

Minutes of the Meeting of the Finance & Administration Committee held on Thursday 14 February 2019 at 6.00pm at Dersingham Centre, Dersingham.

Present: Cllr M Shepherd, Cllr D Murrell, Cllr B Anderson, & Cllr B Hopkins

In attendance: Sarah Bristow (Clerk)

373 Apologies for absence

It was resolved to accept apologies from Cllr S Payne and Cllr J Frost.

374 Declarations of interest

None Received.

375 Minutes of the Finance Committee Meeting held on the 17 January 2019. It was resolved for the minutes to be signed by the Chair as a true record after the following amendment. Cllr Shepherd would like 368 to read required not in order.

376 Matters Arising from the Minutes

Min 362 Cllr Shepherd asked the Clerk if she had received the money from Wren for the balance of £1570.00. The Clerk advised that she had applied for the money but it was not received but the panel only meet twice a Month.

Min 363 Cllr Shepherd asked if the Clerk was able to find out about the Go-Digital and the Edge Package. The Clerk advised that it was to come into force for Parish Council in October and Edge will have it on board by then at no extra charge. The Clerk also advised that she was informed that it was possible to put people on as read only.

Min 368 Cllr Shepherd asked why the Clerk had not sent through the checklist re the Internal Audit. The Clerk advised that she had not thought correctly at the last meeting as she had a checklist but did not have permission to use and had been given the option to buy the course details, which would include the checklist but this was at a cost of £30.00.

377 Current Financial Position

a) Whole Council Budgets

The Clerk had previously circulated all the accounts reports. (Please see attached) Cllr Shepherd then handed round a spreadsheet covering the outturn. Cllr Shepherd then said that he felt this showed that we are on target apart from the Village Voice income. The Clerk advised that she would have reported if there had been an overspend/concern on the outturn. The Clerk advised that she was waiting for some invoices from Opus as the figures taken, as DD do not tally up with invoices received at this present time.

b) Aged Debtors

The Clerk handed out the latest sheet. The Clerk advised that there was one she was concern about because she had not managed to get the advertiser in when she had previously called, but she would continue to chase and had removed the advert from the current magazine.

c) Reserves/Investments

The Clerk handed out the latest sheet. Cllr Shepherd asked if the Clerk had received an answer from Edge regarding putting in carry forward figures. The Clerk advised that she had not heard from Edge on this subject. **It was resolved for the Clerk to continue to chase.**

d) VAT.

This item to be removed.

e) Minor Grants

No requests received.

378 Lease – Dersingham Centre

Cllr Shepherd advised that a meeting has been set with the Lease Group, Elysian and Solicitor for Tuesday 26 February 2019. The Clerk said she was sure that she had booked the room but would double check. It is hoped that after this meeting a proposal can be put in front of the Council.

379 SLA- Dersingham Centre

This item is deferred until after a meeting date has been agreed.

380 Outstanding Work – Dersingham Centre

Cllr Shepherd advised that they had achieved a meeting and was set to meet again on Wednesday 20 February 2019, this time with representatives of the DVCA present.

381 Printing Costs – Dersingham Centre/Others

Cllr Shepherd asked what the printer would give you as a report. The Clerk advised that when the gentleman had set it up it by memory the report gave a whole breakdown. Cllr Shepherd asked if a figure could be put in so an invoice can be achieved. The Clerk advised that she did not know if that was possible. Cllr Shepherd asked how the printer is set up. The Clerk advised that the Administrative Assistant must have given Cllr Payne the code as she had not but Cllr Payne was using the printer. Cllr Shepherd asked if anyone else was using the printer. The Clerk advised that she did not know, as she was not sure who had keys to the office. **It was resolved for the Clerk to run the report to see the level of detail produced and to change the office code so that only herself and the Administrative Assistant had the code.**

382 Social Club

Cllr Hopkins advised that there had been a meeting at the Social Club on the 5 February to which Cllr C and Cllr M Shepherd had been invited. Cllr Hopkins advised that some 60 members had attended. The members did not want the club to close. The members had asked for a rise in membership costs where the over 70's have to pay £6.00 and all other members are £12.00 and guest are £2.00 per visit. Cllr Hopkins advised that he had taken around £200 in membership money on the evening. Cllr Hopkins advised that the Club had made £3,000 profit over the year but without the rent relief they would have made a loss of £2,000. Cllr Hopkins advised that because they could not give assurance that the Club would continue they have lost a couple of their groups to the Centre. One of those was £1200 per year. The Club currently still have table tennis and Phobbies. Cllr Hopkins said that Phobbies have been advised that there is no place for them at the new Centre as they can only meet on a Thursday. In the middle of December Cllr Hopkins advised that the bank account went down to £1800, which caused concern about the clubs future. Cllr Hopkins said that the club continues on a month-by-month basis. Still holding the boxing and football events but not booking up bands, which are big earners because they need to be booked in advance, and Cllr Hopkins advised that while working on a month-by-month basis it is not feasible. Cllr Hopkins advised that the school are also using the club for their fund raising, and previously all the village cinema etc were not charged for the use of the club and never was intended.

Cllr Hopkins advised that there was currently a problem with the drains and Mr Suiter is currently undertaking a survey and possible repair at his own cost. If the club was to close this could easily cost the Parish around £7,000 to sort.

Cllr Hopkins advised that the rent relief is the only money that the Parish has had to pay for since the club started. Cllr Hopkins advised that it would be nice for the rent relief to continue on a month-by-month basis. Cllr Shepherd advised that no income from the Club has been assumed in the budget for 19/20. Cllr Shepherd said that the club would need to ask for the relief to continue, and this could be cheaper than the Parish Council having to manage and run the building. Cllr Anderson proposed that the rent relief continues on a month-by-month basis and **It was resolved to recommend to Full Council that the relief continue on a month-to-month basis.**

383 Internal Auditor

The Clerk advised that because the Council are not members of the Norfolk Partnership she was unable to get hold of their list of Internal Auditors. She had contact the Clerk at Snettisham and he was going to ask his internal auditor if he was prepared to take on Dersingham. Snettisham Clerk was not sure that this person wanted to continue with Snettisham and if not then she was prepared to undertake our audit and I would undertake his. The Clerk advised that she would chase. The Clerk also advised that she had another couple of people who might be interested, and she would ask them. Cllr Shepherd advised that Councillors had not seen the email from NALC. **It was resolved for the Clerk to forward the email.**

384 Correspondence Received

None

385 Items for inclusion at the next Full Council meeting.

Same Agenda

386 Items for inclusion on the website.

None at present.

387 Date and time of next meeting

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

With no further business the meeting closed at 7.25pm.