



MARHAM PARISH COUNCIL

ANNUAL REPORT 2017/2018



CHAIRMAN'S REPORT

It has been another busy year with a number of Village events having taken place, with more being planned.

We are in the process of submitting a planning application for the land at the back of the Hall, a new storage cupboard and disabled toilet.

Community Payback has agreed to help smarten up the Village. The team has already started work in the Village Hall and they will be painting, cleaning and generally making the Village look clean and tidy.

WO Graham Spark has taken over community liaisons between the Parish Council and the RAF and I would like to thank Graham for all his help and support.

Sara is now well into her third year with us, I am sure you will all agree she is a great asset to the Council. I would like to thank Sara for all her hard work and dedication to the Council.

The Fundraising group has worked really hard to put together 5 events over the last year and are still continuing to work hard on the forthcoming Fun Day and other event. Profits from the events over the past year have enabled us to pay for a Disabled access ramp and work will be starting on this very soon. We will continue to raise money to be spent on improving the Village Hall. I would like to say a big thank you to everyone who helps with the events both on the day and by attending the meetings and helping set up.

The Parish Council has supported Cllr Paisley and his small team of volunteer Community Speed Watch members during what has been a challenging year for them. They have provided a much-needed service. I would like to congratulate them all on the award they won last month for the hours they have dedicated to speed watch.

Cllr Walsingham has been overseeing Sam 2, ensuring the camera is moved frequently and providing everyone with the results each month.

Cllrs D Hawkins and Cllr Paisley continue to oversee the Cemetery, ensuring that all regulations are adhered to and communicating with Undertakers where necessary.

Cllr Harrison oversees Grounds Maintenance.

Cllr Barrett oversees the Allotments ensuring that all runs smoothly.

Cllr D Hawkins has established and maintains the Website which now presents a wealth of information for residents and visitors alike.

Cllr Heather deals with Internal Accounting Controls to ensure financial records are accurate and up to date.

Cllr Clarke has taken over the P&S; anyone wishing to add to the P&S please contact Cllr Clarke.

I would like to also thank Cllr Gerry Bucke who has been working hard to try and resolve the Church wall issues.

Sadly we have had to say goodbye to both Mr Robert Viggers and Mrs Nona Bourne. Both have worked for the Parish Council for many years but they sadly decided to retire. I would like to thank them for all their hard work over the years and wish them both well in their retirement.

We now have a new contracted Caretaker/Bookings Clerk, Mr Alan Flatt. Alan has been with us since December and has settled into the job very well.

We also had to say goodbye to Cllr Dowsing as he resigned due to relocation. Cllr Ben McCall briefly came on board but had to resign due to being posted. We are now asking for nominations for a new Councillor.

We all give our time to the Parish, a role which is entirely voluntary level of experience and dedication; I would like to thank you all for your continued commitment to making Marham a better place to live, work and play.

This past few years has seen some parishioners take a vested interest in their village. A handful have remained regular attendees and have added value to the meetings, challenging the Parish and Borough Councillors to address issues close to their heart. I hope to see this continue and grow to ensure that we as a council remain focused on the priorities of the residents.

Cllr Tina Hawkins

Chairman of the Council

WHAT THE PARISH COUNCIL DOES

The Council is a body, corporate by its name, and must appoint a Chairman, Clerk, Responsible Financial Officer, independent and competent Internal Auditor, hold a minimum of four meetings per year (the Annual Meeting must be one), and comply with the duties vested in the Local Government Act 1972. The Council can only consider matters to which it has been given statutory powers, but can incur expenditure for functions which are in the best interests of its electorates, subject to certain provisions. The Council formulates and adopts a budget, in respect of revenue and capital, and a precept is then levied for the ensuing year.

The Parish Council has 11 Councillors, who are elected for a four-year period or until the next ordinary election. The Council meets each month in the Village Hall on Wednesdays but aims not to meet in August or December with meetings normally starting at 7.15pm.

The Parish Council does have a variety of powers and duties, all of which impact directly on the community. Because some services are not the responsibility of the Parish Council, there is an official procedure governing certain affairs. The Clerk of the Council's responsibility is to carry out the policy decisions of the Council, provide guidance on matters relating to law and procedure and ensure financial transactions are authorised and recorded.

In the main, Marham Parish Council deals with matters relating to the provision and maintenance of the Village Hall, Coronation Playing Field, Sports Pavilion, Multi Use Games Area, childrens' play area and other open spaces, play equipment and signage, cemetery management and maintenance, closed

churchyard management and maintenance, clearance of unadopted walkways and footpaths, street lighting maintenance, litter bins, grit bins, dog bins, public seats and other street furniture, allotments, editorial and delivery of the Proposed and Seconded magazine, social media, village events, land acquisition and sale of, legal matters in the interests of the public, traffic calming, planning consultation and general spending (in accordance with statutory law) deemed to be of direct benefit to the community.

Agendas are published on the three notice boards throughout the parish and on the website. The Council also holds an Annual Parish Meeting for its electorate.

