



**Hunstanton Town Council**  
**Minutes of a meeting of the**  
**Finance & Property Management (F & PM) Committee held**  
**on Wednesday 10<sup>th</sup> November 2021 at 6pm in Council Chamber**

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**Present:** Cllrs; Ruston, (Chair), Winnington, Croucher, Kidd, Corby,  
Easeman, Jamieson, Smith

**Also Present:** Town Clerk Jan Roomes, Louise Parton Admin Assistant

**1. Apologies for Absence**

Apologies of absence received from Cllrs Howard, Johnston, Mckimm & Murray.

**2. Declarations of Interest**

There were no members declarations of interest.

**3. Minutes - confirmation of**

The minutes of the Finance & Property Management Committee held 13<sup>th</sup> October 2021 were agreed and signed as a true record.

**4. Matters Arising**

There were no matters arising from the minutes of the meeting held 13<sup>th</sup> October 2021.

**5. Internal Audit Reports**

The following reports from were received;

- I. The Admin Agency – no questions or comments by members
- II. HTC Internal Audit Group – Cllrs Smith reported the issue with Schedule 22/03 has now been resolved.

**6. Reports**

Cllr Ruston gave an update report on the following;

- i. Annexe lease signing – SJP have forwarded lease to tenant for signing
- ii. Conveyance on the Community Centre - Cllr Jamieson will chase with the Borough
- iii. Youth Shelter - position and style has been chosen, awaiting a site survey.
- iv. Trim and Trail - awaiting prices following site survey. Clerk requested pricing for an outdoor gym as a possible future project
- v. Lease on St Edmunds Terrace bus shelters – SJP inspected the Lease provided by BC and proposed amendments. Members agreed SJP to act for HTC to finalise.

Meeting closed 6.30pm