

**Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Tuesday 9 May 2017 at The Council Offices, Post Office Road at 7.00pm.**

**Present:** Cllr S Payne, Cllr Hathaway, Cllr B Anderson & Cllr C Davey

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

**229 Apologies for absence**  
None received.

**230 Declarations of interest**  
None Received.

**231 Minutes of meeting held on 3 April 2017**  
**It was resolved for the minutes to be signed by the Chair as a true and accurate record.**

**232 Matters Arising**  
Nothing to report.

**233 Current Financial Position**  
**a) Whole Council Budgets**

The Clerk handed round a copy of the latest budget report, Balance Sheets and End of Year reports. Everything in order. The Clerk explained that the General Fund is too low. A contingency of around £21,000 should be achieved which is around three months expenditure.

**b) Aged Debtors**

The Clerk advised that there were currently no Aged Debtors.

**c) Reserves/Investments**

The Clerk handed round the end of year reserves sheet. Now the precept has been received when the Clerk starts the new financial year she agreed to transfer £34,000 to Dersingham Centre and £3,500 to the Skateboard Park. The Clerk advised that the Asset Register is due to be reviewed. **It was resolved for Assets Register to be reviewed at the next meeting.**

**234 Dersingham United Charities**

The Clerk read out the paragraph of the previous minutes regarding the need for a new Clerk. Cllr Payne advised that they needed to advertise the post. There is a Trustees meeting tomorrow night. Cllr Davey agreed to attend. Cllr Hathaway agreed to advise Mrs Mountain that Cllr Davey would be attending.

**235 Risk Assessments.**

The Clerk advised that she had not been able to start these. **It was resolved for the Clerk to undertake when time permitted.**

**236 Flagpole Protocol**

The Clerk advised that she had not been able to start these. **It was resolved for the Clerk to produce the protocol as soon as possible.**

**237 Dersingham Centre Cash Flow**

Cllr Payne advised that once the Council have the money in place the Lottery will start to release the money. The Cash Flow will need to be constantly monitored.

**238 Dersingham Centre Investment/Loan Policy**

Cllr Payne advised that Cllr Davey had suggested that Parishioners could invest in the centre. The idea needs clarification to make sure that it is viable.

**239 Support Services**

The Clerk advised that she had received the Subscription form from NALC; she had also obtained quotes from two other support groups. Very little support has been received from NALC over the last year and LCPAS are offering a service at a much reduced fee and training courses are held in West Norfolk. The majority of course run by NALC are always in the Norwich area. **It was resolved to sign up to LCPAS for the coming year.**

**240 Correspondence Received**

- a) Letter from Family Befriending Service
- b) Letter from Suttons advising that they wish to undertake an office inspection. The Clerk had advised that she would arrange the inspection.
- c) Letter from ICO. The Clerk advised that a letter had been received asking for payment for the next year. The Clerk had sent off proof of payment, which had now been acknowledged and a new certificate has been received.

**241 Items for inclusion at the next meeting**

Same Agenda with Asset Register added.

**242 Date and time of next meeting**

**Monday 5 June 2017 at 7.15pm at the Parish Office.**

With no further business the meeting closed at 7.55pm.

# Consolidated Balance Sheet

31/03/16  
£

31/03/17  
£

	Long Term assets		
0.00	Investments		0.00
0.00	Long Term Debts		0.00
0.00	TOTAL LONG TERM		0.00
	Current assets		
0.00	Investments	0.00	
0.00	Loans Made	0.00	
0.00	Investments	0.00	
0.00	Stocks	0.00	
7,500.78	VAT Recoverable	8,442.23	
0.00	Debtors	10.26	
0.00	Payment in Advance	0.00	
117,812.25	Cash in Hand & at Bank	137,412.43	
125,313.03	TOTAL CURRENT ASSETS		145,864.92
125,313.03	TOTAL ASSETS		145,864.92
	Current liabilities		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
0.00	Creditors	0.00	
0.00	Receipts in Advance	0.00	
0.00	TOTAL CURRENT LIABILITIES		0.00
125,313.03	TOTAL ASSETS LESS CURRENT LIABILITIES		145,864.92
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
125,313.03	NET ASSETS		145,864.92
	Represented by		
41,891.64	General Fund		5,523.40
37,113.26	The Warren		34,062.76
41,808.13	Earmarked Reserves Dersingham Centre		97,278.76
4,500.00	Earmarked Reserves Skateboard Park		9,000.00
125,313.03			145,864.92

