

Minutes of the Meeting of the Finance & Administration Committee held on Thursday 12 September 2019 at 7.00pm in The Loft, Dersingham Centre, Dersingham

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

In attendance: Sarah Bristow (Clerk)

468 Apologies for absence

It was resolved to accept apologies from Cllr B Anderson and Cllr R Frost.

469 Declarations of interest

No declarations of interest.

470 Minutes of the Finance Committee Meeting held on the 11 July 2019. It was resolved for the minutes to be signed by the Chair as a true record after the following amendments: Min 460 please remove only from line 5 so it reads Councillors have email mailbox for Parish Council business and that it can only be accessed by the Councillor. Also, the second resolution should read. It was also resolved that the payment approval process needs to be streamlined. Direct Debits and Recurrent Orders can be listed and authorised periodically other than monthly.

471 Matters Arising from the Minutes

Nothing to report.

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

a) Whole Council Budgets. Cllr Shepherd advised that the bank reconciliation has been checked and was fine. There had been an overpayment of Opus Energy invoices, the Clerk had got the monies refunded by they had come back in the following month so a contra had been achieved. Cllr Shepherd advised that it was taken from the Cashbook correctly but within the Budget Comparison the money had been taken out of the budget no 4035 but not put back. The Clerk had checked out with Edge and they advised that a Revised Budget Report should now be achieved and had proved this correct on screen. The Clerk had just printed and not checked after it has worked previously by Edge only to find that her report still had the higher expenditure. **It was resolved for the Clerk to ring Edge again and ask why this should have happened.**

The Clerk also advised that she had been unable to raise a signed cheque for NARS Donation. This has been signed and had gone through the accounts in September, so not present in this budget comparison. So Minor Grants now stands at £250.00.

b) Aged Debtors. The Clerk advised that she is only payment that she believes needs to be written off for Communications advertisement for £28.50. The

Clerk advised that at the training invoices had now been agreed for payment from Gayton and Thornham.

- c) **Reserves.** The Clerk advised that these were all now in nett. Cllr Shepherd asked about the payment re printing costs for Dersingham Centre that went through the accounts in July but was from the previous year.
- d) **VAT.** The Clerk advised that she had received the new VAT Number but had spent around ninety minutes and had the phone put down three times but had finally got new Gateway Codes allowing access as it was not possible to use her old Gateway Logins. The Clerk had been able to log in but the Council have been put on a half yearly return which she would achieve in October for June to August inc VAT. Cllr Shepherd advised that he was unable to check the VAT. The Clerk advised that she could pull off a VAT summary and would achieve for the next meeting.
- e) **Minor Grants – Age Uk Norfolk. It was resolved to pass to Full Council to decide if a grant should be given or not.**

473 Dersingham Centre Updates

- a) **Liaison Group** Cllr Shepherd advised that the group had met last week. The Clerk advised that she was placed on the working group at Full Council. Cllr Shepherd advised that the 59 items that had been identified have been achieved. Since this snagging had been achieved then another list is now being worked on for items that have now been identified since the original snagging list achieved. At the meeting last week, the DVCA advised that they had an aspiration list to ask permission of the Council to undertake when monies available from the DVCA funds. They are currently working out what they wish to achieve regarding the Centre's Landscaped Areas. Cllr C Shepherd is now able to finish registering the footpath now the ramp has been achieved.
- b) **Leases and Licences.** Cllr Shepherd advised that our Solicitor has sent out two leases covering the building and DVCA had made comments which were now back with the Solicitor. The Royal Estate are happy though they had advised that their Solicitor had picked up an issue with the original property transfer from the Church, which is being investigated by our Solicitor. The Church are now looking at this through the PCC which meets soon.

474 Internal Audit – update

- a) **Audit Report Action Plan.** The Clerk went through the Action Plan.
 - 1. **Segregation of duties** The Clerk advised that the bank have now confirmed the signatories are in place, the dual authorisation for signatories and the access for Cllr M Shepherd have now been sent off. Training will be needed for all.
 - 2. **Approval of Payments.** The Clerk advised that the invoices and the authorised payment sheet are now sent to Full Council prior to the meeting. Cllr M Shepherd would like work achieved regarding signing off sheet. **It was resolved for Cllr Shepherd and the Clerk to work on this.**
 - 3. **Contract Recording and Monitoring.** The Clerk advised that she had a hand-written sheet with all the details on but had not had time to present it in a table format. Cllr Shepherd asked if she had appropriate format. The Clerk advised that she had several but had not decided the best one to use for the

job. **It was resolved for the Clerk to have a draft ready for the next meeting.**

4. Updating Asset Listings. The Clerk advised that she had out the asset listings in a format where all the like for like are together. She had gone through and put in insurance prices for the items and removed items that had moved to the DVCA or were not appropriate to be on the Asset Register. The External Auditor had advised that as long as Full Council agreed and it was minuted then insurance values could be used throughout. The Clerk had also achieved a list of office assets and Cllr C Shepherd had completed a list of the store room, and Cllr M Shepherd had outside assets so these lists now need putting together. **It was resolved for Cllr M Shepherd and the Clerk work together to update the Asset Register.**

