

Minutes of the Meeting of the Finance, General Purposes & Administration Committee held on Monday 3 July 2017 at The Council Offices, Post Office Road at 7.00pm.

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

In attendance: Sarah Bristow (Clerk)

262 Apologies for absence

None received.

263 Declarations of interest

None Received.

264 Minutes of meeting held on 5 June 2017

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

265 Matters Arising

The Clerk reported that she still needed to write to Mr Pearson re his appointment, she had started on the Asset Register. Cllr Payne asked if the Key Cabinet had been sorted. The Clerk said that the Administrative Assistant was busy undertaking Village Voice. The Clerk said that she wished to purchase a key safe for the flagpole key on the outside of the office this would mean that anyone with the code would be able to alter the flag. This was agreed and the Clerk to continue would continue with a protocol for Full Council.

266 Current Financial Position

a) Whole Council Budgets

The Clerk handed round a copy of the latest budget report, everything in order. The Clerk advised that she was expecting Mazars to take the General Fund further. Cllr Payne thought that this was down to Dersingham Centre money. The Clerk advised that she would check into it. Cllr Payne advised that the Recreation Committee had agreed to recommend the skatepark reserves be transferred to the Dersingham Centre reserves and replaced with the Precept for 18/19. **It was resolved to recommend to Full Council that the £12,500 be transferred to Dersingham Centre Reserves.**

b) Aged Debtors

The Clerk advised that there were two Village Voice payments outstanding and the Debtors had been advised that they would not be going into the next issue without payment being received. The Clerk had resent the VAT rebate form and said it had been received.

c) Reserves/Investments

The Clerk handed round the reserves sheet. The Clerk to check out the Dersingham Centre reserves.

267. Asset Register

The Clerk advised that she had not finished on the update.

268 Broadband

The Clerk had emailed round the on-line chat she had had with British Telecom regarding the Council exceeding its download limit. They were offering unlimited Fibre for an extra £1.00

per month for 12 months then a further year at £20.00 extra a month. The Clerk agreed to investigate possible causes.

269 Risk Assessments.

The Clerk handed round a Financial Risk Assessment that she had drafted. The Committee agreed to look over the draft and report back at the next meeting.

270 Flagpole Protocol

Discussed under Matters Arising.

271 Dersingham Centre Finances

Cllr Davey had not finished a report on the Cash Flow. Cllr Payne went through the agreed funding and what was still outstanding. Cllr Payne reported that the Leader Funding is conditional on there not being more than 80% of Public Funding in the project. Cllr Payne advised that Leader pay four months in arrears. The Lottery had agreed to pay a lead in payment, and also pay in arrears. Cllr Payne advised that some money may need transferring from the NS&I to complete the initial payment.

272 Correspondence Received

The Clerk advised that the insurance renewal had been received it was just over budget at £1951.62. **It was resolved for the invoice to be paid at the end of the month.**

273 Items for inclusion at the next meeting

Same agenda omitting broadband and Confidential Waste added.

274 Items for inclusion on the website.

None

275 Date and time of next meeting

Monday 4 September 2017 at 7.15pm at the Parish Office.

With no further business the meeting closed at 8.08pm.

