

Minutes of the Meeting of the Finance & Administration Committee held on Monday 9 March 2020 at 7.00pm in The Loft, Dersingham Village Centre, Dersingham

Present: Cllr M Shepherd, Cllr B Hopkins, Cllr B Anderson, Councillor R Frost and Cllr C Shepherd

In attendance: Sarah Bristow (Clerk) and Geraldine Scanlon (Admin Assistant)

551 Apologies for absence

It was resolved to accept apologies from Cllr D Murrell and Cllr G Billard

552 Declarations of interest

No declarations of interest.

553 Minutes of the Finance Committee Meeting held on the 10th February 2020.

a) It was resolved for the minutes to be signed by the Chair as a true and accurate record.

b) Matters Arising from the Minutes

Cllr M Shepherd asked the Clerk if she had located the Grant application as per minute number 547. The Clerk advised she had been unable to find the application and felt that it had been destroyed after she had circulated due to GDPR. Cllr M Shepherd suggested it may have been an item left on the agenda from a previous meeting and could be removed from the next agenda.

Minute number 544, Cllr Hopkins asked if the DVCA had been notified and billed for their usage of the photocopier. The Clerk advised she had billed them and had received payment. A further reading had been taken, in the two weeks between readings the usage had increased dramatically due to the survey for the Big Lottery and 600 Easter Chick hunt flyers going to schools. Cllr M Shepherd suggested a monthly reading be taken and DVCA billed quarterly.

All outstanding Action points were discussed.

The Clerk had attempted to contact Barclays re meeting/answers concerning the outstanding debit card. She will chase again and establish why the forms have not been processed.

The Clerk had contacted NS&I regarding the signatory changes and had been told, due to the Parish Council account being a complex mandate we could not have an on-line account. The Clerk needs to write a letter supplying the new signatures and the old signatures for removal.

554 Current Financial Position

The Clerk had previously sent round the reports. (Please see attached)

a) Whole Council Budgets.

The Clerk advised the VAT refund had been received.

A £15.00 refund had also been received from EON, due to overpayment. Cllr M Shepherd asked what that related to. The Clerk advised it was for standing charges on the Recreation Ground.

The Clerk raised concerns regarding the Environment Committee meeting being held the first Monday of the month as it left very little time for the bank reconciliation to be achieved. Various options were discussed i.e moving the meeting to another Monday, working days changed to accommodate,

daytime meetings. After discussion Cllr M Shepherd suggested the Clerk give thought to a resolution and the notify Staffing Committee of any suggestions.

The Clerk advised she had not yet transferred the £1000.00 from Dersingham Centre Reserve for the payment of staffing TOIL hours. Cllr M Shepherd stated he was aware the transfer had not taken place but felt it was not an issue as the council resolution was for the transfer to take place in April.

Cllr C Shepherd asked when the Precept money is usually received. The Clerk advised it was at the start of the new financial year.

Cllr M Shepherd asked if Cllr's liked the format of his Internal Audit Controller report with the summary cashbook printout attached. It was agreed that future reports would include the cashbook, and that the cashbook report would not be printed separately for circulation at each meeting to save paper. The Clerk asked if the IAC report was to be included in the minutes? After discussion it was decided the report would not be added as part of the minutes.

Cllr M Shepherd advised he had completed his Internal Audit Controller check to 29/02/2020. Bank reconciliations had been in order although petty cash had not physically been checked.

Two direct debit payments were not reported on the February payments list as required by Financial Regulations. One payment was a Bi-yearly payment to the Public Works Loan Board, this would have been seen by Full Council had a contract register/regular payments list been authorised by Full Council. The Clerk advised she was unaware the payment had been due to be taken from the account so therefore had not put it on the February payment list.

The second payment was Utility Warehouse, shown as a direct payment however the bank statement shows transaction as direct debit, which is only a minor error but could increase the risk of a duplicate payment being made.

b) Aged Debtors.

The Clerk advised there were currently no aged debtors

c) Reserves.

Nothing to report.

d) VAT.

The Clerk advised a refund had been received.

555 Internal Audit – update

a) Audit Report Action Plan.