Councillors and the Clerk attend a variety of training sessions during the year to keep up to date with ever changing legislation and developments in the many areas of Parish Council work.

MONEY MATTERS

The Parish Clerk is also the 'Responsible Financial Officer', ensuring that the Council's financial transactions are properly authorised and recorded. The Council's records are subject to internal controls by a designated Councillor, an independent Internal Auditor and finally an External Auditor, which is government appointed.

Electors are entitled to inspect the Council accounts, any related documents, and any report the auditor made in that financial year. When the Council has finished preparing the accounts for the financial year they will be made available for inspection for a 30 day period. This will be advertised on the notice boards.

Marham 2017/2018 Year-End Accounts

2016/ 2017 £	RECEIPTS	2017/ 2018 £	2016/ 2017 £	PAYMENTS	2017/ 2018 £
40,500	Precept	41,788	10,802	Staff Salaries / HMRC / Expenses	12,359
540	Support Grant	373	0	Village Hall Bookings/Caretaker Contract	628
200	Grants & Donations	0	285	Chairman Allowance / Councillor Expenses	273
0	Insurance (claims)	0	184	Stationery / Hospitality	157
200	Proposed & Seconded Newsletter (advertising)	100	533	Subscriptions	420
724	Village Events	3,534	244	Proposed & Seconded Newsletter (printing)	304
1,836	Village Hall (lettings, refund of electrical supply)	3,105	525	Legal / Professional Fees	962
371	Allotments (rents, water)	366	2,469	Insurance (includes claims)	2,046
1,574	Cemetery / Churchyard	2,060	188	Training / Travel	67

3,144	Pavilion & Greens (Bowls Club, Pavilion Hire, rents)	1,924	11,229	Parish Partnership	6,750
805	RAF (dog waste collection)	676	2,201	Village Events	743
923	Defibrillator	214	0	S137 Grants & Donations / Other (gift payments)	0
31	Bank Interest	57	3,406	Village Hall (materials, water, electric, inspections, refuse, maintenance)	3,499
0	Elections	0	140	Allotments (maintenance, water, insurance)	420
4,409	VAT	3,381	746	Church/Cemetery (water, maintenance, refuse, inc Church wall)	5,222
			738	Pavilion (maintenance, electric)	809
			2,645	Playing Field (maintenance, water, inspections, equipment)	2,421
			9,558	Open Spaces (grounds & tree maintenance, dog waste collection)	8,233
			523	Street Lighting (power, maintenance)	610
			2,709	VAT	2,497
55,257	TOTAL RECEIPTS	57,578	49,125	TOTAL PAYMENTS	48,420

Marham 2016/2017 Year-End Bank Balances

	Current Account	Tracker Account
Opening <u>Bank Statement</u> Balances 01.04.2017	<u>£ 1,779.63</u>	<u>£ 70,064.31</u>
Total Opening Bank Balances		<u>£ 71,813.94</u>
Receipts 01.04.2016-31.03.2018	£ 89,083.84	£ 41,057.05
Payments 01.04.2016-31.03.2018	-£ 89,482.49	-£ 31,500.00
Closing <u>Bank</u> Balances 31.03.2018	<u>£ 1,380.98</u>	<u>£ 79,621.36</u>
Total Closing Bank Balances		<u>£ 81,002.34</u>

In summary: The balance brought forward at the beginning of the financial year, including earmarked reserves was £71,813.94. The balance carried forward, including earmarked reserves is £81,002.34.

VILLAGE HALL

Marham Village Hall is available to hire for private and commercial functions. It as a large hall, small outdoor amenity space, kitchen with full facilities, toilets and free parking. Maintenance is funded from the Parish Precept and the facility depends on the support of the community. The Village Hall provides a warm and friendly atmosphere and the perfect venue for whatever function you wish to hold. The Council has not increased its hiring prices for a considerable number of years and rates continue to

remain very competitive. Current regular users of the Hall include yoga, bell ringers and a ladies club and the Hall is used by the Council for meetings.

For further information please contact the Contract Bookings Officer, Mr Alan Flatt.

MARHAM VILLAGE HALL HIRE CHARGES

Children's Party 5 hours 3 hours party + 2 hours set up clean up time £35.00

Children's Party per hour or part of £10.00

Other functions per hour or part of £12.50

Commercial use per hour or part of * £15.00

Commercial regular booking per hour or part of * £12.50

* Tea, coffee and biscuits £5.00

* Buffet lunch per person £8.50

All above functions will require a refundable £50.00 deposit which must be paid at the time of booking.

If a booking is cancelled within 7 days a £5.00 charge will be made.

THE FOLLOWING ARE ALSO AVAILABLE FOR HIRE WITHOUT THE HALL PROVIDING THE HALL IS NOT IN USE

Car Park £10.00

Soft chairs £10.00

Plastic Tables and Chairs £15.00

CHILDREN'S PLAY AREA

The play area was originally part funded by the Big Lottery Fund and continues to be enjoyed by children of all ages. Residents are reminded that dogs are not permitted in this area and would politely ask that anyone exercising their pets throughout the village or open spaces clean up any waste.

