

HINGHAM TOWN COUNCIL

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL ON TUESDAY 03 DECEMBER 2019 IN THE LINCOLN HALL

PRESENT

Cllr Eldridge – Chairman

Cllr Amey, Cllr Dore, Cllr Dunnett, Cllr Field, Cllr Shingfield, Cllr Sykes

Clerk – A Doe

There were 6 members of the public present including County Cllr Dewbury

1. **Apologies for absence** were received from Cllr Foord and District Cllr Bendle
2. **Introduction of newly Co-opted Councillor**
The Chairman introduced Emily Field as the newly co-opted Councillor and welcomed her on to the Council.
3. **Signing and Delivery by newly Co-opted Councillor of the Acceptance of Office forms**
Cllr Field signed the Acceptance of Office form at the meeting, which was then given to the Clerk.
4. **Public participation session - (15 minutes) (Members of the public may make a statement or ask a question of not more than three minute's duration).**
 - 4.1 A member of the public commented on how nice the town Christmas tree looked. The Chairman thanked Cllr Shingfield for helping to collect the tree and the Clerk for helping to decorate it, thanks were also offered to the children of Hingham Primary School for making the Christmas decorations for the tree.
5. **To consider any applications for co-option onto the Town Council**
One resident present at the meeting advised that they were interested in becoming a Cllr but were undecided, and asked to be persuaded. Cllrs advised that attending Council meetings is only part of being a Cllr. Cllrs may also represent the Council on other committees and that the Council although having limited powers it does liaise with other authorities, such as Norfolk County Council, South Norfolk Council and the Police. The resident asked if the Council wanted to have new ideas and innovations brought forward, and was advised that this was part of being a Cllr. The resident then went on to express concerns regarding climate change and air pollution and cars left idling by the school and at residents' properties.

The Clerk confirmed that another resident had made an enquiry via email regarding becoming a Cllr, but had not made further contact.
(Cllr Sykes excused herself from the meeting at 19.42 as she was unwell)
6. **Accuracy of the Minutes of the Town Council meeting of 05 November 2019**
The minutes were agreed as correct and signed by the Chairman.
7. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
Cllr Eldridge declared an interest in agenda item 23.
8. **To agree a Chairman to preside over any agenda items of this meeting, if both the Chairman and Vice Chair are unable to preside due to (agenda item 1) Apologies for absence and /or (agenda item 7) Declarations of interests**
It was agreed that Cllr Dore should Chair agenda item 23.

9. Matters arising from the Minutes of 05 November 2019 (written Clerks report circulated prior to the meeting see appendix A)

Thanks were offered to Cllr Shingfield for moving the new grit bin to Church Street. The Clerk advised that she would see if the anti-speeding group had a sticker that they could place on the grit bin.

10. Working party reports

There had been no working party meetings and was therefore no reports.

11. Reports from representatives on external bodies

- 11.1 Cllr Dunnett advised that the Hingham Charity would like to hear of anyone in need of a donation this year.
- 11.2 Cllr Dore advised that she had attended a Norfolk ALC Well-being Task & Finish Group meeting, regarding town buses. Councils were asked for ideas regarding climate change and several suggestions were made, including reducing the impact of the school run by the introduction of “walking buses”, other suggestions included the use of electric buses and having more park and ride facilities, but further away from the city. Cllr Dore advised that street lighting/LED lighting was also discussed.

12. General Correspondence (information/circulars etc)

- 12.1 **Have your say on division boundaries for Norfolk: Extension until 11th February 2020**
- 12.2 **Norfolk County Council – Changes to bus services**
- 12.3 **Norfolk Constabulary - HINGHAM, DEOPHAM & WICKLEWOOD Newsletter**
- 12.4 **Norfolk Constabulary – Rogue Trader Alerts**
- 12.5 **South Norfolk Help Hub Bulletin**
- 12.6 **Norfolk ALC Compliance with website accessibility regulations for Norfolk ALC provided council websites**
- 12.7 **Norfolk ALC Bulletin**
- 12.8 **Power for People.org - Request to support the Local Electricity Bill**

13. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc.)

None

14. To discuss and agree any required responses/actions in relation to any item(s) of correspondence

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| 14.1 | Ref 12.8 | Power for People.org - Request to support the Local Electricity Bill – it was proposed and agreed to support this bill |
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15. District Councillor's report

District Cllr Bendle was not present at the meeting.

16. County Councillor's report

County Councillor Dewsbury advised that there was not a lot to report due to “purdah” (prior to the general election). She advised that there had been a passing out parade for the Fire Services new recruits.

17. Planning Decisions

- 17.1 2019/2142 - Two storey extension to rear of property
7 Low Road Hingham Norfolk NR9 4NG - Approval with Conditions
- 17.2 2019/2062 - Beech tree, reduce the branches over hanging out-building from 6m to 4m to clear the roof by 2 meters.
Quorn House 10 Market Place Hingham NR9 4AF - No objections
- 17.3 2019/1946 - Proposed dropped kerb to allow a driveway with turning area at front and rear of property
27 Norwich Road Hingham NR9 4LS - Approval with Conditions
- 17.4 2019/1855 - T13 Lime - reduce height by 4 metres from approx 18m to 14m.
1 Lonsdale Crescent Hingham NR9 4ND - Approval with Conditions
- 17.5 2019/1840 - oak tree - reduce crown on west side from 10m to 6.5m
10 Chapel Street Hingham NR9 4JH - Approval with Conditions
- 17.6 2019/1846 - (T1) Sycamore - to reduce all branches (NSEW) by approx 2m and crown lift to approx 6m from ground to first branch by removing secondary branch work only.
1 Hardingham Street Hingham Norfolk NR9 4JB - Approval with Conditions