Financial Budget Comparison

Comparison between 01/04/17 and 03/07/17 inclusive.
Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance	
Council Income				
100	Precept	£149,070.00	£149,070.00	£0.00
101	Council Support Grant	£3,487.00	£3,487.00	£0.00
105	DVSC Rent	£5,040.00	£1,260.00	-£3,780.00
110	Interest BP	£15.00	£0.00	-£15.00
115	Interest National Savings	£155.00	£0.00	-£155.00
130	Sports Ground Rent	£5.00	£0.00	-£5.00
135	VAT Rebate	£0.00	£0.00	£0.00
140	Misc	£0.00	£0.00	£0.00
145	Saffron Interest	£0.00	£0.00	£0.00
Total Income		£157,772.00	£153,817.00	-£3,955.00
Expenditure				
1000	Chairman's Allowance	£200.00	£0.00	£200.00
1005	Councillors Expenses	£50.00	£0.00	£50.00
1010	Councillor Training	£300.00	£0.00	£300.00
1015	Insurance	£1,900.00	£0.00	£1,900.00
1020	Audit Fees	£900.00	£0.00	£900.00
1025	Subscriptions	£900.00	£100.00	£800.00
1030	Section 137 Payments	£50.00	£0.00	£50.00
1035	Office Rent	£6,300.00	£1,423.28	£4,876.72
1040	Office Equipment/Maintanance	£1,500.00	£0.00	£1,500.00
1045	Telephones/Broadband	£500.00	£66.08	£433.92
1050	Postage	£150.00	£0.00	£150.00
1055	Stationery	£300.00	£0.00	£300.00
1060	Room Hire	£1,000.00	£120.00	£880.00
1065	Legal Fees/Land Registration	£100.00	£0.00	£100.00
1070	Sports Ground Rent	£1,200.00	£600.00	£600.00
1075	VAT	£0.00	£0.00	£0.00
1080	Office Cleaning	£650.00	£90.00	£560.00
1085	Election Expenses	£500.00	£0.00	£500.00
1090	War Memorial Gardens Planting	£0.00	£0.00	£0.00
1095	War Memorial General	£1,000.00	£0.00	£1,000.00
1100	I T Support	£0.00	£0.00	£0.00
3000	Salaries	£26,500.00	£3,854.38	£22,645.62
3005	Employers N. I.	£2,000.00	£0.00	£2,000.00
3010	SSP/SMP	£0.00	£0.00	£0.00
3015	Pension Contribution	£6,500.00	£929.22	£5,570.78
3020	Employment Services	£300.00	£0.00	£300.00
3025	Staff Training	£300.00	£30.00	£270.00
3030	Councillor Mileage	£75.00	£0.00	£75.00
3035	Staff Mileage	£75.00	£0.00	£75.00
Total Expenditure		£53,250.00	£7,212.96	£46,037.04

Financial Budget Comparison

Comparison between 01/04/17 and 03/07/17 inclusive.
Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance	
Communications				
Income				
600	Advertisement Dersingham Data	£2,000.00	£0.00	-£2,000.00
605	Advertisement Village Voice	£16,000.00	£13,103.85	-£2,896.15
610	Village Voice Subscriptions	£0.00	£25.50	£25.50
615	Village Voice Live	£200.00	£378.00	£178.00
Total Income		£18,200.00	£13,507.35	-£4,692.65
Expenditure				
6000	Dersingham Data	£2,000.00	£0.00	£2,000.00
6005	Village Voice	£15,500.00	£2,356.00	£13,144.00
6010	Village Voice Live	£200.00	£174.20	£25.80
6015	Postage Village Voice	£50.00	£0.00	£50.00
6020	Postage Data	£0.00	£0.00	£0.00
6025	Public Noticeboards	£350.00	£0.00	£350.00
6030	Website	£300.00	£0.00	£300.00
Total Expenditure		£18,400.00	£2,530.20	£15,869.80
Council - Grants				
Expenditure				
2000	Sport Ground Management	£5,000.00	£2,500.00	£2,500.00
2005	Churchyard	£3,600.00	£1,200.00	£2,400.00
2010	Community Car Scheme	£500.00	£0.00	£500.00
2015	Minor Grants	£450.00	£0.00	£450.00
Total Expenditure		£9,550.00	£3,700.00	£5,850.00
Environment				
Income				
400	Dog Bin Sponsorship	£0.00	£0.00	£0.00
405	NCC Partnership Scheme	£0.00	£0.00	£0.00
410	Misc	£0.00	£0.00	£0.00
Total Income		£0.00	£0.00	£0.00
Expenditure				
4000	Cleaning Contract	£3,500.00	£520.00	£2,980.00
4005	Dog Bins	£500.00	£0.00	£500.00
4010	Dog Bin Advertising	£60.00	£0.00	£60.00
4015	Dog Bin Emptying	£2,800.00	£0.00	£2,800.00
4020	Grasscutting/Verge Maintenance	£2,800.00	£415.00	£2,385.00
4025	Floral Enhancements	£350.00	£0.00	£350.00
4030	Taskforce	£150.00	£0.00	£150.00
4035	Street Lighting Energy	£2,500.00	£243.51	£2,256.49
4040	Streetlight Maintenance	£2,000.00	£175.94	£1,824.06
4045	Streetlight Repair/Survey/New	£1,000.00	£0.00	£1,000.00
4050	Seats/Benches	£0.00	£25.00	-£25.00
4055	Village Sign	£100.00	£0.00	£100.00
4060	Bus Shelters	£250.00	£0.00	£250.00
4065	Footpaths/PROW	£100.00	£0.00	£100.00
4070	Trees	£2,000.00	£0.00	£2,000.00
4075	Litterbins	£0.00	£0.00	£0.00
4080	General Maintenance	£2,000.00	£0.00	£2,000.00
4085	Parish Partnership Scheme	£29,000.00	£0.00	£29,000.00
Total Expenditure		£49,110.00	£1,379.45	£47,730.55

