

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 3 October 2016 at The Council Offices, Post Office Road at 7.15pm.

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

In attendance: Sarah Bristow (Clerk)

150 Apologies for absence

It was resolved to accept the apologies from Cllr B Anderson.

151 Declarations of interest

None Received.

152 Minutes of meeting held on 5 September 2016

It was resolved for the minutes to be signed by the Chair as a true record. Cllr Houston advised that the minutes were not true and he had advised who owned the flagpole and it was the Dersingham & Sandringham Division of the Royal British Legion. **It was agreed that Cllr Houston and Cllr Green had declined to comment when Cllr Payne asked the questions at the last meeting. Minutes signed as true record.**

153 Matters Arising

HMRC (142). **It was resolved for the Clerk to continue to chase.**

154 Current Financial Position

a) Whole Council Budgets

The Clerk handed round a copy of the latest budget report. Everything in order. Cllr Payne asked that the Council Support Grant for this year be ring-fenced for the Skatepark. **It was resolved for the Clerk to amend the accounts accordingly.** Cllr Payne asked if the Environment Committee was going to put a project forward for the Parish Partnership Scheme this year. Cllr Hathaway advised that the Environment Committee had not found a project that was covered so far. Cllr Davey asked if the Churchyard, Community Car Scheme and Sports Ground Management grants were due to be paid. Cllr Brundle commented on how good the Churchyard was looking. The Clerk advised that they were all due. **It was resolved for the payments to be made within the October payment run.**

b) Aged Debtors

The Clerk advised that there were currently four aged debtors for Village Voice Adverts. Two were long standing and two were new and the Clerk did not see there would be problem with the new ones as it was down to late entry.

c) Reserves

The Clerk had received the application form but on closer inspection it seems the wrong form had been received. **It was resolved for the Clerk to check the form and to open another investment account at NS&I and transfer £50,000 from Dersingham Centre reserves.** The Clerk also advised that she had received a letter from Barclays to say that from 5 October no interest will be received on the Business Premium Account.

155 Investments

Nothing to advise at the present time as no worthy investments available at this present time. The money was agreed at the Full Council meeting to replace the sodium bulbs with LED bulbs. The Clerk had placed the order.

156 Pay Procedure for Dersingham Centre.

Cllr Davey said that payments need to be made regarding the Dersingham Centre and must be paid regularly. The Clerk advised that Full Council could agree the full amount and then the Clerk could pay on a regular basis until the full amount had been paid. **It was resolved for this to happen and the Clerk to only pay after the invoice/work is checked by Cllr Payne or Cllr Davey.**

157 War Memorial Flagpole

This item to be removed.

158 Correspondence Received

All items brought up under agenda items.

159 Items for inclusion at the next meeting

Items 6 & 7 to be removed.

Budget Setting to be added. (Precept)

160 Date and time of next meeting

Monday 7 November 2016 at 7.15pm at the Parish Office.

With no further business the meeting closed at 7.44pm.

Financial Budget Comparison

Comparison between 01/04/16 and 03/10/16 inclusive.

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

	2016/17	Actual Net	Balance	
INCOME				
Council				
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	£2,520.00	-£2,520.00
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 Council		£114,245.00	£112,935.23	-£1,309.77
Communications				
600	Advertisement Dersingham Data	£2,500.00	£2,065.00	-£435.00
605	Advertisement Village Voice	£15,500.00	£15,619.80	£119.80
610	Village Voice Subscriptions	£70.00	£33.60	-£36.40
615	Village Voice Live	£1,500.00	£581.00	-£919.00
Total Communications		£19,570.00	£18,299.40	-£1,270.60
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
Total Environment		£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	£200.00	£0.00	-£200.00
520	Christmas	£0.00	£0.00	£0.00
525	Recreation Events	£200.00	£113.00	-£87.00
Total Recreation		£400.00	£113.00	-£287.00
Dersingham Centre				
700	Fundraising Activities	£0.00	£0.00	£0.00
710	Centre Precept	£25,551.00	£0.00	-£25,551.00
715	Brick Sponsorship	£0.00	£1,560.00	£1,560.00
720	Brick/Roof Tile Donation	£0.00	£75.00	£75.00
725	Corporate Sponsorship	£0.00	£0.00	£0.00
Total Dersingham Centre		£25,551.00	£1,635.00	-£23,916.00
The Warren				
800	Interest- Saffron	£0.00	£0.00	£0.00
Total The Warren		£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/16 and 03/10/16 inclusive.

