

MINUTES OF THE MEETING OF HINGHAM TOWN COUNCIL HELD IN THE LINCOLN HALL ON TUESDAY 06 SEPTEMBER 2022. THE MEETING WILL COMMENCED AT 7.30pm.

Prior to the commencement of the meeting, a minute's silence was observed as a mark of respect to former Town Councillor Barry Flaxman and former Town Councillor Dick Stickland, who have both recently died. Cllr Peter Eldridge, Chairperson spoke of the years of service that Barry and Dick had given to the Town Council and to the community, sincere condolences were offered to their families.

Present

Cllr Eldridge – Chairperson

Cllr Amey – Vice Chair

Cllr Dunnett, Cllr Overton, Cllr Roberts, Cllr Sta Ana.

County Cllr Dewsbury and District Cllr Bendle were present.

An Environmental Protection Officer from South Norfolk Council was present to speak at agenda item 2. No other members of the public were present.

1. Apologies for absence

Apologies for absence were received from Cllr Christien and Cllr Thompson.

The Clerk advised that Cllr Stabler had emailed to say he was considering resigning, as may not be resident in Hingham in the near future. The Clerk had advised Cllr Stabler that if he did wish to resign, he would need to formally write to the Chairperson. Cllr Eldridge confirmed he had not received a written resignation. Cllr Stabler was not present at the meeting.

Cllr Foord was absent from the meeting.

2. Public participation session, (members of the public may make a statement or ask a question of not more than three minutes duration)

2.1 The public will be invited to give their views and questions to the Town Council on items on the agenda or raise issues including those for the consideration of inclusion at future meetings.

District Cllr Bendle requested a change to the draft minute of the meeting of 05 July 2022, removing the words "had been awarded a grant", it was requested that the sentence should read:

"Cllr Bendle reported that she had applied for a grant for the Hingham Playing Field Association from the South Norfolk CAF fund for £15,000....."

2.2 Officer from South Norfolk Council attending the meeting to talk about issues relating to dog fouling

Environmental Protection Officer Andrew Gormley attended the meeting to speak about the issue of dog fouling in Hingham.

Mr Gormley advised that South Norfolk Council had recently reviewed the Public Protection Spaces Order which covers the district to include the prevention of dogs in fenced play areas. The Order requires dog walkers to clean up after their dog when they foul in any public place. The issues of dog faeces being bagged and left on the ground and hung on hedges etc, can also be dealt with under fly tipping legislation.

Mr Gormley advised that SNC Officers had visited Hingham in response to recent complaints regarding dog fouling on Folly Lane, and had previously visited Hingham following complaints about dog fouling in other areas of the Town. The Officers engaged with local land owners and dog walkers. Fixed penalty notices will be issued for dog

walkers caught not cleaning up after their dog. Failure to pay the fixed penalty notice will result in the matter being referred for prosecution in the Magistrates' Court. Repeat offenders will not be offered a fixed penalty notice and will instead be considered for prosecution but this can only be undertaken where there is evidence. It was queried whether residents' photographs of dog fouling offending could be submitted as evidence, Mr Gormley advised that it depended on the quality and that evidence submitted had to comply with certain criteria on how the evidence was obtained. However, photographs could be useful to identify individuals which Officers could then make a follow up visit to.

The Town Council requested that SNC undertake a stronger more proactive presence on social media regarding dog fouling and fly tipping and suggested a publicity campaign was needed to advise of the PSPO, that dog fouling should be cleared up from all areas of public access including public rights of way footpaths, the health dangers of dog fouling and the fines that may be incurred.

It was noted that the Clerk had requested that in a future review of the PSPO, there should be a requirement that dog walkers must carry the means to pick up after their dogs, advising that other councils had included this in their PSPOs.

Mr Gormley agreed that this should be included in a future review. It was queried whether the PSPO applies to the disabled who may have difficulty in picking up after their dogs, it was advised the Order does not apply to an assistance dog trained by a registered charity, but in other circumstances individuals with disabilities would not be exempt.

Mr Gormley was thanked for attending the meeting.

3. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
Cllr Dunnett declared an interest in agenda item 17.3.
4. **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 3) Declarations of interests**
Cllr Eldridge advised that he could Chair all agenda items.
5. **To consider any applications for co-option on to the Town Council**
There were not applications for co-option.
6. **To agree the accuracy of the Minutes of the Town Council meeting of 05 July 2022**
With the inclusion of the amendment requested by District Cllr Bendle, the minutes were agreed as correct.
7. **Matters arising from the Minutes of the Town Council meeting 05 July 2022 (and other updates contained in a written Clerks report circulated prior to the meeting, see Appendix A)**
The Clerk advised that she had not had an update from the contractors regarding the Market Place bus shelter.
Cllr Eldridge advised that someone had requested that a sculpture be placed on the oak tree stump on the Fairland, the Clerk advised that this would most likely cause a visibility issue for road users exiting the Attleborough Rd junction, and also advised that she had not found anyone able to remove the core of the stump in order for it to be used as a planter.
8. **Working Party Reports**
There were no working party reports.
9. **Neighbourhood Plan Steering Group report**
A written report was forwarded to all Cllrs prior to the meeting as follows:

Work since last update

- A meeting of the steering group took place on 26 July 2022 (no meeting in August) – **(minutes of previous meetings will be on the NP website when available – see minutes for further details of points raised/discussions undertaken, further to the points listed below)**
- Some members of the steering group and the consultant have met with AECOM in Hingham to undertake a walk about as a starting point for the design code work. AECOM have confirmed that the NP technical assistance package for Hingham can include a study on the parking issues.
- Work to identify potential green spaces and Non-designated Heritage Assets which can be considered for inclusion within the plan has been done, this work has been given to AECOM to help with the design code work.
- The steering group have completed discussions and meetings with stakeholders, this includes speaking with charities/groups/organisations.
- The household survey (completion is 15 July 2022), generated 275 returned surveys (there is 1078 total households in Hingham, therefore the survey had a 26% response rate). Data was collected for how many people were in each household, for the returned surveys this totalled 613 individuals, however it is noted that the responses given in each survey returned may not represent the views of all individuals in those households. Details of the survey responses can be found on the Neighbourhood Plan website <https://hinghamplan.org.uk/household-survey-results/>
- Call for sites paperwork has been published on the Neighbourhood Plan website (<https://hinghamplan.org.uk/call-for-sites/>), and sent to owners of land in Hingham, the deadline for submissions is 23rd September 2022.
- Site Assessment technical support has been requested from AECOM
- Comments received were submitted to AECOM regarding the Draft Housing Needs Assessment, final version of the Housing Needs Assessment has been received
- Placecheck remains available and open for comments: <https://placecheck.info/app/maps/hingham>

Work ahead (over the next month or so)

- Workshop for Neighbourhood Plan group and Town Councillors. Rachel to facilitate discussion with AECOM expert, to establish ideas for parking solutions
- Begin drafting list of Local Green Spaces and Non-designated Heritage Assets
- Design Code timeline: Early November - AECOM to provide update on progress, 18th November - AECOM to send through first draft of the Design Code. Steering group to add comments to PDF, Late November - feedback meeting between AECOM and Steering Group to finalise document, Early December - final version issued
- Drafting of policies and writing a draft Hingham Neighbourhood Plan will start in September, Rachel expects that the draft plan may be ready for consultation in the Autumn. The timetable is dependent on if the call for sites leads to an intention to allocate sites which will extend the timetable.
- Next Steering Group meeting 13 September 2022.

CLlr Roberts advised that he had attended the walkabout with AECOM and had made it clear that trying to resolve the issues with parking was a great priority.

It was noted that the Housing Needs Assessment had been finalised. Concerns were raised regarding the issue of Affordable Housing and how this could be preserved as affordable for the long term future. It is of concern that as the remaining years of the leasehold of a shared ownership house is reduced, it would become ever more difficult for a mortgage to be obtained for that property. Concern was raised that not enough social housing was being built and that more affordable rented housing was needed to fill the gap left by right to buy schemes.

District Cllr Bendle advised that a councils Local Plan determines social housing. SNC have over 7000 homes for social rent, and that affordable housing to buy was through 2 or 3 different national schemes.

