

**SNETTISHAM PARISH COUNCIL**

**Minutes of the meeting of Snettisham Parish Council held on  
17 October 2012 at 7.30 p.m. in the Memorial Hall**

**Present:**

Cllr. E Langford – Presiding  
Cllr J Bailey, Cllr. P Bradshaw, Cllr T Cannon, Cllr I Devereux, Cllr. E Fountain, Cllr M Fountain,  
Cllr. A Gascoigne, Cllr D Snelgrove, Cllr E Steinacker

Also in attendance: Mr A Skipper (RFO), and 4 members of the public

Minutes taken by Sheila Goodwin (Locum Clerk to the Council)

**12.10.17.01 To Consider Accepting Apologies for Absence**

Apologies were accepted from Cllr N Burchett

**12.10.17.02 Declaration of Interest**

None

**12.10.17.03 Suspension of meeting for public participation**

*Resolution to suspend the meeting to invite members of the public to speak (10 minutes)*

No comments made

*The meeting was reconvened.*

**12.10.17.04 PSMA Mapping Service**

This was initially requested to enable clear maps to be easily produced to aid PC in its work.  
Application made and access to services granted

That access codes be given to Clerk, Lead Councillor for Amenities, Lead Councillor for Planning  
and Chairman

*Prop. – Cllr Gascoigne*

*2<sup>nd</sup> – Cllr M Fountain*

*Agreed*

**12.10.17.05 Deferred items from 3 October**

**i Credit/debit card**

Councillors were concerned that items to be purchased and expenditure approved by PC were having  
to be paid for initially be councillors and monies reclaimed. It was agreed that this was not an ideal  
situation. Consideration was given to use of credit card by PC officer/s or use of Paypal to assist with  
purchases made by PC. RFO is to continue consulting with Barclays about credit/debit cards and  
matter to be on next agenda. To minimise delay in cheques being signed and given to relevant  
councillors, clerk advised that cheques can be signed at same meeting as PC approval of expenditure  
in an agenda item

That cheques be written and signed at meeting when the expenditure is agreed during consideration of  
an agenda item

*Prop. – Cllr Devereux*

*2<sup>nd</sup> – Cllr Bradshaw*

*Agreed*

**ii Petty Cash**

Clerk advised that currently stamps were being purchased either in bulk and invoiced to PC or by  
herself and reclaimed as admin. Costs/expenses each month as were any other urgent minor  
purchases. After discussion, the only remaining use for petty cash appeared to be for purchase of  
‘Top Up Cards’ for PC mobiles. It was agreed that these could be purchased in advance and kept in  
the office until needed, thus eliminating the need for petty cash.

That use of petty cash be discontinued

*Prop. – Cllr Bradshaw*

*2<sup>nd</sup> – Cllr Gascoigne*

*Agreed*

Existing petty cash to be collected from Parish Office by RFO and banked

Signed: ..... Date : .....

**12.10.17.06 Management of officer's paid hours of work**

Contracts currently show that approval for any extra hours worked to be paid should be responsibility of Chairman. Suggested that more than one councillor should be consulted initially with any concerns then being brought to PC if necessary

That Chair and Lead Councillor for Personnel Group be consulted initially concerning extra hours

*Prop. – Cllr Devereux* *2<sup>nd</sup> – Cllr Gascoigne* *Agreed*

**12.10.17.07 Agenda and meeting streamlining**

In order that meetings flow more smoothly, clerk requested that following Support Group meetings, relevant summaries, figures and resolutions should be produced and sent to clerk to be distributed with agenda giving councillors time to consider matter requiring decision and perhaps to clarify any uncertainties before the meeting.

That supporting papers should go with agenda to allow sufficient time for councillors to be better placed to make decisions on agenda items

*Prop. – Cllr Bradshaw* *2<sup>nd</sup> – Cllr Devereux* *Agreed*

**12.10.17.08 Expenditure**

- i Monies to be made available for purchase of plants for chip dump area. £22.50

*Prop. – Cllr M Fountain* *2<sup>nd</sup> – Cllr Bailey* *Agreed*

- ii £35 for one delegate to attend Norfolk ALC Autumn Seminar on November 7<sup>th</sup>

*Prop. – Cllr Bradshaw* *2<sup>nd</sup> – Cllr E Fountain* *Agreed*

As several councillors were suggested it was agreed that Chair and Vice-Chair should consult with councillors involved and decide who is to attend.

