

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Thursday 5 February 2015 at The Council Offices, Post Office Road at 7.00pm.

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

In attendance: Sarah Bristow (Clerk)

900 Apologies for absence

Everyone Present

901 Declarations of interest

No Declarations of Interest received

902 Minutes of meeting held on 5 January 2015

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

903 Matters Arising

(875) (889) Previous Years Wages

The Clerk has found the wages tucked away in wages boxes for 2007/8. The Clerk had gone on to the HMRC website to find the amounts the HMRC said that the Council had overpaid. The Clerk advised that it was listed for 2299.09 but not the £700 odd one. The Clerk advised that it also advised that the Council were currently £300.00 overpaid. **It was resolved for the Clerk to check against the figures achieved by Cllr Hobson and herself and report back to the next meeting. It was also resolved for the Clerk to speak with Autela re the current £300.00 overpayment.**

897a 1 & 1 account –website

The Clerk advised that she needed to find out when Mr Davis had paid up to and then she can start the direct debit. The Clerk also advised that she had received one quote to make a new website the others required more details and wanted meetings. **It was resolved for the Clerk to sort out the 1 & 1 payment and to forward the emails regarding the website.**

897b PCSO Correspondence

The Clerk advised that she had emailed the Department but had not received any acknowledgement of her email.

904 Current Financial Position

a) Whole Council Budgets

The Clerk had previously circulated the budgets. It was agreed that there was no areas of concern. The Clerk advised that £369.36 had been received for the year ending 31 December 2014 from the NS&I. The Clerk also advised that a letter had been received from the Saffron advising that the Clerk can know ask questions about the account. Cllr Anderson is trying to sort out the Clerk being allowed to talk about the account with the NS&I. Cllr Davey said that Minor Grants needed to be addressed at the next meeting. The Clerk asked if Grant Forms needed to be sent. **It was resolved for the Clerk to send out grant forms to the organisations that have asked for a grant.**

Cllr Davey said that when he came in to sign some Payment Slips as Chair of this committee he realised that the new slip did not require a Committee Chairs signatory and asked Cllr Hobson if he had realised. After discussion **It was resolved for the Clerk to produce a separate accounts for payment sheet for each Committee Chair to sign.**

b) Aged Debtors

The Clerk advised that Mr Kelly had now paid so there are no aged debtors. Cllr Davey advised that he still had to acknowledge the Clerks payment. **It was resolved for Cllr Davey to write and acknowledge the Clerk's payment.**

c) Reserves

Cllr Davey said that there was no change since last time.

905 Social Club

Cllr Davey advised that it seems that everyone seems to believe that there should not be any increase. **It was resolved to wait and see regarding the situation with the VAT before a decision is made.**

906 Investments

Cllr Davey said the Committee needed to discuss about the Saffron Investment maturing at the next meeting. **It was resolved for the Clerk to check what bonds they might have in April.**

Cllr Hobson agreed to look into other investments available.

907 Office Electrics

The Clerk advised that she had spoken to Mr Sutton when he had come to read the meter and he had advised her to obtain a date and time for the inspection and inform him and he would take up with the Landlord. The Clerk advised that she had asked the electrician for some dates. Cllr Payne had also asked the Clerk to obtain a quote to put a sensor light outside the office. Cllr Hathaway had asked what was happening about the ramp. The Clerk advised that since she fell and slipped on the ramp she was advised by Cllr Payne to remove. Cllr Payne advised that she had checked with the Borough Council Health and Safety Officer and he advised a ramp was not needed.

908 Asset Register

The Clerk advised that the Playground Committee will now look at theirs now the playground is complete. The Environment has got to start from scratch, as they have been unable to get a copy of the previous blueprint from the old Chair of the Environment. The Clerk advised that she had not had time to undertake the audit of the office. The Clerk asked how much detail was needed. Cllr Hobson said it needed to be as simple as possible and not down to small items, pens etc but filing cabinets, printers etc.

909 Risk Assessment

The Clerk advised that she felt the Council needed to undertake some risk assessments for the activities that the Council achieved. Cllr Davey asked that he did not think it was necessary. The Clerk advised that the recommendation of the Fire Risk Assessment achieved when the Council first occupied the office still have not been achieved. The Clerk also advised that risk assessments for meetings, sole worker, Village Voice Live should be achieved as a minimum. **It was resolved for this item to be placed on next Full Council Agenda.**

910 Correspondence Received

a) NALC Email. The Clerk advised that Cllr Payne had said that the Suffolk protocol on Recording and Taping of minutes was worth accepting. **It was resolved for the Clerk to circulate again.**

b) Office Numbering. The Clerk advised that she had spoken with Christopher Copeland at the Borough Council regarding registering the office as 4A. The Clerk advised that the Borough Council had advised that the office really should be 2A. **It was resolved for the Clerk to raise a cheque at the next Full Council Meeting for £45.00 to cover the cost of registering the office separately from the house and also to request that the Council be able to keep as 4A.**

c) Letter from Norfolk Pension Fund advising that they will no longer allow us to pay by Cheque they will only accept bank transfers. **It was resolved for these payments to be paid by bank transfer from next month.**

d) Letter from the Borough Council re CIL. **It was resolved for this to be put on the Full Council Agenda for Full Council comment.**

e) Email from the Church re grant payment. The Clerk advised that the Church had asked how their grant would be paid. **It was resolved for the payments to be paid in three equal payments per year in April, June and September. The Clerk to advise the church and for them to confirm acceptance.**

f) Letter from Zurich re Insurance. The Clerk advised that we are currently in a long-term agreement.

g) De-Register of VAT. The Clerk advised that she had pulled off the necessary form. **It was resolved for the Clerk to fill in and send off asking to de-register for VAT as from 1 April 2015.**

911 Items for inclusion at the next meeting

Previous Year Wages

Minor Grants

Suffolk Protocol re Recording of Meetings etc.

Saffron Investment

Cleaning Contract. Cllr Davey to email round copy of current contract.

912 Date and time of next meeting

Monday 2 March 2015 at 7.15pm at the Parish Office.

With no further business the meeting closed at 8.45pm.