

**Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 7 September 2015 at The Council Offices, Post Office Road at 7.15pm.**

**Present:** Cllr S Payne, Cllr C Davey, Cllr K Hathaway, & Cllr B Anderson

**In attendance:** Sarah Bristow (Clerk)

**983 Apologies for absence**

**It was resolved to accept apologies from Cllr Green.**

**984 Declarations of interest**

No Declarations of Interest received

**985 Minutes of meeting held on 6 July 2015**

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

**Apologies Cllr Anderson was present.**

**986 Matters Arising**

(875) (889) (903) (916) (939) (949) (964) Previous Years Wages

The Clerk advised that she had written to the HMRC but has not received a reply as yet.

(897a) (903) (916) (939) (949) (964) 1 & 1 account –website

The Clerk had now received the forms for the Credit Card. **It was resolved for Cllr Payne to fill out the form.**

(921) (949) (964) Office Electrics

The Clerk advised that an electrical report had been received but no reply to Cllr Payne's letter asking for a meeting.

(973) Computer Maintenance Programme.

Cllr Davey advised that he still had to look at this.

**987 Minutes of meeting held on 11 August 2015**

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

**988 Matters Arising**

Village Voice

Cllr Payne advised that Steve Davies was unable to continue with the Village Voice and at the moment Cllr Bubb had agreed to undertake for the next issue. Cllr Payne said it was hoped that the producing could be brought into the office and other people would be available to edit. Cllr Payne to undertake training of the Clerk and Administrative Assistant on publisher. The Clerk advised that she had copied Steve Davies files onto the external hard drive at the office but this had now caused a problem with the back up as the back-up sticks are now not big enough to hold all the back-up. Cllr Davey said that it needs to be kept on a separate drive and not backed up regularly like the day to day work.

## 989 Current Financial Position

### a) Whole Council Budgets

The Clerk had sent round the whole Council Budget reports. It was agreed to all be order. Now that the War Memorial are going to run as a Community Group and access the grant system. **It was resolved for the Clerk to vire the £200 for the War Memorial Flowers to the small grant budget.**

### b) Aged Debtors

The Clerk advised that the money had been received from Coastal Vets. No current debtors.

### c) Reserves

The Clerk advised that she would draw up the cheque for the National Savings Bank within the September Full Council payments.

## 990 Investments

Saffron Building Society – 1 year bond at 1.5% - Matures 04/03/16 – Currently £62,629.13  
National Saving Bank – Instant access – rate 0.75% - Interest put on in December - £49,617.78

## 991 Mazars

The Clerk advised that she had received an email from Mazars asking for a full copy of the Asset Register and a copy of our Financial Risk Register. The Clerk advised that the financial risk had always been checked within the Internal Audit process but that she was currently drafting a register. The Clerk emailed over the Asset Register and the Internal Audit Report which they were fine about.

## 992 Office Electrics

Covered under Matters Arising.

## 993 Review Cleaning Contract

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

## 994 Financial Risk Assessment

The Clerk advised that she still had work to achieve before a draft could come to this committee.

## 995 Website

There was a discussion and all members felt that the Parishcouncil.net was the one to go. It was felt that the Bronze award was fine to start with. **It was resolved for the Clerk to place an order for the Bronze Scheme and if it could be paid by Direct Debit that would be the best way.**

Cllr Payne advised that the Facebook page would need to be brought back from Mrs Daniels now that she is not a Councillor. Cllr Payne advised that the Clerk should run from her sign in. **It was resolved for the Clerk to get together with Mrs Daniels for further instruction.**

## 996 Banking -a) Dual Authorisation

The Clerk had spoken with Barclays Bank and they had suggested Dual Authorisation. Which meant that she as the administrator would put the payments on the system. It would then be down to someone else to go on with their own sign in and authorise the payments. The Clerk advised that the only way to get two people to authorise was for two Councillors/authorised

signatories to get together and authorise. If it was achieved remotely in one of their houses then having a separate log in would work otherwise it was no different to coming into the office and watching the Clerk undertake the payments.

**997 Correspondence Received**

- a) Freedom of Information Request. **It was resolved for the site to be looked into and it to be passed to the Environment Committee next week.**
- b) Email/Quote from Craig Page of PURE-Architecture for getting Dersingham Centre through the planning stages. After discussion **It was resolved for the Clerk to award the contract to Your Space Studio.**
- c) Letter from Norfolk Hospice. **It was resolved for the Clerk to write and offer them free advertisement within the Village Voice.**
- d) Letter from the Borough Council re Licensing Policy.
- e) Letter from Saffron Building Society re deposit protection limit.

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

- Add Internal Auditor
- Remove Office Electrics

**999 Date and time of next meeting**

**Monday 5 October 2015 at 7.15pm at the Parish Office.**

With no further business the meeting closed at 8.35pm.