

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 4 January 2016 at The Council Offices, Post Office Road at 7.15pm.

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

In attendance: Sarah Bristow (Clerk)

044 Apologies for absence
Everyone Present

045 Declarations of interest
No declarations received.

046 Minutes of meeting held on 7 December 2015
It was resolved for the minutes to be signed by the Chair as a true record

047 Matters Arising

a) Mileage Split.

Cllr Payne asked if the Clerk had split the Staff Mileage and Councillor Mileage for next year. The Clerk said that she had achieved for the 2016/17 accounts.

b) Saffron Account.

The Clerk advised that she had checked out with the Saffron and to take money out of the account prior to maturity would mean a loss of 30 days interest and the account would have to be closed. The current rate is 1% interest the money the council has invested currently is obtaining 1.5% interest.

c) Office

The Clerk advised that she had contacted Mr Sutton regarding a meeting as they requested but still has not received a reply. **It was resolved for the Clerk to chase and arrange the meeting.**

048 Current Financial Position

a) Whole Council Budgets

The Clerk handed round a copy of the most current budget statement. Everything in order and running to budget.

b) Aged Debtors

The Clerk advised that there were currently no aged debtors.

c) Reserves

Cllr Payne asked what the current position was regarding ring-fenced items within the accounts. The Clerk said that the figure use to be placed within the budget but last year Cllr Davey said that it did not make the justification of the precept correct and asked for them to be removed from the budget. The Clerk said that she had them listed on a reserve sheet; **It was resolved for a list of all reserves to be brought to the next meeting.**

049 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

050 Precept

The Clerk advised that the only budget figures that have not been into the 16/17 precept figures are the figures for the Dersingham Centre. **It was resolved for the Clerk to put in three new budget codes with the following figures: Consultation & Events £500.00, Other Development Costs £3,500.00 and Administration and Legal Fees £1,000. It was also resolved to put £1000.00 into Misc Expenditure and £5,000 be drawn down from earmarked reserves.**

051 Financial Risk Management

It was resolved to adopt but the document to be a working document and constantly reviewed.

052 Website.

Cllr Davey advised that this was discussed and agreed at Communication now it is a Committee again. Mr Martyn has provided a continuity plan which is acceptable and the Communication Committee agreed that Mr Martyn should get the order to undertake the new website.

Cllr Payne asked if the Facebook page had been passed on by Mrs Daniels yet, The Clerk advised that this still had to be achieved. **It was resolved for the Clerk to get in contact with Mrs Daniels.**

053 Draft events Management Policy.

It was resolved for this to be deferred to the next meeting.

054 Telephones

The Clerk advised that she had got three quotes the cheapest being from a company called Bonline. The Clerk advised that they do not undertake mobiles so this needs to be looked at further. **It was resolved for the Clerk to investigate Bonline further and bring back to the next meeting.**

055 Wages/Pension

The Clerk advised that she had checked with NCC Pension regarding the process and payment that Autela advised the Council needed. They advised that it was a monthly return on line. The Clerk advised that NCC were undertaking wages and pensions as a service. Cllr Payne asked the Clerk to find out when the contract was due for renewal with Autela and to obtain quotes from local firms to undertake the wages. **It was resolved for the Clerk to chase NCC re their undertaken, obtain other quotes and when contract is due for renewal from Autela.**

The Clerk also advised that she had received a letter from the HMRC advising that they had looked into the overspends and have agreed to pay back the money owned as long as we agreed their figures. **It was resolved for the Clerk to write back agreeing their figures.** Cllr Payne advised that the money should go towards the new skatepark.

056 Correspondence Received

a) Letter and form re membership of the CPRE. After discussion **it was resolved to renew the membership.**

b) Letter from Red Cross re Red Cross week and helping with collections. **It was resolved for the Clerk to send round to all Councillors and print in Village Voice.**

c) Caddie Liners. The Clerk advised that several people had been into the office asking for caddie liners now the shop at the post office is closed. Cllr Payne advised that she had asked at several shops in the village but they were not prepared to stock. The Council were

not prepared to stock at the office again. **It was resolved for the office to advise Parishioner where they can obtain.**

057 Items for inclusion at the next meeting

All current items but with Precept removed.

058 Date and time of next meeting

Monday 1 February 2016 at 7.15pm at the Parish Office.

With no further business the meeting closed at 8.33pm.