

Minutes of the Meeting of the Finance & Administration Committee held on Thursday 11 July 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: Sarah Bristow (Clerk)

452 Apologies for absence
None Received

453 Declarations of interest
No declarations of interest.

454 Minutes of the Finance Committee Meeting held on the 13 June 2019. It was resolved for the minutes to be signed by the Chair as a true record.

455 Matters Arising from the Minutes
Nothing to report.

456 Minutes of the Finance Committee Meeting held on the 18 June 2019. It was resolved for the minutes to be signed by the Chair as a true record.

457 Matters Arising from the Minutes
Nothing to report.

458 Current Financial Position The Clerk had previously sent round the reports.

- a) **Whole Council Budgets.** The Clerk asked Cllr Shepherd to check expenditure for Dersingham Centre re on-going works to make sure they are posted to the right budget code as the Clerk is not sure which code some items would be coming from especially as items coming over budget.
- b) **Aged Debtors.** The Clerk advised that she is only unsure payment will be received on one of the aged debts for Communications advertisement for £28.50.
- c) **Reserves.** The Clerk advised that these were all now in nett.
- d) **VAT.** The Clerk advised that the HMRC had not allowed the Council to use their original VAT number and had not registered. The Clerk advised that she had now registered again. The advisor could not answer if it would affect anyone who had tried to re-claim VAT on our old number. The Clerk advised that all the paperwork would need changing when the new number was received. As soon as the number was received the Clerk would be able to claim the VAT from December to June.
- e) **Minor Grants – booklet – NARS. It was resolved to recommend that a donation is given to NARS from the minor grants budget.**

459 Dersingham Centre Updates

- a) **Liaison Group** Cllr Shepherd advised that the group had met at short notice last night.
- b) **Snagging.** Cllr Shepherd advised that 59 items have been identified so far. The DVCA advised that with the Day Centre will not be meeting in August. The DVCA would like to close to the public for a period to allow the snagging work to take place. Cllr Shepherd still must discuss with the contractor how best to schedule the work though most of the items on the list have been accepted by the contractor.
- c) **Outstanding Work** Cllr Shepherd advised that the Clerk has sent the order for the carpark, footpath and ramp extension. Cllr Shepherd to chase for a start date.
- d) **Leases and Licences.** Cllr Shepherd advised that the Solicitor is now due to send the Head Lease and the Sub Lease to the DVCA for comments it is not sure if they are seeking legal advice.

460 Internal Audit – update

- a) **Audit Report Action Plan.** Cllr Shepherd went through the Action Plan. The Clerk advised that the Bank Manager was due to attend the office to sign up the mandates and set up dual authorisation for payment. The Financial Regulations and Standing Orders have now been approved. One of the main items that is not straight forward is making sure that all Councillors have email mailbox for Parish Council business only and that it can only be accessed by the Councillor. **It was resolved for the Clerk to find out who did not have this type of email already. It was also resolved that the payment approval process needs to be streamlined by all the Direct Debits and Standing Orders authorised and listed when approved only.**
- b) **Current year Audit Plans.** Cllr Shepherd advised that he was still waiting for the company to get back to him regarding a price for the auditing for 19/20. **It was resolved for Cllr Shepherd to chase.**
- c) **Other Matters.** No other matters.

461 Asset Register Review

The Asset Register needs a total revamp. **It was resolved for the Clerk to undertake the audit of the office and items in the store at the Centre with Cllr Anderson. Cllr Shepherd agreed to finish Parish-On-Line so this could be used for external assets.**

462 Insurance

The Clerk advised that the Council is locked into a contract year two of a year three contract so the insurance needs to be paid but the Clerk advised that the premium/values might need to be addressed after the asset register is agreed.

463 Correspondence Received

A Letter from Burrells The Clerk advised that the letter was confirming that Burrells had been purchased by Ashton Shaw. Cllr Shepherd asked if the appointment letter advised about in the letter had been received. The Clerk advised that nothing has been received as yet. Cllr Shepherd asked when the contract was due to expire and suggested that we check the terms. The Clerk advised that she would look in the contract folder but was sure that it was kept in

the personnel filing cabinet. **It was resolved for the Clerk to chase the appointment letter and try and find the contract to check the terms. Cllr Shepherd advised that it might be that the Council are able to cancel the contract if the terms of condition have changed.**

b. Letter from Nars. This item dealt with under 458e.

464 Items for inclusion at the next Full Meeting.

Same Agenda

465 Items for inclusion on the website.

None at present.

EXCLUSION OF THE PRESS AND PUBLIC To consider passing the following resolution: "That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A to the Act."

466 Dersingham Centre Leases Licences and Contractual Matters.

Cllr Shepherd advised about the roof and the meeting with an advisor from the Federation of Metal Roofing Contractors. As both roofing contractors were employed by our contractor Cllr Shepherd will have a conversation with our contractor to see how to deal with the issue and if the report is necessary and who will pay. Cllr Shepherd to advise the outcome at the next meeting.

With no further business the meeting was closed at 9.05pm.