

**Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 5 January 2015 at The Council Offices, Post Office Road at 7.15pm.**

**Present:** Cllr C Davey, Cllr K Hathaway & Cllr A Hobson

**In attendance:** Sarah Bristow (Clerk) & Cllr B Anderson

**886 Apologies for absence**

Everyone Present

**887 Declarations of interest**

No Declarations of Interest received

**888 Minutes of meeting held on 1 December 2014**

**It was resolved for the minutes to be signed by the Chair as a true record**

**889 Matters Arising**

(875) Previous Years Wages

Cllr Hobson advised that he had undertaken with the Clerk to provide a list of all wages paid for 2010/11 and 2011/12 via the only means available cheque stubs. Cllr Hobson advised that he did not feel that the council could justify the proposed application for a PAYE/NI Refund. Cllr Davey had emailed round the information in a different format. The Clerk advised that she needed to find the letters from the HMRC, which stated that they owed us the money. The Clerk also advised that not all the cheques were put through the PAYE system, as some staff was self-employed until the Government said that all Clerks etc must go through the PAYE. Cllr Davey could not understand why copy payslip were not in the office to cover this period. Cllr Davey asked the Clerk if she had copies of her wage slips for this period. The Clerk advised that she thought she had. The Clerk advised that the amount for one year looked very similar to the amount of SSP/SSP refunded. **It was resolved for the Clerk to find the letters from the HMRC and try and find her wage slips.** **Action: Clerk**

(845) Previous Years Balance Sheet

Cllr Davey asked for the sheet reported at the last meeting should be included in these minutes.

Please see attached sheet.

**890 Current Financial Position**

a) Whole Council Budgets

The Clerk circulated the budgets. It was agreed that there was no areas of concern.

**b) Aged Debtors**

The Clerk advised that she had received a letter from the HMRC with copies of P60's basically saying that as far as they are concerned the Clerk owes no money for last year. The Clerk has written out a cheque for the amount outstanding. The Clerk asked for a letter from Cllr Davey as agreed at the last meeting explaining the situation and a receipt. **It was resolved for Cllr Davey to issue the letter and receipt to the Clerk.** **Action: Cllr Davey**

**c) Precept**

Cllr Davey explained the changes in the recreation precept. Cllr Davey said that he can see the increases in the environment budget but felt that he could justify them at the precept meeting. Cllr Anderson went through the increases, which were mainly to do with

Streetlighting. Cllr Davey asked why there was no income for dog bin sponsorship this year. The Clerk advised that she should have included £250.00. The Clerk asked if the figures for Dersingham Centre have been discussed. Cllr Davey advised that these were to be discussed tomorrow night.

#### **d) Reserves**

Cllr Davey said that he thought that the money in the Saffron should only include The Warren Money. **It was resolved for this to be the case when the bond had matured and before reinvestment.**

**Cllr Anderson left the meeting. 8.30pm.**

#### **891 Payments**

The Clerk advised that she was now using the new payment slip but that still some chairs had not signed the slip. Cllr Davey agreed to come and sign his.

#### **892 Social Club**

Cllr Davey advised that Mr Hopkins and Mrs Mitchell had been informed of the increase proposed at the last FGP&A meeting. The Clerk advised that Mr Hopkins had attended the office and advised that the Club had been charged on improvements before the twenty-year rule. Cllr Davey advised that the proposed increase had to go to Full Council at the end of the month. The Clerk advised that Mr Hopkins was asking for a copy of the valuation. Cllr Davey said that after it has been to Full Council there is no reason why they cannot have a copy.

#### **893 Investments**

The Clerk advised that she had not achieved the list but would put in the minutes.

NS&I	£49,248.00	¾%	Take out at any time Interest put on in December
Saffron	£61,947.82	1.25%	matures on 6 April 2015 (one year rollover)

NS&I do not have any more investment accounts open to Parish Councils, and the Saffron are not offering any bonds at present only instant access accounts at 0.1%.

Cllr Hobson said that he had spoken to a relative who was a Financial Advisor. Cllr Hobson said that he had been advised that government usually had rules to say whom they could invest in. The Clerk advised that she had not heard or seen anything. **It was resolved for Cllr Hobson to check and keep abreast of the situation. Action: Cllr Hobson**

#### **894 Churchyard Grasscutting**

Cllr Davey advised that the Church had asked for a grant of £3,600 for the Churchyard Grasscutting. Cllr Davey asked if any bills had been received for works completed by the previous contractor. The Clerk advised that she had been informed that they had been sent by recorded delivery and had asked to see the signature as nothing had been received. No signature or bills has been received.

#### **895 Office Electrics**

**It was resolved for this issue to be taken to Full Council but in the meantime the Clerk to write to the Landlord asking for assess to next door and the source of the electrics. Action: Clerk**

#### **896 Asset Register**

The Clerk advised that the Playground Committee will now look at theirs now the playground is complete. Cllr Davey asked the Clerk to undertake a full asset list of the office.

**Action: Clerk**

## 897 Correspondence Received

a) Email from 1&1 re payment for website/email etc. The Clerk advised that the email was received on the 16<sup>th</sup> saying that the website would be taken down in five days if the bill was not settled. The Clerk advised that due to the website being achieved by a one and one template it was not possible to move. The Internal Auditor had said that the Council should be in charge and paying for the website. The Clerk advised that to do this then the Council would need to employ someone or a company to build a website and it may be possible with advertisement etc for them to update. **It was resolved for the Clerk to check who other local councils use, obtain a couple of quotes and to pay the account by direct debit until an alternative is arranged.** **Action: Clerk**

b) A letter from the Police regarding sponsorship funding of a PSCO for the village. Cllr Davey asked if any figures were mentioned. **It was resolved for the Clerk to obtain figures involved and then take to the next meeting.** **Action: Clerk**

c) Letter received informing the Council that a total of £17,076.71 was paid out on the Miss Rust/Community Centre incident.

d) National Pay Increase. The Clerk advised that the new pay increases had been received from NALC. **It was resolved that these been accepted.**

e) Edge It Systems. The Clerk explained that it was originally around £900.00 but she had objected because no invoice had been received it was just put on her account package. The Clerk had discussed and a bill had been received for £200.00. **It was resolved for this to be passed for payment.**

f) Quotation for Skatepark repair. Cllr Davey went through the quote for an amount of £473.00 for all repair works to be included in the Recreation Budget. **It was resolved to recommend to Full Council that this is accepted and an order placed for the work in the new financial year.** **Action: Clerk**

## 898 Items for inclusion at the next meeting

The Clerk advised that she had been on a Health & Safety Risk Assessment Training recently and advised the Council that the Council needs to undertake a total review of all risk assessments and to undertake the actions from the fire risk assessment, which was undertaken when they first took over the office.

## 899 Date and time of next meeting

**Monday 2 February 2015 at 7.15pm at the Parish Office.**

With no further business the meeting closed at 9.20pm.

## Action list

### Cllr Davey

- Write a letter to the Clerk re payment/receipt and HMRC.

### Cllr Hobson

- Check out if there are any recommended investment companies for Parish Councils.
- Keep abreast of investments.

### Clerk

- Find letter from HMRC re overpayment.

- Find wage slips for 10/11 and 11/12.
- Write to Landlord re obtaining access to source of electricity.
- Complete asset register for the office.
- Obtain website quotes
- Set up Direct Debit for one and one account
- Fins out PSCO costs
- Recommendations to Full Council.
- Add items for inclusion to next agenda.