

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 5 September 2016 at The Council Offices, Post Office Road at 7.15pm.

Present: Cllr S Payne, Cllr K Hathaway, Cllr B Anderson, Cllr C Davey, Cllr K Green & Cllr J Houston

In attendance: Sarah Bristow (Clerk)

139 Apologies for absence
No apologies received.

140 Declarations of interest
None Received. Cllr Payne reminded Cllr Green & Cllr Houston of Item no 7. Cllr Green & Cllr Houston advised that they had no Declarations of Interest.

141 Minutes of meeting held on 4 July 2016
It was resolved for the minutes to be signed by the Chair as a true record.

142 Matters Arising
HMRC The Clerk asked if the promised telephone call had been received from the HMRC whilst she was on leave. Cllr Payne advised that no call had been received. **It was resolved for the Clerk to chase.**

143 Current Financial Position
a) Whole Council Budgets

The Clerk handed round a copy of the latest budget report. Everything in order.

b) Aged Debtors

The Clerk advised that there were currently two aged debtors for Village Voice Adverts. Both adverts have been taken out of the magazine. The Clerk to write to them and advise them that the Council would be taking things further.

c) Reserves

After discussion **It was resolved for the Clerk to open another investment account at NS&I and the Dersingham Centre reserves to be moved over.**

144 Investments

Nothing to advise at the present time as no worthy investments available at this present time. Cllr Davey advised that he thought the money would be better and gain more money for the parish to exchange the sodium streetlights to LED bulbs. **It was resolved for Cllr Anderson to look into replacing the balance of the streetlights over to LED bulbs.**

145 Pension Statement Policy

The Clerk handed round a copy of the statement, which had been previously circulated. **It was resolved for the Cllr Payne as Chair to sign the statement and for the Clerk to post to Norfolk Pension Fund.**

146 War Memorial Flagpole

Cllr Payne asked if anyone knew who owned the flagpole as the Royal British Legion had confirmed that the Royal British Legion did not own the flagpole. No one knew who owned the flagpole. **It was resolved for the Clerk to request two more quotes and these to be**

reported to Full Council at the end of the month in preparation for the replacement to be made.

147 Correspondence Received

None received.

148 Items for inclusion at the next meeting

Items 6 to be removed.

Payment procedure for Dersingham Centre

149 Date and time of next meeting

Monday 3 October 2016 at 7.15pm at the Parish Office.

With no further business the meeting closed at 7.48pm.

Financial Budget Comparison

Comparison between 01/04/16 and 05/09/16 inclusive.
Excludes transactions with an invoice date prior to 01/04/16

	2016/17	Actual Net	Balance	
Council Income				
100	Precept	£105,000.00	£105,000.00	£0.00
101	Council Support Grant	£4,030.00	£4,030.00	£0.00
105	DVSC Rent	£5,040.00	£1,680.00	-£3,360.00
110	Interest BP	£15.00	£17.14	£2.14
115	Interest National Savings	£155.00	£0.00	-£155.00
130	Sports Ground Rent	£5.00	£0.00	-£5.00
135	VAT Rebate	£0.00	£0.00	£0.00
140	Misc	£0.00	£1,368.09	£1,368.09
145	Saffron Interest	£0.00	£0.00	£0.00
Total Income		£114,245.00	£112,095.23	-£2,149.77
Expenditure				
1000	Chairman's Allowance	£200.00	£74.97	£125.03
1005	Councillors Expenses	£50.00	£0.00	£50.00
1010	Councillor Training	£300.00	£0.00	£300.00
1015	Insurance	£1,785.00	£1,864.74	-£79.74
1020	Audit Fees	£900.00	£75.00	£825.00
1025	Subscriptions	£850.00	£731.81	£118.19
1030	Section 137 Payments	£50.00	£0.00	£50.00
1035	Office Rent	£6,300.00	£2,000.00	£4,300.00
1040	Office Equipment/Maintanance	£950.00	£910.46	£39.54
1045	Telephones/Broadband	£400.00	£243.33	£156.67
1050	Postage	£200.00	£0.00	£200.00
1055	Stationery	£300.00	£31.89	£268.11
1060	Room Hire	£500.00	£200.00	£300.00
1065	Legal Fees/Land Registration	£100.00	£0.00	£100.00
1070	Sports Ground Rent	£1,300.00	£600.00	£700.00
1075	VAT	£0.00	£0.00	£0.00
1080	Office Cleaning	£420.00	£180.00	£240.00
1085	Election Expenses	£500.00	£0.00	£500.00
1090	War Memorial Gardens Planting	£0.00	£0.00	£0.00
1095	War Memorial General	£100.00	£0.00	£100.00
1100	I T Support	£0.00	£0.00	£0.00
3000	Salaries	£24,500.00	£9,582.06	£14,917.94
3005	Employers N. I.	£1,600.00	£382.54	£1,217.46
3010	SSP/SMP	£0.00	£0.00	£0.00
3015	Pension Contribution	£6,000.00	£2,112.25	£3,887.75
3020	Employment Services	£500.00	£0.00	£500.00
3025	Staff Training	£300.00	£15.00	£285.00
3030	Councillor Mileage	£75.00	£0.00	£75.00
3035	Staff Mileage	£75.00	£0.00	£75.00

Financial Budget Comparison

Comparison between 01/04/16 and 05/09/16 inclusive.

