

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

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

In attendance: Sarah Bristow (Clerk)

388 Apologies for absence

It was resolved to accept apologies from Cllr B Anderson and Cllr V Brundle.

389 Declarations of interest

Cllr Hopkins declared an interest in anything regarding the Social Club.

390 Minutes of the Finance Committee Meeting held on the 14 February 2019. It was resolved for the minutes to be signed by the Chair as a true record.

391 Matters Arising from the Minutes

Min 376 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. **It was resolved for the Clerk to chase.**

Min 377 Cllr Shepherd asked if the Clerk had received an answer from Edge regarding putting in carry forward figures. The Clerk advised that she had chased again and was told too busy undertaking year-ends. The Clerk advised that Roland did promise to get back over two months ago. **It was resolved for the Clerk to continue to chase.**

Min 381 Cllr Payne advised that she was not happy with this minute and what was meant by it. Cllr Shepherd advised that it was a bit blunt. It was not known who had codes etc. Cllr Payne advised that she had the code and had to print staffing items on the DVCA code the other day. The Clerk advised that she would credit the DVCA for the copies or undertake the next lot of DVCA copying.

392 Current Financial Position

a) Whole Council Budgets

The Clerk had previously circulated all the accounts reports. Cllr Shepherd circulated the outturn analysis and confirmed that spending appears in line with projection apart from Village Voice Income. (Please see attached). The Clerk advised that she still working on sorting the OPUS Account out. The Clerk hoped to have sorted by Full Council. Cllr Shepherd asked about the compensation coming out of the DC Budget and not the Environment Tree Budget. The Clerk advised that it needed to come out of the DC Budget as the Council were not allowed to pay an individual. The money could be vired. **It was resolved to recommend to Full Council that the compensation money be vired from Environment Tree Budget to the DC Budget.**

b) Aged Debtors

The Clerk had previously sent out the sheets. The Clerk advised that payment were promised so there should be no aged debtors.

c) Reserves/Investments

The Clerk had previously sent out the latest sheet. Cllr Shepherd advised that Cllr C Shepherd had not been able to provide an updated DC Reserves Task Group Spreadsheet at present and this would be presented at Full Council.

d) VAT.

This item to be removed.

e) Minor Grants

No requests received.

393 Budget delegation

Cllr Shepherd advised that he would like Full Council to remain in charge of all budgets, whilst the Council's finances are fragile. After discussion it was felt that there could be a total new council and it was down to that Council to decide. Terms of Reference are normally agreed at the Annual Parish Council Meeting.

394 Parish Partnership Refund

The Clerk advised that the money has been placed back in the Environment Budget. Cllr Shepherd wished for the money to be ring-fenced and not used on anything at this present time, but felt it would be needed for the Centre. **It was resolved to recommend to Full Council that the money be placed in a Project Reserve Fund.**

395 Account Signatories

Cllr Shepherd advised that the Clerk had been told that two of the three bank signatures had decided not to stand for re-election. After discussion **It was resolved to stay as present, signatories only needed for cheques. It was resolved for the New Council to appoint replacement signatories as part of the process of Financial Risk Assessment.**

396 Access Bank Account/Edge

It was resolved for this item to be deferred to the next meeting.

393 Lease – Dersingham Centre

Cllr Shepherd advised that a meeting took place with the Solicitor and the Tax Advisor had taken place and now a meeting of the working group needed to take place before putting options to Finance Committee/Full Council.

394 Outstanding Work – Dersingham Centre

Cllr Shepherd advised that they were progressing slowly but hoped to be ready to go out for quotes soon. There was some discussion regarding the recent maintenance problems. **It was resolved for the Clerk to advise the insurance company and ask for independent advice.**

395 Printing Costs – Dersingham Centre/Others

The Clerk had pulled off the sheet advising of the printing figures. Cllr Shepherd advised that he had asked the company if an invoice could be produced from the machine but had not heard anything from them. The Clerk advised that she thought she was able to work the figures out and invoice. **It was resolved for the Clerk to draft an invoice at the end of the month.**

396 Social Club

Full Council had agreed to a rent relief but Cllr Davey thought there was legislation stopping the Council for allowing. Cllr Shepherd and the Clerk had looked up and asked NALC regarding this and could find no reason. Best Value was covered, as it would cost more to the Council to keep the hall running etc if the club was to fold. **It was resolved for the Social Club to get rent relief for another year.**

397 Internal Auditor/Internal Audit

Cllr Shepherd advised that he had tried several companies to see if they could undertake our audit but none so far had been available. **It was resolved for the Cllr Shepherd to keep trying and for everyone to advise Cllr Shepherd of anyone/company suitable.**

398 Receipts and Payments or Income and Expenditure

The Clerk advised that Cllr Shepherd felt that reporting would be easier to undertake if reported in an Income and Expenditure basis. The Council are currently Receipts and Payments and have been advised by the External Auditor that there is no legislation to say that the Council should use anything different. **It was resolved for the Clerk to ask Edge etc if they felt it was of any benefit from changing from R&P to I&E.**

399 Correspondence Received

- a) Tesco Bags of Help – Tennis Club Application **It was resolved for the Clerk to sign the consent.**
- b) Onecom Wholesale Business Grade Tariff. **It was resolved to stay with BT.**
- c) BBT Group Change. – Noted.
- d) Norfolk Police – Keyholder Registration Renewal in respect of Recreation Ground. **It was resolved not to renew.**

400 Items for inclusion at the next Full Council meeting.

Please remove 4d, 5,6,7,8, & 12.

401 Items for inclusion on the website.

It was resolved for the Clerk to put the advert for the Annual Parish Meeting onto the Website and Facebook.

402 Date and time of next meeting

Thursday 11 April 2019 at 6.00pm At The Loft, Dersingham Village Centre.

With no further business the meeting closed at 8.12pm.