

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 6 July 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

961 Apologies for absence

It was resolved to accept apologies from Cllr B Anderson & Cllr V Brundle.

962 Declarations of interest

No Declarations of Interest received

963 Minutes of meeting held on 1 June 2015

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

964 Matters Arising

(875) (889) (903) (916) (939) (949) Previous Years Wages

The Clerk advised that the Committee are still working to find out why the HMRC are advising an overpayment. **It was resolved for a letter to be sent asking the HMRC for details.**

(897a) (903) (916) (939) (949) 1 & 1 account –website

The Clerk had asked Barclays regarding a Credit Card. **It was resolved to apply for a card with a £250.00 limit and the balance to be paid every month by direct debit.** The Clerk also reported that she had asked for a mandate form but this had not been received. **It was resolved for the Clerk to chase.**

(921) (949) Office Electrics

The Clerk advised that she had spoken to Mr Sutton and he had agreed to organise the report.

965 Current Financial Position

a) Whole Council Budgets

The Clerk had sent round the whole Council Budget reports. It was agreed to all be order. The Clerk asked for authorization to make virements within the accounts. The virements were for Communications, Streetlights, memorial Flowers and Village Voice Live to Dersingham Centre. **It was resolved for the Clerk to make the virements.**

Cllr Payne asked if Cllr Bubb was using the cashbook for Village Voice Live. The Clerk advised that she had only recently got hold of a decent cheap cashbook. **It was resolved for Cllr Bubb to be asked to bring in when the Internal Auditor is here so that it can be checked.**

b) Aged Debtors

The Clerk advised that there were currently four entries on the aged debtors list. **It was resolved for the Clerk to write to Coastal Vets regarding the Sponsored Dog Bins sponsorship.**

c) Reserves

The Clerk advised that Saffron were offering an instant access at 0.1% or an on-line instant access at 0.75%. **It was resolved for the Clerk to put £4,500 the Community Support Grant monies in the National Savings Bank.** Cllr Payne advised that the Council could invest in the Borough Council. **It was resolved for Cllr Payne to obtain the current rate.**

966 Investments

Saffron Building Society – 1 year bond at 1.5% - Matures 04/03/16 – Currently £62,629.13
National Saving Bank – Instant access – rate .75% - Interest put on in December - £49,617.78

967 Office Electrics

Covered under Matters Arising.

968 Review Cleaning Contract

The Clerk advised that this was due for further discussion at the Environment Meeting next Monday.

969 Financial Risk Assessment

The Clerk advised that she had a few selective documents to make up the Policy but had not been able to compile a draft as yet.

970 Website

The Clerk advised that the Communication Working Party is due to meet on Wednesday. Cllr Payne said that this now a priority. **It was resolved for the Clerk to obtain another three quotes and to provide the information to the quoting companies.** Cllr Davey agreed to find out the producer of the Church's website.

971 Review Insurance Policy

The Clerk handed round the asset schedule from the current insurance copy. **It was resolved for the Clerk to send round to all Committees and for the Clerk to check with the insurance regarding the Social Club.**

972 VAT

Cllr Payne advised that Cllr Houston had handed a note to her regarding payment of invoices not in the Parish's Name. Cllr Payne advised that it says Invoices and this is different than supermarket receipts. Cllr Houston advised that he had been informed on the phone that receipts were acceptable. The Clerk advised that she had been told they were not invoices.

973 Correspondence Received

a) Letter from ESC Computers re Maintenance Programme. **It was resolved for Cllr Davey to check into this.**

b) Email from Community Action Norfolk re subscription the Clerk advised that they had advised that they have not changed bank accounts so wanted a replacement cheque made out to Norfolk Rural Community Council. The Clerk had written out another cheque but had asked for the old cheque to be returned. **It was resolved for this cheque to be signed.**

974 Items for inclusion at the next meeting

Same agenda with item 1 and 2 removed & Internal Auditor added.

975 Date and time of next meeting

Monday 7 September 2015 at 7.15pm at the Parish Office.

With no further business the meeting closed at 8.00pm.