

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

Present: Cllr S Payne, Cllr K Hathaway, & Cllr C Davey

In attendance: Sarah Bristow (Clerk) & one member of the Public

193 Apologies for absence

No apologies received.

194 Declarations of interest

None Received.

195 Minutes of meeting held on 9 January 2017

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

196 Matters Arising

All items on the agenda.

197 Current Financial Position

a) Whole Council Budgets

The Clerk handed round a copy of the latest budget report. Everything in order. Cllr Payne asked about Village Voice Live and room hire. Cllr Payne advised that the wrong price per hour may be being charged. The January event was a fundraiser so should be £9.00 per hour for fund-raising not £18.00 charged.

b) Aged Debtors

The Clerk advised that there were currently no Aged Debtors.

c) Reserves/Investments

Cllr Payne proposed that the £25,551.00 and the £17,967.00 be placed in the NSI. **It was resolved for the Clerk to achieve on the next pay run. It was also resolved for the Clerk to produce a reserve sheet for all FGP&A meetings.**

198 Dersingham United Charities

Cllr Hathaway explained that the current Clerk wants to leave the position and the Trustees felt that it used to be administered by the Parish Clerk and that it should return. The Clerk advised said that she had met with the current Clerk and it was very hard to put a weekly hourly amount as some weeks no work takes place but other there might be lots especially when allotment rents are due or a lease needs negotiating. The Clerk also advised that for it to come under the Parish Council it would need Councillors to be Trustees. Cllr Hathaway said that the group had discussed closing the Charity down but had voted against. The Clerk advised that the Council have to provide allotments so that aspect would have to come into the office; the best situation is to try and find someone prepared to undertake the admin and keep it separate. **It was resolved for the Clerk to speak with a couple of people to see if they were prepared to undertake.**

199 Managing Sickness Absence

It was also resolved for the Clerk to re-circulate and to go on the next agenda.

200 Risk Assessments.

The Clerk advised that the Insurance Company have advised that the Council needs to undertake risk assessments for all assets and jobs. Cllr Payne felt that the majority of the assets were looked after by the Environment Committee and asked they this is discussed at their next meeting. **It was resolved for the Clerk to ask Mr Lee to remove the twigs from the War Memorial Garden.**

201 Sports Ground Management Lease

Cllr Payne advised that she did not feel that the Council should consider asking about an extension to the lease at this current time. Cllr Payne also advised that the Council had received no formal proposal. The Clerk advised that she had found out that the dyke is governed by Riparian Rights with around 70/80 households involved. Cllr Payne advised that a price needs to be obtained to undertake the work then a letter to go to each household explaining their responsibility.

202 Recording Meetings

The Clerk had been asked to find out about the recording method that Attleborough were using. The Clerk advised the system and it is currently around £800. **It was resolved to take no further action as no budget allocated.**

203 Correspondence Received

- a) A letter from the School regarding asking for monies to help purchase two de-fib's one of each school. **It was resolved for the Clerk to write and explain that there is a Village De-fib kept on the outside of the Social Club.**
- b) A letter from Anglian Water re changing business accounts over to new division of Anglian Water.
- c) The Clerk advised that Barclays had given the Council £100.00 due to the Clerk making a complaint regarding the on-line system error.
- d) Letter from NS&I advising that £327.40 has been received into our account as interest for the year 2016.

204 Items for inclusion at the next meeting

Dersingham United Charities, Sickness Policy, Sports Ground Drainage.

205 Date and time of next meeting

Monday 6 March 2017 at 7.15pm at the Parish Office.

With no further business the meeting closed at 8:32pm.