Formal thanks was offered to the volunteers of the steering group for all of their hard work in delivering the household survey and inputting the data.

10. Reports from representatives on external bodies/ attendees of external meetings/training

Cllr Roberts advised that he would attend the Town and Parish forum on 15th September.

Cllr Dunnett advised that the Hingham Charity were trying to work out how they could distribute funds to those who were genuinely in need. It was suggested that the Community Connector and the school may be able to help.

11. General Correspondence (information/circulars etc)

11.1 Norwich Western Link Pre-Planning Application Public Consultation

11.2 South Norfolk Council, The Business Breakfast

11.3 Norfolk County Council, Development starts on new affordable housing scheme

11.4 South Norfolk Council Taximeter Tariff (Table of Fares) Consultation

11.5 South Norfolk Council, Customer Panel

11.6 Hingham PCC, Request to install an unknown soldier silhouette

12. Correspondence (not for public inspection) as addressed directly to Hingham Town Council (from residents etc. and may contain personal information)

12.1 Parking in Hingham

It was suggested that the Town Council should write to the Chief Constable and the Police Crime Commissioner to ask why the Road Traffic Act is not being enforced when parked cars are blocking the highway.

12.2 Town Planning and Hedges

A resident had offered to survey the Town Council hedges, to assess health and biodiversity. Although the Town Council do not have many hedges, Clerk to respond to the resident to advise that this survey would be welcomed.

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

Clerk to send correspondence as noted in 12.1 and 12.2

14. District Councillor's report

District Cllr Bendle reported the decision of the Community Action Fund panel as follows, the two applications she had made on behalf of the Hingham Playing Field Association, one was turned down (£15,000 for upgrading changing rooms, as other funding sources should be available) and one was granted (£2000 for a new cooker hood to replace the wall extractor fan). £15,000 had also been awarded from the CAF for new play equipment in Deopham.

It was also reported that SNC officers are working to install equipment in the new SNC/Broadland office building.

15. County Councillor's report

County Cllr Dewsbury reported that the Fire Service had been extremely busy over the summer, with a major incident being declared due to the high volume of fires, they had assistance from 10 engines from other parts of the country and 3 vintage engines that attended the Weeting rally also assisted. Drones were used to assess incident site and 4x4 vehicles were able to access land and damp down. The Fire Service are talking to land owners to see if existing irrigations systems can be tapped into for water during fire incidents. Norfolk County Council want to encourage more litter picks to remove litter which may cause a fire and encourage people not to use BBQ's in drought conditions. NCC are also looking at how they can encourage people to have an emergency box within their home, where all the important documents are stored (such as insurance and deeds) and are easily accessible and removable in the event of a fire.

A new Director of Fire is being appointed.

New adult education courses are available including free construction courses. The dualling of the A47 between North Tuddenham and Easton has been agreed and will start next year. This might cause some rat running through the villages by people trying to avoid the road works.

Libraries will be offering Hygiene Packs containing soap, deodorant, flannel and towel, and Warm Packs for the colder months containing a hat, scarf, gloves and hot water bottle. NCC are preparing for the fact that more people may come in to the libraries for longer periods in the winter months as they are welcoming, warm environments which provide a range of activities e.g. Reading books, knit and natter, Bounce and Rhyme for young children, Board games etc. As part of the cost cutting exercise to cover the budget gap foreseen for next year there is a consultation on the use of mobile libraries. Not many people use them and fuel costs keep rising so they may not be sustainable in the future. £60million needs to be saved in a time when more people are needing more help.

