

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

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

In attendance: Sarah Bristow (Clerk) & Cllr C Shepherd

316 Apologies for absence

Everyone present.

317 Declarations of interest

None Received.

318 Minutes of meeting held on 6 November 2017

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

319 Matters Arising

None

320 Current Financial Position

a) Whole Council Budgets

The Clerk handed round a copy of the latest budget report, everything in order. (Please see attached sheet) Cllr Payne asked if the balance from Village Voice Live had been vired to the Dersingham Centre Budget. The Clerk advised that she still had to undertake. Cllr Payne asked that the £14,000 coming in on Fund Raising for Dersingham Centre should be Dersingham Centre Grants. **It was resolved for the Clerk to journal over. It was also resolved for the Clerk to chase the grant from Geoffrey Watling.**

The Clerk asked who was undertaking the Budget Sheet for the Dersingham Centre, which was requested from Full Council. Cllr Payne agreed to undertake.

b) Aged Debtors

The Clerk advised that there was one over 30 days for £28.50 for a Village Voice Ad and she will continue to chase.

c) Reserves/Investments

The Clerk handed out the latest sheet. (Please see attached sheet).

321 Precept/Budget Setting

The Clerk advised that the Tax Base had been received from the Borough Council. The Council has also awarded a Community Support Grant of £3027.00. Cllr Payne asked for this money to go towards the Centre this year. **It was resolved to recommend to Full Council that £3,000 from the Community Support Grant be vired to the Dersingham Centre budget.**

322. Asset Register

No Change. The Clerk still needs to speak with Edge. As the Committee structure is going to be suspended the Clerk to report to Full Council at least every three months.

323 Risk Assessments.

Nothing to report. This to be brought up to Full Council at least every three months.

324 Dersingham Centre Finances

Cllr Payne advised that a donation of £25,000 had been received for the Centre. Cllr Hopkins advised that he thought that money for the Centre was agreed for two year, which finishes this year. Cllr Payne advised that it had had to be for three years. Cllr Anderson advised that it was two with a possibility of a third year. Cllr Hopkins was concerned, as he had been challenged by several Parishioners regarding Centre Funding and the Precept. Cllr Payne advised that she had not heard anything and advised Cllr Hopkins to inform any Parishioner they should come to a meeting and express their views. Cllr Hopkins felt that clubs currently using the Social Club could not afford to use the new hall when built. Cllr Payne advised that some groups may not move to the hall but it is hoped that they will return.

325. Data Protection Officer

It was resolved for the Clerk to check out what was involved, courses etc.

326 Correspondence Received

a) **CPRE Membership. It was resolved to renew the membership for another year.**

327 Items for inclusion at the next Full Council meeting.

Data Protection Officer.

Financial Comparison

Reserves

Age Debtors

Payment List

Asset Register/Risk Assessments to be looked at in March, June, September and December.

328 Items for inclusion on the website.

Standing Order

Financial Regulations

Policies

329 Date and time of next meeting

This Committees work to be incorporated within Full Council from the New Year.

With no further business the meeting closed at 8.25pm.

Financial Budget Comparison

Comparison between 01/04/17 and 04/12/17 inclusive.

