

**Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 5 October 2015 at The Council Offices, Post Office Road at 7.15pm.**

**Present:** Cllr S Payne, Cllr K Hathaway, Cllr B Anderson, Cllr K Green, Cllr J Houston & Cllr V Brundle.

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

**001 Apologies for absence**

**It was resolved to accept apologies from Cllr C Davey.**

**002 Declarations of interest**

Cllr Green declared an interest in agenda item 12 re Letter from Mr K Green.

**003 Minutes of meeting held on 7 September 2015**

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

**004 Matters Arising**

No matters received.

**005 Current Financial Position**

**a) Whole Council Budgets**

The Clerk had sent round the whole Council Budget reports. It was agreed to all be order. Cllr Green asked how the Memorial group would get hold of the money set aside for plants for the war memorial garden. Cllr Payne advised that a Grant Form would need to be filed in and these can be obtained via the Clerk. Cllr Brundle asked what the Chairman's allowance has been used for. Cllr Payne advised that it is used mainly for leaving gifts, refreshments for Task Force as a thank you for the work they do, and refreshments for Full Council training.

**b) Aged Debtors**

The Clerk advised that there were currently four entries on the aged debtors list. The Clerk advised that she did not envisage any problem in collect the money.

**c) Reserves**

The Clerk advised that she has to download a form from the NS&I website to add the money to the account. It no longer is undertaken at the Post Office.

**006 Investments**

Cllr Payne advised that there are no good deals available with rates being low.

**007 Mazars**

The Clerk advised that the form has been received back. There were comments relating to last year's figures and the need to produce a Financial Risk Register.

**008 Internal Auditor**

The Clerk advised that no agreement has been formally made on the appointment of Malcolm Pearson as our Internal Auditor. **It was resolved for the Clerk to write to Mr Pearson agreeing appointment at £15.00 per hour.**

**009 Review Cleaning Contract.**

Cllr Anderson informed the committee that he had sent round a draft contract to the Environment Committee and the draft would be approved at next weeks meeting. Cllr Payne asked if there were going to be any more cost involved. Cllr Anderson advised that this should not be the case.

**010 Financial Risk Assessment.**

The Clerk said that she had nearly completed the draft and would send round for comment soon. **It was resolved for the Clerk to finish and email round.**

**011 Website**

The Clerk advised that she was concerned about when she would find the necessary time to allow her to make the website. She had sent an email round a couple of days ago regarding how the site works and whether the Council have ownership and can move the website if they so wished and if the website could support the email addresses currently working through the current site. The Clerk advised that she had not yet received a reply. The Clerk had asked Mr Davies what his thought were regarding the site and the Clerk read out his reply.

**012 Banking – Dual Authorisation**

Cllr Payne advised that did not think it would work with two Councillors having to get together to approve the on-line payments. **It was resolved for the Clerk to transfer the payments over to on-line where possible and to make the payments after the meeting. The Clerk to print out all the payment slips for each payment and attach to the invoice the Councillors who signed any cheques could also check the on-line payments made. The Clerk also to mark the payments run with how the payment is to be made. It was also resolved for the Councillors to check the bank statement for the previous month.**

**013 Correspondence Received**

a) Letter from Magpas asking the Council to sell raffle tickets. Cllr Payne advised that it not down to the Parish Council to sell raffle tickets.

b) Letter from Heacham Community Car Scheme asking for financial support. The Clerk advised that £500.00 is set-aside in the budget for the car scheme and did the Committee want to add this money to the payment run. **It was agreed to draw a cheque for £500.00, which, is the share from the Council for this year.**

c) Letter from Mr K Green. Cllr Payne asked that Cllr Green leave the room whilst this is discussed.

Cllr Green left the meeting.

Cllr Payne read out the letter from Mr Green.

There was discussion regarding the detail in the letter. Cllr Payne advised that there was no contract between Mr Green and the Parish Council. Cllr Green had not responded to emails so arrangements were made with Yum Yums to provide food for the event on Sept 21st. Cllr Houston asked why Yum Yums had been paid and what was their arrangement with the Council. Cllr Payne advised that Yum Yums were booked to cover the event at short notice and the Clerk had asked them to cater for 400 people. Mr Green did not have any claim on the Council and his bill for £270.00 could not be paid. **It was resolved for Cllr Payne to draft a letter to Mr Green, which the Clerk would run by the Monitoring Officer prior to sending.**

d) The Clerk advised that she had enquired about a Parish Mobile so that emergency services and others could contact the Clerk out of normal working hours, or when she may be away from the office. The Clerk advised that £16.99 including vat had been quoted for a contract with EE for a Samsung Galaxy with 500 free minutes, 500 texts etc. **It was resolved for the Clerk to set up the contract for the phone.**

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

Same agenda with item 6,7 and 11 removed and Precept, and Policy for Outside Traders added.

**015 Date and time of next meeting**

**Monday 2 November 2015 at 7.15pm at the Parish Office.**

**Cllr Houston asked for a copy of the current Asset Register to be sent to him with the draft Financial Risk Assessment.**

With no further business the meeting closed at 8.13pm.