16. Planning Decisions

- 16.1 2022/1456 Proposed single storey rear extension, extending 5m from the rear wall of the original dwelling house, with a maximum height of 3.64m and an eaves height of 2.77m
21 Rectory Gardens Hingham Norfolk NR9 4RG - Prior Approval not Required
- 16.2 2022/1217 Demolition of existing garage. Erection of flat roof side extension
7 Drinkwater Close Hingham Norfolk NR9 4LU - Approval with Conditions
- 16.3 2022/1048 Replace all existing windows, porch and patio doors with powder coated heritage windows in cream finish.
The Coach House Chapel Street Hingham Norfolk NR9 4JH - Approval with Conditions

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

- 17.1 2022/1327 Installation of 20 x ground mounted solar panels
Highmoor Farm Little Ellingham Road Hingham Norfolk NR9 4NE
The Council agreed to recommend approval.
- 17.2 2022/1295 Single storey front extension
12 Hardingham Street Hingham Norfolk NR9 4JB
The Council agreed to recommend approval
- 17.3 2022/1317 Change of use of the existing cabin and site used as a dog-care business to a forest school setting
Dogtales Daycare Attleborough Road Hingham Norfolk NR9 4NQ
The Council agreed to recommend approval

18. Information regarding other planning applications where the Town Council is not a consultee, (for information only)

None.

Item 19 to 25 Finance

- 19. To receive and discuss External Auditors Report (2021/22 AGAR Section 3 External Auditor Report)
The External Auditors Report (2021/22 AGAR Section 3 External Auditor Report) had not been received prior to the meeting.

20. To note the date of the next Finance Committee meeting, proposed date 15 November 2022
Noted.

21. To receive the draft minutes from the meeting of the Finance Committee on 19 July 2022 and if necessary discuss any points and agree any actions (see Appendix B)

A copy of the draft minutes were circulated prior to the meeting, the Clerk confirmed that these would be agreed at the next Finance Committee meeting. Cllr Roberts confirmed he would work on the investment strategy and the Clerk advised she will seek information from other Clerks regarding bank accounts. It was noted that the fee for using Unity Trust bank is now £6.00 a month the Clerk advised that several councils use Unity Trust. It was suggested that the Town Council should not pay a monthly fee to use a banking service.

22. To receive (and agree) the reserves policy (as discussed by the Finance Committee), as updated following year end 31 March 2022

The reserves policy and figures for reserves held at 31 March 2022, as agreed by the Finance Committee was forwarded to all Cllrs prior to the meeting. The Council agreed the Reserves Policy with no amendments.

23. To consider the purchase of an office chair for the Clerk

Agreed.

24. To note the accounts for payment as approved by the Finance Committee on 19 July 2022

Noted

REF	PAYEE	DETAILS	AMOUNT	VAT	VAT
316	NPOWER	STREET LIGHITNG ELECTRIC	£591.46		£98.58
	NPOWER	STREET LIGHITNG ELECTRIC	£521.66		£89.94
		TOTAL		£1,113.12	
317	STAFF	WAGES		£886.34	
318	STAFF	WAGES	£1,067.35		
		STAMPS	£19.56		
		TOTAL		£1,086.91	
D	NEST	PENSION		£65.75	
319	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	£40.00
320	ZURICH MUNICIPAL	ANNUAL INSURANCE		£2,521.35	
D	NORFOLK COPIERS LTD	PRINTER RENTAL		£74.41	£12.40
			TOTAL FOR ALL PAYMENTS (TO DATE)	£5,987.88	
			TOTAL VAT	£240.92	

25. To approve the Accounts for Payment

The accounts for payment as listed below were approved and the cheques were signed.

REF	PAYEE	DETAILS		AMOUNT		VAT
321	NPOWER	STREET LIGHTING ELECTRIC		£526.70	VAT	£87.78
323	STAFF	WAGES	£1,110.47			
		CLEANING PRODUCTS	£17.70		VAT	£2.95
		BIN BAGS	£3.98		VAT	£0.66
			TOTAL	£1,132.15		
324	STAFF	WAGES		£1,097.17		
d	NEST	PENSION		£82.19		
325	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE		£240.00	VAT	£40.00
326	RAVENCROFT TREE SERVICES LIMITED	TREE SURVEY		£462.00	VAT	£77.00
327	TTSR LTD	GRASS CUTTING		£3,210.67	VAT	£535.11
328	LINCOLN SOCIAL CENTRE	HALL HIRE		£150.00		
329	JS	CLEANING HOLIDAY COVER		£117.42		
330	NORFOLK COPIERS	METERED PRINTING		£33.58	VAT	£5.60
			TOTAL FOR ALL PAYMENTS (TO DATE)	£7,051.88		
			TOTAL VAT	£749.10		

26. To propose and discuss ideas for a bid to the Norfolk County Council Parish Partnership scheme for funding 2023/24 and agree a "shortlist" for further investigation, in view of making a final decision on a bid submission at the Town Council meeting in October (bids to be submitted by 09th December 2022)

The only idea put forward so far was for traffic calming/warning signs on the approach into the Hingham 30MPH speed limit on Norwich Road, it was suggested that a scheme could incorporate some sort of "branding" for Hingham and be replicated at the Watton Road end of Hingham at Frost Row.