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

	2016/17	Actual Net	Balance	
Total Income	£159,766.00	£132,982.63	-£26,783.37	
EXPENDITURE				
Council				
1000	Chairman's Allowance	£200.00	£74.97	£125.03
1005	Councillors Expenses	£50.00	£0.00	£50.00
1010	Councillor Training	£300.00	£50.00	£250.00
1015	Insurance	£1,785.00	£1,864.74	-£79.74
1020	Audit Fees	£900.00	£75.00	£825.00
1025	Subscriptions	£850.00	£781.81	£68.19
1030	Section 137 Payments	£50.00	£0.00	£50.00
1035	Office Rent	£6,300.00	£3,000.00	£3,300.00
1040	Office Equipment/Maintanance	£950.00	£1,288.32	-£338.32
1045	Telephones/Broadband	£400.00	£281.38	£118.62
1050	Postage	£200.00	£0.00	£200.00
1055	Stationery	£300.00	£125.47	£174.53
1060	Room Hire	£500.00	£240.00	£260.00
1065	Legal Fees/Land Registration	£100.00	£0.00	£100.00
1070	Sports Ground Rent	£1,300.00	£1,200.00	£100.00
1075	VAT	£0.00	£0.00	£0.00
1080	Office Cleaning	£420.00	£280.00	£140.00
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	£12,088.44	£12,411.56
3005	Employers N. I.	£1,600.00	£776.68	£823.32
3010	SSP/SMP	£0.00	£0.00	£0.00
3015	Pension Contribution	£6,000.00	£2,538.58	£3,461.42
3020	Employment Services	£500.00	£0.00	£500.00
3025	Staff Training	£300.00	£115.00	£185.00
3030	Councillor Mileage	£75.00	£0.00	£75.00
3035	Staff Mileage	£75.00	£0.00	£75.00
Total Council	£48,255.00	£24,780.39	£23,474.61	
Communications				
6000	Dersingham Data	£2,000.00	£1,705.00	£295.00
6005	Village Voice	£15,500.00	£4,320.00	£11,180.00
6010	Village Voice Live	£1,400.00	£558.46	£841.54
6015	Postage Village Voice	£140.00	£0.00	£140.00
6020	Postage Data	£0.00	£0.00	£0.00
6025	Public Noticeboards	£250.00	£40.00	£210.00
6030	Website	£300.00	£0.00	£300.00
Total Communications	£19,590.00	£6,623.46	£12,966.54	

Financial Budget Comparison

Comparison between 01/04/16 and 03/10/16 inclusive.

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

		2016/17	Actual Net	Balance
Council - Grants				
2000	Sport Ground Management	£5,000.00	£2,500.00	£2,500.00
2005	Churchyard	£3,600.00	£1,200.00	£2,400.00
2010	Community Car Scheme	£500.00	£0.00	£500.00
2015	Minor Grants	£450.00	£0.00	£450.00
Total Council - Grants		£9,550.00	£3,700.00	£5,850.00
Environment				
4000	Cleaning Contract	£3,500.00	£1,560.00	£1,940.00
4005	Dog Bins	£250.00	£20.85	£229.15
4010	Dog Bin Advertising	£60.00	£0.00	£60.00
4015	Dog Bin Emptying	£2,600.00	£0.00	£2,600.00
4020	Grasscutting/Verge Maintenance	£2,500.00	£1,555.00	£945.00
4025	Floral Enhancements	£250.00	£0.00	£250.00
4030	Taskforce	£150.00	£0.00	£150.00
4035	Street Lighting Energy	£6,500.00	£1,596.12	£4,903.88
4040	Streetlight Maintenance	£3,000.00	£1,190.79	£1,809.21
4045	Streetlight Repair/Survey/New	£2,000.00	£130.00	£1,870.00
4050	Seats/Benches	£0.00	£0.00	£0.00
4055	Village Sign	£100.00	£0.00	£100.00
4060	Bus Shelters	£250.00	£0.00	£250.00
4065	Footpaths/PROW	£100.00	£0.00	£100.00
4070	Trees	£1,000.00	£460.00	£540.00
4075	Litterbins	£0.00	£0.00	£0.00
4080	General Maintenance	£1,000.00	£285.00	£715.00
4085	Parish Partnership Scheme	£0.00	£0.00	£0.00
Total Environment		£23,260.00	£6,797.76	£16,462.24
Recreation				
5000	Recreation Water	£75.00	£11.47	£63.53
5005	Recreation Ground Electricity	£150.00	£36.00	£114.00
5010	Playground Equipment - New	£500.00	£0.00	£500.00
5015	Playground Equipment - Maintenance	£1,500.00	£0.00	£1,500.00
5020	Playground Inspection	£250.00	£115.50	£134.50
5025	Recreation Ground Maintenance	£1,500.00	£70.16	£1,429.84
5030	Recreation Ground Grasscutting	£1,200.00	£638.00	£562.00
5035	Easter Market	£0.00	£0.00	£0.00
5040	The Big Lunch	£0.00	£0.00	£0.00
5045	Recreation Events	£1,500.00	£442.92	£1,057.08
5050	Children's Activities	£200.00	£0.00	£200.00
5055	Christmas Activities	£1,000.00	£297.71	£702.29
5060	Carboot/Funday	£0.00	£0.00	£0.00
Total Recreation		£7,875.00	£1,611.76	£6,263.24
Dersingham Centre				

