

Minutes of the Meeting of the Finance & Administration Committee held on Tuesday 18 June 2019 at 7.00pm in The Loft, Dersingham Centre, Dersingham.

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

In attendance: Sarah Bristow (Clerk)

438 Apologies for absence

None received

439 Declarations of interest

No declarations of interest.

440 Current Financial Position

a) Whole Council Budgets

The Clerk had previously circulated all the accounts reports. (Please see attached). Cllr Shepherd ran through the report and highlighted where monies not spent but committed in previous years accounts. Cllr Shepherd asked that committed monies for the Warren Grasscutting be put in the budget line. **It was resolved for the Clerk to undertake.**

The Clerk advised that she had not received a reply from the HMRC re the VAT as she still had not been able to claim the outstanding VAT from 18/19.

b) Aged Debtors

The Clerk advised that there were a couple of debtors regarding Village Voice but she was chasing and did not feel there would be a problem apart from one but she would keep the committee advised.

c) Reserves/Investments

The Clerk handed out the latest sheet. Cllr Shepherd advised that the report was again being reported in gross not nett. The Clerk advised that we have to report in Receipts and Payments and that is how the report is produced. Cllr Shepherd advised the report is useless in this format. The Clerk advised that a way around would be to put the VAT back into the report. **It was resolved for the Clerk to investigate with Edge.**

d) Minor Grants

The Clerk advised that a round robin letter had been received from a Charity that we have supported in other events. Cllr Shepherd felt that it should be a Full Council decision. **It was resolved for this item to be taken to Full Council for a decision.**

f) Internal Audit Control Officer

It was a necessity to have a Councillor in this role, but has been highlighted within the Internal Audit Report. The Audit Report advised that the Chair of the Finance Committee should undertake this role, but Cllr Shepherd had put himself forward to be an account signatory, and it is not advised that the Internal Audit Control

Officer is an account signatory. **It was resolved to recommend to Full Council that Cllr R Frost to be an Account Signatory and Cllr Shepherd to be the Internal Audit Control Officer.**

441 Ends of Year Accounts

a) Agar Form

The Clerk had previously sent round a copy of the form. The Committee went through the Annual Governance Statements which, Council will need to achieve at Full Council. The only concern was the risk assessment which is being addressed through the Internal Audit Report.

442 Lease – Dersingham Centre

Cllr Shepherd advised that the latest draft of the sub-lease has been with our Solicitor and Cllr Shepherd agreed to chase. Our Solicitor should have sent the head lease to Sandringham and the Diocese for consultation.

443 Outstanding Work – Dersingham Centre

Cllr Shepherd advised that that he has now just received the third quote for the carpark works. The group will need to meet up soon.

444 Internal Audit Report

Cllr Shepherd advised that he had spoken to the Internal Auditor and advised regarding Councillors Emails and the Final Report Version 6 is Amber/Green rated. **It was resolved to recommend to Full Council that the report is accepted and that the Action Points are implemented.**

445 Asset Register Review

The Clerk had previously sent round the fixed asset report. This needs to have a complete overhaul. The Clerk had added the fixed assets purchased during the year, but still needed to add the hall. **It was resolved for the Clerk to add 1.2 million for the Village Hall and the new figure put on the AGAR.**

446 Review Standing Orders.

Cllr Shepherd advised that he had spoken with Cllr Anderson and they had agreed that Cllr Andersons amendments were not necessary at this present time. **It was resolved to recommend to Full Council that this updated version be accepted.**

447 Review Financial Regulations

The committee went through the draft line by line taking into account Cllr Shepherds notes and amendments. Please see revised copy attached. **It was resolved to recommend to Full Council that this copy be adopted as the current Council's Financial Regulations.**

448 Correspondence Received

A Letter from Barclays. A Letter had been received advising that we now have a Business Manager assigned to the Council. **It was resolved for the Clerk to**

invite the Manager to attend the office and undertake the new bank mandate and set up the dual access system for the Accounts.

b. Email Re Exit Payments Cap. It was resolved for this to be passed to the Staffing Committee.

449 Items for inclusion at the next Full Council meeting.

Same Agenda

450 Items for inclusion on the website.

None at present.

451 Date and time of next meeting

Thursday 11 July 2019 at 7.00pm at Dersingham Village Centre.

With no further business the meeting closed at 9.15pm.