

Minutes of the Meeting of the Finance & Administration Committee held on Thursday 11 April 2019 at 6.00pm at in the Garden Room, Dersingham Centre, Dersingham.

Present: Cllr M Shepherd, Cllr D Murrell, Cllr B Anderson, Cllr B Hopkins, Cllr Payne and Cllr Houston

In attendance: Sarah Bristow (Clerk)

403 Apologies for absence

It was resolved to accept apologies from Cllr R Frost.

404 Declarations of interest

None Received.

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

406 Matters Arising from the Minutes

The Clerk advised that the Wren monies had been received on the 28 March.

Cllr Shepherd asked regarding read only access to Edge. The Clerk advised that she was able to undertake. **It was resolved to wait until the New Council were in place to obtain who would be in Chair Position etc.**

Cllr Houston advised that he was not happy with the virement from Environment to the Centre for the compensation and had been informed that it was against the rules. The Clerk advised that she had checked with Nalc and they advised that it could be undertaken from the Dersingham Centre budget and the virement was a Council decision and one they were able to make within Financial Regulations.

407 Current Financial Position

a) Whole Council Budgets

The Clerk had previously circulated all the accounts reports. (Please see attached) The Clerk apologised for the reports only being sent out the previous evening but was unable to complete the end of year income due to reaching the limited on the Edge package. Cllr Shepherd advised that the budget for the journal for the tree work seems to be incorrect. **It was resolved for Cllr Shepherd and the Clerk to look at after the meeting and report. Cllr Shepherd also advised that there was a query with the outturn with staffing and this also to be looked at and checked.**

The Clerk advised that the Environment Committee want to carry forward the £250 left in the War Memorial budget to the new 19/20 as this money is committed for the new sleepers.

The Clerk also advised that she had given an order today for the new pump for the sewage treatment works.

The Clerk advised that the only item outstanding for the 18/19 accounts was the VAT and would hope to undertake soon.

b) Aged Debtors

The Clerk advised that there were no current debtors.

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 but had chased today and an answer was due soon.

d) Minor Grants

No requests received.

408 Lease – Dersingham Centre

Cllr Shepherd advised that it was currently in the hands of our Solicitor but would be a full repairing lease to the DVCA and the Council leasing the Parish Office back and paying a rent and room hire charges which still were to be agreed. Cllr Shepherd advised that due to a letter received from the Valuation Office which needed a response by the 15 May and required details of the lease. **It was resolved to get a decision agreed by the Annual Parish Council Meeting on 13 May. Item to be on the Agenda for 29 April and the 13 May. Clerk to put on both Agenda.**

409 Outstanding Work – Dersingham Centre

Cllr Shepherd advised that the order had been placed to undertake the Electrical Works. Cllr Payne advised that she had emailed Mr Stanton regarding the tree stumps as Volunteers were ready to suppress the weeds, shingle and put pots on to tidy this area. Cllr Shepherd advised that he was currently obtaining prices for the boundary wall, footpath and the car parking as the specifications were now complete.

Cllr Payne advised that the DVCA were again talking about the signs for the outside of the building. Cllr Shepherd advised that this was not on the current list as previously marked as low priority but understood that image was important. DVCA had agreed to obtain quotes to undertake. Cllr Shepherd advised that as long as it was not detrimental to the building and the Council agreed details before any work was undertaken or orders placed he was satisfied, and Committee were in agreement.

410 Printing Costs – Dersingham Centre/Others

The Clerk advised that she had worked out the costs involved and rounded up to the nearest pence and had billed the DVCA for the amount they had used prior to the 31 March. Cllr Payne advised that she had used her own paper on one occasion. The Clerk advised that she had reduced these copies and taken out the paper charge, but this was only to be undertaken after the Council being advised but if possible, Council paper should only be used.

411 Internal Auditor

Cllr Shepherd advised that there had been one company prepared to undertake the audit. This was mainly due to the Council's Income with regards to the Village Centre Project. Cllr Shepherd advised at it was costing £1600.00 for the 2018/19 accounts and as long as everyone here was in agreement they could come in next Tuesday and Wednesday and undertake. **It was resolved for the order to be given.**

412 Receipts and Payments or Income and Expenditure

The Clerk handed round a report from Edge who believed we would be better to undertake our accounts in an Income and Expenditure basis. (See attached Report). **It was resolved for Cllr Shepherd to ask the Auditor next week for their opinion. Item to remain on the next agenda.**

413 Letterhead

Cllr Shepherd advised that Cllr Payne had produced a new letterhead. **It was resolved that this needs to go to Communication Committee first and really a decision of the new Council.**

414 Opus Billing

The Clerk advised that she had received an email this morning advising that the missed Credit Notes and invoices were now available for her to download. The Clerk hoped to be able to sign these off with all the information in place.

415 Correspondence Received

a) ICO- Certificate. The Clerk advised that the ICO renewal Certificate had been received.

416 Items for inclusion at the next Full Council meeting.

Same Agenda

417 Items for inclusion on the website.

None at present.

418 Date and time of next meeting

Thursday 23 May 2019 at 6.00pm At The Loft, Dersingham Village Centre.

With no further business the meeting closed at 7.10pm.