18. Planning Applications (as notified by SNC for consultation)

- 18.1 2019/2153 and 2019/2154 - Location: 2 Chapel Street Hingham NR9 4JH**
Proposal: Remove existing outbuilding and replace with a single storey shed
Application Type: Householder and listed building consent
The Council agreed to recommend approval
- 18.2 2019/2263 - Location: 3 Lonsdale Crescent Hingham Norfolk NR9 4ND**
Proposal: Single storey side extension with pitched roof and internal alterations
Application Type: Householder
The Council agreed to recommend approval
- 18.3 2019/2247 - Location: Quorn House 10 Market Place Hingham NR9 4AF**
Proposal: Removal of plasterboard and coving on both sides of alcoves in main bedroom and reinstatement of original walls and period appropriate coving.
Installation of period appropriate non-functioning fireplace
Application Type: Listed Building Consent
The Council agreed to recommend approval

- 19. (other planning applications where the Town Council is not a consultee – for information only)**
NONE

(ITEMS 20-24 FINANCE)

- 20. To receive the draft minutes of the Finance Committee meeting of 19 November 2019 – including the budget monitoring figures April to September 2019 (see Appendix B)**

A copy of the draft minutes was circulated to all Cllrs prior to the meeting, the Clerk confirmed that the draft minutes from the Finance Committee meeting would be agreed at the next

Finance Committee meeting. No comments were made regarding the budget monitoring figures.

21. To receive a copy of/and make comments on the proposed draft budget for 2020/21 as produced by the Finance Committee (the 2020/21 budget will be finalised at the meeting on 07 January 2020)

The Clerk advised that she would need to adjust the figures to increase the amount included in the budget for staff costs, to account for a possible rise in hourly rates as per any changes (as negotiated and confirmed by NALC) to the Local Government Pay Scales. The proposed (by the Finance Committee) annual grant to Norfolk Citizens Advice of £600 also needed to be included in the draft budget figures. The draft budget will be discussed by the Council at the January meeting where the 2020/21 budget will be agreed and the precept figure will also agreed.

22. Proposal to invite tenders for an internal auditor for (2019/20) financial year-end audit

It was agreed to invite tenders for an Internal Auditor for (2019/20) financial year-end audit.

23. To discuss the recommendation by the Finance Committee to award a grant/donation of £400 to Norfolk Citizens Advice

The Finance Committee recommended to the Council that a grant/donation of £400 should be made from the 2019/20 grants/donations budget, (following a request from Norfolk Citizens Advice for funding). It noted that historically a grant of £600 was given annually to Citizens Advice as the service is used by people of Hingham. It was agreed by the Council to award the £400 grant/donation for 2019/20.

24. To approve Accounts for Payment (as below and any additional invoices received)

The Clerk confirmed that since the agenda had been published she had received invoices from TTSR Ltd for grass cutting and from the Lincoln Social Centre for hire of the hall and the storage room. The accounts for payment were agreed (as below) and the cheques signed.

| ACCOUNTS FOR PAYMENT 03 December 2019 | | | | | |
|---------------------------------------|------------|--|------------------------|--|--------|
| cheque number | TOTAL | | PAYEE | DETAILS | VAT |
| 104008 | £ 1,663.42 | | D Ramm | wages £1647.14 | |
| | | | | cleaning products 11.30 | 1.57 |
| | | | | binbags 4.98 | 0.83 |
| 104009 | £ 1,267.69 | | A Doe | wages (£1173.59) | |
| | | | | toilet roll (28.34) | 4.72 |
| | | | | craft for tree decs/laminating (£65.79) | 10.96 |
| d debit | £ 130.07 | | NEST (D/DEBIT) | PENSION | |
| 104010 | £ 240.00 | | Cozens UK Ltd | LIGHTING MAINTENANCE | 40.00 |
| 104011 | £ 115.31 | | XEROX FINANCE | PRINTER LEASE | 18.49 |
| 104012 | £ 12.07 | | ANGLIAN WATER BUSINESS | FAIRLAND | |
| 104013 | £ 638.36 | | EON | STREET LIGHT ENERGY | 106.39 |
| 104014 | £ 161.00 | | SLCC MEMBERSHIP | | |
| 104015 | £ 350.00 | | LINCOLN SOCIAL CENTRE | ROOM AND HALL HIRE | |
| 104016 | £ 2,967.29 | | TTSR LTD | GRASS CUTTING | 494.54 |
| | | | | | |
| TOTAL | £ 7,545.21 | | | TOTAL VAT | 677.50 |

25. To confirm that the newly co-opted Councillor has received a copy of the Good Councillor Guide, Code of Conduct, Standing Orders and Financial Regulations.

Cllr Field confirmed that she had received electronic copies the Good Councillor Guide, Code of Conduct, Standing Orders and Financial Regulations.

26. For the newly Co-opted Councillor to receive the “Registration of Pecuniary and Other Interests” forms - which must be completed, signed and returned to the Clerk by 31 December 2019

A paper copy of the form was given to Cllr Field at the meeting and the Clerk asked for Cllr Field to advise when the form was complete so that arrangements could be made to collect/deliver it in time for it to be forwarded to South Norfolk Council.

27. To discuss/agree a response to the Norfolk Fire and Rescue Service’s draft Integrated Risk Management -Plan (IRMP) for 2020-2023. – consultation

The following points were raised with regard to the submission of a response to the consultation:

- It was noted that proposal 4 (maintain specialist water rescue capability) should be supported, as Norfolk is (in general) low lying with an abundance of water courses (and large stretches of coast line). Also the weather is seemingly becoming more “severe” and with “global warming”, occurrences of heavy rainfall and flooding may become more frequent.
- Proposal 3. (Provide Co-responding) should be supported provided that it is not seen as a replacement for the efficient and timely deployment of the ambulance service in a medical emergency. Medical emergencies are varied and often complex with (for example) underlying medical conditions that could impact on the treatment required. It was noted that the local fire station personnel have recently helped in a medical emergency at the local shop while awaiting the ambulance service.
- Proposal 1. (Strengthen community fire protection services), it was suggested that the Council should welcome opportunities to work with the local fire station personnel to try to ensure that more local households have adequate fire prevention and home fire risk checks and the Council may be able to work jointly with the fire service and fire safety volunteers to run local training and information days for the community covering things such as, use of the town’s defibrillator and home safety.
- Proposal 2. (new concept of operations) and Proposal 5. (Change the way performance is measured against emergency response standards – to follow national standard), should be supported as these would hopefully ensure that the correct degree of service, vehicle number and type and personnel are available to provide the best level of service available.