- iii Expenditure for advert for new clerk was discussed as prices had been obtained for online advertising only and also publication in EDP.

That 4 week online advert be placed using W20 format at a cost of £299.00 plus VAT

*Prop. – Cllr Bradshaw* *2<sup>nd</sup> – Cllr Devereux* *Agreed*

- iv The following payments were presented for approval

Payments for 17/10/12						
Date	Type	Number	Item	Amount	VAT	Total
17/10/12	Cheque	104948	Heronwood Landscapes - Grass Cutting	234.00	0.00	234.00
17/10/12	Cheque	104949	M Yates - Clean Toilets 01/09 - 28/09	364.00	0.00	364.00
17/10/12	Cheque	104950	Whitley Press - Ticket Books for Car Park	44.00	8.80	52.80
17/10/12	Cheque	104951	Snettisham Methodist Church - Hire of Meeting Room	62.00	0.00	62.00
17/10/12	Cheque	104952	Mr P Bradshaw - Playground Training Course	40.00	0.00	40.00
17/10/12	Cheque	104953	Mr J Bailey - Peat & Bulbs	72.67	0.00	72.67
17/10/12	Cheque	104954	Frimstone - Screened Soil	310.04	62.01	372.05
17/10/12	Cheque	104955	HMRC - Under Payment of Tax	228.49	0.00	228.49
			RBL Poppy Appeal	17.00	0.00	17.00
			<b>Total</b>	<b>1,372.20</b>	<b>70.81</b>	<b>1,443.01</b>

Resolution on 17/10/12						
17/10/12			Purchase of Plants & Bark - M Fountain	22.50	0.00	22.50
17/10/12			NALC Seminar - Per Delegate	35.00	0.00	35.00
			<b>Total</b>	<b>47.50</b>	<b>47.50</b>	<b>47.50</b>

Signed: ..... Date : .....

**12.10.17.08 Expenditure (Cont'd)**

Agreed that cheque 104954 be signed but not paid until reimbursement cheque received from Memorial Hall as this invoice had been inadvertently made out to PC and not Memorial Hall. Cheque 104953 had not been previously approved by PC and so was a retrospective payment That this be approved retrospectively

*Prop. – Cllr Gascoigne 2<sup>nd</sup> – Cllr M Fountain*

*Cllr. Bailey abstained and Cllr. Steinacker abstained requesting that it be minuted that he abstained as this is a retrospective payment.*

*Proposal was agreed by remaining councillors*

*It was then agreed that all other payments be approved and made.*

Receipts were noted as being

Car Park	2,333.59
HMRC refund	228.49
Donations	500.00
Chalk Pitt rent and HMT Consoles	118.16

**12.10.17.09 Trust Fund**

Discussion took place as to financial advantages of having a Trust Fund for donations and whether it would attract Gift Aid.

That costs and implications of Trust Funds continue to be investigated but meanwhile donations for Dr Campbell’s memorial bench are to be ring-fenced and shown as a separate item in the accounts

*Prop. – Cllr Bradshaw 2<sup>nd</sup> – Cllr Gascoigne Agreed*

**12.10.17.10 Community Construction Fund**

That PC supports submission of a bid to the Community Construction Fund for the resurfacing of Snettisham Market Square

*Prop. – Cllr Devereux 2<sup>nd</sup> – Cllr Bradshaw Agreed*

**12.10.17.11 Support Group Budgets**

To enable budget planning for setting Precept and to aid budgeting expenditure in future it was proposed that the concept of Support Group led budget planning be agreed

*Prop. – Cllr Devereux 2<sup>nd</sup> – Cllr M Fountain Agreed*

It was clarified that support groups would still not be able to agree expenditure without approval of PC but that each group would know its budget for the year to enable it to make recommendations within that budget for approval to the PC

**12.10.17.12 Car Park**

Item deferred to November 7<sup>th</sup> meeting.

**12.10.17.13 Suspension of meeting for public participation**

*Resolution to suspend the meeting to invite members of the public to speak (10 minutes)*

No comments made

*The meeting was reconvened.*

**12.10.17.14 Next Meeting**

November 7<sup>th</sup>, 7.30pm at Memorial Hall