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

	2017/18	Actual Net	Balance	2018/19	
Council Income					
100	Precept	£149,070.00	£149,070.00	£0.00	£0.00
101	Council Support Grant	£3,487.00	£3,487.00	£0.00	£3,072.00
105	DVSC Rent	£5,040.00	£3,360.00	-£1,680.00	£5,040.00
110	Interest BP	£15.00	£0.00	-£15.00	£15.00
115	Interest National Savings	£155.00	£0.00	-£155.00	£155.00
130	Sports Ground Rent	£5.00	£0.00	-£5.00	£5.00
135	VAT Rebate	£0.00	£0.00	£0.00	£0.00
140	Misc	£0.00	£0.00	£0.00	£0.00
145	Saffron Interest	£0.00	£0.00	£0.00	£0.00
Total Income		£157,772.00	£155,917.00	-£1,855.00	£8,287.00
Expenditure					
1000	Chairman's Allowance	£200.00	£40.00	£160.00	£200.00
1005	Councillors Expenses	£50.00	£0.00	£50.00	£50.00
1010	Councillor Training	£300.00	£40.00	£260.00	£300.00
1015	Insurance	£1,900.00	£1,951.62	-£51.62	£4,000.00
1020	Audit Fees	£900.00	£537.50	£362.50	£2,250.00
1025	Subscriptions	£900.00	£603.00	£297.00	£1,000.00
1030	Section 137 Payments	£50.00	£222.00	-£172.00	£50.00
1035	Office Rent	£6,300.00	£4,423.28	£1,876.72	£3,200.00
1040	Office Equipment/Maintenance	£1,500.00	£493.33	£1,006.67	£1,500.00
1045	Telephones/Broadband	£500.00	£527.66	-£27.66	£500.00
1050	Postage	£150.00	£3.90	£146.10	£150.00
1055	Stationery	£300.00	£137.82	£162.18	£300.00
1060	Room Hire	£1,000.00	£260.00	£740.00	£1,500.00
1065	Legal Fees/Land Registration	£100.00	£0.00	£100.00	£200.00
1070	Sports Ground Rent	£1,200.00	£1,200.00	£0.00	£1,200.00
1075	VAT	£0.00	£0.00	£0.00	£0.00
1080	Office Cleaning	£650.00	£440.00	£210.00	£325.00
1085	Election Expenses	£500.00	£0.00	£500.00	£500.00
1090	War Memorial Gardens Planting	£0.00	£170.00	-£170.00	£100.00
1095	War Memorial Maintenance	£1,000.00	£61.75	£938.25	£1,000.00
1105	De-Fib Maintenance	£0.00	£0.00	£0.00	£100.00
1110	Loan Repayment	£0.00	£0.00	£0.00	£3,500.00
3000	Salaries	£26,500.00	£17,120.00	£9,380.00	£28,000.00
3005	Employers N. I.	£2,000.00	£798.18	£1,201.82	£2,400.00
3010	SSP/SMP	£0.00	£0.00	£0.00	£0.00
3015	Pension Contribution	£6,500.00	£3,716.88	£2,783.12	£7,000.00
3020	Employment Services	£300.00	£0.00	£300.00	£0.00
3025	Staff Training	£300.00	£74.75	£225.25	£300.00
3030	Councillor Mileage	£75.00	£0.00	£75.00	£75.00
3035	Staff Mileage	£75.00	£0.00	£75.00	£75.00
Total Expenditure		£53,250.00	£32,821.67	£20,428.33	£59,775.00

Financial Budget Comparison

Comparison between 01/04/17 and 04/12/17 inclusive.

