

Minutes of the Meeting of the Finance & Administration Committee held on Thursday 13 June 2019 at 7.00pm in The Loft, Dersingham Centre, Dersingham

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

In attendance: Cllr C Shepherd, Sarah Bristow (Clerk)

Cllr C Shepherd undertook the minutes prior to the Clerk's arrival at 7.30pm.

419 Election of Chairman

It was resolved for Cllr Mike Shepherd to be Chair of this committee for the coming year.

420 Election of Vice Chairman

It was resolved for Cllr Barry Hopkins to be Vice Chair of this committee for the coming year. ,

421 Apologies for absence

None Received

422 Declarations of interest

No declarations of interest.

423 Minutes of the Finance Committee Meeting held on the 11 April 2019. It was resolved for the minutes to be signed by the Chair as a true record after the following amendment. 406 Wren Should be spelt WREN.

424 Matters Arising from the Minutes

Opus billing: **It was resolved for this item to be deferred until the Clerk is present.**

425 Terms of Reference – minor changes proposed. Amend name of Committee to Finance and Administration. Add the word property and shall. Add date of approval. **It was resolved for these amendments to be made and to recommend to Full Council that this is approved.** Please see attached.

426 Current Financial Position

- a) Whole Council Budgets**
- b) Aged Debtors**
- c) Reserves/Investments**
- d) Minor Grants – booklet – NARS**
- e) Internal Audit Control Officer**

It was resolved to deferred to the meeting on the 18th June 2019

427. End of Year Accounts

- a) Agar Form**

It was resolved to deferred to the meeting on the 18th June 2019

428 Lease – Dersingham Centre

It was resolved to deferred to the meeting on the 18th June 2019

- 429 Outstanding Work – Dersingham Centre**
It was resolved to deferred to the meeting on the 18th June 2019
- 430 Internal Auditor/Internal Audit.**
The report was discussed at length and amendments were discussed and agreed. Please see attached draft.
- 431 Asset Register Review**
It was resolved to deferred to the meeting on the 18th June 2019
- 432 Review Standing Orders**
The draft Standing Orders were gone through by all present. Cllr Anderson to email with some comments. Please see updated version attached. **It was resolved to recommend to Full Council that the updated version is adopted.**
- 433 Review Finance Regulations**
It was resolved to deferred to the meeting on the 18th June 2019
- 434 Correspondence Received**
A Letter from Barclays
- b. Email Re Exit Payments Cap**
- It was resolved to deferred to the meeting on the 18th June 2019
- 435 Items for inclusion at the next Full Meeting.**
Same Agenda
- 436 Items for inclusion on the website.**
None at present.
- 437 Date and time of next meeting**
Thursday 11 July 2019 at Dersingham Village Centre
- With no further business the meeting closed at 9.30pm.

Draft