5. Bank Account Review. Cllr Shepherd advised that the cashbook and the bank statements sent round this month enabled him to reconcile the Barclays Bank Accounts easily. Cllr Shepherd was concerned regarding the NS&I. The Clerk advised that the signatories need amending, and if there are no transactions then you only get an annual statement in January/February after any interest has been put on in December. The Clerk advised that the External Auditor was aware. Cllr Shepherd advised that he would like in future for a £1.00 to be put in on one quarter and then taken out the next quarter if that was the way to get a statement. **It was resolved for the Clerk to sort out the signatories and for the Clerk to investigate if alternative access could be sort.** The Clerk advised that around two years ago she asked for on-line access and was denied as the account is not used enough.

6. Presentation of the Bank Account Position. As previously stated Cllr Shepherd advised that this was now easy with the bank account statements, reconciliation statement and the cash book.

7. Access to the Finance System. The Clerk advised that access to Edge has been given to Cllr M Shepherd but Cllr Shepherd was having trouble logging in. The Clerk had managed to log in using Cllr Shepherd log in on the parish laptop to make sure it worked before giving the details to Cllr Shepherd. **It was resolved for the Clerk to help Cllr Shepherd to enable him to log in.**

8. Updating Key Documents. These had all been updated and agreed by Full Council.

9. Data Breaches. Cllr Shepherd advised the Committee on the suggested way forward regarding Councillor emails. The Clerk advised that it was only one or two that were using work emails and as sole traders they were the only ones having access to the emails. **It was resolved for Cllr Shepherd and the Clerk to work on a form for all Councillors to sign to agree that their email accounts were for their eyes only and no access from family members was permitted. The Clerk also to ask Mr Martyn for a list of all active accounts which are forwarded in the system.** The Clerk also advised that there was no privacy statement on the website or emails at present. **It was resolved for the Clerk to info the Communication Committee.**

b) Current year Audit Plans. Cllr Shepherd handed round an estimate for the same firm for the auditing period 2019/20. As the invoices would come into two financial years there was sufficient in the budget to cover the first visit.

Cllr Shepherd proposed that the Council continues for another year. **It was resolved for the Clerk to issue an order for £1650.00 to this affect.**
c) **Access to Edge and Bank Accounts.** This item covered in 474a.

475 Staff and Councillor I.T.

Cllr Shepherd proposed that this item is taken with agenda item 14 as connected. **It was resolved for this item to be taken with agenda item 14.**

476 Asset Register Review

This item covered in 474a.

477 Correspondence Received

A Letter from Barclays. The Clerk advised that the letter was confirming that the Bank Mandate had been changed.

478 Items for inclusion at the next Full Meeting.

Same Agenda

479 Items for inclusion on the website.

None at present.

It was resolved to exclude the press and the public at this stage.

480 Payroll Provider

a) Contract. Re undertaking Payroll. Cllr Shepherd advised that felt this sat better with Staffing. **It was resolved for the Clerk to advice Staffing Committee and send round copies.**

481 Office Equipment.

Cllr Shepherd informed the Council regarding himself and the Clerk meeting three companies and obtaining quotes for various pieces of IT equipment, email packages, backups etc. Cllr Shepherd advised that the NAS drive was old and was playing up and needed to be replaced urgently the other items would have to wait until the new financial year. Cllr Shepherd went through the details of the NAS drives quoted. **It was resolved for Cllr Shepherd to obtain answers to his questions from one of the suppliers and if the answers were acceptable for the order to replace the NAS drive be placed. Cllr Shepherd to update via email prior to order being placed.**

482 Cyber Security and Software Update.

Cllr Shepherd advised the committee that this was something that he and the Clerk had been looking at the with three IT companies. It is because a commercial grade firewall and a commercial grade anti-virus are needed to obtain the policy. The Clerk advised that the policy could cover her three parishes so the cost could be split three ways. Cllr Shepherd commented that he is not comfortable with tying ourselves in with other parishes at the moment given the DC Review is about to go public, but we could fund the policy ourselves. Cllr Shepherd commented that we would need to be sure that the lead parish would not be expected to be in any way responsible for Cyber Security in the other two parishes before signing up to any shared arrangement. The Clerk

advised that one of the other councils would be prepared to pay and Dersingham pay them their share. The Clerk advised she felt the asset register needed to be updated and the Council to see if there was any increase in cover and thus in the cost of the insurance then the money for the Cyber Security might not be available in this year's budget.

483 Date and time of next meeting
Thursday 10 October 2019 at the Garden Room, Dersingham Village
Centre.

With no further business the meeting closed at 9.00pm.

Draft