27. Receive and discuss the Tree survey and agree any actions

A copy of the tree survey (undertaken in August) was forwarded to all Cllrs prior to the meeting. The Clerk explained that the lime tree in the Churchyard had suffered rapid decline since the last survey and it was recommended to reduce the height to 6m as had been done with the neighbouring tree. It was also explained that the fungal species affecting the large oak on the sports field car park had been tested and was a different species to previously thought, however these species affect the tree in a similar way so the recommendation was to undertake an internal examination to assess the structural integrity of the lower stem, base and structural roots of the tree. It was noted that a horse chestnut tree in the hedge of the sports field needed to be removed as it was in terminal decline, and concern was raised that the drought may have affected the health of many trees generally.

The Meeting ended at 9.30pm

Signed..... Chairperson 04 October 2022

Matters arising from the minutes of the Town Council Meeting of 06 July 2022

MIN 21 Quotations to be sought for improving/upgrading the footway lighting on Norwich Road and Watton Road

Other Updates/Outstanding Issues

- **BOND STREET ROAD CLOSURE FOR FOOTWAY WORKS**
Although no formal road closure notice has been received, a resident has queried a forthcoming road closure in Bond Street, due in September, now postponed until October.
The Clerk has contacted the highways engineer, who has advised:
“The scheme is currently programmed to commence Oct 31st under a road closure for an estimated 6 week duration. To expedite the works safely for both operatives and public it was considered essential to close the road, this will hopefully facilitate completion sooner and likely to enable on street parking easier for residents. As with all road closures, access must be maintained for residents and emergency/delivery/refuge vehicles etc albeit the direction providing access may alter as the scheme progresses. This requires close liaison with contractor during construction who I’m confident will be as accommodating to residents needs as the work allows. This in turn will also require residents to be understanding to help the scheme progress as speedily as possible”.
- Market Place Bus Shelter renovations, the contractor has taken wood samples and is sourcing wood for cladding and materials for windows.
- Fairland Oak Tree stumps, advice has been sought regarding hollowing the stumps out, a suggestion has been made that a stump grinder will be required (cost approximately £500-600 per stump).
- Norfolk County Council have been advised of the preferred (revised) locations for the cycle racks on the Fairland, no further contact from NCC regarding this.
- Members of the Town Council have met with officers from Norfolk County Council to discuss issues regarding the Fairland Cross roads and various parking, road and pedestrian safety issues in the Market Place and Fairland, no further progress reports from NCC regarding this.
- The town clock was assessed on 07 April 2022, 2 further companies have been contacted for advice/quotations.
- Report on poor state of directional road signs, to be forwarded to NCC.
- Skate Park is now temporarily closed, notices are on display and the gates are locked. A skate park company has advised that the equipment should be removed in order for a new surface to be installed (previous advice was to leave the equipment in situ), the RoSPA inspection has been received and repairs are needed to some of the equipment
- SNC and lifeways are now in correspondence regarding the Moon Court facility
- The pack of free trees have been received, planting required (winter)
- Applications for Assets of Community Value to be finalised, plans and ownership details are required.
- Parish Archives, the collection of the materials to be arranged.
- Parking, Please do not park on the grass signs received, they require suitable stakes.
- Trees for planting (Fairland and Market Place permanent Christmas Trees) to be sourced.
- Notice boards for the toilets to be purchased.
- Both wooden notice boards (Market Place and Fairland) are now becoming difficult to open and lock, they become damp and condensated. The clerk advises considering the purchase of a new purpose built free standing notice board if there is a suitable location in the Market Place. A new notice board for the Fairland is also recommended. To be added to a future agenda.