Discussion was had on all points of the Internal Audit report previously circulated.

1 Segregation of duties:

Cllr M Shepherd advised Cllr M Noble had successfully made payments using the dual authorisation, however an issue had been highlighted. Once the money is transferred by the Clerk from the deposit account into the current account and the payments set up there is a time period for the payments to be released by either Cllr Noble or Cllr Anderson. If the payments are not made in time a sweeper system returns the transferred money back to the deposit account leaving only a balance of £500.00 in the current account. There seems to be no structured time for this to happen,

however it appears the sweeper removes the money around 7pm or 8pm although this has not been confirmed as an official time. A work around needs to be established to prevent payments failing due to the money being transferred back into the current account. Cllr M Shepherd asked the Clerk is she could contact the bank and establish if there is a set time for the sweeper run. **The Clerk agreed to contact the bank.**

Cllr M Shepherd asked is Cllr Anderson had received his customer number to enable him to use the dual authorisation. Cllr Anderson advised he should receive his customer number within the next few days along with a bank card.

3 Contract recording and monitoring:

The Clerk advised she had no update on the Contract Register.

Cllr M Shepherd advised he had worked on the content of the draft Contract Register previously circulated by the Clerk. He felt it is a good starting point however there are more contracts that should be added such as annually paid items like, software licensing, parish online, dog bin emptying as each order forms a contract. This would also highlight expiry dates for ongoing annual items. He handed round a list of contracts that he would like to see included on the register.

Cllr M Shepherd suggested a regular payments schedule be created in the form of a diary of monthly payments once the contracts register has been completed. The Clerk said it was something she was hoping to get established and wanted to speak to Edge to ascertain the how to extract the information needed. Cllr M Shepherd suggested the following be added to the draft Contract Register.

First payment date

Payment frequency

Fixed payment or variable

Price review dates.

4 Updating asset listings:

The Clerk stated she thought Cllr M Shepherd was going to extract the information from Parish Online and forward her the details to enable her to enter onto Edge. Cllr M Shepherd advised he was able to supply the details however this would not include office-based assets. Cllr C Shepherd said there had previously been a list that had those details on. The Clerk stated she still has the office list. The value of the assets to be shown on the listings was discussed and it was felt the insurance value would be the best to be entered. Cllr Anderson agreed this was ok apart from land and trees. Cllr C Shepherd stated a nominal value of £100.00 per tree would be adequate. Cllr M Shepherd said this could change the insurance premium and the Clerk advised insurance costs have to be accurate as under insuring could mean greater loss.

Cllr M Shepherd agreed to supply the Clerk with the listings and the Clerk to advise staffing if any extra time would be needed to enter the details onto Edge.

5 Bank account review:

Cllr C Shepherd asked if it had been established what paperwork needed to be signed off. Cllr M Shepherd said the cashbook printout attached to his Internal Audit report has space for a signature and would therefore be sufficient. The Clerk advised the bank reconciliations are signed off along with the payment list presented to Full Council.

10 Risk Management:

The Clerk advised she was not happy with the current template. Cllr M Shepherd asked if it was the one she had supplied to the Internal Auditor. The Clerk agreed it was however upon reviewing the template she felt it was not appropriate to use. Cllr M Shepherd stated the External Audit had highlighted the lack of Risk Management for two years running and this will be third year it will be noted. Cllr M Shepherd suggested a consultant be approached to deal with the Parish Councils risk assessment. The Clerk advised Thornham Parish Council have a consultant carrying out their risk assessment. The Clerk said she is willing to do the risk assessment and knows there are more appropriate templates available. The Clerk asked for 24 hours to see if these were accessible within our subscription. Cllr M Shepherd proposed allowing the Clerk the time, but in parallel consultants also be approached to do the Risk Assessment. **It was resolved to approve the proposal**

b) Mobile.

The Clerk said the office mobile phone was rarely used now as there are no events etc held. Cllr M Shepherd stated he had no issue with the contract remaining in place. Cllr C Shepherd asked how much the current contract was. The Clerk advised it was £13.00 per month. Cllr C Shepherd suggested the contract remains in place. It was agreed the contract remains and the item be removed from the next agenda.