Cllrs are to forward any further thoughts to the Clerk in time for a submission to be made by 10th December.

28. To discuss/agree the details of the bid for Norfolk County Council Parish Partnership funding –project - Fairland Crossroad feasibility study.

A copy of the draft bid was forwarded to Cllrs prior to the meeting. Cllrs asked for concerns regarding difficulty for pedestrians to cross the road at the Fairland Crossroads (B1108 and Attleborough Road) and the concerns regarding parking on the Dereham Road part of the Fairland (close to the crossroad junction) to be added to the bid document. The Clerk will add these concerns to the bid document prior to its submission by December 6th.

29. To consider/discuss the following proposals regarding footway lighting

It is proposed that:

- a) a condition survey is undertaken of each of the footway lights owned by Hingham Town Council
- b) advice is sought regarding the conversion of the footway lights to LEDs
- c) quotes are obtained for the conversion of the lights to be converted to LEDs and sources of funding explored to enable the council to assess the feasibility of converting all its footway lights to LEDs

It was noted that a condition survey had been proposed some time ago but was voted against. It was also advised that there are still approximately 33 concrete columns remaining that were installed in the 1960's and the Council has 15 LED's currently. It was also noted that the existing lighting stock (non LED) is of different types, (i.e not a standard type for all columns). It was suggested that LED's are more reliable and should therefore reduce the cost of maintenance as well as electricity costs.

It was confirmed that BEE Anglia (who NALC had suggested as a source of funding for LED's) do not provide funding for Councils, although interest free loans would most likely be available.

It was agreed that a condition survey should be undertaken on the existing footway lighting stock followed by advice and quotations regarding converting/replacing the lights to LED.

30. To discuss the provision of training for Councillors

It was suggested at the previous meeting that the Clerk could give some basic training to Cllrs, which she confirmed she is happy to do if Cllrs can give an idea of what training they require. The Clerk also advised that the Good Councillor guide was a useful source of information.

It was suggested that all Councillors should have some Chairmanship training.

It was also suggested that training on Planning would also be helpful. (The Clerk will enquire with SNC to see if they provide any training).

The Clerk also advised that the NALC website was also a good source of information with legal topic notes/briefings.

31. Proposal to write to the bowls club to ask them to remove their sign instructing players/visitors to use the Fairland green as the bowls club car park

It was agreed to write to the bowls club to ask them to remove the sign.

32. To discuss the request/petition for a new dog waste bin on Greenacre Road/Primrose Road
(petition was presented to the Council in June 2019 – following the Council's decision against a request for such a dog waste bin in April 2019 -6 months have elapsed allowing this to now be placed on the agenda)

It was noted that the cost of the emptying the dog waste bins by South Norfolk Council will only increase. The Clerk confirmed that she had not received any further complaints regarding dog fouling in the Primrose Road area. It was also noted that residents should report instances of dog fouling to South Norfolk Council and it would be a deterrent if SNC were to prosecute offenders. It was agreed by the Council that their position had not changed and that a new dog waste bin should not be installed.

33. To receive the NALC briefing and template Disciplinary and Grievance procedure for consideration for adoption at the Town Council meeting of 07 January 2020

This was forwarded to all Cllrs prior to the meeting. The Clerk asked for them to take a look at the document prior to the meeting in January.

34. To receive and discuss the response from Norfolk County Council Highways regarding the request for road markings by the pedestrian island, to indicate no parking

The response from the NCC Highway engineer was forwarded to Cllrs prior to the meeting. It was noted that the response was a refusal to install any road markings at the location as they were not (in his view) required or necessary. The Council asked the Clerk to respond to again request road marking, the Clerk asked for Cllrs to obtain any photographic evidence possible of vehicles parking in the vicinity of the pedestrian island to support the request.

35. To propose items for the next agenda (meeting date 07 January 2019)

In addition to the items already noted to be on the January agenda (budget/precept/Disciplinary and Grievance procedure), it was requested that the Council have a discussion regarding Climate Change at the next meeting.

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

The following agenda item contains personal information and is therefore confidential

It was agreed to request that the public leave the meeting.

37. To receive confirmation of compliance with the re-enrolment duties regarding the Work Place Pension Scheme

The Clerk advised that under the workplace pension scheme the employer has an obligation to re-enrol employees not in a pension scheme, every 3 years. She advised that she had re-enrolled herself as per this requirement, and had made the relevant declaration to the Pension Regulator.

