

Minutes of the Meeting of the Finance & Administration Committee held on Thursday 10 October 2019 at 7.00pm in The Loft, Dersingham Centre, Dersingham

**Present:** Cllr M Shepherd, Cllr D Murrell & Cllr B Anderson

**In attendance:** Sarah Bristow (Clerk)

**484 Apologies for absence**

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

**485 Declarations of interest**

No declarations of interest.

**486 Minutes of the Finance Committee Meeting held on the 12 September 2019. It was resolved for the minutes to be signed by the Chair as a true and accurate record.**

**487 Matters Arising from the Minutes**

Internal Audit The Clerk confirmed that she had sent off the order to the Internal Auditor but had not received any further correspondence. Cllr Shepherd advised that he thought they would have rung and gone through the scoop of the audit and set dates. **It was resolved for Cllr Shepherd to chase.**

**488 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. Cllr Shepherd advised that he had achieved a full check and felt that a Budget Heading Transaction Report would be useful for Committees as it lists what the budget had been spent on. Cllr Shepherd handed round a copy. **It was resolved that the Clerk pulls this budget off for every meeting with the report to make checking easier.**

Cllr Shepherd advised that there were two transactions that needed looking into with regards to not showing on the budget but showing in the cashbook and felt that it was down to date entry. **It was resolved for the Clerk to check out.**

**b) Aged Debtors.** The Clerk asked for permission to write off an outstanding Village Voice invoice that she had advised against due to previous bad debt. **It was resolved for the debt to be written off,**

**c) Reserves.** Everything is fine.

**d) VAT.** The Clerk advised that she would now be able to claim the VAT for the nine months outstanding. **It was resolved for the Clerk to undertake. Cllr Shepherd asked of the Clerk had registered through the Edge System. The Clerk advised that she had signed up and would use after this claim because of three months being in the previous year.**

**e) Minor Grants – Norfolk Citizens Advice.** It was resolved to pass to Full Council to decide if a grant should be given or not.

#### 489 Dersingham Centre Updates

- a) **Liaison Group** Cllr Shepherd advised that he had now received the three quotes for the Boundary Wall but highlighted the vast differences between them. Cllr Shepherd also advised that if had been agreed the Cllr Frost and himself were going to undertake the fencing. The entrance signs would also be purchased with the Councils Debit Card arrives. Cllr Shepherd advised that the final retention invoice will arrive soon, which will be on hold until all the snagging is completed but the snagging is due to be completed very shortly so should not hold up payment.
- b) **Leases and Licences.** Cllr Shepherd advised that the Head Lease is currently with the DVCA Solicitor there was some minor questions, but these have been answered and extra causes achieved and is now back with the DVCA Solicitor. The Parish Office Lease is currently with DVCA who will discuss their Solicitors Comments at a meeting on Saturday Morning. The Royal Estate's Solicitor has found an error with a Land Registry entry when the old Church Hall was handed over in 1912 regarding a Deed of Covance but this is now being addressed.

#### 490 Internal Audit – update

- a) **Audit Report Action Plan.** The Clerk went through the Action Plan.
- 1. Segregation of duties** The Clerk advised that all signatories need to contact the bank with the instructions and number provided to them and make sure they are set up correctly with membership numbers. Some Signatories believe they have greater access than they require, and this is also being checked. Training will be needed for all.
  - 2. Approval of Payments.** The Clerk and Cllr Shepherd still need to work on signing off sheet. **It was resolved for Cllr Shepherd and the Clerk to work on this.**
  - 3. Contract Recording and Monitoring.** The Clerk still has not had time to put in the correct format. **It was resolved for the Clerk to have a draft ready for the next meeting.**
  - 4. Updating Asset Listings.** The Clerk had handed round a list of all asset owned by the Parish Council in the office/store room. Lists to be accessed against what needed recording and in an agreed format e.g. Edge. Cllr Shepherd to update Parish On-Line and records to be merged on Edge. The Clerk to obtain advise regarding correct manner regarding Audit Regulations to list. **It was resolved for Cllr Shepherd and the Clerk to work on achieving this.**
  - 5. Bank Account Review.** Cllr Shepherd advised that he now had access to the bank account. The letter to change the Signatories on the NS&I account is just waiting for one more signatory then that can be sent. It was felt that a pound should be paid into this account to obtain a statement.
  - 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.** Cllr Shepherd now has access to the reports and passed round a transaction sheet that the Clerk had given Cllr C Shepherd for the Dersingham Centre and he had pulled off for other committees and felt that it was the correct way to go in future for committees.
  - 8. Updating Key Documents.** Most of these have all been updated and agreed by Full Council.

**9. Data Breaches.** Cllr Shepherd and the Clerk had not been able to meet up to prepare the declaration sheet, but this needed to be achieved urgently. **It was resolved for Cllr Shepherd and the Clerk to work on declaration sheet for the next meeting.**

- b) **Current year Audit Plans.** As previously advised the order has been placed and Cllr Shepherd to chase.
- c) **Access to Edge and Bank Accounts.** Everyone now has the agreed access.
- d) **External Audit.** This has now been achieved back and the advisory is around the asset register etc which is already being addressed.

**Financial Risk Register and Health & Safety Policy.** The Clerk handed round old drafts that had previously been achieved but not signed off by Full Council and would possibly need updating to current position.

#### **491 Accounting Processes**

- a. **Orders.**
- b. **Invoices.**
- c. **Payments.**

Cllr Shepherd advised that he had not been able to undertake the work with the Clerk. **It was resolved to defer all point to the next meeting.**

#### **492 Precept Planning**

Cllr Shepherd proposed that this item is taken next month after all committees have been able to put in draft figures.

#### **493 Correspondence Received**

No other correspondence in addition to what has been discussed.

#### **494 Items for inclusion at the next Full Meeting.**

Same Agenda

#### **495 Items for inclusion on the website.**

The Clerk reported that the AGAR and requirements were already posted.

#### **496 Date and time of next meeting**

To be arranged

With no further business the meeting closed at 8.35pm.