Excludes transactions with an invoice date prior to 01/04/16

	2016/17	Actual Net	Balance
Total Expenditure	£48,255.00	£19,004.05	£29,250.95

Financial Statement - Cashbook

Statement between 01/04/16 and 05/09/16 inclusive.

Balances at the start of the year

Ordinary Accounts

Barclays Current + Stepsaver Account	£63,189.47
National Savings Bank	£54,492.78
Petty Cash	£30.00
Saffron Building Society	£0.00
Voice Float	£100.00

Loan Made Accounts

Dersingham Sports Ground Management Comm	£0.00
Total	£117,812.25

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
100 Precept	105,000.00	0.00	105,000.00
101 Council Support Grant	4,030.00	0.00	4,030.00
105 DVSC Rent	1,680.00	0.00	1,680.00
110 Interest BP	17.14	0.00	17.14
115 Interest National Savings	0.00	0.00	0.00
130 Sports Ground Rent	0.00	0.00	0.00
135 VAT Rebate	7,500.78	0.00	7,500.78
140 Misc	1,368.09	0.00	1,368.09
145 Saffron Interest	0.00	0.00	0.00
Council Total	119,596.01	0.00	119,596.01
Communications			
600 Advertisement Dersingham Data	2,130.00	0.00	2,130.00
605 Advertisement Village Voice	15,107.20	0.00	15,107.20
610 Village Voice Subscriptions	33.60	0.00	33.60
615 Village Voice Live	443.00	0.00	443.00
Communications Total	17,713.80	0.00	17,713.80
Environment			
400 Dog Bin Sponsorship	0.00	0.00	0.00
405 NCC Partnership Scheme	0.00	0.00	0.00
410 Misc	0.00	0.00	0.00
Environment Total	0.00	0.00	0.00
Recreation			
500 Grants	0.00	0.00	0.00
505 The Big lunch	0.00	0.00	0.00
510 Easter Market	0.00	0.00	0.00
515 Children's Activities	0.00	0.00	0.00
520 Christmas	0.00	0.00	0.00
525 Recreation Events	103.00	0.00	103.00
Recreation Total	103.00	0.00	103.00
Dersingham Centre			
700 Fundraising Activities	0.00	0.00	0.00
710 Centre Precept	0.00	0.00	0.00

Financial Statement - Cashbook

Statement between 01/04/16 and 05/09/16 inclusive.

715 Brick Sponsorship	1,360.00	0.00	1,360.00
720 Brick/Roof Tile Donation	60.00	0.00	60.00
725 Corporate Sponsorship	0.00	0.00	0.00
Dersingham Centre Total	1,420.00	0.00	1,420.00

The Warren

800 Interest- Saffron	0.00	0.00	0.00
The Warren Total	0.00	0.00	0.00

Total Receipts	138,832.81	0.00	138,832.81
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PAYMENTS

Council

	Net (£)	Vat (£)	Gross (£)
1000 Chairman's Allowance	74.97	0.00	74.97
1005 Councillors Expenses	0.00	0.00	0.00
1010 Councillor Training	0.00	0.00	0.00
1015 Insurance	1,864.74	0.00	1,864.74
1020 Audit Fees	75.00	0.00	75.00
1025 Subscriptions	731.81	0.00	731.81
1030 Section 137 Payments	0.00	0.00	0.00
1035 Office Rent	2,000.00	0.00	2,000.00
1040 Office Equipment/Maintanance	910.46	182.09	1,092.55
1045 Telephones/Broadband	243.33	36.45	279.78
1050 Postage	0.00	0.00	0.00
1055 Stationery	31.89	6.38	38.27
1060 Room Hire	200.00	0.00	200.00
1065 Legal Fees/Land Registration	0.00	0.00	0.00
1070 Sports Ground Rent	600.00	0.00	600.00
1075 VAT	0.00	0.00	0.00
1080 Office Cleaning	180.00	0.00	180.00
1085 Election Expenses	0.00	0.00	0.00
1090 War Memorial Gardens Planting	0.00	0.00	0.00
1095 War Memorial General	0.00	0.00	0.00
1100 I T Support	0.00	0.00	0.00
3000 Salaries	9,582.06	0.00	9,582.06
3005 Employers N. I.	382.54	0.00	382.54
3010 SSP/SMP	0.00	0.00	0.00
3015 Pension Contribution	2,112.25	0.00	2,112.25
3020 Employment Services	0.00	0.00	0.00
3025 Staff Training	15.00	0.00	15.00
3030 Councillor Mileage	0.00	0.00	0.00
3035 Staff Mileage	0.00	0.00	0.00
Council Total	19,004.05	224.92	19,228.97

Communications

6000 Dersingham Data	0.00	0.00	0.00
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Financial Statement - Cashbook

Statement between 01/04/16 and 05/09/16 inclusive.