The meeting ended at 9.15pm

SignedChairman 07 January 2020

| MIN | Update |
|------------|---|
| | Matters Arising From the minutes of the meeting on 05.11.19 |
| 24 | New bank mandate/cheque signatories Cllr Shingfield and Cllr Amey have completed the required forms – the change of mandate form has been given to the bank for scanning to the mandate team. |
| 26 and 4.3 | Concerns regarding the changes to bus route number 3 and the bus breakdowns/late buses– a letter has been sent to Konectbus (copies to County Cllr Dewsbury) |
| 28 | Tree Survey – A letter has been sent the Hingham Playing Field Association regarding the oak tree in the car park, to be discussed at their next committee meeting. A letter will be sent to the PCC with regard to tree works in the church yard – in time for their next meeting in January. |
| 30 | Santa’s Grotto in now up on the Fairland |
| 31 | The children from Hingham Primary School have made Christmas Tree decorations – and the tree is now up in the Market Place and beautifully decorated - the social media regarding the tree has been very positive and complimentary - |
| 35 | Staff wage review – a letter has been sent to the handyman/cleaner regarding the incremental pay increase |
| 36 | The Church wall –(car park area) – no further contact has been made by the builder following the request by the Clerk for an up to date quotation and notification of the deposit required. |
| | Other Updates |
| | The new grit bin is now in place on Church Street - Thank you to Cllr Shingfield |
| | Renumbering of Street Lights – the Clerk has advised the contractor that a quotation is required, but a definitive list of HTC footway columns is needed first – the list is being worked on by Cllr Dore and the Clerk |
| | The Clerk has agreed to decorate a church window again this year on behalf of the Town Council - this year’s window will be “the three wise men bearing gifts of gold, frankincense and myrrh” - Window display is now in the church |
| | Market Place Payphone – complaint letters to BT, SNC and OFCOM sent – Trevor Holden from SNC had acknowledged the letter and will respond in time for the January meeting BT have are still arguing that the payphone was not a public payphone as it is on Town Council owned land and believed they acted in “good faith” removing the payphone following the email from the planning officer— but have advised that they will “escalate” the complaint. |
| | Moving the litter bin on the Market Place – the Clerk has approached a local company to see if they are able to assist with this, and they have advised that if they can help they will!! |
| | Parking on the Fairland grass - the hedging has been planted – thank you to Cllr Dore, Cllr Eldridge, Cllr Sykes and the Handyman – the entrance remains roped off and is still very muddy– do not park on the grass signs to be priced and a lockable bollard to be investigated - |
| | Extension of Cemetery Driveway and turning circle – The Clerk has spent some time in the cemetery looking at the area that would be required to extend the driveway – the area is very extensive – and the clerk is concerned about the application of such a large area of tarmac – (environmental and cost) |

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| <p>There may be other more appropriate solutions – including a shorter tarmac extension followed by “matting” under the grass surface (and possibly a tarmac path for better pedestrian/disability access), and leaving the existing grass as a driveway over the old cemetery area - advice is needed from a funeral director with regard to vehicles used. The use of the driveway (as in frequency) for funerals is minimal – therefore the grass should not become too worn from being driven on - this requires a lot of further thought to ensure the Council have a cost effective but long term solution for the future use of the cemetery .</p> <p>Need for a bollard to protect a headstone – hedging has been planted to protect the headstone</p> |
| <p>Outstanding work from the last round of tree works - A copy of the relevant pages of the tree survey has been forwarded to the contractor who undertook the tree work (as per their request) so they can compare with the schedule of work they undertook – this has been chased and has been passed to the department manager – chased again – The Contractor has requested a site meeting – the Clerk will try to avoid this and insist that the outstanding work be carried out – still to be resolved –</p> <p>The Clerk has asked for this to be resolved without delay (FAO the manager) either by the work being undertaken or a refund being given - The Manager has not responded !</p> |
| <p>OUTSTANDING ISSUES</p> |
| <p>Church Clock – advice /quotations will be sought in the new year.</p> |
| <p>Talley Alley light - A meeting with the lighting contractor to discuss possible solutions will be arranged</p> |
| <p>Staff/Cllr communication/relationship protocol to be drafted</p> |
| <p>Skate Park surface repairs – the Clerk has spoken with a ground maintenance officer from a local company who has advised that the surface joins could be “banded”. Enquiries to be made with contractors as to feasibility and cost of this suggestion</p> |
| <p>Risk Assessment - improvements to and new draft to be finalised</p> |
| <p>Communications Policy to be finalised</p> |
| <p>Cemetery fees discretion policy Fee discretionary policy to be finalised and brought back to a future Town Council meeting.</p> |
| <p>Re-siting of the Town Council notice board – a suitable place is to be found in the Market Place and an assessment to be made on the usability of the existing notice board if it is possible for it to be moved</p> |
| <p>2 steel liners for the Market Place bins to be ordered – need to re measure the inside of the bin – (liners available at a reasonable price are a slightly different size to the existing ones (by mm’s)</p> |
| <p>“Please do not park on the grass” signs to be priced/depending location of installation of bike racks</p> |
| <p>Commemorative Plaque for the Fairland Bus shelter – To be ordered.</p> |

Report prepared 02.12.19 – does not include Matters Arising when the item is on the forthcoming meeting’s agenda

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| <p>Crime Figures –https://www.police.uk/norfolk/D12/crime – October 2019 on or near Mill Corner – Other Theft 1 The Fields- Violence and sexual offences 1 Lincoln Avenue - Public order 1 Violence and sexual offences 3 Norwich Street - Anti-social behaviour 1 Public order 1 Violence and sexual offences 1</p> |
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Appendix B

HINGHAM TOWN COUNCIL

DRAFT MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 19 NOVEMBER 2019 IN THE LINCOLN HALL.

PRESENT

Cllr Eldridge (Chairman)