Financial Budget Comparison

Comparison between 01/04/17 and 03/07/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance
Recreation Income				
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	£200.00	£0.00	-£200.00
Total Income		£200.00	£0.00	-£200.00
Expenditure				
5000	Recreation Water	£75.00	£0.00	£75.00
5005	Recreation Ground Electricity	£150.00	£12.00	£138.00
5010	Playground Equipment - New	£500.00	£0.00	£500.00
5015	Playground Equipment - Maintenance	£2,000.00	£0.00	£2,000.00
5020	Playground Inspection	£200.00	£0.00	£200.00
5025	Recreation Ground Maintenance	£2,500.00	£0.00	£2,500.00
5030	Recreation Ground Grasscutting	£1,500.00	£0.00	£1,500.00
5045	Recreation Events	£1,500.00	£0.00	£1,500.00
5050	Children's Activities	£200.00	£0.00	£200.00
5055	Christmas Activities	£500.00	£0.00	£500.00
5060	Funday	£0.00	£0.00	£0.00
Total Expenditure		£9,125.00	£12.00	£9,113.00
Income				
700	Fundraising Activities	£0.00	£40.00	£40.00
710	Centre Precept	£0.00	£0.00	£0.00
715	Brick Sponsorship	£0.00	£400.00	£400.00
720	Brick/Roof Tile Donation	£0.00	£15.00	£15.00
725	Corporate Sponsorship	£0.00	£0.00	£0.00
730	The Big Lottery	£0.00	£0.00	£0.00
Total Income		£0.00	£455.00	£455.00
Expenditure				
7000	Survey	£0.00	£0.00	£0.00
7005	Drawings & Plans	£0.00	£0.00	£0.00
7010	Misc Expenditure	£0.00	£0.00	£0.00
7015	Fundraising Activities	£100.00	£0.00	£100.00
7020	Consultation & Events	£250.00	£0.00	£250.00
7025	Development Costs	£34,000.00	£0.00	£34,000.00
7030	Administration & Legal Fees	£2,000.00	£0.00	£2,000.00
Total Expenditure		£36,350.00	£0.00	£36,350.00
The Warren Income				
800	Interest- Saffron	£0.00	£0.00	£0.00
Total Income		£0.00	£0.00	£0.00
Expenditure				
8000	Warren Expenditure	£0.00	£210.00	-£210.00
Total Expenditure		£0.00	£210.00	-£210.00

Financial Budget Comparison

Comparison between 01/04/17 and 03/07/17 inclusive.
Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance
Total Income	£176,172.00	£167,779.35	
Total Expenditure	£175,785.00	£15,044.61	
Total Net Balance	£387.00	£152,734.74	

Reserves

Start of year 01/04/17

The Warren

£34,062.76 Start of year value

£34,062.76 Current value

Dersingham Centre

£97,278.76 Start of year value

10/04/17 £34,000.00 Income transaction 77, precept part

£131,278.76 Current value

Skateboard Park

£9,000.00 Start of year value

10/04/17 £3,500.00 Income transaction 78, Support Grant

£12,500.00 Current value

Financial Statement - Cashbook

Statement between 01/04/17 and 03/07/17 inclusive.

