

**Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 2 November 2015 at The Council Offices, Post Office Road at 7.15pm.**

**Present:** Cllr C Davey, Cllr K Hathaway, Cllr K Green & Cllr J Houston.

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

**016 Apologies for absence**

**It was resolved to accept apologies from Cllr Payne & Cllr B Anderson.**

**017 Declarations of interest**

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

**018 Minutes of meeting held on 5 October 2015**

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

**019 Matters Arising**

Cllr Houston asked why the Financial Risk Assessment and Asset Register were not received by him. The Clerk advised that due to personal circumstances she had not been able to undertake.

**020 Current Financial Position**

**a) Whole Council Budgets**

The Clerk handed out another set of figures, which were an updated version of the copy she sent out with the agenda. These figures include all the payments from the last Full Council. Cllr Hathaway said that a small grant panel would need to take place at the next meeting for any applications received. Cllr Davey asked why there was no budget put in for grasscutting for the Churchyard. The Clerk said that she did not believe it was set at the time of producing the draft budget, and she must have forgotten to update. **It was resolved for the Clerk to check this out with the precept figures etc and put in £3,300 in this years budget and get the balance to the church.**

**b) Aged Debtors**

The Clerk advised that there were three entries on list, which she has sent round. The Clerk advised that one had now paid and the two others had agreed to pay this week.

**c) Reserves**

The Clerk advised that she had downloaded the form and it was just waiting for Cllr Payne to sign so that the money can be added to the NS&I account.

**021 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

**022 Precept**

The Committee looked at the figures and did not think that much needed to change for the coming year within the Council part of the Budget. There was a suggestion that an amount should be put on the precept to invest in the Dersingham Centre. **It was resolved for the**

**Clerk to find out the figures involved regarding getting a loan from the Public Loans Body.**

**023 Financial Risk Management**

Please see 019. The Clerk advised that she was hoping to complete within the next week.

**024 Website.**

The Clerk advised that she had asked the company the Council had agreed to go with some important questions and has never received a reply. The Clerk advised that at the start of this process one of the reasons was so that the Council was in control of the website and could move easily to a different hosting site if necessary. Using this company would not give this. The Clerk also advised that email address would be lost and also the facility that some Councillors have regarding using our current site to receive and sent emails. Cllr Davey said that he did not feel that the Council should be providing email access to Councillors they should have their own. The Clerk also advised that with Village Voice coming into the office meant that she did not know when she would be able to undertake. The Clerk said that by the time she would be able to achieve a computer company/website developer would have achieved cheaper, quicker, and definitely more professional. Cllr Davey agreed that this needs looking into to address these concerns. The Clerk also advised that Cllr Payne had asked if the Clerk would use her own personal Credit Card to take over the current one and one account as Cllr Payne had not been able to fill in the forms for the Council Credit Card. **It was resolved for the Clerk to change the payment.**

**024 Sports Ground Car Park.**

Cllr Hopkins explained the situation and informed the committee regarding the problem with the tractor going wrong and the CITB not going to undertake the groundwork now after it has been on the cards for the last 18 months. Cllr Hopkins said that it has not been easy because of the delay in the lease and not being given their full grant even though the loan had been repaid. The importance of the car park was addressed and the time frame to be able to get the work undertaken cheaper because of the concrete being available. Cllr Hopkins gave a list of the achievements of the group.

Cllr Hopkins left the meeting.

There was further discussion and Cllr Davey proposed that the Council pays for the groundwork for the Car Park, as it will benefit the village not just the users of the field. The cost is £3,400, which is the cheapest quote to undertake the groundwork. Cllr Davey said that the group were going to need an increase in their yearly grant of around £1,500 making it £6,500. If the Council undertakes this groundwork then this would not go up for a couple of years to compensate. Cllr Houston was not happy with paying out for this work and felt that the group should have it covered. As no decision could be agreed **it was resolved to put forward to Full Council that the Council pays for the groundwork in lieu of the annual grant increase for a couple of years. The Clerk to ask for the following information to back up the proposal: a drawing covering the area, a balance sheet as of the end of October and the total cost of the project with the cost broken down. The Clerk also to check if the authorisation from Sandringham for the car park to happen is still in place.**

**025 Correspondence Received**

Letter from NCC re-Imagining Norfolk. **It was resolved for this to be taken to Full Council.**

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

Cllr Payne has produced a Draft Events Management Policy so this needs to be adopted at the next meeting.

Dersingham Centre Precept

Small Grant Award

Telephones

**027 Date and time of next meeting**

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

With no further business the meeting closed at 9.08pm.