Cllr Dore

Cllr Amey

Cllr Sykes

Clerk – Alison Doe

No members of the public were present

1. **Apologies for absence**, Cllr Dunnett was unable to attend as she was attending the meeting of the Hingham charity Committee (as the Town Council representative).
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations.**
Cllr Eldridge declared a non-pecuniary interest in agenda item 7, and asked for a dispensation to be able to speak on this agenda item. This was agreed.
3. **Public participation.**
There were no members of the public present. (n.b the cashbook and budget monitoring spreadsheets were made available for public inspection).
4. **Accuracy of the Minutes of the Finance Committee meeting of 16 July 2019.**
The minutes of the meeting of the Finance Committee meeting of 16 July 2019 were agreed as correct and signed by the Chairman.
5. **Matters arising from the minutes of the meeting of 16 July 2019.**
There were no matters arising from the minutes of the Finance Committee meeting of 16 July 2019.
6. **To undertake the Budget Monitoring (April-September 2019) (see appendix A)**
The Finance Committee considered the figures for payments and receipts April to September 2019. The Clerk confirmed that the income for the toilet cleaning (from SNC) and grass cutting (NCC) allocated in adhoc income was for 2018/19 and was paid late (during April 2019). The Clerk also confirmed that she is to invoice Norfolk County Council for the annual grass cutting payment (2019/20) and the Hingham Playing Field Association for the rent. She also advised that the cleaning income from South Norfolk Council as set in the budget (2019/20) was not applicable as the toilet transfer had taken place since the budget was set, and the commuted sum and renovation money had been received from SNC. The 2019/20 toilet costs will be taken from the commuted sum.
The Clerk also stated that the Cemetery income was quite low as there had not been many interments and none for non-residents for which the higher fees would apply.
7. **To discuss the request for financial support from Norfolk Citizens Advice**
Norfolk Citizens Advice had written to the Town Council to request financial assistance, the Council referred the request to the Finance Committee for discussion and a recommendation. Cllr Eldridge explained the organisational changes that had recently taken place within Citizens Advice, which had resulted in Mid Norfolk branches merging with Norfolk Citizens Advice. During the changes, Citizens Advice lost some funding sources and are now seeking funding to help provide advice to an increasing number of clients. Citizens Advice now offer debt advice and help for Universal Credit applicants, and are seeking to further offer help by additional face to face hours as well as telephone and email advice. It was queried as to how any grant given would specifically benefit people of Hingham. Cllr Eldridge explained that although the money would not be ring-fenced locally by branch, all of the nearby

branches (Attleborough, Dereham, Watton and Wymondham) see clients from the Hingham area, and funding would not only help to keep those (and all) branches running but help to increase the assistance available via telephone and email.

The Clerk confirmed that there was £1010.00 left in the general grants and donations budget. It was agreed to recommend to the Council that a grant of £400 should be given to the Norfolk Citizens Advice (from 2019/20 budget) and that an amount of £600 should be included as a grant for the Norfolk Citizens Advice in the 2020/21 budget, as a separate item to the general Grants and Donations budget.

8. To discuss/receive an update on the bank mandate change

The Clerk advised that she had not received confirmation that Cllr Foord was still agreeable to being a cheque signatory, therefore she had obtained new forms with only Cllr Amey and Cllr Shingfield named as the new cheque signatories.

(Cllr Amey and Cllr Shingfield completed and signed the forms prior to the committee meeting commencing).

9. To undertake the preliminary budget setting for 2020/21 (see appendix B)

The Finance Committee considered the figures for money spent April – September 2019. The Clerk had produced an initial budget suggestion for 2020/21, outlining where the budget figures needed to be increased or could be decreased (on 2019/20 figures).

The Clerk suggested that the budget figure to cover the cost of dog waste bin emptying could be reduced from £600 to £525 to account for the change to once weekly emptying), and to reduce the footway lighting maintenance budget from £4000 to £3000 as savings will be made by using the new contractor. It was also suggested that the following budget figures would need to be increased (See Appendix A for figures):

Handyman's salary, Cleaner's salary and Clerk's salary – to cover changes in the pay scales as advised by NALC, and any incremental rises awarded to employees.

Employer's contributions for NI and Pension - to cover increases in wages.

The issue of the budget for the toilets was discussed, the Clerk provided the expenditure figures to date for the toilets and it was agreed to include the predicted cost of the toilets (1920/21) in the budget, therefore retaining the commuted sum to cover any future unexpected maintenance expense.

The Committee agreed to suggest to the Council that a £600 grant specifically for Citizens Advice should be included in the budget (in addition to the general grants and donations budget).

The footway lighting budget was discussed with regard to replacing the existing (non LED) lighting with LED's to save energy long term – Cllr Dore will forward some information regarding funding to the members of the Finance Committee.

With regard to the figures for receipts – The Clerk suggested removing the figure for rent from the fair as they had not visited Hingham for some time and to include a figure of £20.00 for the CBF investment fund (which it was explained had been set up by relatives to provide funds the upkeep or a grave).

The Clerk suggested increasing the amount of interest expected, from £100 to £150, as although a large proportion of the CIL money had been spent (therefore reducing the amount of money held in the accounts), the "toilet fund" had since been paid and would receive interest on the balance. The Clerk suggested reducing the budget for expected cemetery fees, it is yet to be seen if the opening of the nearby crematorium would decrease the amount of interments taking place in Hingham cemetery, but this is possible.

All of the suggested amendments were agreed by the Committee

The Clerk will check the figure for the Chairman's Allowance with SNC prior to the budget being finalised by the Council in January.

10. 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 meeting ended at 9.20pm

APPENDIX A to DRAFT MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 19 NOVEMBER 2019 IN THE LINCOLN HALL.

BUDGET MONITORING APRIL – SEPTEMBER 2019

BUDGET MONITORING - AGENDA ITEM 6

RECEIPTS - APRIL – SEPT 2019

| 2019/20 Budget as agreed 02 January 2019 | | | |
|---|--|---------------------|-----------------------|
| % OF BUDGET RECEIVED | | budget | |
| | General income not including CIL and EVENTS or VAT REFUNDS | | TOTAL RECEIVED |
| 100.00% | Precept | £67,000.00 | £67,000.00 |
| 157.93% | Interest | £100.00 | £157.93 |
| 42.57% | Cemetery charges | £3,500.00 | £1,490.00 |
| 0.00% | HPFA rent | £100.00 | £0.00 |
| | Rent from Fair | £0.00 | £0.00 |
| | Fee from SNC for cleaning toilets | N/A | n/a |
| 0.00% | Fee from NCC for grasscutting | £3,619.29 | £0.00 |
| 92.37% | BUDGET TOTAL | £74,319.29 | £68,647.93 |
| | other ad hoc income - | | |
| | VAT RECLAIM | | £0.00 |
| | CIL | | £1,208.62 |
| | NCC - COMMUNITY CAR | | £180.00 |
| | CBF INVESTMENT 132001129S | | £17.86 |
| | EVENTS | | £0.00 |
| | HINGHAM SOC - TREES | | £80.97 |
| | SND 2018/19 TOILET CLEANING | LATE PAYMENT | £3,426.96 |
| | NCC 2018.19 GRASS CUTTING | LATE PAYMENT | £3,746.48 |
| | SNC TOILETS | | £37,570.00 |
| | OVERALL TOTAL RECEIVED | £114,878.82 | |

