities**
- 8.1.3 **Norfolk ALC Newsletter - 15th March 2018**
- 8.1.4 **Community Action Norfolk's Funding News**
- 8.1.5 **Norfolk County Council - Consultation: draft Norfolk Access Improvement Plan (2018 - 2028)**
- 8.1.6 **South Norfolk Council - Discount Scheme for Dog Bins (for bins emptied only once a week)–**
- 8.1.7 **Flt Lt Petch RAFAC - RAF 100 commemorations**
- 8.1.8 **South Norfolk Council - Full Council Decision on the South Norfolk Community Governance Review**
- 8.1.9 **PKF Littlejohn - 2017/18 AGAR and external auditor instructions** – The Clerk advised that the audit forms were only available online this year (paper forms would not be sent to councils) and that the form has to be returned to PKF Littlejohn by 11th June, with additional information (bank statements showing closing balance on 31 March 2018) also having to be sent.
- 8.1.10 **South Norfolk Council – Community Fund**

8.2 – Correspondence (not for public inspection) as addressed directly to Hingham Town Council
(none)

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

Cllr Shingfield volunteered to check to fullness of the dog waste bins prior to them being emptied to see if it was feasible to only have them emptied once a week, rather than the current frequency of twice a week. (8.1.6)

9. District Councillor's report

District Cllr Bendle advised that the Community Action Fund was to the value of £50,000 – with between £1000 and £15000 being available for community groups to apply to fund/ support projects that support local people, the fund however has previously been very oversubscribed, and the deadline for applications was very soon as the next Community Action Fund panel will be held on Thursday 31 May.

Cllr Bendle also reported that, the leisure centre at Long Stratton was being refurbished, (using capital money from developers) to help meet the demand from the new housing planned for the area. A £1.2 million improvement project (working with Wymondham Town Council) will also be undertaken at Ketts Park, the project will include improved drainage to the existing grass pitch, addition of a flood lit pitch, tennis courts, improved car parking, accessibility and community facilities. South Norfolk Council will also be looking at how sports facilities within secondary schools can be best utilised (when the schools are closed) in particular for the benefit of minority groups.

The Community Governance Review saw boundary changes for all wards except Hingham and Deopham.

South Norfolk Council are sharing more some management posts with Broadland District Council and now share 3 senior planning officers, and are looking to amalgamate the HR and IT departments for both Councils.

Cllr Bendle thanked the Town Council for submitting a response to the Greater Norwich Development Plan consultation

10. County Councillor's report

County Cllr Dewsbury was not present at the meeting.

11. Planning Decisions

- 11.1 2018/0329 - 37 - 39 Hardingham Road Hingham Norfolk NR9 4LX

Discharge of conditions 6 of planning permission 2017/2510/F - (6) - timing of shift changes - Approval of details - Approved

- 11.2 2018/0109 - 49A Admirals Walk Hingham NR9 4JL
T1 - English Oak. Reduce the lowest branch growing towards the rear of the property to approx 6m, remove regrowth from the point of the old pruning point. Crown raise to 4m over the neighbours drive. - Approval with Conditions
- 11.3 2017/2330 - Engineering Works Watton Road Hingham Norfolk NR9 4NN
Outline Planning Permission - 2 Dwellings - Approval with Conditions

12. Planning Applications

(as notified by SNC for consultation)

- 12.1 2018/0543 (and 2018/0542)- Seamere Seamere Road Hingham Norfolk NR9 4LP
Erection of new single storey rear extension and alterations**
The Council agreed to recommend approval
- 12.2 2018/0531 - 7 The Fields Hingham Norfolk NR9 4JG
Proposed single storey rear extensions**
The Council agreed to recommend approval
- 12.3 2018/0271 - 13 The Fairland Hingham NR9 4HN
Replacement of three sash windows to front elevation**
The Council agreed to recommend approval

(other applications where the Town Council is not a consultee) – None

13. Confirmation that Hingham Town Council were successful in their bid for (NCC) Parish Partnership funding to improve the Public Right of Way footpaths no's 1 and 8

The Clerk confirmed that the application for Parish Partnership 50/50 funding (based on £7400 contributions from both Norfolk County Council and Hingham Town Council) was successful, and the next step was to obtain land owner permission for the improvements to take place.

