

**Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 13 April 2015 at The Council Offices, Post Office Road at 7.20pm.**

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

**In attendance:** Sarah Bristow (Clerk) & Cllr S Payne

**926 Apologies for absence**

Everyone Present

**927 Declarations of interest**

No Declarations of Interest received

**928 Minutes of meeting held on 2 March 2015**

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

**929 Matters Arising**

(875) (889) (903) (916) Previous Years Wages

Cllr Hobson had checked through the spreadsheet covering 2010/11 and apart from a small amount the figures add up. After discussion **It was resolved for this item to be addressed after the end of year accounts and election are sorted.**

(897a) (903) (916) 1 & 1 account –website

After discussion Cllr Payne advised that it might be a good idea for the Council to apply for a pre-payment credit card to pay for such things. **It was resolved for the Clerk to investigate.** Cllr Davey said that the Council still need to look into getting a revised/new website up and running. **It was resolved for website to be placed on the next agenda.**

(921) Office Electrics

The Clerk advised that she had informed Mr Sutton that the Council required an electrical periodic inspection report before they would accept the increase in the rent. Mr Sutton tried to organise access to next door for our electrician. The Clerk advised him that the situation had changed and she has not heard any more from him. **It was resolved for the Clerk to chase the electrician regarding putting in the outside light.**

**930 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. Cllr Payne advised that Cllr Bubb had agreed for any surplus from Village Voice live could be used for the new Village Centre. The Clerk advised that this year this works out to be £17.99.

Cllr Davey said that he felt uncomfortable with the Environment having totally control of The Warren monies and the rest of the Council not knowing what was planned. The Clerk advised that all the details are in the Environment Minutes. Cllr Davey felt that there was no way of challenging. Cllr Payne advised if the money is in their budget then they have to right to spend and all payments come through Full Council and can be challenged. Cllr Payne agreed to ask Cllr Anderson if he would attend the Annual Parish Meeting and give an update.

Cllr Davey asked if the Churchyard grasscutting for March has come out of these figures. The Clerk advised that all payments for 2014/15 have been paid.

#### **b) Aged Debtors**

The Clerk advised that there were currently no age debtors, though at the end of the year £47.50 was still outstanding for two adverts for Village Voice.

#### **c) Reserves**

Cllr Davey explained that these needed looking at for the New Financial Year. **It was resolved for this item to be addressed after the end of year accounts and election are sorted**

#### **931 Social Club**

Cllr Davey said that after the meeting it was agreed to no increase in the Social Club rent until the next review in three years' time. The Social Club agreed to round it up to £420.00. This was agreed at Full Council.

#### **932 Investments**

The Clerk had previously circulated the cashbook figures (see attached). The Clerk advised that another £53 had been received in interest from Saffron. Cllr Davey advised if it was worth putting a good proportion of the precept into an investment account that we can leave there for around 6 months. Cllr Payne advised that the Council needed to get the end of year accounts etc completed first.

#### **933 Office Electrics**

Covered under Matters Arising.

There was a discussion regarding Parishioners not hearing at meetings. Cllr Payne had previously had discussions and it was felt that a change of venue and seating would be beneficial. **It was resolved for the Clerk to check the cost of St Cecilia's small half of the main room.**

#### **934 Asset Register**

The Clerk advised that this was needed to complete the end of year accounts. There was a discussion on whether it should be replacement costs or value with depreciations. **It was decided that both were needed as the insurance needs updating for renewal in August.**

The Clerk said that the accounts package covers assets and has been used but needs totally revising. The hours training that the Clerk was allowed for the end of the year accounts, which should not be needed can it be used for training on the asset part of the programme. **It was resolved for this to happen.**

#### **935 Review Cleaning Contract**

Cllr Hathaway advised that Mr Lee is currently not undertaking some of the tasks on his contract eg war memorial gardens and raking the shingle. There was a need for this to be reviewed. Cllr Payne advised that perhaps he should send in a time sheet every month. **It was resolved for the Clerk to email round a copy of the contract to Recreation and Environment Committees for their comments.**

#### **936 To Approve the cost of Quantity Surveyor for Dersingham Centre**

Cllr Payne advised that three quotes had been received and the most expensive was £1000. The group still need to look at in more detail. Cllr Hathaway asked at what level would the Quantity Surveyor cover. Cllr Payne advised that floor to roof and bathroom furniture etc.

Cllr Hathaway said that most of the kitchen in her opinion was not suitable to move into a new hall. **It was resolved to approve a spend of up to £1,000 for the Quantity Surveyor.**

**937 To approve Recording Meeting Policy.**

Cllr Hathaway had gone through several policies and had listed ones that she felt were appropriate for the Council. It was felt that the Suffolk Protocol was too long and far too much for someone wishing to record a meeting to read and sign at a meeting. **It was resolved for Cllr Payne to draft a policy and email round for approval.**

**938 Financial Risk Management**

There was a discussion in what counted as Financial Risk. All items to be noted which would be the guideline to making up a Financial Risk Policy. **It was resolved for this item to be addressed after the end of year accounts and election are sorted.**

**939 Office Cleaning**

Cllr Payne said that it was not appropriate to get a firm in to clean until there was a clear desk policy. The Clerk advised that it was not possible and felt that other areas should be covered and leave the desks. Cllr Payne said that information still needed removing from sight. **It was resolved that this needs more thought and possible archiving information so more space to put things away.**

**940 Review Insurance Policy**

The Clerk read out what was currently insured. This needs to be achieved in conjunction with the Asset Register. **It was resolved for the Clerk to check with an accountant the best way of recording eg replacement costs etc.**

**941 Correspondence Received**

a) Letter from Saffron re Financial Services Compensation Scheme. **It was resolved that it was not needed for a Parish Council and the Clerk to wait and see if they bother to chase.**

b) Letter from Norfolk CAB re minor grant. **It was resolved for this to sit in the minor grant folder until a panel meets.**

**942 Items for inclusion at the next meeting**

Suffolk Protocol re Recording of Meetings, Quantity Surveyor & Social Club - remove  
Website - add

**943 Date and time of next meeting**

**Monday 1 June 2015 at 7.15pm at the Parish Office.**

With no further business the meeting closed at 9.10pm.