BUDGET MONITORING –

PAYMENTS – APRIL – SEPTEMBER 2019

| % OF BUDGET SPENT | General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES | | NET | VAT | TOTAL |
|-------------------|--|-------------------|------------------|------------------|------------------|
| | | | | | |
| 12.30% | Contingency | £5,000.00 | £614.99 | £123.01 | £738.00 |
| | Footway lighting | | | | |
| 44.07% | Energy | £7,000.00 | £3,085.18 | £617.42 | £3,702.60 |
| 35.65% | Maintenance | £4,000.00 | £1,425.80 | £285.15 | £1,710.95 |
| 0.00% | Repairs | £1,000.00 | £0.00 | | £0.00 |
| 17.93% | Replacements | £3,000.00 | £538.00 | £107.60 | £645.60 |
| | | | | | |
| 33.66% | TOTAL | £15,000.00 | £5,048.98 | £1,010.17 | £6,059.15 |
| | Open spaces | | | | |
| 45.46% | Handyman salary | £7,500.00 | £3,409.60 | | £3,409.60 |
| 44.96% | Grasscutting | £11,000.00 | £4,945.50 | £989.08 | £5,934.58 |
| 2.02% | Trees, ditches | £4,000.00 | £80.97 | | £80.97 |
| 62.51% | Maintenance/equipment/COVER | £100.00 | £62.51 | £3.12 | £65.63 |
| 0.00% | Church Yard repairs/Maintenance | £500.00 | £0.00 | | £0.00 |
| 0.00% | Cemetery refurbishment | £300.00 | £0.00 | | £0.00 |
| 18.00% | Cemetery /memorial repairs | £1,000.00 | £180.00 | | £180.00 |
| 68.50% | Skatepark | £100.00 | £68.50 | £13.70 | £82.20 |
| 0.00% | Church Lights | £60.00 | £0.00 | | £0.00 |
| 0.00% | signs | £200.00 | £0.00 | | £0.00 |
| 35.33% | TOTAL | £24,760.00 | £8,747.08 | £1,005.90 | £9,752.98 |
| | Amenities | | | | |
| 0.00% | Church clock repairs, maintenance | £500.00 | £0.00 | | £0.00 |
| 0.00% | Bus shelters | £2,000.00 | £0.00 | | £0.00 |
| 0.00% | Community car scheme | £2,500.00 | £0.00 | | £0.00 |
| 0.00% | Christmas tree, lights | £300.00 | £0.00 | | £0.00 |
| | Town sign | £0.00 | £0.00 | | £0.00 |
| 36.93% | Rates, cemetery, water inc fairland stand pipe | £140.00 | £51.70 | | £51.70 |
| 0.00% | Dog bin emptying | £600.00 | £0.00 | | £0.00 |
| 0.00% | replacement bins (dog/litter/grit) | £200.00 | £0.00 | | £0.00 |
| | | | | | |
| 0.83% | TOTAL | £6,240.00 | £51.70 | £0.00 | £51.70 |

| Administration | | | | |
|-----------------------------|--|-------------------|-------------------|------------------|
| 48.76% | Clerk's salary | £12,700.00 | £6,192.00 | £6,192.00 |
| 100.00% | website | £35.00 | £35.00 | £35.00 |
| 5.76% | Stationery,post, phone | £200.00 | £11.52 | £11.52 |
| 100.00% | Chair's allowance | £374.00 | £374.00 | £374.00 |
| 48.85% | NI – employers contribution | £600.00 | £293.12 | £293.12 |
| 90.79% | Insurance | £2,000.00 | £1,815.72 | £1,815.72 |
| 0.00% | storage room hire | £250.00 | £0.00 | £0.00 |
| 38.89% | Hall hire | £450.00 | £175.00 | £175.00 |
| 54.39% | Subs/training | £750.00 | £407.93 | £407.93 |
| 21.88% | Audit | £600.00 | £131.25 | £131.25 |
| 0.00% | Advertising/publicity | £800.00 | £0.00 | £0.00 |
| 0.00% | Elections | £800.00 | £0.00 | £0.00 |
| 66.67% | Payroll admin fees | £120.00 | £80.00 | £80.00 |
| 29.70% | Printing costs lease and metered printing) | £650.00 | £193.06 | £37.74 |
| 37.76% | PENSION | £150.00 | £56.64 | £56.64 |
| 100.00% | CLERKS ALLOWANCE HEATING/ELEC ETC | £216.00 | £216.00 | £216.00 |
| 48.23% | TOTAL | £20,695.00 | £9,981.24 | £37.74 |
| Grants and Donations | | | | |
| 0.00% | | £2,000.00 | £0.00 | £0.00 |
| 0.00% | TOTAL | £2,000.00 | £0.00 | £0.00 |
| S137 | | | | |
| 0.00% | general | £100.00 | £0.00 | £0.00 |
| 0.00% | Automated Defibrillator | £200.00 | £0.00 | £0.00 |
| 0.00% | TOTAL | £300.00 | £0.00 | £0.00 |
| 33.03% | TOTAL | £73,995.00 | £24,443.99 | £2,176.82 |

| | | NET | VAT | TOTAL |
|--------|---|------------|-----------|------------|
| | OTHER - NOT PART OF THE BUDGET | | | |
| | | £0.00 | | £4,676.00 |
| | CIL | £0.00 | | £0.00 |
| | DRIVEWAY | £23,380.00 | £4,676.00 | £28,056.00 |
| | SKATEPARK | £3,435.00 | | £3,435.00 |
| | | £0.00 | | £0.00 |
| | | £0.00 | | £0.00 |
| | | £0.00 | | £0.00 |
| | | £0.00 | | £0.00 |
| | EVENTS | £0.00 | | £0.00 |
| | | £0.00 | | £0.00 |
| | | £0.00 | | £0.00 |
| | | £0.00 | | £0.00 |
| | RESERVES | £0.00 | | £0.00 |
| | | £0.00 | | £0.00 |
| 65.72% | Toilet cleaning products/ holiday cover | £569.00 | £373.94 | £48.04 |
| 51.91% | Toilet cleaning salary | £2,858.00 | £1,483.58 | |
| | TOILET WATER | £63.82 | | £63.82 |
| | TOILET ELECTRIC | £0.00 | | £0.00 |
| | TOILET REPAIRS/MAINTENANCE | £0.00 | | £0.00 |
| | TOILET LEGAL | £523.00 | £150.00 | £673.00 |
| | | £29,259.34 | £4,874.04 | £36,167.00 |