Signed  
Chairman  
Date  
AUDIT OPINION

Responsible Financial Officer

# Bank Account Reconciled Statement

Barclays Current + Stepsaver

90325147+204051 20-46-65

Statement Number

47

Statement Opening Balance

£95,931.25

Opening Date

01/03/17

Statement Closing Balance

£83,566.58

Closing Date

31/03/17

True Closing Balance

£38,944.25

Date	Cheque/ Ref.	Supplier/ Customer	Debit (£)	Credit (£)	Balance (£)
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## Uncleared and unrepresented effects

27/03/17	105883	Gardening For Disabled	265.00		83,301.58
27/03/17	105885	Sarah Bristow	205.65		83,095.93
27/03/17	DD 06	British Telecommunications	40.24		83,055.69
28/03/17	105884	Transfer	43,518.00		39,537.69
31/03/17	60p owe 31/03/16	Dolphin Graphics	0.60		39,537.09
31/03/17	b/t 101	A.S.K. Frames & Things	32.59		39,504.50
31/03/17	B/t 102	Burrells	324.00		39,180.50
31/03/17	b/t 103	Dersingham Parochial Church Council	48.75		39,131.75
31/03/17	b/t 104	Malcolm Pearson	127.50		39,004.25
31/03/17	b/t 105	Rachel Leggett & Associates	60.00		38,944.25
		<b>Total</b>	<b>44622.33</b>		

## Bank Accounts - Details and Current Balances Start of year 01/04/16

### Account Type : Ordinary

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
Barclays Current + Stepsaver Account	Ordinary	90325147+20	20-46-65	31/03/17	83,566.58	38,944.25
National Savings Bank	Ordinary	1234	56-78-98	31/03/17	54,820.18	98,338.18
Petty Cash	Ordinary	Petty Cash		31/03/17	30.00	30.00
Saffron Building Society	Ordinary	65117418	20-74-05	31/03/17	0.00	0.00
Voice Float	Ordinary			31/03/17	100.00	100.00

### Account Type : Loan Made

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
Dersingham Sports Ground Management Comm	Loan Made	2006		31/03/17	0.00	0.00

**TOTAL** £137,412.43

# Financial Statement - Cashbook

Statement between 01/04/16 and 31/03/17 inclusive.

Balances at the start of the year

## Ordinary Accounts

Barclays Current + Stepsaver Account	£63,189.47
National Savings Bank	£54,492.78
Petty Cash	£30.00
Saffron Building Society	£0.00
Voice Float	£100.00

