

Minutes of the Meeting of the Finance & Administration Committee held on Thursday 17 January 2019 at 6.00pm at Dersingham Centre, Dersingham.

Present: Cllr S Payne, Cllr M Shepherd, Cllr D Murrell, Cllr B Anderson, Cllr J Frost, Cllr B Hopkins & Cllr J Houston

In attendance: Sarah Bristow (Clerk)

359 Apologies for absence
None received

360 Declarations of interest
None Received.

361 Minutes of the Finance Committee Meeting held on the 13 December 2018.
It was resolved for the minutes to be signed by the Chair as a true record.

362 Matters Arising from the Minutes

Min 349 Cllr Shepherd asked the Clerk if she had reclaimed the money from Wren for the Kitchen. The Clerk advised that she had applied for the money for the Kitchen and PVC Cells from Wren and had put in another claim for the balance of the First Floor Suite and Flooring which was the retention from Browns. Cllr Payne advised that she had been asked to produce a final report for Wren and she was hoping to have completed by tomorrow morning at the latest.

Min 350 Cllr Shepherd advised that the bus shelter monies had been put in and the money from the PPG. Cllr Payne thought that it should be recorded differently showing the full amount of £5,000 and then the Stuart Dark donation showing. Cllr Payne also asked if the Clerk had spoken to Ben Colson. The Clerk advised that they do not have a precept, so monies would not be available. Cllr Payne advised that she meant could Ben Colson ask if Stuart Dark was giving them anything from his budget and if so could it come to us for the Bus Stop.

Min 353 Cllr Shepherd asked what progress had been made. Cllr Payne advised that no meeting could be arranged until the Chair is back from leave in February.

Cllr Shepherd advised that he wished to take agenda item 6 after item 4, as it might be helpful to take this way. **It was resolved for item 6 to be taken after item 4.**

363 Current Financial Position
a) Whole Council Budgets

Cllr Shepherd asked the Clerk if she had any comments to make on the accounts. The Clerk advised that she did not have anything to highlight but did anyone have any questions. Cllr Shepherd advised that £5000 has been added to the DVSC Contingency Fund as if the club folds the Parish will have to keep the building running of the current users in the short term. Cllr Shepherd also advised that the DC Review Group might need monies to enable them to interview etc and

were asking for £1,000 this year and £1,000 next year. It is hoped that it will not be needed. **It was resolved for the Clerk to make up another budget 7065 and add these figures.**

b) Aged Debtors

The Clerk handed out the latest sheet. The Clerk asked if the aged debtor that was for £28.50 that was over 90 days please could she right it off. **It was resolved for the payment to be written off.**

c) Reserves/Investments

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

d) VAT.

The Clerk advised that she had registered for VAT from the first of January 2019 and had claimed the VAT owed up to that time. The Clerk advised that she needed to check with Edge if the package could accommodate Go Digital on the VAT if not Burrell's might offer this. **It was resolved for the Clerk to check urgently as there could be monies needed.**

e) Minor Grants

Cllr Shepherd asked if anyone knew if this grant money would be used? Cllr Payne advised that she did not think it would be used. The Clerk advised the committee that she had received a report from West Norfolk Befriending and read out the letter. The Clerk also advised that she had received a round robin asking for funding from the Norfolk Citizens Advice. Cllr Payne advised that the committee dismiss usually round robins and felt that if the Befriending wanted monies they should ask. **It was resolved to keep the money in the budget and not to change the outturn at this currently time.**

364 Lease – Dersingham Centre

Cllr Shepherd updated the committee on the current lease position which is still under discussion and read through his report. (Please see attached) Cllr Shepherd advised that the first report from Elysian was not helpful as it did not offer clear advice on the options available to us. The second draft report was much better but could be open to different interpretations in some areas. Cllr Shepherd has asked Elysian for further clarification that was received just before the meeting. One further point of clarification will be sought after which the Leases Task Group will be called together to decide on the next steps. The Clerk advised that she was not impressed, and it was conflicting to what she had previously been advised and for the sake of £500 felt that a second opinion from the SLCC Advisor would be money well spent. Cllr Hopkins agreed. The Clerk advised that the only thing that could change previously thought advice was the lack of an electricity meter, which was asked for but not achieved within the build.