STREET LIGHTING

The maintenance costs and service charges remain consistent with the previous financial year.

NEWSLETTER

'Proposed & Seconded', the official newsletter of Marham Parish Council, is produced three times a year. The newsletter keeps residents informed of current matters, community events and general information and provides free advertisement to local groups, charities, organisations and businesses.

The production of the newsletter was formally funded from the Parish Precept but the Council introduced advertisement charges for advertisers living outside of the parish of Marham and the costs to produce this are now funded by that income.

Anyone wishing to advertise in the newsletter should contact the Clerk.

WEBSITE

The Website is the main Council resource for providing information to residents. It contains details of facilities available in the village together with documents and information relating to Council procedures, agendas, minutes, etc.

Marham Parish Council also created a Facebook page and Twitter account as a secondary source to provide up to date information. Both accounts have proved to be extremely successful.

The website and social media accounts are all free and do not cost the ratepayer anything to run.

FOOTPATHS

Each year Norfolk County Council runs a Parish Partnership Scheme where local Councils are invited to submit bids for highway improvement schemes with Norfolk County Council funding 50% of the cost of successful bids and Town and Parish Councils contributing the balance. There is an upper limit on funding support for each Council of £25,000. Since 2014, the Parish Council has successfully submitted bids for trod (footway) provisions in the village which have proven to be a welcome asset for pedestrians. The Council will continue to submit bids for schemes of this nature as a rolling programme year on year.

The expenditure incurred in this financial year also included the costs for a previous year's scheme; hence the cost was higher than would usually be.

COMMUNITY EVENTS

The Council held various events throughout the year in aid of special community projects and Donato's Pizza & Kebab House helped raise £250.00 in just one year from donations in its collection box. Huge appreciation is extended to them which helped the Council raise sufficient funds to purchase a defibrillator for the Village Hall and have it installed by a qualified electrician. This is a great asset for the community and no cost has been borne by the ratepayer.

MEMBERSHIP OF THE COUNCIL AND ATTENDANCE RECORDS

A total of 11 Parish Council meetings were held during 2017/2018.

Cllr	May (Annual Meeting)	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr (Parish Meeting)	Apr	Total Attended	% Attended
Barrett	1	0	1		1	1	1		1	1	1	1	1	10	91%
Bucke	1	1	1		0	1	1		1	1	1	1	1	10	91%
Clarke	0	0	1		0	1	0		0	0	1	0	0	3	27%
Dowsing	1	1	0		0									2	50%
Harrison	1	1	1		1	1	1		1	1	1	1	1	11	100%
D Hawkins	1	1	1		1	1	1		1	1	1	1	1	11	100%
T Hawkins	1	1	1		1	1	1		1	1	1	1	1	11	100%
Heather	1	1	1		1	1	1		1	0	1	1	1	10	91%
Hipperson	1	0	1		0	1	1		1	1	1	1	1	9	82%
McCall							1		1	1				3	100%

Paisley	1	1	1		1	1	1		1	1	0	1	1	10	91%
Walsingham	0	0	1		1	1	0		0	1	1	1	1	7	64%

The average attendance of current Members for the year was 79%, which is a creditable performance considering that Members give freely of their time and have to balance Council duties with a range of other responsibilities including work and family commitments.

COUNCIL CONTACT DETAILS

Chairman

Tina Hawkins 14 Lime Close, Marham, PE33 9HN 01760 338670
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Deputy Chairman

Paul Walsingham Little Acorns, 2 Cottage Farm, The Street, Marham, PE33 9JQ 01760 339513

Councillors

Inga-Lucy Barrett 3 Church View, Marham, PE33 9HW 07557 351911
Gerry Bucke Normans Cottage, The Street, Marham, PE33 9JQ 01760 339544
John Clarke The Clock House, The Street, Marham, PE33 9HS 07968 100359
Jez Dowsing 262 Pine Avenue, Upper Marham, Marham, PE33 9PL (*resigned*) 07999 989769
Tony Harrison Partilyon, The Street, Marham, PE33 9JP 01760 337449
Dave Hawkins 14 Lime Close, Marham, PE33 9HN 01760 338670
Colin Heather Holmedale House, The Street, Marham, PE33 9JQ 01760 338878
Jane Hipperson Kara-Lee, The Street, Marham, PE33 9JN 07795 175021
Ben McCall 72 Windy Ridge, Upper Marham, PE33 9PD (*resigned*) 01760 622739
David Paisley 3 Waterworks Cottages, The Street, Marham, PE33 9JN 01760 337068

Parish Clerk

Mrs Sara Porter The Old School House, High Street, Stoke Ferry, PE33 9SF 01366 502165
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Contract Bookings Officer/Caretaker

Mr Alan Flatt The Old Bakery, School Lane PE33 9JA 07527 261524

Borough Councillors

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County Councillor

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Member of Parliament

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