14. To receive and update on highway issues (advertising signage and disability access issues)

The Clerk advised that she and Cllr Shingfield had met with the Highway Engineer to discuss the placement of advertising signs on the highway, in particular on Church Street opposite Bond Street. The Highways engineer did not consider this an appropriate place (on the path) to put an A board. It was suggested that the area where the bike racks are currently located could be utilised for the placement of a planter, which could also be used for advertising. The highways Engineer spoke privately with the proprietor of the Bond Street shop regarding this matter.

With regard to access issues on some pavement, the Highways engineer agreed to paint white lines to "protect" the dropped kerbs on the new Market Place pavement (to try to prevent them being blocked by parked cars) and agreed to install dropped kerbs either side of Pottles Alley on Bond Street. The Highways Engineer also advised that the removal of the grass strip from the Fairland (between the pavement and road on the north green) could only be considered if and when there was some "spare" budget available.

15. Proposal to respond to the consultation on the Hingham Post Office opening hours

The Council agreed to submit a response and agreed it would be preferable to have the post office services available whenever the shop (Harrods of Hingham) was open. The Chairman is to respond.

16. To agree the asset register for year ending March 2018

A copy of the updated asset register was forwarded to all Councillors prior to the meeting, with the additions for purchases made in 2017/18 and any items removed that were broken beyond repair. The Asset register was agreed (see Appendix B).

17. To discuss the Hingham Playing Feld Association proposals regarding an Anti Dog Fouling campaign (ref: Keep Britain Tidy posters)

The cost of the posters (as produced by the Keep Britain Tidy Campaign) was discussed. The campaign package includes the campaign guidance pack, and A3 glow-in the dark correx signage at £25 +VAT per sign with a minimum order of 10. It was considered that the cost was too high for the product and therefore the Council did not agree to fund the purchase of the signage.

18. A reminder of the Annual Town Meeting on 17 April 2018 – all reports to be received by the Clerk by 06th April 2018 please.

Noted

19. To receive an update on the Public Toilets

The Clerk advised that she had purchased a mobile phone as a contact number to be displayed on the sign for the public toilets. The Clerk also advised that she was chasing South Norfolk Council for some snagging issues to be resolved, (lighting sensors, a broken door lock and ill-fitting toilet seat in the disability accessible toilet).

South Norfolk Council had advised that the transfer papers were not complete and were suggesting that the Town Council agree to a Tenancy at Will in the interim (the proposed agreement was forwarded to all councillors prior to the meeting). The Council did not agree to the Tenancy at Will and request that the transfer documents be provided in time for consideration at the next Town Council meeting .

FINANCE**20. To receive the draft minutes of the Finance Committee meeting of 20 March 2018**

The draft minutes from the Finance Committee meeting were forwarded to Councillors (see Appendix C)– and will be agreed at the next meeting of the Finance committee

21. Accounts for Payment

ACCOUNTS FOR PAYMENT 03 APRIL 2018				
CHEQUE NO	TOTAL	PAYEE	DETAILS	VAT
103796	£728.17	D RAMM	WAGES (726.18)	
			Binbags (1.99)	£ 0.33
103803	£850.07	A DOE	WAGES (827.08)	
			MOBILE PHONE (£22.99)	
103804	£565.25	EON	STREET LIGHT ENERGY	£ 94.21
103805	£294.19	K AND M LIGHTING SERVICES LTD	MAINTENANCE CONTRACT	£ 49.03
103806	£52.79	EUROFFICE	TOILET PAPER	£ 8.80
103807	£470.36	HMRC	TAX/NI	
103808	£72.00	B FOREMAN	WAGES ADMIN	
103809	£11.18	ANGLIAN WATER	FAIRLAND STANDPIPE	
103810	£10.52	ANGLIAN WATER	CEMETERY STANDPIPE	
103811	£130.00	LONGWATER GRAVEL	CRUSHED ASPHALT FOR LINCOLN HALL DRIVE	£ 21.67
103812	£300.00	K AND M LIGHTING SERVICES LTD	SPRINGFIELD WAY LIGHT	£ 50.00
	£3,484.53	TOTAL		
			TOTAL VAT	£ 224.04

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

The following items will require discussions regarding employees of the Council and are therefore confidential

It was proposed and agreed to exclude the public for agenda items 23-26. The public were asked to leave.

23. To receive an update regarding matters relating to the staff pension scheme

The Clerk advised that the changes to the pension contributions are as follows:

Date	Employer minimum contribution	Total minimum contribution
Employer's staging date to 05/04/18	1%	2% (including 1% staff contribution)
06/04/18 — 05/04/19	2%	5% (including 3% staff contribution)
06/04/19 onwards	3%	8% (including 5% staff contribution)

The Clerk also advised that due to the increase in paid hours for the Clerks role it now qualified for auto enrolment into the pension scheme.

24. The receive an update regarding changes to the National Living Wage/Minimum Wage

The Clerk advised that the changes to the Minimum/National living wage were as follows:

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
April 2017 (current)	£7.50	£7.05	£5.60	£4.05	£3.50
April 2018	£7.83	£7.38	£5.90	£4.20	£3.70

25. Conclusion of the review of the Contract of Employment – for the Handyman/Gardener/Cleaner

The draft contract was circulated to all Councillors prior to the meeting – the changes proposed were agreed.

26. To discuss and agree a Job Description for the Cleaner (Public Toilets)

The draft job description was circulated to all Councillors prior to the meeting and agreed at the meeting.

The meeting ended at 9.30pm

SignedChairman 01 May 2018

	Update
	URGENT ACTION NEEDED FOR SAFETY REASONS
	The Clerk has ordered 3 tonnes of crushed aggregate (delivery 04.04.18 – cost £130.00 delivered including VAT) to fill holes on the driveway to the Lincoln Hall/Library, a resident had fallen due to a pot hole. This is an interim measure until a longer term solution is undertaken
Min:	Matters Arising From the minutes of the meeting on March 2018
3.1	Safety concerns regarding the Bus stop (and overtaking traffic) on Norwich Road by the pedestrian Island – the request to Norfolk County Council to look into the safety concerns raised and to consider moving the bus stop has been chased, as yet there has been no response from the relevant officer .
3.4	The Clock is now working – as a new “temporary” mechanism has been installed – A more heavier duty mechanism of the same design could be considered if the design proves to be successful
13	The Clerk and Cllr Shingfield met with the Highway Engineer on 12.03.18 (update on the agenda for 03.04.18)
14	Replacement Trees on the Fairland – a letter has been sent to SNC requesting that the Council be permitted to plant smaller trees than stipulated on the planning decision notices – the letter quoted previous advise given by SNC (dated) 1979 to plant replacement trees in readiness for the felling of the mature oaks, and that so far 3 trees have already been planted.
15	Ravencroft have been asked to carry out the tree survey in 2018
16	Maintenance of the Lincoln Hall driveway – a plan of the area to be resurfaced needs to be drawn up and photographs taken for quotations to be obtained – In the meantime – The Clerk has ordered 3 tonnes of crushed aggregate to fill holes on the driveway to the Lincoln Hall/Library, a resident had fallen due to a pot hole. This is an interim measure until a longer term solution is undertaken
17	Response to the Greater Norwich Local Plan consultation – the Chairman collated any responses received from Cllrs, the response to the consultation was sent to the GNLP team (and an acknowledgement of receipt received), and copied to District Cllr Bendle and County Cllr Dewsbury
18	Public Toilet update on the agenda for 03.04.18

19	Greenacre Road - a reminder that Greenacre Road is access only has been included in the Clerks report for the parish magazine.
20	The meeting of the Finance Committee took place on 20 March 2018
23	<p>Confirmation has been sent to the Luisa Cantera regarding acceptance of her tender to undertake the Internal Audit Y/E 31.03.18 the Clerk is to meet Luisa in May</p> <p>NB – PKK Littlejohn –the appointed external auditors have advised (via email) that “From this year onwards, access to the Annual Governance and Accountability Returns and instructions is being provided through email links”. – email forwarded to Councillors</p>
	Other Updates
	Lincoln Hall request to re-site the car park sign – the Chairman is to arrange a meeting with the Lincoln Hall secretary an update the council accordingly
	The 4 bicycle racks have been received
	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.
	GCM group have undertaken much of the tree work – the Rowan in the Market Place has been felled and work to remove the deadwood in the oak trees have been undertaken in the cemetery and on the Fairland, some of the yew trees on the churchyard have been reduced with some still needed to be done and removal of a tree in the Watton Road hedge line on the Playing field is still outstanding.
	<p>Extension to 20mph speed limit – The Fairland - The new speed limit came into effect in September 2017. The new flashing speed sign had been installed but not turned on – as - it was assumed (by the Clerk and the manufacturer) that the Speed limit was not yet in force as no other 20mph signage had been installed. On requesting an update from NCC, the Clerk was advised that the 20mph signs had been installed and the 30mph signs had been removed. The Clerk advised NCC that this was NOT the case - and the work to complete the project had not been done – therefore there was nothing to indicate that the Fairland was now in a 20mph speed limit. NCC have advised that the signage had been ordered last year and this will now be chased.</p> <p>The Clerk has chased this again following 2 recent accidents at the “Fairland Crossroads”</p>
	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 th April, but is not able to – further dates have been suggested
	- Churchyard/Cemetery –
	Awaiting contact from the builder with regard to undertaking the repairs to the churchyard wall following the damage from the car.
	The following permissions remain outstanding from the Archdeacon Straightening of the
	- leaning memorial stone –