APPENDIX B to DRAFT MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE
MEETING HELD ON TUESDAY 19 NOVEMBER 2019 IN THE LINCOLN HALL.
2020/21 DRAFT - BUDGET SETTING - AGENDA ITEM 9

RECEIPTS

| | | | | 2019/20 Budget as agreed 02 January 2019 | | |
|-----------------|---------------------|----------------------------------|--------------------------|--|--------------------|----------------|
| TOTAL 2018/19 £ | SUGGESTED FOR 20/21 | NOTES | % OF BUDGET RECEIVED REC | | budget | APR-SEP 2019 |
| | | | | General income not including CIL and EVENTS or VAT REFUNDS | | TOTAL RECEIVED |
| £61,000.00 | | | 100.00% | Precept | £67,000.00 | £67,000.00 |
| £380.98 | £150.00 | | 157.93% | Interest | £100.00 | £157.93 |
| £3,500.00 | £3,000.00 | REDUCE | 42.57% | Cemetery charges | £3,500.00 | £1,490.00 |
| £100.00 | £100.00 | | 0.00% | HPFA rent | £100.00 | £0.00 |
| £0.00 | | REMOVE | | Rent from Fair | £0.00 | £0.00 |
| £34.03 | £20.00 | ADD into budget | | CBF INVESTMENT 132001129S | | |
| see | £3,746.48 | HAVE NOT BEEN NOTIFIED OF CHANGE | 0.00% | Fee from NCC for grasscutting | £3,619.29 | £0.00 |
| | £7,016.48 | | 92.37% | BUDGET TOTAL | £74,319.29 | £68,647.93 |
| | | | | other ad hoc income - | | |
| | | | | VAT RECLAIM | | £0.00 |
| | | | | CIL | | £1,208.62 |
| | | | | NCC - COMMUNITY CAR | | £180.00 |
| | | | | CBF INVESTMENT 132001129S | | £17.86 |
| | | | | EVENTS | | £0.00 |
| | | | | HINGHAM SOC - TREES | | £80.97 |
| | | | | SND 2018/19 TOILET CLEANING LATE PAYMENT | | £3,426.96 |
| | | | | NCC 2018.19 GRASS CUTTING LATE PAYMENT | | £3,746.48 |
| | | | | SNC TOILETS | | £37,570.00 |
| | | | | OVERALL TOTAL RECEIVED | £114,878.82 | |

2020/21 DRAFT - BUDGET SETTING - AGENDA ITEM 9

PAYMENTS

| What was spent from budget TOTAL 2018/19 Enet | SUGGESTED FOR 20/21 | NOTES | % OF BUDGET SPENT | General projected expenditure not including CIL, CAPITAL, EVENTS or RESERVES | APR - SEP 2019 | | | |
|---|---------------------|---------------------|-------------------|--|----------------|-----------|-----------|-----------|
| | | | | | NET | VAT | TOTAL | |
| £358.33 | £5,000.00 | | 12.30% | Contingency | £5,000.00 | £614.99 | £123.01 | £738.00 |
| | | | | Footway lighting | | | | |
| £6,145.89 | £7,000.00 | | 44.07% | Energy | £7,000.00 | £3,085.18 | £617.42 | £3,702.60 |
| £2,941.92 | £3,000.00 | REDUCE | 35.65% | Maintenance | £4,000.00 | £1,425.80 | £285.15 | £1,710.95 |
| £250.00 | £1,000.00 | | 0.00% | Repairs | £1,000.00 | £0.00 | | £0.00 |
| £1,010.67 | £3,000.00 | | 17.93% | Replacements | £3,000.00 | £538.00 | £107.60 | £645.60 |
| | | | 33.66% | TOTAL | £15,000.00 | £5,048.98 | £1,010.17 | £6,059.15 |
| | | | | Open spaces | | | | |
| £6,755.84 | £8,000.00 | REF PAY RISE | 45.46% | Handyman salary | £7,500.00 | £3,409.60 | | £3,409.60 |
| £9,697.80 | £11,000.00 | | 44.96% | Grasscutting | £11,000.00 | £4,945.50 | £989.08 | £5,934.58 |
| £345.00 | £4,000.00 | | 2.02% | Trees, ditches | £4,000.00 | £80.97 | | £80.97 |
| | | | 62.51% | Maintenance/equipment/COVER | £100.00 | £62.51 | £3.12 | £65.63 |
| £88.29 | £200.00 | INC. HOL. COV. BINS | | Church Yard repairs/Maintenance | | | | |
| £0.00 | £500.00 | | 0.00% | Cemetery refurbishment | £500.00 | £0.00 | | £0.00 |
| £0.00 | £300.00 | | 0.00% | Cemetery/memorial repairs | £300.00 | £180.00 | | £180.00 |
| £0.00 | £1,000.00 | | 18.00% | Skatepark | £1,000.00 | £68.50 | £13.70 | £82.20 |
| £66.50 | £100.00 | | 68.50% | Church Lights | £60.00 | £0.00 | | £0.00 |
| £60.00 | £60.00 | | 0.00% | signs | £200.00 | £0.00 | | £0.00 |
| | | | 35.33% | TOTAL | £24,760.00 | £8,747.08 | £1,005.90 | £9,752.98 |
| | | | | Amenities | | | | |
| £0.00 | £500.00 | OR £0 - FUND RAISE? | 0.00% | Church clock repairs, maintenance | £500.00 | £0.00 | | £0.00 |
| £0.00 | £2,000.00 | | 0.00% | Bus shelters | £2,000.00 | £0.00 | | £0.00 |
| £0.00 | £2,500.00 | | 0.00% | Community car scheme | £2,500.00 | £0.00 | | £0.00 |
| £100.00 | £300.00 | | 0.00% | Christmas tree, lights | £300.00 | £0.00 | | £0.00 |
| £0.00 | £0.00 | | | Town sign | £0.00 | £0.00 | | £0.00 |
| £682.01 | £140.00 | | 36.93% | Rates, cemetery, water inc fairland stand pipe | £140.00 | £51.70 | | £51.70 |
| £700.00 | £525.00 | ONCE WEEKLY | 0.00% | Dog bin emptying | £600.00 | £0.00 | | £0.00 |
| £391.75 | £200.00 | | 0.00% | replacement bins (dog/litter/grit) | £200.00 | £0.00 | | £0.00 |
| | | | 0.83% | TOTAL | £6,240.00 | £51.70 | £0.00 | £51.70 |

