

**Minutes of the Meeting of the Finance & Administration Committee held on Monday 4 September 2017 at The Council Offices, Post Office Road at 7.00pm.**

**Present:** Cllr S Payne, Cllr Hathaway & Cllr Hopkins

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

**276 Apologies for absence**

**It was resolved to accept apologies from Cllr Davey and Cllr Anderson.**

**277 Declarations of interest**

None Received.

**278 Minutes of meeting held on 3 July 2017**

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

**279 Matters Arising**

None

**280 Current Financial Position**

**a) Whole Council Budgets**

The Clerk handed round a copy of the latest budget report, everything in order. Cllr Payne asked if everything had been paid from Village Voice Live now that it has finished for the time being. The Clerk advised that she still has some expenditure but there still would be a surplus.

**b) Aged Debtors**

The Clerk advised that there were no aged debtors at this present time.

**c) Reserves/Investments**

The Clerk handed round the reserves sheet. Everything in order and shows the money transferred from the Skateboard reserves to Dersingham Centre reserves.

**281 Urgent Payments.**

D/P	Edge IT Systems – Accounts Package	£408.00
D/P	PCL Ltd – Rubbish Dyke Sports Field	£156.00
D/P	Anglian Water -Standpipe	£55.80
D/P	Sports Ground Management – ½ Grant	£2500.00
Cheque	Snettisham Parish Council - Training	£40.00
Cheque	Kathryn Giggs – Village Voice Refund	£45.83

**282. Asset Register**

The Clerk advised that she had not finished on the update as Mazars had advised that they were not happy with some of the items. The Clerk advised that she had amended the External Audit report and returned. Cllr Payne advised that banners etc needed to be removed. The Clerk to check with Edge if there is another report to remove certain purchasing that need reporting as purchased but not listed as a fixed asset. **It was resolved for the Clerk to speak with Edge. It was also resolved to have a meeting that was mainly checking the Asset Register.** The Clerk advised that a mapping system would be a great asset to purchase. Cllr Payne advised that the GIS that the Borough Council has is very good.

### **283 Confidential Waste**

Cllr Payne advised that the office staff needed to monitor the amount of Confidential Waste that is being achieved especially with the new Data Protection. **It was resolved for the Clerk to purchase a bin, label it up, and then monitor if a confidential waste service is required or whether it can just be shredded.**

### **284 Risk Assessments.**

Cllr Payne advised that the risk assessment that the Clerk had produced was a working document. Cllr Payne advised that the Clerk needs to get every Committee to look at the document and check what risk assessments their committee were responsible for. **It was resolved for the Clerk to put on Committee's agenda.**

### **285 Dersingham Centre Finances**

Cllr Payne advised that the build needed to come out around £875,000.00 in total including all the legal fees etc. Cllr Payne is hoping that the actual building costs will not be more than £825,000.00. Cllr Payne advised that the M & E figures were still needed. The start date has been put back until the 25 September but might be the first week in October.

### **286 Correspondence Received**

- a) CAN membership. **It was resolved to recommend to Full Council that the Council purchase the Silver Membership again.**
- b) Letter from Citizens Advice asking for a grant. **It was resolved that no money was available at this current time.**
- c) Letter from West Norfolk Befrienders, who are based in Dersingham. They are asking for £300 for part payment to continue to support people of Dersingham. **It was resolved to recommend to Full Council that a grant of £300 be given.**

### **287 Items for inclusion at the next meeting**

Same agenda omitting Confidential Waste.

### **288 Items for inclusion on the website.**

**It was resolved for the Clerk to get the Council's Policies put on the website.**

### **289 Date and time of next meeting**

**Monday 2 October 2017 at 7.00pm at the Parish Office.**

With no further business the meeting closed at 7.40pm.

# Financial Budget Comparison

Comparison between 01/04/17 and 30/08/17 inclusive.

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

	2017/18	Actual Net	Balance	
<b>Council Income</b>				
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	£2,100.00	-£2,940.00
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
<b>Total Income</b>		£157,772.00	£154,657.00	-£3,115.00
<b>Expenditure</b>				
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	£1,951.62	-£51.62
1020	Audit Fees	£900.00	£112.50	£787.50
1025	Subscriptions	£900.00	£100.00	£800.00
1030	Section 137 Payments	£50.00	£0.00	£50.00
1035	Office Rent	£6,300.00	£2,923.28	£3,376.72
1040	Office Equipment/Maintanance	£1,500.00	£360.90	£1,139.10
1045	Telephones/Broadband	£500.00	£241.13	£258.87
1050	Postage	£150.00	£0.00	£150.00
1055	Stationery	£300.00	£33.35	£266.65
1060	Room Hire	£1,000.00	£150.00	£850.00
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	£260.00	£390.00
1085	Election Expenses	£500.00	£0.00	£500.00
1090	War Memorial Gardens Planting	£0.00	£170.00	-£170.00
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	£10,337.29	£16,162.71
3005	Employers N. I.	£2,000.00	£399.09	£1,600.91
3010	SSP/SMP	£0.00	£0.00	£0.00
3015	Pension Contribution	£6,500.00	£2,323.05	£4,176.95
3020	Employment Services	£300.00	£0.00	£300.00
3025	Staff Training	£300.00	£54.75	£245.25
3030	Councillor Mileage	£75.00	£0.00	£75.00
3035	Staff Mileage	£75.00	£0.00	£75.00
<b>Total Expenditure</b>		£53,250.00	£20,016.96	£33,233.04

# Financial Budget Comparison

Comparison between 01/04/17 and 30/08/17 inclusive.

