

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

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

In attendance: Sarah Bristow (Clerk) & Mrs F Hines.

028 Apologies for absence

Everyone Present.

029 Declarations of interest

None Received.

030 Minutes of meeting held on 2 November 2015

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

031 Matters Arising

Sport Ground Carpark

Cllr Davey advised that the work had started and should be complete within 10 to 14 days.

032 Current Financial Position

a) Whole Council Budgets

The Clerk handed round a Full Budget Report. Cllr Payne advised that she felt 3030 should be split and another code made up so that staff mileage and councillor's mileage should be separate. **It was resolved for the Clerk to undertake this.**

b) Aged Debtors

The Clerk advised that there was one aged Debtor for £99.00 for a Village Voice Ad which she had chased but the person has achieved work for the Council but no invoice received yet.

c) Reserves

The Clerk advised that everything had been sent off regarding the deposit to the NS&I account.

033 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

The Clerk advised that the Pond is due to start tomorrow this will mean that when the Saffron matures in March the money for the Pond will have to be removed and put in the Council Business Premium account to pay back. **It was resolved for the Clerk to check if the whole account has to be closed and withdrawn or a certain proportion removed and balance reinvested in interest favourable.**

It was resolved for item 10 to be taken next.

034 Dersingham Centre Precept.

Cllr Payne advised that on the Lottery Application a levy of £15.00 per household had been used to calculate the figures needed.

The meeting was opened to allow Mrs Hines to address the committee. Mrs Hines explained that she was Treasurer of the Association. Mrs Hines went through all the proposed resources that would be available to the village which are not currently available.

It was resolved for the meeting to return to closed session.

Cllr Houston asked how much this would put on a Band D property in the village. The Clerk advised that last year a Band D property would have paid £46.96 based on our current tax base. This increase would make this £61.96. Cllr Houston said that he felt it was too much an increase and no more than 5% was acceptable. Cllr Payne proposed that £15.00 per household is added for the Dersingham Centre. **It was resolved to recommend to Full Council that £15.00 per household is added to this year Precept.**

Mrs Hines left the meeting.

035 Precept

The Committee looked at the figures and put in the amounts needed for next year. Income to remain the same. Councillor expenses to be reduced by £50.00, Insurance put up to £1785.00 to cover this year premium. Office Equipment/Maintenance put up to £950.00, Stationery be reduced by £100.00. Pension contribution to be put up to £6,000 to cover new employee and staff and Councillor mileage to be increased by £50.00 and split so £75.00 each. There was a request from the Church that the grasscutting grant be increased by £400. **It was resolved that no increase would be made for next year. It was also resolved for the Youth Groups money be transferred to the group.**

The only precept figures not advised is the Communication Budget. It is hoped that after the next Full Council Meeting the committee can be fully staffed and an urgent meeting be called.

036 Financial Risk Management

The Clerk handed round a draft copy of the Financial Risk Assessment and also a simple draft of a Business Recovery Plan which could work in with the Community Risk Assessment being worked on by the Environment Committee. **It was resolved that the Committee go away and look at the drafts, and email the Clerk with any comments and it brought back to the next meeting.**

037 Website.

Cllr Davey had sent round a quote to revamp the website from Stephen Martyn who lives in the village and who has just achieved the Dersingham Centre Association website. **It was resolved the Mr Martyn be asked to produce the site once assurances of his business Continuity Plan had been received in writing. It was also resolved to ask Environment if part of the underspent Parish Partnership money could be used to top up the website budget so that work could start prior to the new financial year.**

038 Events Management Policy.

It was resolved for the Clerk to email round this committee the draft that Cllr Payne had produced and for this item to be brought back to the next meeting.

038 Small Grant Award.

The Clerk handed round copies of requested. **It was resolved that these were all national charities and there was no way of knowing if they are currently supporting anyone in the village, so no grants awarded at this time.**

039 Telephones

The Clerk advised that had received a quote for the Broadband and Telephone lines from BT which was a big saving. **It was resolved for the Clerk to obtain a quote for an additional line and a mobile from BT as she was not having any joy with EE.**

040 Wages/Pension

The Clerk advised that Autela had requested £300.00 to manage our pension. The Clerk advised that she had checked with NCC Pensions and they did not know why he would be charging this amount they could only assume it was for an HMRC yearly update. The Clerk advised that no wage figures were ever available when the agenda went out and felt that Autela were dictating to the Council. The Clerk also advised that local accountants could undertake and she had heard that NCC might be able to undertake our payroll and she had asked the lady in question to ring her. **It was resolved for the Clerk to ask NCC for the figures for undertaking this service.**

041 Correspondence Received

a) Letter from Suttons re Office Services. The Clerk advised that a letter had been received to say that the Council had overpaid by £53.48 on services last year and also asking for a meeting to discuss the tenancy for last year and this year. **It was resolved for the Clerk to arrange a meeting for a Monday soon.**

042 Items for inclusion at the next meeting

Current agenda minus Small Grants Award

043 Date and time of next meeting

Monday 4 January 2016 at 7.15pm at the Parish Office.

With no further business the meeting closed at 9.05pm.