Financial Budget Comparison

Comparison between 01/04/16 and 03/10/16 inclusive.

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

		2016/17	Actual Net	Balance
7000	Survey	£0.00	£0.00	£0.00
7005	Drawings & Plans	£0.00	£4,195.00	-£4,195.00
7010	Misc Expenditure	£0.00	£266.06	-£266.06
7015	Fundraising Activities	£0.00	£9.92	-£9.92
7020	Consultation & Events	£500.00	£0.00	£500.00
7025	Development Costs	£3,500.00	£0.00	£3,500.00
7030	Administration & Legal Fees	£1,000.00	£0.00	£1,000.00
Total Dersingham Centre		£5,000.00	£4,470.98	£529.02
The Warren				
8000	Warren Expenditure	£0.00	£1,875.00	-£1,875.00
Total The Warren		£0.00	£1,875.00	-£1,875.00
Youth Group				
9000	Youth Group	£0.00	£0.00	£0.00
Total Youth Group		£0.00	£0.00	£0.00
Total Expenditure		£113,530.00	£49,859.35	£63,670.65
Total Income		£159,766.00	£132,982.63	-£26,783.37
Total Expenditure		£113,530.00	£49,859.35	£63,670.65
Total Net Balance		£46,236.00	£83,123.28	

Financial Statement - Cashbook

Statement between 01/04/16 and 03/10/16 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	2,520.00	0.00	2,520.00
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	120,436.01	0.00	120,436.01
Communications			
600 Advertisement Dersingham Data	2,065.00	0.00	2,065.00
605 Advertisement Village Voice	15,619.80	0.00	15,619.80
610 Village Voice Subscriptions	33.60	0.00	33.60
615 Village Voice Live	581.00	0.00	581.00
Communications Total	18,299.40	0.00	18,299.40
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	113.00	0.00	113.00
Recreation Total	113.00	0.00	113.00
Dersingham Centre			
700 Fundraising Activities	0.00	0.00	0.00
710 Centre Precept	0.00	0.00	0.00
715 Brick Sponsorship	1,560.00	0.00	1,560.00

Financial Statement - Cashbook

Statement between 01/04/16 and 03/10/16 inclusive.

