

Minutes of the Meeting of the Finance & Administration Committee held on Thursday 13 December 2018 at 6.00pm at Dersingham Centre, Dersingham.

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

In attendance: Sarah Bristow (Clerk) & Cllr R Frost

346 Apologies for absence

It was resolved to accept apologies for Cllr B Anderson & Cllr V Brundle.

347 Declarations of interest

None Received.

348 Minutes of the Finance Committee Meeting held on the 22 November 2018.

It was resolved for the minutes to be signed by the Chair as a true record after the following amendment: Min 366 the Council Tax Support Grant is £1661.00.

349 Matters Arising from the Minutes

Min 335 Cllr Shepherd produced a report from Cllr C Shepherd and Cllr Shepherd advised that the figures are the current figures to the end of November 2018 and the shortfall of around £13,000 is still showing as the shortfall.

Min 335C Cllr Shepherd asked the Clerk if she had reclaimed the money from Wren for the Kitchen. The Clerk advised that she was waiting until the balance of the PV Cells after Monday and then the claim would be totally completed.

350 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 the sheet just handed round is more update than the sheets emailed with the agenda. The new budgets codes are now in place, the budget codes in the Council relating to IT, Subscriptions still need to be broken down to give accurate outturns. The Clerk also advised that Recreation and Environment had placed an extra £2,500 for the possible new bus stop near the Centre after Cllr S Dark had agreed to pay for the other. Cllr Payne advised that she wished the Clerk to ask Ben Colson for help as it would benefit Sandringham etc with getting to the Doctors etc.

b) Aged Debtors

The Clerk handed out the latest sheet. The Clerk advised that there was one over 90 days for £28.50 for a Village Voice Ad and she had chased but felt that it would not be achieved. **It was resolved if the payment was not received by the end of January then a decision regarding writing off would need to be made.**

c) Reserves/Investments

The Clerk handed out the latest sheet. (Please see attached sheets). The Clerk advised that she has made a CIL Reserve as requested.

d) VAT.

Cllr Shepherd advised that the Council was still waiting for the report from Elysian. The verbal advice was that The Council needed to re-register for VAT and should be achieved a.s.a.p. The Clerk advised that the next quarter starting on the 1 January from January

2019. There was also advise regarding the Parish Council needing to pay for the room hire, heating etc The Council when registered can give the DVCA money but they must not give money to the Parish Council. Cllr Shepherd advised that he was working on a formula to work out the money needed.

351 Precept/Budget Setting

Cllr Shepherd advised that apart from the IT, Subscriptions etc previously mentioned he is working very hard to establish costs to finish the Centre off to a standard. Cllr Shepherd also advised that other factors eg Social Club etc needed to be taken into account. Cllr Shepherd advised that a full repairing lease with the Centre was now being advised. Cllr Payne advised that she had taken it up with the DVCA who were happy if a grant was given. Cllr Shepherd advised that without the Centre, Social Club, IT etc. The Precept is currently around £128,000.

352 Lease – Dersingham Centre

Cllr Shepherd advised that Elysian are currently talking with our Solicitor regarding a Full Repairing Lease, with a detailed SLA running alongside so that if changes were needed it could be to the SLA and the Council would not have the expense of Solicitors fees to change the lease.

353 SLA- Dersingham Centre

Cllr Shepherd advised that he felt that it has not been circulated to the Council. Cllr Payne advised that it had. Cllr Shepherd felt that a draft had gone round and no one had been informed that the Centre/Council should be working within it. Cllr Shepherd advised that he felt that it was more an OLA Operational on going working document. **It was resolved for a meeting to be called for a couple of representatives from the DVCA and a couple of Councillors from the Parish Council should have a joint meeting.**

354 Outstanding Work – Dersingham Centre

Cllr Shepherd handed round three lists regarding outstanding work. Cllr Shepherd advised that he had compiled them after speaking with Cllr Davey, Cllr Judd, Cllr Payne, Mr T Wheeler and Mr D Collingham. Please see attached. The committee went through the documents line by line. **It was resolved for the Clerk to speak with T M Browns regarding the snagging list and to purchase a sign for the Parish Council. Cllr Shepherd to continue to work on the costs around the outstanding works.**

355 Correspondence Received

Nothing received

356 Items for inclusion at the next Full Council meeting.

Same Agenda plus Internal Auditor.

357 Items for inclusion on the website.

None at present.

358 Date and time of next meeting

Thursday 17 January 2019 at 6.00pm At The Loft, Dersingham Village Centre.

With no further business the meeting closed at 8:30pm