	Fixing of the curved wall by the Attleborough Road entrance – (this will be investigated after the heating works have been undertaken)
	The Street Lighting Contractor has been asked to visually inspect lighting stock and advise of any defects found (even those previously reported) and to give the defects a risk indicator. The contractor has sent a quotation for the replacement of 3 concrete columns on Hardingham Street and 4 of the old painted green columns (2 have been omitted -) the quotation is to replace with galvanised columns - Quotations are being sought to replace the 6 green street light columns with Victorian style columns. Quotation is also being sought for the replacement of the street light that was knocked down on Hardingham Road –

OUTSTANDING ISSUES

Discretionary policy regarding cemetery fees and investigation into the future provision of a cemetery to be completed by the working party
Some remedial work has been carried out to the Skate Park – SNC have been contacted regarding suitable companies who may be able to advise and quote on refurbishment of the skate park. – Awaiting advice from SNC
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
Review/update of the Handyman’s contract – to be completed, this will need to incorporate the cleaning of the toilets
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 on 02/04/2018

Crime Figures – February 2018
Reported on or near –
Hardingham Street - Violence and sexual offences(1)
Lonsdale Crescent – Public Order (1)
Admirals Walk - Vehicle crime (1)
Norwich Street - Violence and sexual offences (2)

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

APPENDIX B – ASSET REGISTER Y/E 31.03.18

Removed during year	Added during year	added during last financial year	ASSET REGISTER - HINGHAM TOWN COUNCIL						Mar-16	Mar-17	Mar-18
			(register updated year ending March)								
			Maintenance register / record								
Description			Site	Acquired	Value (2015)	Custodian	VALUE 2016	VALUE 2017	VALUE 2018		
Filing cabinet			scrapped beyond repair 2016		1.00	Clerk					
Filing Cabinet			Vice Chairs Office	2016		Town Council	97.99	97.99		£97.99	
Laptop computer			Clerk's office	2010	340.00	Clerk	340.00	340.00		£340.00	
Laptop computer			Cemetery officer	2015	225.00	Cemetery officer	225.00	225.00		£225.00	
Memory Sticks			Clerks Office	2017		Clerk		9.50		£9.50	
Scanner/printer			2015 scrapped beyond repair								
Fairy lights @ 8.97 each			Clerks Office	2016		Clerk	35.88	35.88		£35.88	
Litter pickers @ 4.96 each			Clerks Office	2016		Clerk	24.80	24.80		£24.80	
Hi Vis vests Large @ 2.79 each			Vice Chairs Office	2016		Town Council	16.75	16.75		£16.75	
Hi Vis Vests XXL @ 1.59 each			Vice Chairs Office	2016		Town Council	6.37	6.37		£6.37	
Hi Vis Vests Medium @ 1.59 each			Vice Chairs Office	2016		Town Council	6.37	6.37		£6.37	
A Frame Clip Display Boards @ 40.03 each			Vice Chairs Office	2016		Town Council	80.06	80.06		£80.06	
Pump Pot Flasks @ 29.90 each			Vice Chairs Office	2016		Town Council	59.98	59.98		£59.98	
Buckets @ 2.49 each			Lincoln Hall Room	2016		Town Council	14.94	14.94		£14.94	
Banner			Lincoln Hall Room	2017		Town Council		48.12		£48.12	
Banners (Christmas) @ 46.73			Lincoln Hall Room	2017		Town Council		186.92		£186.92	
Camping lights @10.66			Lincoln Hall Room	2017		Town Council		127.90		£127.90	
Camping lights @5.75each			Lincoln Hall Room	2017		Town Council				£69.00	
strip lights @5.50			Lincoln Hall Room	2017		Town Council				£22.00	
100m electric cable			Lincoln Hall Room	2017		Town Council		£118.75		£118.75	
Sanibins @ 21.99 each			Public Toilets	2017		Town Council		65.97		£65.97	
SAM2 Sign + Attachments			Clerks Office or on site	2017		Clerk		3431.00		£3,431.00	
Padlocks for SAM			Clerks Office or on site	2017		Clerk		9.57		£9.57	
Playing field			Watton Road	1984	40000.00	HPFA (leased to)	40000.00	40000.00		£40,000.00	
Skatepark equipment			Watton Road	2004	44300.00	Town Council	44300.00	44300.00		£44,300.00	
Fence round skate park				2004	4242.00	Town Council	4242.00	4242.00		£4,242.00	
Skatepark sign			Watton Road Playing Field	2017		Town Council		49.99		£49.99	
Litter bin			Watton Road Playing Field	2004	192.00	Town Council	192.00	192.00		£192.00	
Dog waste bin			Watton Road Playing Field		75.00	Town Council	75.00	75.00		£75.00	
Cemetery			Attleborough Road	2003	350.00	Town Council	350.00	350.00		£350.00	
