

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 7 November 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)

161 Apologies for absence

Everyone present.

162 Declarations of interest

None Received.

163 Minutes of meeting held on 3 October 2016

It was resolved for the minutes to be signed by the Chair as a true record with the following amendment. Cllr Houston advised that it is the Dersingham & Sandringham Branch not Division of the Royal British Legion.

164 Matters Arising

HMRC (153)(142). **It was resolved for the Clerk to continue to chase.**

(154) The Clerk advised the Committee that if £50,000 were put into the NSI there would not be enough cash flow to cover the rest of the financial year.

165 Current Financial Position

a) Whole Council Budgets

The Clerk handed round a copy of the latest budget report. Everything in order.

b) Aged Debtors

The Clerk advised that there were currently no Aged Debtors.

c) Reserves

The Clerk had received the correct application form but felt the cash flow would not allow. Cllr Houston said that he would like to know what the ring fenced amounts were. **It was resolved for the Clerk to put on the next Full Council Agenda.**

166 Investments

Cllr Davey proposed that this item is removed as no investments worth undertaking at present. Cllr Houston felt that it should stay on the agenda. Cllr Anderson said why don't we change reserves to reserves/investments. **It was resolved for this to happen.**

167 Budget Setting (Preset)

The budget was looked at line by line please see attached sheets. Cllr Payne asked if the Internal Auditor had been paid for this year. The Clerk advised that the Internal Auditor has not checked any accounts this year so far. **It was resolved for the Clerk to ask the Internal Auditor to come in and at least look at the first quarter.** The Clerk advised that a large amount of the budget goes on paper and toner copying minutes etc. and should the Council consider getting tablets for Councillors. Cllr Payne felt that it was needed but with the Village Hall, funding could not be made available this coming year. The Clerk advised that the Committee reports are printed twice once for Full Council and then again for Committee. The

Clerk advised that Councillors could bring the Committee Minutes given at Full Council back for the Committee Meeting. Cllr Payne said that Councillors should do this. The Clerk said that she would get some plastic folders with the Councillors name on that they could bring to committees after being given at Full Council. **It was resolved for this to happen.** The Clerk advised that she needed to put in a mileage claim and felt that because this was new the budget might not cover. Cllr Payne asked what mileage the Clerk has undertaken. The Clerk advised that the majority was weekly banking for Village Voice, Village Voice Live and Dersingham Centre. Financial Regulations states that it should be achieved weekly. Cllr Davey said that the Post Office was going to be able to take business banking but did not know when it would start. **It was resolved for the Clerk to ask the next time she went to the bank.**

168 Correspondence Received

All items brought up under agenda items.

169 Items for inclusion at the next meeting

4c to become Reserves/Investments and Ring Fenced Reserves put on.

170 Date and time of next meeting

Monday 5 December 2016 at 7.15pm at the Parish Office.

With no further business the meeting closed at 8.12pm.