

Minutes of the Meeting of the Finance & Administration Committee held virtually on Monday 14th December 2020 at 7.00pm.

Present: Councillor M Shepherd (Chairman), Councillor D Murrell, Councillor Anderson, Councillor R Frost and Councillor C Shepherd.

In attendance: Sarah Bristow (Clerk) and Geraldine Scanlon (Communications Officer)

619 Apologies for absence

It was resolved to accept apologies from Councillor Billard

620 Declarations of interest.

None

621 Minutes of the Meeting held 9th November 2020.

a) Approve Minutes.

b) Matters arising from Minutes.

Councillor M Shepherd advised there were no matters arising that were not covered by agenda items.

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

622 Minutes of the Meeting held 17th November 2020.

a) Approve Minutes.

b) Matters arising from Minutes.

Councillor M Shepherd advised there were no matters arising that were not covered by agenda items.

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

623 Current Financial Position.

a) Whole Council Budgets.

Councillor M Shepherd advised Councillors, due to circumstances he had been unable to check the accounts or perform the bank reconciliation however he hoped to do the checks prior to the next Full Council meeting. The Clerk confirmed she had completed the bank reconciliation up to the end of November.

Councillor M Shepherd reminded the committee the Day Centre had agreed a donation £750.00 as a contribution towards the air conditioning purchased and installed at the Village Centre. The Clerk confirmed she was aware and was waiting for the installation to be completed and paid for before contacting the Day Centre and intended to speak with them in January.

The erroneous refund received for NI Contributions had been repaid to HMRC however the credit had been made to Council income code 140 and the expenditure to Staffing expenditure code 3005. It was agreed at the Finance & Administration Committee meeting 17th November for the Clerk to make a Journal Transfer of £2798.44 in order to ensure that both the income and expenditure appeared in the same committee's budget. Councillor M Shepherd

pointed out this did not appear to have been done. The Clerk advised she had made the Journal Transfer but would check Edge to ensure it had been done.

b) Age Debtors

The Clerk advised she had issued an invoice for £189.80 to the DVCA in October requesting payment for printing costs. This remains unpaid to date. The Clerk is to contact DVCA treasurer.

A payment is outstanding for a regular advertiser for the last edition of the Village Voice. The Clerk advised she would contact the advertiser regarding payment.

c) Reserves

Councillor M Shepherd and the Clerk both reported there were no issues to bring to the Committee.

d) VAT.

The Clerk advised the next quarterly return is due to be submitted in January 2021.

624 External Audit.

Councillor C Shepherd advised there had been some minor discrepancies highlighted by PKF Littlejohn regarding the External Audit.

Signatory dates in section 2 were approved before section 1. This was an error highlighted in the previous external audit and therefore needed to be considered for the next external audit.

Councillor C Shepherd asked if the Audit had been publicised. The Clerk advised it had been placed on both the website and the parish noticeboards.

625 Budget Setting.

Councillor M Shepherd detailed areas agreed by Committees regarding Budget setting and changes that had been suggested. Councillors discussed suggestions made and agreed the following:

Communications Committee.

605 – Advertisement Village Voice – *Reduce to £12,000.00*

620- Precept – *as no figure has been agreed amount should read as £0.00.*

Skatepark

910 – Precept – *Requested by Environment Committee to allocate £3500.00 precept for Skatepark.*

Council Expenditure.

1015 – Insurance – *Reduce to £4000.00.*

1035 – Office Rent – *Set to £3000.00*

1065 – Legal Fees – *Set provisionally at £3000.00. Projected outturn 2019/20 now £2500.00*

1105 – De-Fib Maintenance – *Remain at £250.00.*

Councillor M Shepherd asked the Clerk if the Community Support Grant had been confirmed for this year. The Clerk advised the tax base was £1784.3 and the Community Support Grant was £1132.00. Councillor M Shepherd asked for the Community Support Grant figure to be updated in the reports.

626 Bank Accounts

a) Barclays – Payment Authorisation.

The Clerk advised she had received membership numbers for Councillors Anderson and Bubb and intended to contact both Councillors to do trial log ins.

Councillor Anderson agreed to liaise with the Clerk Wednesday at 2.00pm to attempt accessing the account.

b) Barclays – Mandate Change.