Balances at the start of the year

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

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
100 Precept	149,070.00	0.00	149,070.00
101 Council Support Grant	3,487.00	0.00	3,487.00
105 DVSC Rent	1,260.00	0.00	1,260.00
110 Interest BP	0.00	0.00	0.00
115 Interest National Savings	0.00	0.00	0.00
130 Sports Ground Rent	0.00	0.00	0.00
135 VAT Rebate	0.00	0.00	0.00
140 Misc	10.26	0.00	10.26
145 Saffron Interest	0.00	0.00	0.00
Council Total	153,827.26	0.00	153,827.26
Communications			
600 Advertisement Dersingham Data	0.00	0.00	0.00
605 Advertisement Village Voice	13,103.85	0.00	13,103.85
610 Village Voice Subscriptions	25.50	0.00	25.50
615 Village Voice Live	378.00	0.00	378.00
Communications Total	13,507.35	0.00	13,507.35
Environment			
400 Dog Bin Sponsorship	0.00	0.00	0.00
405 NCC Partnership Scheme	0.00	0.00	0.00
410 Misc	0.00	0.00	0.00
Environment Total	0.00	0.00	0.00
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	0.00	0.00	0.00
Recreation Total	0.00	0.00	0.00
Dersingham Centre			
700 Fundraising Activities	40.00	0.00	40.00
710 Centre Precept	0.00	0.00	0.00
715 Brick Sponsorship	400.00	0.00	400.00
720 Brick/Roof Tile Donation	15.00	0.00	15.00
725 Corporate Sponsorship	0.00	0.00	0.00

Financial Statement - Cashbook

Statement between 01/04/17 and 03/07/17 inclusive.

730 The Big Lottery	0.00	0.00	0.00
Dersingham Centre Total	455.00	0.00	455.00

The Warren			
800 Interest- Saffron	0.00	0.00	0.00
The Warren Total	0.00	0.00	0.00

Total Receipts	167,789.61	0.00	167,789.61
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PAYMENTS	Net (£)	Vat (£)	Gross (£)
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Council			
1000 Chairman's Allowance	0.00	0.00	0.00
1005 Councillors Expenses	0.00	0.00	0.00
1010 Councillor Training	0.00	0.00	0.00
1015 Insurance	0.00	0.00	0.00
1020 Audit Fees	0.00	0.00	0.00
1025 Subscriptions	100.00	0.00	100.00
1030 Section 137 Payments	0.00	0.00	0.00
1035 Office Rent	1,423.28	63.16	1,486.44
1040 Office Equipment/Maintanance	0.00	0.00	0.00
1045 Telephones/Broadband	66.08	13.20	79.28
1050 Postage	0.00	0.00	0.00
1055 Stationery	0.00	0.00	0.00
1060 Room Hire	120.00	0.00	120.00
1065 Legal Fees/Land Registration	0.00	0.00	0.00
1070 Sports Ground Rent	600.00	0.00	600.00
1075 VAT	0.00	0.00	0.00
1080 Office Cleaning	90.00	0.00	90.00
1085 Election Expenses	0.00	0.00	0.00
1090 War Memorial Gardens Planting	0.00	0.00	0.00
1095 War Memorial General	0.00	0.00	0.00
1100 I T Support	0.00	0.00	0.00
3000 Salaries	3,854.38	0.00	3,854.38
3005 Employers N. I.	0.00	0.00	0.00
3010 SSP/SMP	0.00	0.00	0.00
3015 Pension Contribution	929.22	0.00	929.22
3020 Employment Services	0.00	0.00	0.00
3025 Staff Training	30.00	0.00	30.00
3030 Councillor Mileage	0.00	0.00	0.00
3035 Staff Mileage	0.00	0.00	0.00
Council Total	7,212.96	76.36	7,289.32