## Loan Made Accounts

Dersingham Sports Ground Management Comm	£0.00
<b>Total</b>	<b>£117,812.25</b>

	Net (£)	Vat (£)	Gross (£)
<b>Council</b>			
100 Precept	105,000.00	0.00	105,000.00
101 Council Support Grant	4,030.00	0.00	4,030.00
105 DVSC Rent	5,040.00	0.00	5,040.00
110 Interest BP	55.19	0.00	55.19
115 Interest National Savings	327.40	0.00	327.40
130 Sports Ground Rent	5.00	0.00	5.00
135 VAT Rebate	9,474.93	0.00	9,474.93
140 Misc	1,518.09	0.00	1,518.09
145 Saffron Interest	0.00	0.00	0.00
<b>Total Committee Receipts</b>	<b>125,450.61</b>	<b>0.00</b>	<b>125,450.61</b>
1000 Chairman's Allowance	74.97	0.00	74.97
1005 Councillors Expenses	2.50	0.00	2.50
1010 Councillor Training	129.70	3.94	133.64
1015 Insurance	1,864.74	0.00	1,864.74
1020 Audit Fees	602.50	80.00	682.50
1025 Subscriptions	987.25	0.00	987.25
1030 Section 137 Payments	17.00	0.00	17.00
1035 Office Rent	6,301.12	0.00	6,301.12
1040 Office Equipment/Maintanance	2,456.48	491.29	2,947.77
1045 Telephones/Broadband	655.20	110.09	765.29
1050 Postage	132.68	0.00	132.68
1055 Stationery	302.75	60.16	362.91
1060 Room Hire	560.00	0.00	560.00
1065 Legal Fees/Land Registration	0.00	0.00	0.00
1070 Sports Ground Rent	1,200.00	0.00	1,200.00
1075 VAT	0.00	0.00	0.00
1080 Office Cleaning	703.49	4.54	708.03
1085 Election Expenses	0.00	0.00	0.00
1090 War Memorial Gardens Planting	0.00	0.00	0.00
1095 War Memorial General	1,143.93	196.78	1,340.71
1100 I T Support	0.00	0.00	0.00
3000 Salaries	25,175.86	0.00	25,175.86

3005 Employers N. I.	1,564.96	0.00	1,564.96
3010 SSP/SMP	0.00	0.00	0.00
3015 Pension Contribution	5,234.44	0.00	5,234.44
3020 Employment Services	270.00	54.00	324.00
3025 Staff Training	377.75	0.00	377.75
3030 Councillor Mileage	0.00	0.00	0.00
3035 Staff Mileage	2.50	0.00	2.50
Total Committee Payments	49,759.82	1,000.80	50,760.62

### **Communications**

600 Advertisement Dersingham Data	2,065.00	0.00	2,065.00
605 Advertisement Village Voice	16,932.85	0.00	16,932.85
610 Village Voice Subscriptions	33.60	0.00	33.60
615 Village Voice Live	1,070.00	0.00	1,070.00
Total Committee Receipts	20,101.45	0.00	20,101.45
6000 Dersingham Data	1,705.00	0.00	1,705.00
6005 Village Voice	13,886.68	0.00	13,886.68
6010 Village Voice Live	1,149.47	32.31	1,181.78
6015 Postage Village Voice	3.70	0.00	3.70
6020 Postage Data	0.00	0.00	0.00
6025 Public Noticeboards	427.40	77.48	504.88
6030 Website	200.00	0.00	200.00
Total Committee Payments	17,372.25	109.79	17,482.04

### **Council - Grants**

2000 Sport Ground Management	5,000.00	0.00	5,000.00
2005 Churchyard	3,600.00	0.00	3,600.00
2010 Community Car Scheme	500.00	0.00	500.00
2015 Minor Grants	315.00	0.00	315.00
Total Committee Payments	9,415.00	0.00	9,415.00

### **Environment**

400 Dog Bin Sponsorship	625.00	0.00	625.00
405 NCC Partnership Scheme	0.00	0.00	0.00
410 Misc	0.00	0.00	0.00
Total Committee Receipts	625.00	0.00	625.00
4000 Cleaning Contract	3,120.00	0.00	3,120.00
4005 Dog Bins	95.85	4.17	100.02
4010 Dog Bin Advertising	12.00	2.40	14.40
4015 Dog Bin Emptying	2,045.16	405.60	2,450.76
4020 Grasscutting/Verge Maintenance	2,337.84	0.00	2,337.84
4025 Floral Enhancements	161.17	18.23	179.40
4030 Taskforce	54.28	5.83	60.11
4035 Street Lighting Energy	3,118.65	621.22	3,739.87
4040 Streetlight Maintenance	2,299.73	459.93	2,759.66
4045 Streetlight Repair/Survey/New	8,385.00	1,677.00	10,062.00