556 End of year Accounts.

a) Asset Register

Item discussed under minute number 555 item 4.

b) AGAR

The Clerk advised the AGAR form had not yet been received however she was not expecting any changes to form previously received.

c) Internal Audit

Cllr M Shepherd advised the Internal Auditor had been booked for 30 April.

557 Bank Accounts.

a) Barclays

Item discussed under minute 555 a) 1

Item discussed under minute 553

558 Dersingham Centre

a) Liaison Group – Committee to receive an update from Cllr M Shepherd.

Cllr M Shepherd said there was little update since his report to Full Council 24 February 2020. The Liaison Group are due to meet next week.

b) Leases and Licences - Committee to receive update from Cllr M Shepherd

The leases have been received and will be signed once approval from the Big Lottery has been granted. It was hoped there would be no difficulty obtaining approval due to the current survey DVCA is undertaking relating to the users of the Village Centre. Discussion was had regarding criteria listed

in the Big Lottery application that the Big Lottery expect to be carried out. Cllr M Shepherd stated he hoped the leases would be signed soon.

559 Climate Change.

Cllr Anderson advised there was little to report for Finance Committee from the Climate Change working group meeting held. He asked the Clerk if she could order recycled paper in future for the office. Cllr M Shepherd advised that recycled paper could sometimes leave dust residue which may impact on the running of the photocopier/printer.

The Clerk asked if the toner cartridges used on the printer were recyclable as she had only replaced one and the company that supplied them had not asked for the empty cartridge to be returned. **The Clerk to contact CCS to establish how cartridges are to be recycled.**

A discussion was had surrounding the solar panels on the centre roof. Cllr Anderson said it was important the panels are cleaned, possibly 6 monthly, as they on a flat roof that allows dirt to collect more than on a pitched roof, this would ensure optimum exposure to the sun.

Cllr Anderson also suggested possibly using water butts to collect the rainwater from the roof for the gardening duties etc, rather than the outside tap.

The DVCA liaison Group are currently looking into air conditioning for the garden Room, However Cllr Anderson said he was against this and would like to see a report supporting the need for it. He suggested looking into better ventilation, blinds or maybe an awning/wooden overhang creating shade for the room. Cllr M Shepherd advised the air conditioning would be run by the electricity generated by the solar panels, which would supply ample power therefore there would be little running costs.

560 Correspondence received.

The Clerk advised she had received 6 paying in cards from the Barclays. Cllr M Shepherd said it was not possible to pay cheques in using the card only cash. The Clerk will only use one card the others have been filed in the bank reconciliation folder.

A price increase notification had been received from EON but would be discussed at the next Environment Committee meeting.

ECS had sent correspondence regarding the renewal of Office 365. Cllr M Shepherd stated a meeting with system 3 needed to be arranged as soon as possible to discuss options. **The Clerk is to arrange a meeting with Cllr M Shepherd, System 3 and the Clerk.**

561 Items for inclusion at the next meeting.

Climate Change to remain on the agenda

562 Items for the Website.

None received

563 Date and time of next meeting.

Tuesday 14th April 2020

7.00 pm, Dersingham Village Centre

With no further business the meeting closed at 8.55pm

Action Points

Cllr M Shepherd

- **Email disclaimer slip**
- **To supply asset listings to the Clerk from Parish Online**

Clerk

- **Chase Barclays concerning the Debit Card application.**
- **To contact the NS&I helpdesk and arrange signatory changes.**
- **Contact Barclays re Sweeper timings**
- **To review asset listing/register once details received from Cllr M Shepherd and to notify Staffing Committee of any additional hours needed to input details onto Edge.**
- **To review templates for Parish Council Risk Assessment.**
- **To notify Staffing Committee of suggestions re Environment Committee meeting dates and times to allow bank reconciliations to be achieved.**
- **To contact CCS regarding the recycling of used toner cartridges**
- **To arrange a meeting with Cllr M Shepherd and System 3**
- **To look into a consultant to carry out Parish Council financial and business continuity Risk Assessment.**