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

		2017/18	Actual Net	Balance	2018/19
Communications					
Income					
600	Advertisement Dersingham Data	£2,000.00	£1,745.00	-£255.00	£2,000.00
605	Advertisement Village Voice	£16,000.00	£14,696.85	-£1,303.15	£16,000.00
610	Village Voice Subscriptions	£0.00	£29.75	£29.75	£0.00
615	Village Voice Live	£200.00	£478.00	£278.00	£200.00
Total Income		£18,200.00	£16,949.60	-£1,250.40	£18,200.00
Expenditure					
6000	Dersingham Data	£2,000.00	£2,150.00	-£150.00	£2,000.00
6005	Village Voice	£15,500.00	£9,604.88	£5,895.12	£15,500.00
6010	Village Voice Live	£200.00	£345.12	-£145.12	£200.00
6015	Postage Village Voice	£50.00	£0.00	£50.00	£50.00
6020	Postage Data	£0.00	£0.00	£0.00	£0.00
6025	Public Noticeboards	£350.00	£45.00	£305.00	£350.00
6030	Website	£300.00	£0.00	£300.00	£400.00
Total Expenditure		£18,400.00	£12,145.00	£6,255.00	£18,500.00
Council - Grants					
Expenditure					
2000	Sport Ground Management	£5,000.00	£5,000.00	£0.00	£5,500.00
2005	Churchyard	£3,600.00	£3,600.00	£0.00	£3,600.00
2010	Community Car Scheme	£500.00	£500.00	£0.00	£500.00
2015	Minor Grants	£450.00	£300.00	£150.00	£450.00
Total Expenditure		£9,550.00	£9,400.00	£150.00	£10,050.00
Environment					
Income					
400	Dog Bin Sponsorship	£0.00	£0.00	£0.00	£600.00
405	NCC Partnership Scheme	£0.00	£0.00	£0.00	£0.00
410	Misc	£0.00	£1,006.00	£1,006.00	£0.00
Total Income		£0.00	£1,006.00	£1,006.00	£600.00
Expenditure					
4000	Cleaning Contract	£3,500.00	£2,150.46	£1,349.54	£3,500.00
4005	Dog Bins	£500.00	£0.00	£500.00	£500.00
4010	Dog Bin Advertising	£60.00	£0.00	£60.00	£60.00
4015	Dog Bin Emptying	£2,800.00	£0.00	£2,800.00	£3,000.00
4020	Grasscutting/Verge Maintenance	£2,800.00	£2,530.00	£270.00	£3,300.00
4025	Floral Enhancements	£350.00	£0.00	£350.00	£350.00
4030	Taskforce	£150.00	£45.80	£104.20	£75.00
4035	Street Lighting Energy	£2,500.00	£826.03	£1,673.97	£2,000.00
4040	Streetlight Maintenance	£2,000.00	£703.76	£1,296.24	£1,500.00
4045	Streetlight Repair/Survey/New	£1,000.00	£530.46	£469.54	£3,500.00
4050	Seats/Benches	£0.00	£25.00	-£25.00	£100.00
4055	Village Sign	£100.00	£0.00	£100.00	£100.00
4060	Bus Shelters	£250.00	£0.00	£250.00	£250.00
4065	Footpaths/PROW	£100.00	£0.00	£100.00	£100.00
4070	Trees	£2,000.00	£1,016.34	£983.66	£3,000.00
4075	Litterbins	£0.00	£0.00	£0.00	£0.00
4080	General Maintenance	£2,000.00	£1,465.00	£535.00	£2,000.00
4085	Parish Partnership Scheme	£29,000.00	£27,982.00	£1,018.00	£0.00
Total Expenditure		£49,110.00	£37,274.85	£11,835.15	£23,335.00

Financial Budget Comparison

Comparison between 01/04/17 and 04/12/17 inclusive.

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

	2017/18	Actual Net	Balance	2018/19
Recreation Income				
500	Grants	£0.00	£0.00	£0.00
515	Income from Events	£0.00	£0.00	£0.00
520	Fundraising	£0.00	£0.00	£0.00
525	Recreation Events	£0.00	£0.00	£200.00
Total Income		£0.00	£0.00	£200.00
Expenditure				
5000	Recreation Water	£75.00	£43.06	£31.94
5005	Recreation Ground Electricity	£150.00	£48.00	£102.00
5010	Playground Equipment - New	£500.00	£1,310.48	-£810.48
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	£706.16	£793.84
5045	Recreation Events	£1,500.00	£95.40	£1,404.60
5050	Children's Activities	£200.00	£0.00	£200.00
5055	Christmas Activities	£500.00	£423.38	£76.62
5060	Funday	£0.00	£0.00	£0.00
Total Expenditure		£9,125.00	£3,390.48	£5,734.52
Dersingham Centre Income				
700	Fundraising Activities	£0.00	£14,543.10	£14,543.10
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
735	Grants	£0.00	£0.00	£0.00
Total Income		£0.00	£15,458.10	£15,458.10
Expenditure				
7000	Survey	£0.00	£150.00	-£150.00
7005	Drawings & Plans	£0.00	£14,537.15	-£14,537.15
7010	Misc Expenditure	£0.00	£550.38	-£550.38
7015	Fundraising Activities	£100.00	£196.61	-£96.61
7020	Consultation & Events	£250.00	£0.00	£250.00
7025	Development Costs	£34,000.00	£30,259.37	£3,740.63
7030	Administration & Legal Fees	£2,000.00	£4,341.50	-£2,341.50
Total Expenditure		£36,350.00	£50,035.01	-£13,685.01
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	£2,617.50	-£2,617.50
Total Expenditure		£0.00	£2,617.50	-£2,617.50
Total Income		£175,972.00	£189,330.70	£27,287.00
Total Expenditure		£175,785.00	£147,684.51	£202,635.00
Total Net Balance		£187.00	£41,646.19	-£175,348.00