

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 5 December 2016 at The Council Offices, Post Office Road at 7.15pm.

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

In attendance: Sarah Bristow (Clerk)

171 Apologies for absence

It was resolved to accept apologies from Cllr C Davey, Cllr K Green and Cllr V Brundle.

172 Declarations of interest

None Received.

173 Minutes of meeting held on 7 November 2016

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

174 Matters Arising

HMRC (165)(153)(142). The Clerk advised that she had written to the HMRC but as they do not have to open post for 12 weeks no response has been received yet.

175 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/Investments

The Clerk reported that these were reported as requested to Full Council.

176 Budget Setting (Precept)

The Clerk advised that the Internal Auditor would be attending the office on Monday 12 December to complete the first quarter. The Clerk advised that there had only been two bids for the Grasscutting received. **It was resolved that a third quote was needed and resolved for the Clerk to advise the companies that the deadline has been extended and to send to two new companies.** The Clerk advised that all Committees have put in precept figures apart from Dersingham Centre, which will be achieved tomorrow night.

177 Full Council Meeting Structure

The Clerk advised that this was brought up at the last Full Council Meeting as it was felt that it should not be forgotten and work started to implement. After discussion **it was resolved for the Clerk to ask all Councillors for a “for and against” keeping Committees versus two Full Council Meetings a month.** Staffing and Dersingham Centre would remain as Committees.

178 Planning Working Party

It was resolved for this item to be deferred until a Full Council Structure is agreed.

179 Correspondence Received

The Clerk advised the Committee regarding a failing in Barclays systems which had led to a supplier being paid three times, who being honest has returned the money. The Clerk had made a complaint to Barclays and asked for an explanation. A week later a letter arrived saying "glad you were happy with the outcome of your complaint after our recent telephone conversation." The Clerk rang them back and asked what conversation and no the Council were not happy as they had received no explanation or any assurance that it would not happen again. The complaint has been re-opened.

180 Items for inclusion at the next meeting

Precept, Grasscutting Tender & Reserves

181 Date and time of next meeting

Monday 9 January 2017 at 7.15pm at the Parish Office.

With no further business the meeting closed at 19:45pm.