The Clerk stated all mandates had been completed and confirmation had been received from Barclays.

c) NS&I – Mandate Update.

The Clerk advised there was no update.

627 Regular Payments.

The Clerk advised she had compiled and circulated spreadsheets detailing regular payments, Standing Orders and a Contracts Register. Councillor M Shepherd queried why a contractor had been shown on the register when there is no current contract held. The Clerk advised the contract had only just expired and no decision had been made as to renewing the contract.

Councillor M Shepherd stated it would be beneficial to have the frequency and due date of payments shown but was unsure if it would be entered on the Contracts Register or the Regular Payments list. The Clerk asked if additional columns needed to be added and if a monthly tab system would suffice to show each month's regular payments. Councillor M Shepherd suggested he met with the Clerk to discuss options.

628 Councillors – Zoom technology equipment.

Councillor B Anderson now has his iPad and confirmed it is working well for him. There was a discussion about the other Councillors who are still unable to join Zoom meetings via video. Councillor Billard was not present to discuss options to enable him to join. Other Councillors had been approached to ascertain a solution to them joining Zoom meetings however there had been no outcome to resolving the issue. Councillor C Shepherd suggested there could be face to face Full Council meetings possibly in the spring in a well-ventilated hall. With Committee meetings continuing to be held via Zoom or vice-versa. This is something that would be reviewed later. It was agreed that other Councillors will be asked at the next Full Council meeting if they are interested in receiving the iPad solution to help to enable them to join Zoom meetings via video.

629 Recycling toner box and cartridges.

The Clerk had circulated a quote received regarding the recycling of toner cartridges. Councillor M Shepherd asked how many cartridges had been replaced since the installation of the photocopier/printer. Only 3 cartridges had been replaced in almost three years. The quote received was for £30.00 per quarter, it was therefore felt to be high as there was a minimal number of cartridges being collected. After discussion it was agreed for the Climate Change working group to investigate other options.

630 Climate Change.

Councillor Anderson advised there was no update as the working group had not met prior to the last Environment Committee meeting.

631 Correspondence.

None received

632 Items for Inclusion at the next meeting.

Election of a Vice Chairman for the Finance & Administration Committee.

633 Items for the Website.

None

633 Date and time of next meeting

Monday 11th January 2021 to be held virtually at 7.00pm

EXCLUSION OF THE PRESS AND PUBLIC.

To consider passing the following resolution: "That by virtue of the provisions of Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, the Public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

634 Social Club Lease.

Councillors had previously agreed to defer the item until January 2021. This decision remains as there is uncertainty regarding the Corona virus tier levels and restrictions imposed to the Social Club reopening.

635 Sports Ground Leases.

After discussion Councillor Anderson proposed the Parish Council contacts the solicitor to suspend work until the Freeholder and the Sports Ground Committee clarify their future relationship. **It was resolved for the Clerk to write to our Solicitor, copying in the members of this Committee, and ask for no further action to be taken regarding the leases until instructed otherwise.**

636 De-Fib Quotes.

It was resolved to propose to Full Council a de-fib being installed at Spar/Thaxters. To be funded from the CIL reserve.

637 DVCA

Councillor M Shepherd advised Councillors he had carried out an in-depth review of the DVCA running costs/expenditure. Councillor M Shepherd proposed the Parish Councils contribution of 6.61% of the DVCA running cost be approved. **It was resolved to approve the proposal.**

Action Points

Cllr M Shepherd

- **Email disclaimer slip.**

Clerk

- **To contact the NS&I helpdesk and arrange signatory changes.**
- **To contact Day Centre regarding air conditioning donation.**
- **To check Edge to ensure Journal Transfer of £2798.44 from regarding NI payment**

- **To Contact DVCA regarding outstanding printing invoice**
- **To contact advertiser regarding unpaid invoice.**
- **Liaise with Councillors Bubb and Anderson regarding online access to the Barclays account.**
- **Update the accounts to show the Community Support Grant figure.**
- **Meet with Councillor M Shepherd regarding Contracts Register & Regular Payments list.**
- **Write to Solicitor requesting action to cease regarding the Sports Ground Lease.**