

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 1 June 2015 at The Council Offices, Post Office Road at 7.15pm.

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

In attendance: Sarah Bristow (Clerk) & Cllr B Hopkins

944 Election of Committee Chair

It was resolved for Cllr Payne to be Chair of this committee.

945 Election of Committee Vice Chair

It was resolved for Cllr Davey to be Vice Chair of this committee.

946 Apologies for absence

It was resolved to accept apologies from Cllr V Brundle.

947 Declarations of interest

No Declarations of Interest received

948 Minutes of meeting held on 2 March 2015

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

949 Matters Arising

(875) (889) (903) (916) (939) Previous Years Wages

The Clerk advised that the Committee are still working to find out why the HMRC are advising an overpayment.

(897a) (903) (916) (939) 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.**

(921) Office Electrics

The Clerk advised that she had not heard anything back from Mr Sutton. **It was resolved for the Clerk to email Mr Sutton and ask that this be completed.**

Cllr Payne advised that the outside light was now in place.

950 Current Financial Position

a) Whole Council Budgets

The Clerk advised that she had not been able to produce a report as she still had the asset register to complete on the programme for last year before starting this financial year. Cllr Payne said that nothing has been spent in the last two months and the figures have been received in the Full Council minutes. Cllr Houston advised that he did not find this acceptable and felt that the public were not being advised as no paperwork was available of the precept setting. Cllr Payne advised that paperwork did not have to be provided to members of the public but that it was available. Cllr Houston requested a copy. **It was resolved for the Clerk to get a copy of the precept budget to Cllr Houston.**

b) Aged Debtors

The Clerk advised that there were about four late payments for Village Voice but she had chased and the money should be in soon.

c) Reserves

Cllr Davey explained that at the end of the financial year there is around £42,000 left in the general account. Cllr Davey felt that this should be invested if even for a short time. The Clerk advised that there is currently £125,000 in the deposit account. **It was resolved for the Clerk to check out investment rates for the next meeting with the possibility of putting two lots of £30,000 invested and taken out as and when needed.** Cllr Davey asked could the Clerk work out a rough monthly cash flow. **It was resolved for this to be achieved.**

951 Investments

Discussed within previous agenda item. Cllr Davey asked for a table to be placed here in future showing all investments.

952 Office Electrics

Covered under Matters Arising.

953 Asset Register

The Clerk advised that she was hoping to complete over the weekend and when completely updated she would send round to everyone for comments and when agreed put on the computer and send off to Mazars. Cllr Houston asked why the asset register was not up to date as should be kept up to date. The Clerk advised that it had been kept manually no records could be found. It needs to be included in the Edge Finance package, as previously.

954 Review Cleaning Contract

Cllr Hathaway advised that the Contractor is currently not undertaking some of the tasks on his contract eg war memorial gardens and raking the shingle. Cllr Anderson advised that this is being looked at by the Environment Committee and is on the agenda for Monday. Cllr Payne felt that this should go out to retender with a different job description. There was a discussion regarding emptying litterbins etc. Cllr Green said that he was not attending the Recreation Ground every day. Cllr Davey advised that he walks the area most days and there is always litter around so does not know what time he achieves. Cllr Anderson advised that he regularly sees the Contractor at around 6.45am. Cllr Green advised that there are no black bags ever in the liners of the bins. The Clerk advised that she purchases black bins bags for the Contractor. Cllr Houston advised that taking litter from different bins could be classed as fly tipping.

955 Financial Risk Assessment

It was resolved for the Clerk to look into drafting a policy. It was also resolved for Cllr Payne to take over being a signatory on Barclays account.

956 Website

The Clerk advised that she had received a quote to update from one company who will also maintain for a small amount each month and would offset with approved advertising. Another company required more information. **It was resolved that this needs to be placed on the next agenda and a discussion beforehand with Mr Davis.** Cllr Payne said that Methwold and Stoke Ferry's Parish websites were good and the Clerk to find out who undertook the design and development.

957 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 send round a copy of the current schedule.**

958 Correspondence Received

a) Letter from Community Action Norfolk re subscription. **It was resolved to take the silver subscription as last year.**

b) Letter from Norfolk Pension Fund. Cllr Payne advised that the fund now involves a Policy. **It was resolved for this to go to the next Staffing Committee Meeting.**

c) Email regarding telephones. The Clerk advised that she was getting lots of calls from company who say they can save the Council money on telephone/broadband bills. The Clerk advised that she had spoken with BT and they had agreed to take £10.00 of each bill straight away. **It was resolved for this to be looked but not urgently.**

d) Letter from HMRC regarding VAT. The Clerk advised that they required proof of our latest VAT return. The Clerk had sent the information and the money has been transferred.

959 Items for inclusion at the next meeting

Same agenda with item 1 and 2 removed.

960 Date and time of next meeting

Monday 6 July 2015 at 7.15pm at the Parish Office.

With no further business the meeting closed at 8.40pm.