

MINUTES OF THE MEETING OF THE STRATEGY & FINANCE COMMITTEE
HELD ON TUESDAY 28TH APRIL 2015 AT 7.00 PM
IN THE COUNCIL CHAMBER, NORTH LODGE PARK, CROMER

Present:-

Chairman – Cllr. T. Adams, Vice-Chairman – Cllr. P. Harris,
Cllr. J. Bond, Cllr. J. Frosdick, Cllr. J. Hamilton-Emery, Cllr. T. Nash,
Cllr. Y. Nolan, Cllr. D. Pritchard and Cllr. G. Smith.

Stuart Hutcheson – IT Support.

Julie Chance – Town Clerk.

1. MINUTES OF THE MEETING HELD ON 24TH MARCH 2015

The Minutes of the meeting held on 24th March 2015, having been **AGREED** at Full Council on 13th April 2015, were signed by the Chairman.

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensations were requested.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. T. Bartlett – family issues.

4. PUBLIC PARTICIPATION

No members of the public attended the meeting.

5. FINANCE & STATUTORY MATTERS

5.1 Church Clock:- It was reported at Full Council that the scaffolding was being removed on Thursday 9th April and St Peter and St Paul's Church will instruct Smiths of Derby to come and carry out the repair work immediately following this date. Cllr. Nash reported that the scaffolding is being removed on 5th May. It was **AGREED** that the Clerk will request an update on this matter.

5.2 CCTV Camera – North Lodge Park:- The Clerk reported that she had met with Secure Defence and they are preparing a quotation and report for the Strategy & Finance Committee meeting to be held on 16th June 2015.

5.3 Cheque Signatories:- It was **AGREED** that this matter will be placed on the next agenda in order that the new Members of Cromer Town Council can confirm whether they are happy to be cheque signatories. It was **AGREED** that at least three Members need to be exempt from being cheque signatories in order to make up a panel for any possible internal investigations which may occur in the future. It was **AGREED** that

Cllr. D. Pritchard would be exempt due to his work status, Cllr. T. Bartlett would be exempt due to the fact that he is the internal control Member for Cromer Town Council and Cllr. P. Harris will be exempt as he works in Norwich and is not easily available for cheque signing. It was **AGREED** that this matter will be placed on the next agenda in order to formally agree the panel. It was **AGREED** that the Clerk would begin the process of removing Cllr. T. Nash from the cheque signatories and prepare the paperwork ready for the new signatories to be added to the bank account.

5.4 Office Computers:- Information was circulated to all Members. Stuart Hutcheson presented his recommendations. It was **AGREED** that two new OptiPlex 3030 all-in-one computers would be purchased on a lease basis at a cost of £65 plus VAT for 36 months. It was **AGREED** that Office 365 Business software will be purchased for the new computers at a cost of £7.00 per user per month plus VAT. It was **AGREED** that the current router would remain in place until it shows signs of instability or Fibre Broadband is available. It was **AGREED** that a business plan would be prepared for the purchase of tablets for each Member which will be placed on the next agenda for discussion. It was **AGREED** that Cromer Town Council's email address will be changed to a gov.uk name. The Clerk will action this matter.

5.5 Hire of Council Chamber:- The Clerk reported that the agreement for North Norfolk District Council to use the Council Chamber free of charge was an informal one and is not included in the purchase documentation for North Lodge. It was **AGREED** that, with effect from 7th May 2015, North Norfolk District Council will be charged the normal rate for the hire of the Council Chamber being £50 per session and £3 per jug of coffee. It was **AGREED** that the Clerk would contact the member of public who has requested to use the Council Chamber for Tai Chi for 1 ½ hours per week and inform them that this is not possible as it was felt that the Council Chamber is not a suitable venue. It would also not be financially viable as a member of the staff would need to come and unlock and disarm the alarm system, wait until the class is finished, lock up and set the alarm system.

5.6 Pension Policy:- Circulated. **AGREED** with no amendments.

5.7 Committee Terms of References:-

Strategy and Finance:- It was **AGREED** that the name would be changed to Policy and Resources. It was **AGREED** the committee would carry out detailed monitoring of the budget. The Clerk and Cllr. Harris are working on a system of reporting to Members in order to monitor expenditure against the budget on a monthly basis. It was **AGREED** that the monitoring of the risk register would be added together with the annual review of the terms of reference.

Promotions & Development Committee:- It was **AGREED** that the committee membership would be amended to read "Chairman and Vice-Chairman (Council Members) and at least 3 other appointed members of the Council Co-opted members from local organisations".

Works & General Purposes Committee:- It was **AGREED** that the wording "To manage office and accommodation and equipment" be removed. It was

AGREED that the Cemetery Lodge will be removed from 3.5 and delegated powers for the Chairman will be added.

Planning Transportation and Environment Committee:- It was **AGREED** that 2.1.4 Street Naming, 3.3 Street Naming – Advise on names of new streets where consulted and all references to NNDC would be removed.

6. CORRESPONDENC AND OTHER MATTERS

None received.

7. DATE OF NEXT MEETING

The date of the next meeting was noted as 16th June 2015.

It was **AGREED** that that was not update to report under item 9 and therefore the meeting was not closed for Part II.

There being no other business the Chairman closed the meeting at 8.26 pm.

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Chairman

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Date