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

	2017/18	Actual Net	Balance	
<b>Communications</b>				
<b>Income</b>				
600	Advertisement Dersingham Data	£2,000.00	£0.00	-£2,000.00
605	Advertisement Village Voice	£16,000.00	£13,891.35	-£2,108.65
610	Village Voice Subscriptions	£0.00	£25.50	£25.50
615	Village Voice Live	£200.00	£478.00	£278.00
<b>Total Income</b>		£18,200.00	£14,394.85	-£3,805.15
<b>Expenditure</b>				
6000	Dersingham Data	£2,000.00	£0.00	£2,000.00
6005	Village Voice	£15,500.00	£4,980.00	£10,520.00
6010	Village Voice Live	£200.00	£271.70	-£71.70
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
<b>Total Expenditure</b>		£18,400.00	£5,251.70	£13,148.30

## Council - Grants

<b>Expenditure</b>				
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
<b>Total Expenditure</b>		£9,550.00	£3,700.00	£5,850.00

## Environment

<b>Income</b>				
400	Dog Bin Sponsorship	£0.00	£0.00	£0.00
405	NCC Partnership Scheme	£0.00	£0.00	£0.00
410	Misc	£0.00	£825.00	£825.00
<b>Total Income</b>		£0.00	£825.00	£825.00
<b>Expenditure</b>				
4000	Cleaning Contract	£3,500.00	£1,338.47	£2,161.53
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	£1,155.00	£1,645.00
4025	Floral Enhancements	£350.00	£0.00	£350.00
4030	Taskforce	£150.00	£16.64	£133.36
4035	Street Lighting Energy	£2,500.00	£472.54	£2,027.46
4040	Streetlight Maintenance	£2,000.00	£351.88	£1,648.12
4045	Streetlight Repair/Survey/New	£1,000.00	£530.46	£469.54
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	£485.00	£1,515.00
4075	Litterbins	£0.00	£0.00	£0.00
4080	General Maintenance	£2,000.00	£1,230.00	£770.00
4085	Parish Partnership Scheme	£29,000.00	£2,982.00	£26,018.00
<b>Total Expenditure</b>		£49,110.00	£8,586.99	£40,523.01

# Financial Budget Comparison

Comparison between 01/04/17 and 30/08/17 inclusive.

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

	2017/18	Actual Net	Balance
<b>Recreation Income</b>			
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
<b>Total Income</b>	<b>£200.00</b>	<b>£0.00</b>	<b>-£200.00</b>
<b>Expenditure</b>			
5000 Recreation Water	£75.00	£0.00	£75.00
5005 Recreation Ground Electricity	£150.00	£30.00	£120.00
5010 Playground Equipment - New	£500.00	£491.00	£9.00
5015 Playground Equipment - Maintenance	£2,000.00	£0.00	£2,000.00
5020 Playground Inspection	£200.00	£112.00	£88.00
5025 Recreation Ground Maintenance	£2,500.00	£652.00	£1,848.00
5030 Recreation Ground Grasscutting	£1,500.00	£302.64	£1,197.36
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
<b>Total Expenditure</b>	<b>£9,125.00</b>	<b>£1,587.64</b>	<b>£7,537.36</b>
<b>Dersingham Centre Income</b>			
700 Fundraising Activities	£0.00	£364.10	£364.10
710 Centre Precept	£0.00	£0.00	£0.00
715 Brick Sponsorship	£0.00	£900.00	£900.00
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
<b>Total Income</b>	<b>£0.00</b>	<b>£1,279.10</b>	<b>£1,279.10</b>
<b>Expenditure</b>			
7000 Survey	£0.00	£0.00	£0.00
7005 Drawings & Plans	£0.00	£850.00	-£850.00
7010 Misc Expenditure	£0.00	£0.00	£0.00
7015 Fundraising Activities	£100.00	£27.78	£72.22
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	£4,341.50	-£2,341.50
<b>Total Expenditure</b>	<b>£36,350.00</b>	<b>£5,219.28</b>	<b>£31,130.72</b>
<b>The Warren Income</b>			
800 Interest- Saffron	£0.00	£0.00	£0.00
<b>Total Income</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Expenditure</b>			
8000 Warren Expenditure	£0.00	£720.00	-£720.00
<b>Total Expenditure</b>	<b>£0.00</b>	<b>£720.00</b>	<b>-£720.00</b>

Comparison between 01/04/17 and 30/08/17 inclusive.  
Excludes transactions with an invoice date prior to 01/04/17

	<b>2017/18</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£176,172.00	£171,155.95	
Total Expenditure	£175,785.00	£45,082.57	
<b>Total Net Balance</b>	<b>£387.00</b>	<b>£126,073.38</b>	