720 Brick/Roof Tile Donation	75.00	0.00	75.00
725 Corporate Sponsorship	0.00	0.00	0.00
Dersingham Centre Total	1,635.00	0.00	1,635.00
The Warren			
800 Interest- Saffron	0.00	0.00	0.00
The Warren Total	0.00	0.00	0.00
Total Receipts	140,483.41	0.00	140,483.41
PAYMENTS			
	Net (£)	Vat (£)	Gross (£)
Council			
1000 Chairman's Allowance	74.97	0.00	74.97
1005 Councillors Expenses	0.00	0.00	0.00
1010 Councillor Training	50.00	0.00	50.00
1015 Insurance	1,864.74	0.00	1,864.74
1020 Audit Fees	75.00	0.00	75.00
1025 Subscriptions	781.81	0.00	781.81
1030 Section 137 Payments	0.00	0.00	0.00
1035 Office Rent	3,000.00	0.00	3,000.00
1040 Office Equipment/Maintanance	1,288.32	257.66	1,545.98
1045 Telephones/Broadband	281.38	43.35	324.73
1050 Postage	0.00	0.00	0.00
1055 Stationery	125.47	25.10	150.57
1060 Room Hire	240.00	0.00	240.00
1065 Legal Fees/Land Registration	0.00	0.00	0.00
1070 Sports Ground Rent	1,200.00	0.00	1,200.00
1075 VAT	0.00	0.00	0.00
1080 Office Cleaning	280.00	0.00	280.00
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	12,088.44	0.00	12,088.44
3005 Employers N. I.	776.68	0.00	776.68
3010 SSP/SMP	0.00	0.00	0.00
3015 Pension Contribution	2,538.58	0.00	2,538.58
3020 Employment Services	0.00	0.00	0.00
3025 Staff Training	115.00	0.00	115.00
3030 Councillor Mileage	0.00	0.00	0.00
3035 Staff Mileage	0.00	0.00	0.00
Council Total	24,780.39	326.11	25,106.50
Communications			
6000 Dersingham Data	1,705.00	0.00	1,705.00
6005 Village Voice	4,320.00	0.00	4,320.00
6010 Village Voice Live	618.46	18.90	637.36
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	6,683.46	18.90	6,702.36

Financial Statement - Cashbook

Statement between 01/04/16 and 03/10/16 inclusive.

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	1,560.00	0.00	1,560.00
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	1,555.00	0.00	1,555.00
4025 Floral Enhancements	0.00	0.00	0.00
4030 Taskforce	0.00	0.00	0.00
4035 Street Lighting Energy	1,596.12	316.72	1,912.84
4040 Streetlight Maintenance	1,190.79	238.15	1,428.94
4045 Streetlight Repair/Survey/New	130.00	26.00	156.00
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	460.00	0.00	460.00
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	6,797.76	630.04	7,427.80
Recreation			
5000 Recreation Water	11.47	0.00	11.47
5005 Recreation Ground Electricity	36.00	0.00	36.00
5010 Playground Equipment - New	0.00	0.00	0.00
5015 Playground Equipment - Maintenance	0.00	0.00	0.00
5020 Playground Inspection	115.50	23.10	138.60
5025 Recreation Ground Maintenance	70.16	0.00	70.16
5030 Recreation Ground Grasscutting	638.00	0.00	638.00
5035 Easter Market	0.00	0.00	0.00
5040 The Big Lunch	0.00	0.00	0.00
5045 Recreation Events	442.92	12.18	455.10
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	1,611.76	94.82	1,706.58
Dersingham Centre			
7000 Survey	0.00	0.00	0.00
7005 Drawings & Plans	4,195.00	839.00	5,034.00
7010 Misc Expenditure	266.06	0.00	266.06
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

Financial Statement - Cashbook

Statement between 01/04/16 and 03/10/16 inclusive.

Dersingham Centre Total	4,470.98	839.67	5,310.65
The Warren			
8000 Warren Expenditure	1,875.00	58.00	1,933.00
The Warren Total	1,875.00	58.00	1,933.00
Youth Group			
9000 Youth Group	0.00	0.00	0.00
Youth Group Total	0.00	0.00	0.00
Total Payments	49,919.35	1,967.54	51,886.89

Closing Balances

Ordinary Accounts

Barclays Current + Stepsaver Account	£151,785.99
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	£206,408.77

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	159		Saffron Building Society
99	£110.00	£0.00	£110.00	27/04/16	159		Steve's Taxi Service
193	£18.50	£0.00	£18.50	13/09/16	20		Norfolk Holiday Homes
192	£18.50	£0.00	£18.50	13/09/16	20		Shoreline Landscapes
191	£28.50	£0.00	£28.50	13/09/16	20		Sara Bowlby
187	£100.00	£0.00	£100.00	03/10/16	0		Donation Buy A Brick
Total	£304.00	£0.00	£304.00				
54.44%	£165.50	£0.00	£165.50			< 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	
45.56%	£138.50	£0.00	£138.50			>= 90 days	