Shed			Attleborough Road		1.00	Town Council	1.00	1.00		£1.00	
Compost bins			Attleborough Road		1.00	Town Council	1.00	1.00		£1.00	
Dog Waste bin			Attleborough Road		75.00	Town Council	75.00	75.00		£75.00	
Rails round ashes site			Attleborough Road	2005	750.00	Town Council	750.00	750.00		£750.00	
Gates to old cemetery			Attleborough Road	2009	2142.00	Town Council	2142.00	2142.00		£2,142.00	
Waterbutt/stand/parts			Attleborough Road	2016		Town Council	70.25	70.25		£70.25	
Lectern			Attleborough Road	2016		Town Council	55.24	55.24		£55.24	
Entrance Sign			Attleborough Road	2016		Town Council	460.00	460.00		£460.00	
Market Place Green			Market Place		1.00	Town Council	1.00	1.00		£1.00	
Village Sign and post			Market Place green		750.00	Town Council	750.00	750.00		£750.00	
Notice Board			Market Place	2008	1198.00	Town Council	1198.00	1198.00		£1,198.00	
Notice board			Market Place		1.00	Town Council	1.00	1.00		£1.00	
Grit / salt bins			Market PlaceChurch Street	2010	334.40	Town Council	334.40	334.40		£334.40	
Dog Waste bin			Market Place/Church Street	2008	91.00	Town Council	91.00	91.00		£91.00	
Victorian style street lights			Market Place	2006	4900.00	Town Council	4900.00	4900.00		£4,900.00	
Litter Bin			Market Place		432.00	Town Council	432.00	432.00		£432.00	
Bus Shelter			Market Place		1.00	Town Council	1.00	1.00		£1.00	
Defibrillator			Market Place bus shelter		1.00	Town Council	1.00	1.00		£1.00	
Metal seats			Market Place	2006	893.00	Town Council	893.00	893.00		£893.00	
Clock			St Andrews Church		100.00	Town Council	100.00	100.00		£100.00	
Lockable bollard					120.00	Town Council	120.00	120.00		£120.00	
Cycle Racks @ £228.15 each			Various	2018		Town Council				£912.60	
Fairland green			The Fairland		1.00	Town Council	1.00	1.00		£1.00	
Victorian style street lights			Fairland green	2010	6286.00	Town Council	6286.00	6286.00		£6,286.00	
Notice board			Fairland green	2008	1198.00	Town Council	1198.00	1198.00		£1,198.00	
Litter Bin			Fairland green	2006	195.00	Town Council	195.00	195.00		£195.00	
Seats			Fairland green	2008	1852.00	Town Council	1852.00	1852.00		£1,852.00	
Bus shelter			The Fairland	2016		Town Council	9639.47	9639.47		£9,639.47	
Painted steel tree guards			The Fairland	2017		Town Council				£260.00	
Dog Waste bins	one scrapped 2017		Fairland/footpath to Rectory Gardens		150.00	Town Council	150.00	150.00		£75.00	
Wheeled strimmer				2013	494.00	Hingham Society	494.00	494.00		£494.00	
Digital projector			during 2015 scrapped - beyond repair	2010	421.00	Carol Harris					
Grit/salt bins			Greenacre Road/Hall Lane/Hardingham St	2009	502.00	Town Council	502.00	502.00		£502.00	
Grit / Salt bins			Ringers Lane/Bond Street/Hall Lane	2010	557.00	Town Council					
1 old grit bin scrapped 2016 leaving 2@ 185.67 = 371.33							371.33	371.33		£371.33	
New Heavy Duty Grit bin Ringers Lane				2016			159.30	159.30		£159.30	
Grit / Salt bins			Bears Lane/Rectory Gdns/Lincoln Ave	2012	538.00	Town Council	538.00	538.00		£538.00	
Victorian Style street light columns			Bond Street	2014	2304.00	Town Council	2304.00	2304.00		£2,304.00	
Painted steel street lights columns					1.00	Town Council	1.00	1.00		£1.00	
Galvanised columns				various	12237.00	Town Council	12237.00	12237.00		£12,237.00	
Dog waste bins	2 scrapped 2017			various	380.00	Town Council	380.00	380.00		£228.00	
Finger pointer arms				2013	1320.00	Town Council	1320.00	1320.00		£1,320.00	
Litter bins				various	780.00	Town Council	780.00	780.00		£780.00	
Seats - Metal				various	750.00	Town Council	750.00	750.00		£750.00	
10 string Christmas tree lights cable and t bar cc			Lincoln Hall Room			Town Council		194.17		£194.17	
Illuminated christmas tree star			Lincoln Hall Room	2017		Town Council				£37.98	
Christmas tree lights					150.00	Town Council	150.00	150.00		£150.00	
Wheelbarrow			Scrapped 2017 (handyman purchased his own to rep		60.00	Mr Ramm	60.00	60.00			
Brooms			Scrapped 2017 (handyman purchased his own to rep		20.00	Mr Ramm	20.00				
Signs (cemetery/skatepark)				2005	215.00	Town Council					
skate park sign has been removed (during 2015) - small cemetery sign stil in situ							107.50	107.50		£107.50	
Leaf Blower				2014	195.00	Mr Ramm	195.00	195.00		£195.00	
Paul Revere Pewter Bowl			GIFT			St Andrews Church PCC		GIFT		GIFT	
Total Value of Assets					£132,124.40		£142,134.63	£146,356.52		£147,371.10	