6005 Village Voice	4,320.00	0.00	4,320.00
6010 Village Voice Live	401.94	12.56	414.50
6015 Postage Village Voice	0.00	0.00	0.00
6020 Postage Data	0.00	0.00	0.00
6025 Public Noticeboards	40.00	0.00	40.00
6030 Website	0.00	0.00	0.00
Communications Total	4,761.94	12.56	4,774.50
Council - Grants			
2000 Sport Ground Management	2,500.00	0.00	2,500.00
2005 Churchyard	1,200.00	0.00	1,200.00
2010 Community Car Scheme	0.00	0.00	0.00
2015 Minor Grants	0.00	0.00	0.00
Council - Grants Total	3,700.00	0.00	3,700.00
Environment			
4000 Cleaning Contract	1,040.00	0.00	1,040.00
4005 Dog Bins	20.85	4.17	25.02
4010 Dog Bin Advertising	0.00	0.00	0.00
4015 Dog Bin Emptying	0.00	0.00	0.00
4020 Grasscutting/Verge Maintenance	890.00	0.00	890.00
4025 Floral Enhancements	0.00	0.00	0.00
4030 Taskforce	0.00	0.00	0.00
4035 Street Lighting Energy	1,008.84	199.26	1,208.10
4040 Streetlight Maintenance	724.29	144.85	869.14
4045 Streetlight Repair/Survey/New	0.00	0.00	0.00
4050 Seats/Benches	0.00	0.00	0.00
4055 Village Sign	0.00	0.00	0.00
4060 Bus Shelters	0.00	0.00	0.00
4065 Footpaths/PROW	0.00	0.00	0.00
4070 Trees	0.00	0.00	0.00
4075 Litterbins	0.00	0.00	0.00
4080 General Maintenance	285.00	45.00	330.00
4085 Parish Partnership Scheme	0.00	0.00	0.00
Environment Total	3,968.98	393.28	4,362.26
Recreation			
5000 Recreation Water	11.47	0.00	11.47
5005 Recreation Ground Electricity	24.00	0.00	24.00
5010 Playground Equipment - New	0.00	0.00	0.00
5015 Playground Equipment - Maintenance	0.00	0.00	0.00
5020 Playground Inspection	0.00	0.00	0.00
5025 Recreation Ground Maintenance	70.16	0.00	70.16
5030 Recreation Ground Grasscutting	348.00	0.00	348.00

Financial Statement - Cashbook

Statement between 01/04/16 and 05/09/16 inclusive.

5035 Easter Market	0.00	0.00	0.00
5040 The Big Lunch	0.00	0.00	0.00
5045 Recreation Events	231.51	0.91	232.42
5050 Children's Activities	0.00	0.00	0.00
5055 Christmas Activities	297.71	59.54	357.25
5060 Carboot/Funday	0.00	0.00	0.00
Recreation Total	982.85	60.45	1,043.30
Dersingham Centre			
7000 Survey	0.00	0.00	0.00
7005 Drawings & Plans	4,195.00	839.00	5,034.00
7010 Misc Expenditure	16.06	0.00	16.06
7015 Fundraising Activities	9.92	0.67	10.59
7020 Consultation & Events	0.00	0.00	0.00
7025 Development Costs	0.00	0.00	0.00
7030 Administration & Legal Fees	0.00	0.00	0.00
Dersingham Centre Total	4,220.98	839.67	5,060.65
The Warren			
8000 Warren Expenditure	985.00	0.00	985.00
The Warren Total	985.00	0.00	985.00
Youth Group			
9000 Youth Group	0.00	0.00	0.00
Youth Group Total	0.00	0.00	0.00
Total Payments	37,623.80	1,530.88	39,154.68

Closing Balances

Ordinary Accounts

Barclays Current + Stepsaver Account	£162,867.60
National Savings Bank	£54,492.78
Petty Cash	£30.00
Saffron Building Society	£0.00
Voice Float	£100.00

Loan Made Accounts

Dersingham Sports Ground Management Comm	£0.00
Total	£217,490.38

Not all the accounts have been reconciled exactly to the end date on this statement.

Aged Debtors

Start of year 01/04/16

Tn no	Gross	Vat	Net	Inv. date	Invoice no.	Days	Customer
100	£28.50	£0.00	£28.50	27/04/16	131		Saffron Building Society
99	£110.00	£0.00	£110.00	27/04/16	131		Steve's Taxi Service
Total	£138.50	£0.00	£138.50				
0.00%	£0.00	£0.00	£0.00			< 30 days	
0.00%	£0.00	£0.00	£0.00			>= 30 days and < 60 days	
0.00%	£0.00	£0.00	£0.00			>=60 days and < 90 days	
100.00%	£138.50	£0.00	£138.50			>= 90 days	