

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 2 March 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) & Cllr K Green

913 Apologies for absence

Everyone Present

914 Declarations of interest

No Declarations of Interest received

915 Minutes of meeting held on 5 February 2015

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

916 Matters Arising

(875) (889) (903) Previous Years Wages

The Clerk advised that she had checked a spreadsheet covering 2010/11 and could not get the figures to add up. Cllr Hobson also had a quick look and found the same. **It was resolved for Cllr Hobson to take away and study in more detail.** Cllr Hobson had asked about the overpayment of PAYE. The Clerk advised that it was now down to £7.17.

(897a) (903) 1 & 1 account –website

The Clerk advised that she had tried to undertake the Direct Debit on line but was unable to complete because it asked you to confirm that you have sole ownership of the account. **It was resolved for Mr Davis to be paid and the website undertaken quickly, it was also resolved for the Clerk to check out the terms and conditions regarding cancellation.**

(897b) (903) PCSO Correspondence

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

(908) Payment Slip

The Clerk advised that she had produced the extra copies for Committee Chairs of the Accounts for Payment but because two of the Chair were unable to make the meeting it was not possible for these to be signed. **It was resolved that this was not necessary if a Councillor was undertaking audit trails.**

917 Current Financial Position

a) Whole Council Budgets

The Clerk had previously circulated the budgets. (See attached) It was agreed that there was no areas of concern. The Clerk advised that she had to increase the Accounts Package for income because the playground VAT refund would be received before the end of the financial year.

Cllr Davey advised that the figures for next year will be easier with the Warren and Youth Group with nil Budgets and any spends being transferred from reserves.

A discussion took place regarding payment for the Church Yard Grant early. The Clerk explained that with the ending of financial years she would not be happy to pay the grant any earlier than the end of April. The Clerk did advise that if a cut is needed in March as the Church is advising then that is in this financial year and should be paid for by the Council out of this year's budget. **It was resolved for March's cut to be paid by the Council in this financial year.**

b) Aged Debtors

The Clerk advised that there were currently no age debtors.

c) Reserves

Cllr Davey queried how the reserve was shown in the Recreation Budget and felt it should be shown in the income. The Clerk advised that it was not income but a transfer from the reserve account. Cllr Hodson said that it was listed correctly in the budget and could not go on income, as it would take the budget out.

918 Social Club

The Clerk advised that Angie from the Social Club had attended the office asking about changing her direct debit in April with the Council de-registering for VAT. A discussion took place. **It was resolved to recommend to Full Council that the rent be increased to £440.00 per month and to increase by 4% for the next 4 years.**

919 Investments

The Clerk advised that she was unable to speak with the person at Saffron, but should be able to speak tomorrow. Cllr Hobson said that he had checked with the Halifax and TSB but they do not have any good deals on at present. Cllr Hobson advised that he still needed to talk with the NatWest. **It was resolved for Cllr Hobson and the Clerk to advise via emails any rates they find out.**

Ordinary Accounts

Barclays Current + Stepsaver Account	£38,578.09
National Savings Bank	£49,617.78
Petty Cash	£30.00
Saffron Building Society	£61,947.82
Saffron Building Society	£0.00
Voice Float	£100.00

920 Minor Grants

The Clerk advised that she had sent the 3 grants forms out and had received only one back. The Clerk said that she had received a request today from Magpas who the Council gave a grant to last year. After careful consideration **It was resolved for £100 to be given to Norfolk Mind and NARS and £50 to Age Concern UK.**

921 Office Electrics

The Clerk advised that Mr Akers was unable to undertake the periodic report, as he could not guarantee when he would be available when access could be granted to the house. Mr Akers had discussed with a colleague who was NIC registered and he could undertake tomorrow but the tenant was unable to let us into the house. The Clerk also advised that a letter had been received from Mr Sutton informing that the rent was to increase by £20 a month as from April. **It was resolved not to pay any increase and to ask the Landlord to undertake the periodic inspection and the report given to the Council and then the increase can be paid.**

The Clerk advised that a quote for £80.00 had been received to put an outside LED Sensor light outside the office. **It was resolved for the Clerk to issue an order to get the light put up.**

922 Asset Register

The Clerk handed round a basic register of the office. Cllr Hobson and Cllr Davey advised the Clerk which items could be removed and what items needed more detail. The Clerk advised that it was now urgent, as a copy must go off to the external auditor. The Clerk advised that she was still unsure if an insurance replacement cost should be used, and asked that the Insurance Policy be reviewed ready for renewal in August. **It was resolved for the Insurance to be put on the agenda for next time.**

923 Correspondence Received

a) Letter from VAT. The Clerk advised that a letter had been received advising that the Council can de-register for VAT as from 1 April 2015.

924 Items for inclusion at the next meeting

Suffolk Protocol re Recording of Meetings etc.
Cleaning Contract.
Financial Risk
Office Cleaning
Review Insurance Policy

925 Date and time of next meeting

Monday 13 April 2015 at 7.15pm at the Parish Office.

With no further business the meeting closed at 8.40pm.