- Street Lighting, the contractor has been asked to undertake the renumbering of the footway lights which has been started. A condition report is awaited on all of the Council's footway lighting, (priority can then be assessed depending on the condition/safety of the light columns, for obtaining quotations for changing lights to LED). With regards to possible solutions to replacing the Tally Alley light, the contractor suggested the use of illuminated bollards, ownership of the alleyway needs to be established.
- Communications Policy, including social media policy is being worked upon. Cllrs are reminded not to comment on public social media pages making reference to themselves as Councillors, in a way that could give inaccurate information or be misleading or misconstrued as the Council having discussed and agreed something, when this is not the case. Staff/Cllr communication/relationship protocol to be drafted.
- The Clerk has been working on an overall Cemetery Fees Policy containing all points relevant to the fee structure including frequency and method of fees reviews. This is to be finalised and brought back to a future Town Council meeting with a review of the cemetery fees and cemetery terms and conditions.
- 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). 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.
- 2 steel liners for the Market Place bins to be ordered (liners available at a reasonable price are a slightly different size to the existing ones (by mm's) liners of the same size have not yet been found.
- Commemorative Plaque for the Fairland Bus shelter, to be ordered

Report prepared 05 September 2022 does not include Matters Arising when the item is on the forthcoming meeting's agenda

Crime Figures – latest June 2022

<https://www.police.uk/pu/your-area/norfolk-constabulary/wymondham/?tab=CrimeMap>

on or near:

Glebe Close: Antisocial behaviour 1, Public Order 1

Ringers Lane: Antisocial behaviour 1, Public Order 1

Drinkwater Close: Criminal damage and arson 1

Bears Close: Criminal damage and arson 1

Lincoln Avenue: Violent and sexual offences 1

Finance Committee membership:

Cllr Amey, Cllr Dunnett, Cllr Eldridge, Cllr Roberts and Cllr Thompson.

**DRAFT MINUTES OF THE MEETING OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE
HELD IN THE LINCOLN HALL ON TUESDAY 19 JULY 2022. THE MEETING COMMENCED AT
7.30pm.**

Present

Cllr Eldridge, Cllr Roberts, Cllr Thompson

Clerk – Alison Doe

There were no members of the public present.

- **To Elect a Chairperson**
Cllr Eldridge (Chairperson) opened the meeting.
Cllr Eldridge was proposed and seconded as Chairperson and elected as such unopposed.
- **Apologies for absence**
Apologies for absence were received from Cllr Amey and Cllr Dunnett.
- **Declarations of interests with regard to items on the agenda and to consider requests for dispensations**
There were no declarations of interest made.
- **Public participation**
There were no members of the public present and no items were brought forward by Cllrs.
- **Accuracy of the Minutes of the Finance Committee meeting of 15 March 2022**
The minutes of the meeting of 15 March 2022 were agreed as correct and signed by the Chairperson.
- **Matters arising from the minutes of the meeting of 15 March 2022**
Min 5.1 Bank Signatories: The Clerk confirmed that the bank mandate changes had been made and Cllr Thompson and Cllr Roberts were now authorised signatories.
Min 7 It was confirmed that the government financial protection scheme would only cover £85,000 within any one bank.
- **To review Financial Regulations**
The Clerk advised that she had changed footnote number 2, as required as per the notification from NALC. The footnote now reads:
 - ¹ Thresholds currently applicable are:
 - a) For public supply and public service contracts 209,000 Euros (£189,330)
 - b) For public works contracts 5,225,000 Euros (£4,733,252)These new thresholds are applicable from 1st January 2020
The Clerk also advised that she had changed the amount in Paragraph 11.1 (h) to £300 (from (£100), following a recommendation from the internal auditor that £100 was too low.
The paragraph now reads:
 - h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a)

the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £300 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

- **To undertake a review of the budget April – June 2022**

The Clerk had prepared a detailed spreadsheets showing amounts received and spent (April 2022 to June 2022) in £'s and also as a percentage of the allocated budget for each item. Figures were also provided for income received and money spent for items that are not contained within the budget. The Committee discussed the figures provided it was noted that interest on the bank accounts would be higher than anticipated. No items of concern were raised regarding the budget figures.