4050 Seats/Benches	0.00	0.00	0.00
4055 Village Sign	0.00	0.00	0.00
4060 Bus Shelters	80.00	0.00	80.00
4065 Footpaths/PROW	395.00	79.00	474.00
4070 Trees	640.00	0.00	640.00
4075 Litterbins	508.00	101.60	609.60
4080 General Maintenance	351.99	45.00	396.99
4085 Parish Partnership Scheme	0.00	0.00	0.00
Total Committee Payments	23,604.67	3,419.98	27,024.65

### Recreation

500 Grants	0.00	0.00	0.00
515 Children's Activities	0.00	0.00	0.00
520 Christmas	0.00	0.00	0.00
525 Recreation Events	124.00	0.00	124.00
Total Committee Receipts	124.00	0.00	124.00
5000 Recreation Water	56.04	0.00	56.04
5005 Recreation Ground Electricity	66.00	0.00	66.00
5010 Playground Equipment - New	28.72	5.75	34.47
5015 Playground Equipment - Maintenance	981.92	190.38	1,172.30
5020 Playground Inspection	135.50	23.10	158.60
5025 Recreation Ground Maintenance	553.49	12.67	566.16
5030 Recreation Ground Grasscutting	812.00	0.00	812.00
5045 Recreation Events	530.91	12.18	543.09
5050 Children's Activities	0.00	0.00	0.00
5055 Christmas Activities	1,799.20	172.85	1,972.05
5060 Funday	0.00	0.00	0.00
Total Committee Payments	4,963.78	416.93	5,380.71

### Dersingham Centre

700 Fundraising Activities	0.00	0.00	0.00
710 Centre Precept	0.00	0.00	0.00
715 Brick Sponsorship	2,060.00	0.00	2,060.00
720 Brick/Roof Tile Donation	325.00	0.00	325.00
725 Corporate Sponsorship	0.00	0.00	0.00
730 The Big Lottery	17,967.00	0.00	17,967.00
Total Committee Receipts	20,352.00	0.00	20,352.00
7000 Survey	0.00	0.00	0.00
7005 Drawings & Plans	5,137.16	839.00	5,976.16
7010 Misc Expenditure	1,058.74	69.18	1,127.92
7015 Fundraising Activities	95.08	17.70	112.78
7020 Consultation & Events	0.00	0.00	0.00
7025 Development Costs	22,425.00	4,485.00	26,910.00
7030 Administration & Legal Fees	0.00	0.00	0.00
Total Committee Payments	28,715.98	5,410.88	34,126.86

**The Warren**

800 Interest- Saffron	0.00	0.00	0.00
Total Committee Receipts	0.00	0.00	0.00
8000 Warren Expenditure	2,805.00	58.00	2,863.00
Total Committee Payments	2,805.00	58.00	2,863.00

**Youth Group**

9000 Youth Group	0.00	0.00	0.00
Total Committee Payments	0.00	0.00	0.00

## Closing Balances

**Ordinary Accounts**

Barclays Current + Stepsaver Account	£38,944.25
National Savings Bank	£98,338.18
Petty Cash	£30.00
Saffron Building Society	£0.00
Voice Float	£100.00

**Loan Made Accounts**

Dersingham Sports Ground Management Comm	£0.00
Total	£137,412.43

## Uncleared and Unpresented effects

Barclays Current + Stepsaver Account	-£44,622.33
National Savings Bank	£43,518.00

## Statement Closing Balances

**Ordinary Accounts**

Barclays Current + Stepsaver Account	£83,566.58
National Savings Bank	£54,820.18
Petty Cash	£30.00
Saffron Building Society	£0.00
Voice Float	£100.00

