

MINUTES OF THE MEETING OF THE STRATEGY & FINANCE COMMITTEE
HELD ON TUESDAY 6TH MAY 2014 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE, CROMER

Present:-

Vice-Chairman – Cllr. P. Harris, Cllr. T. Adams, Cllr. J. Hamilton-Emery,
Cllr. T. Nash and Cllr. D. Pritchard.

In Attendance:-

Cllr. C. Plewman.

Julie Chance – Town Clerk.

One member of the public also attended the meeting.

1. ELECTION OF COMMITTEE CHAIR

It was **AGREED** that Cllr. T. Adams be elected Chair of the Committee for the purpose of this meeting.

2. MINUTES OF THE MEETING HELD ON 1ST APRIL 2014

The Minutes of the meeting held on 1st April 2014, having been **AGREED** by Full Council on 14th April 2014, were signed by the Chairman.

3. DECLARATIONS OF INTEREST

Declarations of interest were received from Cllr. C. Plewman in respect of the Skate Park and the QJ&J.

Declarations of interest were received from the Town Clerk in respect of the QJ&J.

4. APOLOGIES FOR ABSENCE

Apoloiges for absence were received from Cllr. T. Bartlett – Family Emergency.

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

5. PUBLIC PARTICIPATION

A member of the public said that Cromer was the only town in the area without a skate park. The provision of a skate park has been discussed in Cromer for decades and it is important that the skate park is built this summer in order to not lose the Sport England grant. The committee are currently raising £2,500 per month but this will not be enough to meet the cost of the construction of the skate park without the £20,000 pledged from Cromer Town Council. The total cost of the construction is £150,000 including VAT. It should be noted that the VAT element cannot be claimed back by the committee.

The meeting was reconvened.

6. PARISH PLAN

This matter will be placed on the next agenda for an update.

7. FINANCE

7.1 Monthly Accounts – March 2014:- AGREED.

7.2 Review of Financial Regulations:- It was **AGREED** that the NALC recommended Financial Regulations be adopted. The Financial Regulations will need to be reviewed once electronic payments are introduced for Parish and Town Councils.

7.3 Review of Policies:- It was **AGREED** that all Policies need to be reviewed annually. It was **AGREED** that the Clerk will obtain the up to date Child Protection Policy from Norfolk County Council and add Vulnerable Adults to the Policy. It was **AGREED** that the Environment Policy will be placed on the next Planning Committee agenda for review. It was **AGREED** that the Memorial Benches, Trees and Shrubs Policy will be placed on the next Works & General Purposes Committee for review. It was **AGREED** that a sub-committee will be set up to review the Equal Opportunities Policy. The sub-committee membership will be Cllr. J. Hamilton-Emery, Cllr. D. Pritchard and Cllr. C. Plewman. It was **AGREED** that the Clerk would arrange a meeting of the sub-committee. It was **AGREED** to accept the Training Policy, Protocol and Communications Policy, Complaints Policy, Flag Policy and Planning Policy without amendment.

7.4 Councillor Email Addresses:- The Clerk reported that the Webmaster has confirmed that the cromertown.org email addresses would need to be set-up from the Members' home computers and he will help any of the Members who are not computer literate enough. It was **AGREED** that the Clerk would enquire whether the emails sent from one Member to another under the cromertown.org address would be visible to the office.

7.5 NALC Subscription:- It was **AGREED** that the annual subscription in the sum of £790.27 be renewed.

7.6 VDU Eye Test – Staff:- It was **AGREED** that as responsible employers, Cromer Town Council would pay any additional fee for a VDU eye test for the members of staff. Currently basic eye tests for staff are covered by Cromer Town Council. It was **AGREED** that the cost of any additional glasses needed for the staff to carry out their work following a VDU eye test would be met by Cromer Town Council up to a maximum of £199. Cllr. Pritchard said he wished to congratulate the current Town Council for the care of staff. All aspects of the staff wellbeing has been addressed during the term of office to date including double glazing for warmth and better working conditions and updating Contract of Employments. The Town Clerk thanked the Members for addressing all the issues concerning the staff and hopes that this level of care will be ongoing.

- 7.7 Cromer Skate Park:-** It was **AGREED** that the pledge of £20,000 would be given to the skate park made up as follows:-
- | | £ |
|--|----------|
| Earmarked Funds QJ&J | 10,000 |
| Youth and Sport Provision – Budget 2013/14 | 5,000 |
| Youth and Sport Provision – Budget 2014/15 | 5,000 |
- It was **AGREED** that the Clerk would write to the Cromer and Sheringham QJ&J Preservation Society advising them that the earmarked fund of £10,000 is being transferred to the skate park, but Cromer Town Council would welcome a grant request for funding if needed by the Society.
- 7.8 QJ&J:-** It was **AGREED** to transfer ownership of the QJ&J to the Cromer and Sheringham QJ&J Preservation Society. It was **AGREED** that the Clerk will speak to Cromer Town Council’s Solicitor to check whether any paperwork needs to be in place for this transfer. The Cromer and Sheringham QJ&J Preservation Society are producing limited photographs of the QJ&J in its current condition for sale at a cost of £45 each. It was **AGREED** to place on the Full Council agenda purchase of two of the prints for Cromer Town Council’s records.

8. CORRESPONDENCE AND OTHER MATTERS

8.1 None received.

9. DATE OF NEXT MEETING

The date of the next meeting was noted as Tuesday 17th June 2014.

10. TO CONSIDER A RESOLUTION UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS ACT 1960) TO EXCLUDE MEMBERS OF THE PUBLIC

AGREED

11. NORTH LODGE PARK

11.1 The Clerk circulated an email received from NNDC together with her comments on the contents of the email. It was **AGREED** that this matter will be placed on the next Full Council agenda for discussion. It was **AGREED** that the Clerk would obtain the cost of an independent Health and Safety inspection and report of the park for consideration at the Full Council meeting to be held on 19th May. It was **AGREED** to place on the next Full Council meeting a replacement for Dorothy Airs on the working group. It was **AGREED** that as negotiations are still ongoing concerning the freehold transfer of the park, the public meeting arranged for the 9th June will be postponed. It was **AGREED** that the Clerk would prepare a Press Release to be circulated to all Members for approval.

12. QUOTATIONS

12.1 Insurance:- It was **AGREED** to accept the quotation from WPS Insurance in the sum of £3,775.15.

12.2 PAT Test:- This matter will be placed on the next agenda for discussion.

There being no other business the Chairman closed the meeting at 9.05 pm.

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Chairman

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Date