| | | | | Administration | | | | | |
|------------|------------|--------------|---------------|--|-------------------|-------------------|---------------|-------------------|--|
| £12,325.50 | £13,500.00 | REF PAY INC. | 48.76% | Clerk's salary | £12,700.00 | £6,192.00 | | £6,192.00 | |
| £30.00 | £35.00 | | 100.00% | website | £35.00 | £35.00 | | £35.00 | |
| £170.18 | £100.00 | | 5.76% | Stationery,post, phone | £200.00 | £11.52 | | £11.52 | |
| £369.00 | £374.00 | CHECK! | 100.00% | Chair's allowance | £374.00 | £374.00 | | £374.00 | |
| £658.95 | £1,000.00 | | 48.85% | NI – employers contribution | £600.00 | £293.12 | | £293.12 | |
| £1,616.80 | £2,000.00 | | 90.79% | Insurance | £2,000.00 | £1,815.72 | | £1,815.72 | |
| £0.00 | £250.00 | | 0.00% | storage room hire | £250.00 | £0.00 | | £0.00 | |
| £485.00 | £450.00 | | 38.89% | Hall hire | £450.00 | £175.00 | | £175.00 | |
| £806.31 | £750.00 | | 54.39% | Subs/training | £750.00 | £407.93 | | £407.93 | |
| £522.50 | £600.00 | | 71.88% | Audit | £600.00 | £431.25 | | £431.25 | |
| £0.00 | £800.00 | | 0.00% | Advertising/publicity | £800.00 | £0.00 | | £0.00 | |
| £0.00 | £800.00 | | 0.00% | Elections | £800.00 | £0.00 | | £0.00 | |
| £72.00 | £120.00 | | 66.67% | Payroll admin fees | £120.00 | £80.00 | | £80.00 | |
| £527.09 | £650.00 | | 29.70% | Printing costs lease and metered printing) | £650.00 | £193.06 | £37.74 | £230.80 | |
| £73.88 | £340.00 | REF PAY INC. | 37.76% | PENSION | £150.00 | £56.64 | | £56.64 | |
| £216.00 | £216.00 | | 100.00% | CLERKS ALLOWANCE HEATING/ELEC ETC | £216.00 | £216.00 | | £216.00 | |
| | | | 49.68% | TOTAL | £20,695.00 | £10,281.24 | £37.74 | £10,318.98 | |
| | | | | Grants and Donations | | | | | |
| £2,300.00 | £2,000.00 | | 0.00% | | £2,000.00 | £0.00 | | £0.00 | |
| | | | 0.00% | TOTAL | £2,000.00 | £0.00 | £0.00 | £0.00 | |
| | | | | S137 | | | | | |
| £40.00 | £100.00 | | 0.00% | general | £100.00 | £0.00 | | £0.00 | |
| £53.00 | £200.00 | | 0.00% | Automated Defibrillator | £200.00 | £0.00 | | £0.00 | |
| | | | 0.00% | TOTAL | £300.00 | £0.00 | £0.00 | £0.00 | |
| | | | | | £73,995.00 | | | | |

| | | | | TOILETS | |
|------------------|------------|--------------------|--|----------------------------|--|
| | £3,500.00 | ref. pay inc | | WAGES | |
| | £270.00 | to cover 4 wks hol | | HOLIDAY COVER | |
| | £600.00 | estimate | | CLEANING PRODUCTS/SUNDRIES | |
| | £100.00 | estimate | | ELEC | |
| | £500.00 | estimate | | WATER | |
| | £200.00 | suggested | | REPAIRS | |
| TOTAL BUDGET REQ | £79,980.00 | | | | |

The Finance Committee agreed to suggest that £600 be included in the budget as a separate item for a donation to Norfolk Citizens Advice – which would take the overall budget required total to £80,580.00

FOR INFO – TOILET COSTS APRIL – NOV 19

| 2018/19 | | | | NET | VAT | TOTAL |
|-----------|--------|---|-----------|------------------|----------------|------------------|
| £682.01 | 78.61% | Toilet cleaning products/ holiday cover | £569.00 | £447.28 | £50.44 | £497.72 |
| £2,843.68 | 70.01% | Toilet cleaning salary | £2,858.00 | £2,000.81 | | £2,000.81 |
| | | TOILET WATER | | £240.69 | | £240.69 |
| | | TOILET ELECTRIC | | £34.76 | £1.74 | £36.50 |
| | | TOILET REPAIRS/MAINTENANCE | | £67.00 | | £67.00 |
| | | TOILET LEGAL | | £523.00 | £150.00 | £673.00 |
| | | | | £3,313.54 | £202.18 | £3,515.72 |