Cllr Shepherd handed round some scenarios of figures involved for the Full Repairing Lease and a Mixed Lease. The Council would now have to pay reasonable rent for the Parish Office and the Meeting rooms. Cllr Hopkins advised that it was meant to be cost neutral. Cllr Shepherd had worked on obtaining quotes for maintenance contracts and how much it would cost to run from this point. Cllr Payne advised that she had sent a report to Cllr Shepherd

this afternoon with a figure the DVCA would be happy for the rent and if the Council agreed this, the DVCA would take on a Full Repairing Lease. This figure was considerably different from the figure that Cllr Shepherd had used. Cllr Payne advised that this was taking into account eight-hour blocks that the DVCA work on for some users. Cllr Shepherd confirmed he had based his assumption on the Community Rates published on the DVCA Website and the hours we currently have rooms booked for in the DVCA Calendar. He confirmed he would look at the costs and revise if possible before submission to Full Council. There was still a debate to be considered regarding looking after the sewage treatment work but the assumption for budgeting purposes is that it remains with the Council. Cllr Shepherd advised that the HMRC have specific rules around Bartering and if they thought this was happening for any reason the Council could end up having to pay back all the reclaimed VAT for the build, interest on this money and a fine. Obviously, the Council must get the correct answers, as this must not be allowed to happen.

365 Precept/Budget Setting

Cllr Shepherd advised that there was a promise made that the Precept would come down this year. A figure of £154,000 was used to obtain the second Public Works Loan it would be nice to be around this figure. If the very high, high and medium are agreed regarding the Dersingham Centre then currently a minimum Precept of £149,000 was needed.

The Committee started going through the Precept on a line-by-line basis. Cllr Payne asked that 600, 6000 and 6010 be removed at the end of the financial year as a tidy up. No 4100 should be £5,000 and No 420 should be £4000 re the bus stop. Delete no 525; make 5045 nil, 5050 the same as last year and 5055 £250 as the DVCA have agreed to take on Christmas Switch-on etc. Cllr Payne would also like to half the reserve for Staffing after thinking about it after the meeting. Cllr Shepherd advised that he felt the rest of the committee would not agree, Cllr Hopkins advised that he would not agree. Cllr Shepherd advised that if it was not spent then it would go into the General Fund and could be vied to any budget from there. **It was agreed for all the above to be amended and put to Full Council.**

Cllr Houston arrived at this point (7.00pm).

Cllr Shepherd then went through the outstanding work on the centre that he had placed in different categories as very high to low priority on getting the work achieved. Cllr Shepherd also asked Cllr Payne if she knew of anything else that needed to be achieved differently or totally. Cllr Payne advised that nothing else was needed. The Clerk asked if there was any expenditure etc regarding the licences etc that Cllr Davey and Cllr Judd had a meeting with Sandringham yesterday. Cllr Payne advised that Cllr Davey would write a report of the meeting, but it was stated that the overflow car park couldn't be used until the matting is in place. Cllr Shepherd commented that Cllr Davey was not convinced the matting is necessary and neither was he, which is why it was given a low priority on the priority list. The surface seems firm even after the recent heavy rain. Cllr Shepherd advised that the manufacturer warns that the surface will be very slippery until grass grows through the matting so if the matting is laid the

public will probably need to be excluded until grass has grown through and if the Estate needs the area back then any matting would have to be removed and the area put back to pasture. Cllr Shepherd advised that this would affect the precept even taking into account less rent for the office but hopefully it would not have to go up by much. **It was necessary for the details to be given to the Clerk so that she can obtain quotes but in the meantime a figure of £10,000 will have to be used. The Clerk also agreed to chase up the cost of the proposed streetlight if feasible.**

Cllr Hopkins said she would like to thank Cllr Shepherd and the Clerk for all their hard work in getting to this position. Cllr Shepherd wanted to thank the Clerk for assisting him, the Clerk thanked Cllr Shepherd.

366 SLA- Dersingham Centre

This item is deferred until a meeting can be arranged when the DVCA Chair is back from leave.

367 Outstanding Work – Dersingham Centre

This has been discussed with the Precept Agenda Item.

368 Internal Auditor

The Clerk advised that she had been given the names of two firms from NALC but felt that the Norfolk Partnership had a list also. The Clerk was wondering if a peer exchange would be in order or Councillors undertaking audit trails etc. Cllr Shepherd advised that a revised checklist was in order. The Clerk advised that she had a checklist. **It was resolved for the Clerk to send round the different checklist.**

369 Correspondence Received

The Licence and Deed concerning the water and overflow carpark.

370 Items for inclusion at the next Full Council meeting.

Same Agenda minus Precept.

371 Items for inclusion on the website.

None at present.

372 Date and time of next meeting

Thursday 14 February 2019 at 6.00pm At The Loft, Dersingham Village Centre.

With no further business the meeting closed at 8:20pm.