Communications			
6000 Dersingham Data	0.00	0.00	0.00
6005 Village Voice	2,356.00	0.00	2,356.00
6010 Village Voice Live	174.20	11.31	185.51
6015 Postage Village Voice	0.00	0.00	0.00
6020 Postage Data	0.00	0.00	0.00
6025 Public Noticeboards	0.00	0.00	0.00
6030 Website	0.00	0.00	0.00
Communications Total	2,530.20	11.31	2,541.51

Council - Grants

Financial Statement - Cashbook

Statement between 01/04/17 and 03/07/17 inclusive.

2000 Sport Ground Management	2,500.00	0.00	2,500.00
2005 Churchyard	1,200.00	0.00	1,200.00
2010 Community Car Scheme	0.00	0.00	0.00
2015 Minor Grants	0.00	0.00	0.00
Council - Grants Total	3,700.00	0.00	3,700.00
Environment			
4000 Cleaning Contract	520.00	0.00	520.00
4005 Dog Bins	0.00	0.00	0.00
4010 Dog Bin Advertising	0.00	0.00	0.00
4015 Dog Bin Emptying	0.00	0.00	0.00
4020 Grasscutting/Verge Maintenance	415.00	0.00	415.00
4025 Floral Enhancements	0.00	0.00	0.00
4030 Taskforce	0.00	0.00	0.00
4035 Street Lighting Energy	243.51	48.70	292.21
4040 Streetlight Maintenance	175.94	35.18	211.12
4045 Streetlight Repair/Survey/New	0.00	0.00	0.00
4050 Seats/Benches	25.00	0.00	25.00
4055 Village Sign	0.00	0.00	0.00
4060 Bus Shelters	0.00	0.00	0.00
4065 Footpaths/PROW	0.00	0.00	0.00
4070 Trees	0.00	0.00	0.00
4075 Litterbins	0.00	0.00	0.00
4080 General Maintenance	0.00	0.00	0.00
4085 Parish Partnership Scheme	0.00	0.00	0.00
Environment Total	1,379.45	83.88	1,463.33
Recreation			
5000 Recreation Water	0.00	0.00	0.00
5005 Recreation Ground Electricity	12.00	0.00	12.00
5010 Playground Equipment - New	0.00	0.00	0.00
5015 Playground Equipment - Maintenance	0.00	0.00	0.00
5020 Playground Inspection	0.00	0.00	0.00
5025 Recreation Ground Maintenance	0.00	0.00	0.00
5030 Recreation Ground Grasscutting	0.00	0.00	0.00
5045 Recreation Events	0.00	0.00	0.00
5050 Children's Activities	0.00	0.00	0.00
5055 Christmas Activities	0.00	0.00	0.00
5060 Funday	0.00	0.00	0.00
Recreation Total	12.00	0.00	12.00
Dersingham Centre			
7000 Survey	0.00	0.00	0.00
7005 Drawings & Plans	0.00	0.00	0.00
7010 Misc Expenditure	0.00	0.00	0.00
7015 Fundraising Activities	0.00	0.00	0.00
7020 Consultation & Events	0.00	0.00	0.00
7025 Development Costs	0.00	0.00	0.00
7030 Administration & Legal Fees	0.00	0.00	0.00
Dersingham Centre Total	0.00	0.00	0.00
The Warren			
8000 Warren Expenditure	210.00	0.00	210.00

Financial Statement - Cashbook

Statement between 01/04/17 and 03/07/17 inclusive.

The Warren Total	210.00	0.00	210.00
Total Payments	15,044.61	171.55	15,216.16

Closing Balances

Ordinary Accounts

Barclays Current + Stepsaver Account	£191,517.70
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	£289,985.88

Not all the accounts have been reconciled exactly to the end date on this statement.

Reserve Balances

The Warren	£34,062.76
Dersingham Centre	£131,278.76
Skateboard Park	£12,500.00
Reserves total	£177,841.52