

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 7 March 2016 at The Council Offices, Post Office Road at 7.15pm.

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

In attendance: Sarah Bristow (Clerk)

073 Apologies for absence

It was resolved to accept apologies from Cllr C Davey.

074 Declarations of interest

No declarations received.

075 Minutes of meeting held on 1 February 2016

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

076 Matters Arising

(047) (063) a) Office

The Clerk advised that a meeting had been arranged for 11am on the 14th March 2016.

077 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. The Clerk advised that she had paid the School for the February meeting as their invoice got into the payments folder for Full Council.

It was resolved for this to be added to the minutes and the invoice duly signed by Cllr Hathaway and Cllr Anderson.

b) Aged Debtors

The Clerk advised that there were currently no aged debtors. One outstanding payment for Village Voice which, is a couple of days late and, is not usual for this customer. The Clerk advised that she had already sent an email reminder and would telephone if not received.

c) Reserves

The Clerk advised that she had contacted Edge IT Systems and they are going to undertake the Reserves Training on the system as a webinar. The Clerk asked if a separate budget line needed to be placed in the budget for the £25,550 for the Dersingham Centre. **It was resolved for the Clerk to make up a new budget line.**

d) Cash Flow

Cllr Payne asked how the Cash Flow was currently the Clerk advised that the Saffron monies should be in the account within the next day or two.

078 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 Saffron is now closed and if the Council wants to reinvest the balance once the monies for the pond and planting are removed they are offering 1% on any further investment. **It was resolved for this to be considered once the end of the financial year figures are in place.**

079 Grant Application Form

It was resolved for this to be adopted and used from now on.

080 Website.

The Clerk advised that the first page of the website is up and running and so should all the email addresses now. Mr Martyn was coming to the office tomorrow to show the Clerk how to upload minutes and agenda to the website. Cllr Anderson was concerned about the bus timetables being on the website and felt a link was better as they were always changes the timetables. The Clerk advised that the bus should know link with the train times. Cllr Payne advised that Lynx were running the service. Cllr Anderson advised that it was the no 36. **It was resolved for the Clerk to advised Mr Martyn that a link to the bus companies would be better.**

081 Telephones

The Clerk advised that none of these companies are able to give you references or let you know the details of others that they are dealing with due to Data Protection. The Clerk advised that she had received an email from BT today saying that they were offering better deals. **It was resolved for the Clerk to email round the BT Offer but if not as good as Utility Warehouse then the Clerk to set up with them.** Cllr Payne said who ever they went with then an additional line was needed. **It was resolved to obtain another line with the same number. It was also resolved for the Clerk to check out mobiles and as long as Utility Warehouse could offer the same phone at the same/better price then go to Utility Warehouse for the mobile.**

082 Wages/Pension

The Clerk advised that five companies were asked to quote to undertake the staff payroll. Three had replied and two with quotes. The Clerk advised that only one of these was able to offer direct payment to staff. This was Burrell's in the village. They would advise of the total wage bill at least a week prior to payment was due, the Clerk would transfer the money and they would pay the staff direct. The cost would be £20.00 per month to undertake. **It was resolved for the Clerk set up the payroll with Burrell's.**

083 Planning Applications

Cllr Payne advised that from June no paper copies would be received from the Borough Council. Paper copies could be requested up to December but any requested after then would be charged to the parish. Cllr Payne advised that it might be necessary to ask if the school projection systems could be used so that they can be displayed at the meeting. **It was resolved for the Clerk to ask the school if this might be possible.**

084 Correspondence Received

Nothing received.

085 Items for inclusion at the next meeting

Delete item 6 & 10 and add Breakdown of Subscriptions.

086 Date and time of next meeting

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

With no further business the meeting closed at 7.41pm.