*HINGHAM TOWN COUNCIL
DRAFT MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE
HELD ON TUESDAY 20 MARCH 2018.*

PRESENT

Cllr Eldridge (Chairman)

Cllr Dore

Cllr Riley

Cllr Chan

Cllr Bendle

Clerk – Alison Doe

No members of the public were present

- 1. Apologies for absence – were received from Cllr Bendle.*
- 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 21 November 2017.
The minutes were agreed as correct and signed by the Chairman*

5. Matters arising from the minutes of the meeting of 21 November 2017.

MIN 6. The Clerk confirmed that the figure for the Council Tax Support grant from South Norfolk Council had been reduced slightly less than was expected – (by 45.84% from £1861 in 2017/18 to £1008 for 2018/19 – it was anticipated as advised by SNC in November 2017 that the cut would be 49.4%)

6. To undertake a review of the budget 2017/18 - incorporating suggestions for the reserve policy figures for 2018/19

With reference to :

Appendix A – (Expenditure) Payments made against the 2017/18 Budget (exc.VAT)

Appendix B – (Expenditure) Other payments made in 2017/18 – (exc.VAT) Not accounted for within the 2017/18 Budget

Appendix C – (Income) Receipts against the 2017/18 Budget and other receipts not accounted for within the 2017/18 Budget

The Clerk advised that the budget information was still draft and would be completed after the end of March 2018.

The budget and significant overspend and underspend on various items was discussed. The Clerk confirmed that the overspend on the figure for the standpipes/water was due to the upgrade of the Fairland Standpipe and the overspend on the Hall Hire was due to the hiring of the small storage/committee room, and that this had now been budgeted for in 2018/19. It was agreed that the fee for the hire of this room should be shown as a separate figure in the 2018/19 budget. The Clerk also advised that there was an underspend in the figures for the payment to the Community Car Scheme and for the ongoing tree work as invoices for these had not yet been received. The Clerk suggested that such underspends (where an invoice was still outstanding for 2017/18) be allocated into a designated reserve to which the invoices could be apportioned when they arrive and are paid. It was agreed that should happen, and that the Clerk is to adjust the other reserve figures appropriately for a draft version of the 2018/19 reserves to be discussed by the Finance Committee at a later date.

7. To undertake the internal financial check.

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 Finance Committee meeting ended at 8.20pm