

**Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 1 February 2016 at The Council Offices, Post Office Road at 7.15pm.**

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

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

**059 Apologies for absence**

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

**060 Declarations of interest**

No declarations received.

**061 Minutes of meeting held on 4 January 2016**

**It was resolved for the minutes to be signed by the Chair as a true record after the following addition. Cllr Houston wanted it noted that he felt that the refund from the HMRC re overpayment of PAYE for 2012/13 should go into general reserves not ring-fenced for the Skatepark.**

**062 Matters Arising**

(047) a) 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.**

**063 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. Cllr Payne advised that Cllr Davey's concerns have been addressed with him and he is now happy with the precept. **It was resolved for the Clerk to remind Nathan Johnson regarding the Dog Bin Emptying invoice, which is due at the end of the month.** Cllr Payne asked what was the money used on regarding the Employment Services Budget line. The Clerk advised that Edge's payment, Autela etc. **It was resolved for the Clerk to make up a new Budget Line for IT Support for 2016/17.**

**b) Aged Debtors**

The Clerk advised that there were currently no aged debtors.

**c) Reserves**

The Clerk advised that she had found Cllr Davey's precept sheet from last year and it advises that the Dersingham Centre Budget was coming from reserves but Cllr Davey assured the Clerk that it was added to the precept for this current year. **It was resolved for the list to be amended to put £3,200 back into Dersingham Centre reserves.**

**d) Cash Flow**

The Clerk advised that the end of the financial year is going to be tight cash flow wise. **It was resolved for the Clerk to advised Saffron that the Warren money will need to be withdrawn when it matures then reinvested.**

**064 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

**065 Financial Risk Management**

**It was resolved for the Clerk to send round to all Councillors and reviewed on a quarterly basis.**

**066 Website.**

Mr Martyn is currently working on producing the new website. Cllr Payne advised that Mr Martyn should be invited to Communications Meetings as they have control over the site now that the money side has been achieved. **It was resolved for the Clerk to invite Mr Martyn to the Communications Meeting.**

**067 Draft events Management Policy.**

**It was resolved for this to be accepted send round to all Councillors and reviewed on a quarterly basis.**

**068 Telephones**

Cllr Payne advised that she was not confident regarding Bonline. The Clerk advised that she had got another quote from XLN Telecom. **It was resolved for the Clerk to investigate XLN Telecom further and bring back to the next meeting.** Cllr Payne advised that more details were needed regarding Utility Warehouse. **It was resolved for the Clerk to get Mr Pearson to advise.**

**069 Wages/Pension**

The Clerk advised that NCC have advised that the Council are not big enough for them to undertake the wages. The Clerk advised that she had received two quotes. **It was resolved for the Clerk check with these firms if they were able to offer direct payment.**

**070 Correspondence Received**

a) PAYE 2012/13. The Clerk advised that a cheque from the HMRC had been received and banked for the overpayment for 2012/13.

b) Letter from Dersingham Social Club. The Social Club wish to put on an Animal Encounter Experience in the Social Club during half-term and was wondering if some funding can be made available. **It was resolved for the Clerk to write and explain that more notice in needed if it had been for Easter or Spring Half Term it might have been viable.** Cllr Payne advised that licences are needed for live animals and please advise that these should be in place prior to the event.

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

All current items but Grant Application Form

**072 Date and time of next meeting**

**Monday 7 March 2016 at 7.15pm at the Parish Office.**

With no further business the meeting closed at 8.10pm.