**Loan Made Accounts**

Dersingham Sports Ground Management Comm	£0.00
Total	£138,516.76



# Reserves

Start of year 01/04/16

## The Warren

	£37,113.26	Start of year value
24/05/16	-£210.00	Expenditure transaction 29,
24/05/16	-£35.00	Expenditure transaction 32,
27/06/16	-£210.00	Expenditure transaction 56,
26/07/16	-£530.00	Expenditure transaction 87,
27/09/16	-£240.00	Expenditure transaction 118,
27/09/16	-£348.00	Expenditure transaction 122,
27/09/16	-£150.00	Expenditure transaction 133,
27/09/16	-£210.00	Expenditure transaction 132,
31/10/16	-£210.00	Expenditure transaction 160,
31/10/16	-£360.00	Expenditure transaction 161,
07/11/16	£900.00	From General Fund, Not Warren grasscutting
07/11/16	-£900.00	To General Fund,
30/11/16	-£170.00	Expenditure transaction 201,
30/11/16	-£180.00	Expenditure transaction 202,
27/03/17	-£70.00	Expenditure transaction 326,
31/03/17	-£127.50	Expenditure transaction 340,
	£34,062.76	Current value

## Dersingham Centre

	£41,808.13	Start of year value
11/04/16	£25,551.00	Income transaction 5,
27/06/16	-£4,524.00	Expenditure transaction 61,
27/06/16	-£510.00	Expenditure transaction 73,
26/07/16	£200.00	Income transaction 129,
26/07/16	-£10.59	Expenditure transaction 103,
26/07/16	-£26.04	Expenditure transaction 100,
01/08/16	£50.00	Income transaction 139,
02/08/16	£100.00	Income transaction 141,
03/08/16	£10.00	Income transaction 152,
31/08/16	£100.00	Income transaction 166,
31/08/16	£60.00	Income transaction 164,

31/08/16	£400.00	Income transaction 165,
05/09/16	£500.00	Income transaction 169,
12/09/16	£10.00	Income transaction 177,
12/09/16	£5.00	Income transaction 176,
19/09/16	£100.00	Income transaction 178,
27/09/16	-£250.00	Expenditure transaction 123,
03/10/16	£100.00	Income transaction 188,
03/10/16	£100.00	Income transaction 187,
04/10/16	£200.00	Income transaction 194,
31/10/16	-£510.00	Expenditure transaction 184,
31/10/16	-£114.00	Expenditure transaction 188,
31/10/16	-£12,038.40	Expenditure transaction 183,
31/10/16	-£426.00	Expenditure transaction 171,
31/10/16	-£7,404.00	Expenditure transaction 186,
31/10/16	-£5,700.00	Expenditure transaction 185,
31/10/16	-£646.80	Expenditure transaction 187,
31/10/16	-£17.29	Expenditure transaction 182,
16/11/16	£50.00	Income transaction 209,
30/11/16	-£266.34	Expenditure transaction 211,
30/11/16	-£26.60	Expenditure transaction 215,
30/11/16	-£184.80	Expenditure transaction 219,
09/12/16	£17,967.00	Income transaction 217,
20/12/16	£100.00	Income transaction 228,
16/01/17	£100.00	Income transaction 219,
16/01/17	£100.00	Income transaction 219, Brick x 1
31/01/17	-£24.87	Expenditure transaction 264,
31/01/17	-£900.00	Expenditure transaction 271,
31/01/17	-£50.00	Expenditure transaction 259,
31/01/17	-£300.00	Expenditure transaction 258,
27/02/17	£200.00	Income transaction 233, Brick x 2
28/02/17	-£18.45	Expenditure transaction 289,
27/03/17	£43,518.00	From General Fund, Transfer
27/03/17	-£69.60	Expenditure transaction 317,

31/03/17	-£32.59	Expenditure transaction 337, Dersingham Centre Photo Ask Frames
	£97,278.76	Current value
Skateboard Park		
	£4,500.00	Start of year value
01/04/16	£4,500.00	From General Fund, Earmarked Reserves
	£9,000.00	Current value

## Section 1 - Statement of accounts

### Dersingham Parish Council

	Year ending 31 March 2017 £
1. Balances brought forward	117,812.25
2. (+) Annual precept	105,000.00
3. (+) Total other receipts	61,653.06
4. (-) Staff costs	32,677.01
5. (-) Loan interest / capital repayments	0.00
6. (-) Total other payments	114,375.87
7. (=) Balances carried forward	137,412.43
8. Total cash and investments	137,412.43
9. Total fixed assets and long term assets	478,757.00