

MINUTES OF THE MEETING OF THE STRATEGY & FINANCE COMMITTEE
HELD ON TUESDAY 30TH APRIL 2013 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Chairman – Cllr. D. Pritchard, Vice-Chairman – Cllr. G. Smith,
Cllr. T. Bartlett, Cllr. S. Eastwood and Cllr. T. Nash.

Julie Chance – Town Clerk.

One member of the public also attended the meeting.

1. MINUTES OF THE MEETING HELD ON 2ND APRIL 2013

The Minutes of the meeting held on 2nd April 2013, having been **AGREED** at Full Council on 15th April 2013, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Declarations of interest were received from Cllr. T. Bartlett in connection with any Cromer Preservation Society matters.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. P. Harris.

It was **AGREED** to suspend the meeting for public participation.

4. PUBLIC PARTICIPATION

None received.

The meeting was reconvened.

5. NORTH LODGE PARK

5.1 The attached paper was circulated to Members present at the meeting. It was **AGREED** that the proposals in the paper be noted and a vote of thanks was given for the hard work by Cllr. Harris in preparing the paper. This matter will be discussed at the next Working Group meeting and Cllr. Harris will keep the Members informed of any progress.

5.2 Parking – Apron North Lodge:- The Clerk reported that the apron in front of the building was purchased with the building and belongs to Cromer Town Council. There are twelve parking spaces all of which are allocated to the tenants in the building as part of their lease. There have been problems with officers of North Norfolk District Council, Kier staff and members of the public parking on the apron without the necessary permits. It was **AGREED** that the Clerk would write to Nick Baker at North Norfolk District Council and request that all the Officers and Kier staff are informed that it is not a North Norfolk District Council car park and therefore their permits do not cover the area. The Clerk will request that the North Norfolk District Council signs in the area be removed and obtain a quotation for a new sign stating that the area is owned by Cromer Town Council and is permit parking only for the building.

6. PARISH PLAN

Cllr. Bartlett reported that he has received good feedback from Chris Williams at Norfolk County Council. It was **AGREED** that the Clerk would circulate this information to all Members. Cllr. Bartlett and Cllr. Saunders are working together to finalise the Parish Plan and a further draft will be circulated to Members before it is printed and distributed.

7. FINANCE

- 7.1 Monthly Accounts – March:- AGREED.** It was **AGREED** that future monthly accounts will be circulated by email and Cllr. Eastwood will show the Clerk how to achieve this. It was **AGREED** that the summary against the annual budget will also be circulated to all Members with effect from the current financial year.
- 7.2 Risk Assessment and Finance Audit Controls:-** Circulated. It was **AGREED** to recommend to Full Council that this be adopted.
- 7.3 Office Hours:-** It was **AGREED** that the office be closed on Carnival Day – Wednesday 21st August due to staff holidays.
- 7.4 Burial Fee:-** It was **AGREED** to recommend to Full Council that the parishioners fee be charged for a member of a long standing Cromer family.
- 7.5 New Coffee Machine:-** It was **AGREED** to recommend to Full Council that a new coffee machine be purchased as the present one is unhygienic. It should be noted that the coffee machine is used for meetings being held in the Chamber only. The staff provide their own tea, coffee and milk for use during the day.
- 7.6 Microwave:-** It was reported that the original microwave provided has broken and almost caused a fire in North Lodge recently. It was **AGREED** to recommend to Full Council that a new microwave be purchased.

8. CORRESPONDENCE

None received.

9. DATE OF NEXT MEETING

The date of the next meeting was noted as 11th June 2013.

There being no other business the Chairman closed the meeting at 7.50 pm.

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Chairman

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Date