



Oulton Broad Parish Council

Finance Committee Minutes

The Pavilion

4pm Thursday 10th April 2025

Present: Councillors Benvenuto Falat (Chairman), Christine Ashdown, David Bromley, Brian Keller, and Sandie Keller.

Also, in attendance: Michaela McGoun (Clerk)

F1. Welcome:

F2. Announcement on Reporting:

Councillors and members of the public will be reminded that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

F3. To receive and consider acceptance of apologies for absence:

Apologies received from Cllr. Munro

F4. Declarations of Interest and dispensations:

F4.1 To receive Declaration of Disclosable Pecuniary and Non-Pecuniary interests from councillors on items on the agenda. NONE

F4.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests. NONE RECEIVED

F4.3 To note any dispensations previously granted.

F5. To agree the minutes from the previous finance meeting 13th March 2025

Proposed by Cllr. B Keller, seconded by Cllr. S Keller, all in favour.

5.1 Matters arising

Item 11 – Museum Electricity

This was discussed and agreed to ask Lowestoft Town Council to help with the costs.

David will ask an electrician to come and survey the museum for high usage appliances.

F6. Public Forum:

An opportunity for members of the public to make comments on any matters on this agenda.

F7. To note the balance on accounts

OBPC General Account £14,666.22

OBPC Savings / Reserves £231,607.08

F8. To note the bank reconciliation for March 2025:

This was noted.

F9. To approve the payments for April 2025

MC Cleaning	Office / pavilion		£117.00
Norfolk Copiers	Copy costs		£42.30
Daisy	Phone/internet		
EDF	Office		
ADHOC			
SALC	Membership	£	1,543.19
SALC	6 monthly payroll	£	93.00
Expert Print	Newsletter	£	399.00
Rialtas	Annual fee (NEPT	£	318.00
Rialtas	annual fee	£	352.80
			-£2,865.29
INCOME			
P Petty	Rent		£120.00
Bank	Interest		£0.00
OBWSC	Rent		£1,250.00
TOTAL			£1,370.00

Proposed by Cllr. Ashdown**Seconded by Cllr. S Keller****All in favour.****F10. To discuss adding CCTV cameras**

Quote received from GIH Electrical to install two cameras for £1,020.00

This was discussed and unanimously agreed to go ahead with the quote.

Proposed by Cllr. Bromley, seconded by Cllr. S Keller, all in favour.

F11. To note the CiL spend for Sunnyfields

The spend of £25,434.00 which was previously agreed at the meeting on 12th December 2024.

Cllr. Falat suggested an official opening with District Councillors and press and families who asked for the upgrade, also include in next Parish Press.

F12. To discuss Neeves Allotment clearance.

Following a complaint from a neighbouring property, they have requested that the rubble is removed from the boundary. Scott Builders have quoted £600.00 to complete the works.

Proposed by Cllr. B Keller, seconded by Cllr. S Keller, all in favour.

F13. To discuss the Easement Access.

Copies of the lease were circulated to Cllrs. Prior to the meeting. Cllr. Falat explained the issues with the lease. It was directed that Cllr. Falat would investigate this matter and get it signed when all in agreement.

F14. To discuss bank signatory process.

The process was discussed to continue transparency, and it was agreed The Clerk would hold a central log and whoever authorises the payments emails in or calls to confirm the date, amount and who authorised, the Clerk will then add the minute date etc of when the spend was agreed.

Cllr. Falat also asked if Cllr. Bromley would consider being a signatory, Cllr. Bromley agreed, Clerk to start the process with Barclays.

F 15. To agree the internal audit quote for 2024/25

The internal auditor has quoted £85.00 to carry out the 2024/25 audit for us.

This was unanimously agreed.

From the 25/26 audit onwards the Council must have a .gov.uk emails and website, quote received from Suffolk Cloud to set up a new website, emails and storage that Councillors can access.

Proposed by Cllr. Ashdown, seconded by Cllr. Falat, all in favour.

F16. To discuss the Boulevard Amusements insurance.

The fee we pay to insure the Boulevard Amusements is £589.79 per year. To comply with the lease, we can claim that back from the tenant. This was discussed and agreed to invoice quarterly for the full amount.

Proposed by Cllr. Ashdown, seconded by Cllr. Bromley, all in favour.

To note date of next Finance Committee Meeting, Thursday 8th May 2025 4pm.

The Chairman closed the meeting at 16.42 pm.

Signed by the Chairman Date.....