BRISTON PARISH COUNCIL

The Parish Office

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Minutes of the meeting of Briston Parish Council’s Finance & General Purpose Committee held on Monday 24 August 2020 at 7pm. Because of the lockdown due to the Coronavirus pandemic this meeting was held on Zoom and members joined from their places of residence.

Present

* Cllr Ian Chilton Chairman
* Cllr Pete Moulton Vice Chairman
* Cllr Martyn Barr
* Cllr Terry Girling
* Cllr Mrs Noeleen Woodhouse
* Cllr Mrs Hayley Quinsey

In attendance: Cllr Graham Pickhaver

Clerk: Mrs Jenny English

No members of the public present

**2020/17 To consider and accept apologies for absence**

All members present

**2020/18 To record declarations of interest from members on any items on the agenda**

None

**2020/19 To approve the minutes of the Finance & General Purpose Committee held on 22 June 2020**

Cllr Barr proposed and Cllr Mrs Woodhouse proposed that these be approved with the following amendments:

2020/12 Cllr Mrs Quinsey stated that she had not offered to rewrite the policy but said that it needed to be rewritten.

2020/15 Cllr Girling said that the amount should read ‘up to £2,000’.

 **Approved**

**2020/20 To discuss matters arising from the minutes of the Finance & General Purpose Committee held on 22 June 2020**

2020/08 The clerk reported that after approximately three months she had received a long letter from Barclays Bank saying that in several instances the form was not filled in correctly. She will discuss this with the chairman on Friday and then Cllrs Barr and Pickhaver.

2020/11 The form has been filled in and will be sent to E.On

2020/15 Firework display and bonfire has been cancelled for 2020 owing to the uncertainty of the situation with the Coronavirus pandemic.

With regard to the rest of the items Cllr Chilton will start on a planned project list for the parish council meeting in September.

**2020/20 To review the parish council’s financial documents – Cllr Mrs Woodhouse**

Cllr Mrs Woodhouse reported that the clerk needs to look through the Financial Regulations and Procurement Policy to ensure that it is in line with the Standing Orders and current.

Cllr Mrs Woodhouse proposed that the clerk carry out this. Seconded by Cllr Moulton **Approved**

 **Action: Clerk**

**2020/21 To receive a review of income/expenditure over the months of April, May and June 2020 – Cllr Chilton**

Cllr Chilton presented a spreadsheet giving an overview of spend to date and forecast for the rest of the year.

**2020/22 To receive a report from the internal monitoring officer – Cllr Mrs Woodhouse**

Cllr Mrs Woodhouse reported that, owing to holidays she had been unable to meet up with the clerk. They will now meet on 1 September.

 **Action: Cllr Woodhouse/Clerk**

**2020/23 To discuss and approve purchase of new computer for the parish office**

The clerk provided an overview of the current situation which is that the council has two computers; one used for the finances and allotments and the other administration. One has now gone terminally wrong and the other one is getting very ancient. She had provided a quote of £669.00 for a replacement from Sure Computers. Cllr Girling said that he thought a better computer should be purchased and two screens to enable the clerk to work on finances and administration at the same time. Cllr Barr said that he thought that the one quoted for was very good and reasonable but should consider a bigger hard drive.

Cllr Mrs Quinsey proposed that the council spend up to £1,000 on a new computer with two screens. Cllr Barr to liaise with Sure Computers over this and approve the one to be purchased. Seconded by Cllrs Mrs Woodhouse. **Approved**

 **Action: Cllr Barr**

**2020/24 To discuss and approve request by Gray’s Funfair to use Briston Village Green from 1-13 September**

The clerk reported that at the moment Gray’s Funfair was at Blakeney and would like to come from there to Briston. They had produced a risk assessment document which the clerk had forwarded to all councillors before the meeting. Cllr Mrs Woodhouse said that the risk assessment document covers everything that she would want to see. A discussion took place and it was agreed that Grays appeared to have put all safety practices and track and trace mechanism in place and that if people were uneasy about the fair they did not have to visit it.

Cllr Mrs Woodhouse proposed that the request to come to Briston Village Green from 1 – 13 September be approved. Seconded by Cllr Barr. **Approved**

**2020/25 To invite public participation**

No members of the public were present.

**2020/26 To approve additional payments for August 2020**

The clerk explained that these were urgent payments which had come in after the August meeting of the parish council:

CCLA - £2,600 into the Public Sector Deposit Fund for reserves

NGF Play - £3,624.00 for Woodland Tower on the Play Area on the Recreation Ground as agreed at the August meeting of the parish council

HMRC - £229.66 Tax and NIC for parish council employees

Cllr Chilton proposed that these payments be approved. Seconded by Cllr Girling. **Approved**

The meeting closed at 7.48pm

Signed:

Dated: