

**Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 6 June 2016 at The Council Offices, Post Office Road at 7.15pm.**

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

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

**112 Election Of Chair**

Cllr Davey nominated Cllr Payne this was seconded by Cllr Anderson. **It was resolved for Cllr Payne to be Chair of this committee.**

**113 Election Of Vice Chair**

Cllr Payne nominated Cllr Davey this was seconded by Cllr Anderson. Cllr Brundle nominated Cllr Houston. After the vote **It was resolved for Cllr Davey to be Vice Chair of this committee.**

**114 Apologies for absence**

None Received.

**115 Declarations of interest**

No declarations received.

**116 Minutes of meeting held on 9 May 2016**

**It was resolved for the minutes to be signed by the Chair as a true record.** Cllr Anderson asked that the draft on the minutes could not be so strong.

**117 Matters Arising**

Grant Award Policy

The Clerk said she had not completed adding the Safeguarding piece to the policy, as she did not know in how much detail was required. Did the Council feel that saying that groups must comply with the Act or list the points eg volunteers/workers must be DBS checked, must have a Safeguarding Policy etc. It was felt that listing the points was the way to go. **It was resolved for the Clerk to undertake.**

Village Green

Cllr Payne advised that the Clerk had checked and she had also checked regarding the Recreation Ground being listed as a Village Green and yes it was but it still needed to be managed and was owned by the Parish Council. This did not change the user Policy.

**118 Current Financial Position**

**a) Whole Council Budgets**

The Clerk handed round a copy of the latest budget report. Everything in order. Cllr Brundle asked where the Warren monies were at present the Clerk advised that they were ring-fenced in the business account at Barclays until the Environment Committee have worked out how much they will need this year, then the balance can be invested. Cllr Brundle asked how much was left the Clerk advised that £ 37113.26 was left.

## **b) Aged Debtors**

The Clerk advised that there were currently two aged debtors for Village Voice Adverts.

## **c) Reserves**

The Clerk advised that the Reserves list would be available for the Annual Parish Council Meeting.

### **119 Investments**

National Saving Bank – Instant access – rate .75% - Interest put on in December - £49,617.78. Cllr Davey said that he felt with interest rates as they currently are it would be a greater return. Cllr Payne said that this is something that the Environment Committee needs to look at.

### **120 Recreation Ground User Policy**

Cllr Hathaway handed round a revamped draft policy and a policy for the Royal British Legion that she had produced, and asked for comments. **It was resolved for these to be forwarded to the Recreation Committee to check before going to Full Council.** Cllr Houston advised that the area is designated as a Village Green and for the use of Parishioners of Dersingham. Cllr Payne advised as previously stated that it is registered to the Parish Council and the Parish Council will manage. Cllr Houston demanded that he see a copy of the title. **It was resolved for the Clerk to post this to Cllr Houston.**

### **121 Housekeeping at Meetings**

Cllr Hathaway advised that Cllr Houston brought it up at the last meeting and the Council should decide if it was necessary. Cllr Payne advised that it was not necessary and she had checked with the Borough Council and if it was felt that it would change the course of the meeting it was not necessary. Cllr Hathaway advised that if housekeeping was not necessary was it still necessary for everyone including Councillors to sign in. This could then be used in the event of a fire to make sure that everyone is safely out of the building. Cllr Payne advised that it was down to Officers of the Council eg the Clerk to make sure that in the case of an emergency everyone was safely out of the building. The Clerk advised that Councillors and numbers for the members of the public were detailed for the minutes so could be used in the case of an emergency, **It was resolved that housekeeping was not necessary for Full Council Meetings.**

### **122 Computer Maintenance Contract**

A discussion took place regarding how much the office has needed to contact ECS and for what for. **It was resolved that it was not economically viable and the Council should undertake a pay as you go system.**

### **123 Telephones**

The Clerk advised that she was having problems with BT accepting the order she had placed with them even though they had put it in writing. **It was resolved for the Clerk to try and get this sorted.**

### **124 Correspondence Received**

Internal Auditors Report: The Clerk advised that there was only one advisory point and it was regarding the recording of the Accounts for Village Voice Life by Cllr Bubb. The Communication Committee to look into this.

### **125 Items for inclusion at the next meeting**

Items 1, 2, 9,10 & 11 to be removed.

**126 Date and time of next meeting**  
**Monday 4 July 2016 at 7.15pm at the Parish Office.**

With no further business the meeting closed at 7.56pm.