It was noted that, of the agreed expected annual receipts of £84,639.43, a total of £39,078.48 had been received (including the first precept payment of £38,500). A total of £5443.67 ad hock income had also been received (including (£4500 Neighbourhood plan Grant funding). Of the agreed £84,881.00 budget for the annual expenditure a total of £21,038.09 had been spent. It was also noted that £8573.83 had been spent on items outside of the budget, this included the repairs to the public toilets following the fire and the Hingham Neighbourhood Plan spending and return (to Groundworks) of unspent grant money.

The closing bank balances for June were noted as:

Account :	£31,179.25
Account 2:	£213,916.14
Account 3:	£38,816.89
Dorm. Account:	£186.80
Total:	£284,099.08

- **To discuss and agree the reserve figures (following financial year 2021/22)**

The Clerk had updated the figures in the reserves policy for reserves held at the end of the 2021/22 financial year, these figures were considered by the committee.

It was noted that the closing cashbook balance on 31 March 2022 was £269,035.67

Of which £60,510.33 was protected reserves for specific purposes, including CIL money, the public toilet (commuted sum) reserve, money raised for events and the Neighbourhood Plan grant funding underspend which had since been returned to Groundworks. The reserves policy allocated the remainder (£208,525.34) for certain purposes, including the recommended one quarter precept for a general reserve.

It was explained that allocating reserves held at the end of the financial year was a way to designate amounts of money for specific purposes, including unexpected expenditure and projects that the Town Council had agreed were necessary, therefore (based upon the Clerk's estimation of the costs) allocations of the reserves were made to projects already agreed: replacement/upgrading street lighting (£25,000)
extension of the turning circle at the cemetery (£15,000)
skate park repairs and resurfacing (£25,000)
work to the town clock (£20,000).

The reserves policy was agreed as prepared by the Clerk.

- To discuss the recommendation made by the internal auditor for Hingham Town Council to have an investment strategy, and agree any actions
Again, noting that the Financial Services Compensation Scheme only compensates up to £85,000 of funds within any one bank it was agreed that action was required to better protect the Town Council funds. Noting that when the projects to replace street lighting, repair the clock, resurface the skatepark and improve the turning circle in the cemetery had been undertaken and paid for the reserves held by the Town Council would be substantially lower than the present figure. It was agreed that an account should be opened with an alternative bank, the Clerk will seek advise from other Clerks as to the best options available, it was suggested that Unity Trust may be an option but it was noted that there is currently a £6.00 monthly fee payable for an account with them.
It was suggested that any bank considered by the Town Council should be assessed to ensure that they have sufficient ethical credentials, and it would be preferable to be with a well established (and hopefully stable) bank.
Cllr Roberts offered to draft an investment strategy to bring to the next Finance Committee meeting.

- To agree payment of invoices due/ Accounts for Payment

REF	PAYEE	DETAILS	AMOUNT	VAT	VAT
316	NPOWER	STREET LIGHTING ELECTRIC	£591.46		£98.58
	NPOWER	STREET LIGHTING ELECTRIC	£521.66		£89.94
		TOTAL			£1,113.12
317	STAFF	WAGES			£886.34
318	STAFF	WAGES	£1,067.35		
		STAMPS	£19.56		
		TOTAL			£1,086.91
D	NEST	PENSION			£65.75
319	COZENS (UK) LIMITED	STREET LIGHT MAINTENANCE			£240.00
320	ZURICH MUNICIPAL	ANNUAL INSURANCE			£2,521.35
D	NORFOLK COPIERS LTD	PRINTER RENTAL			£74.41
		TOTAL FOR ALL PAYMENTS			£5,987.88
		TOTAL VAT			£240.92

12.To undertake the internal financial check April – June 2022

Transactions were cross referenced between the cashbook, cheque book, minutes, bank statements and invoices. The Clerk confirmed that no cash or cheques had been paid in to the bank account (therefore the receipt book and paying in book were not required for checking). All transactions for income were checked and a random sample of transactions for expenditure were checked. No errors were found.

DRAFT