

Minutes of the Meeting of the Finance & Administration Committee held virtually on Monday 11 January 2021 at 7.00pm.

Present: Councillor M Shepherd (Chairman), Councillor Anderson, Councillor R Frost, Councillor Billard (Via phone link) and Councillor C Shepherd.

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

638 Apologies for absence
None received.

639 Declarations of interest.
None received.

640 Election of Finance and Administration Committee Vice Chairman.

Councillor M Shepherd asked if any Councillor present wished to fill the role of Vice Chairman. As there were no volunteers the Finance and Administration Committee will continue without a Vice Chairman.

641 Minutes of the Meeting held 14 December 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.

642 Current Financial Position.

a) Whole Council Budgets.

The Clerk advised, with a conservative projected spend of £30,000.000 and reserves at £88,000.00 there would still be a considerable balance remaining in the Barclays account at year end.

Councillor M Shepherd advised he had emailed the Clerk regarding completing the outturn review and he suggested they look at the figures independently initially then arrange a virtual meeting to discuss them.

Councillor M Shepherd had completed the December 2020 Internal Audit Controllers report and had circulated it to Councillors. In summary he confirmed that the bank reconciliations are in order. Two Direct Debits shown on the December bank statement had been missed on the payment list presented to Full Council. The Clerk advised these had now been added. The discrepancy shown on Covid reserve had now been rectified. The £16,000.00 transfer from General Funds to Project reserves previously agreed has been completed but the transaction does not show up in the Financial Budget comparison report. The Clerk advised the transfer was not feasible without making several journals. Councillor M Shepherd and the Clerk will meet to discuss the issue to ascertain a solution.

b) Age Debtors.

The Clerk advised there are no aged debtors.

c) Reserves

Councillor C Shepherd asked if there was an update regarding the donation from the disbanded youth club for the skatepark fund. The Clerk advised she had emailed Maria Lambert regarding the donation last week but had received no response.

d) VAT.

The Clerk advised now the accounts for December had been approved she would be able to run the VAT report.

643 Budget Setting.

Councillor M Shepherd advised he had emailed Finance Committee members asking them to review the Finance Budget Summary report, circulated with the agenda. Councillors were asked to look at the suggested 2021/22 budgets requested against each code for each committee to enable budgets to be agreed at tonight's meeting. Once Finance and Administration agree the budget proposals they will be presented as this Committee's recommendations to Full Council. Once the Council confirms the budget the Precept can be calculated. The Committee reviewed the budget proposals Committee by Committee.

Council.

Councillor M Shepherd explained that a new code had been added 102- Contribution from General Reserve shows the previously agreed carry forward of £20,000.00 from 2019/20 financial year.

Communication Committee

Councillor C Shepherd advised that the Communications Committee had agreed –

Income code 605 – Advertisement Village Voice be reduced from £16,000.00 to £12,000.00.

Expenditure code – 6030 - Website increased from £400.00 to £500.00.

Environment Committee.

Councillor M Shepherd asked if code 4000 Cleaning Contract was sufficient. After discussion it was suggested the Environment Committee reviews the cleaning contract to determine what is currently covered. Councillor Anderson proposed code 4000 be increased from £2,640.00 to £3,000.00. **It was resolved to approve the proposal.**

Recreation

Councillor C Shepherd advised Recreation budgets had been agreed by the Environment Committee.

Dersingham Centre.

Councillor M Shepherd pointed out income and expenditure code shown as £0.00 as no income is expected and expenditure from this reserve will not affect the 2021/22 budget.

The Warren.

No changes.

Staffing Committee.

No changes.

Skatepark.

Councillor M Shepherd advised that the Environment Committee had requested that £3500.00 be taken from the 2021/22 Precept. Income code 910 has been added for this purpose.

It was resolved to recommend the amended budget proposals to Full Council.

Councillor M Shepherd advised that the proposed budget will allow the Precept to be reduced slightly for 2021/22 however this would be confirmed after the next Full Council meeting. Options for using the identified savings this financial year were discussed. It was agreed that the best approach is to fund the budget proposed directly from the precept. Any available savings should be transferred to the Project Reserve in April.

644 Bank Accounts

a) Barclays – Mandate

The Clerk advised that Councillors concerned were now authorised to access and process payments through the Barclays account.

It was agreed Councillor Noble would continue to process payments with Councillors Bubb and Anderson acting as reserves.

Councillor M Shepherd suggested both Councillor Bubb and Anderson make a payment as a trial as they need to know the complete process including printing advice slip etc. The Clerk agreed to arrange this.

c) NS&I – Mandate Update.

The Clerk advised there was no update but was waiting to see what was shown on the next statement that is now due. Councillor C Shepherd asked the Clerk if she had sent the paperwork through to NS&I. The Clerk confirmed she had obtained signatures from Councillor Anderson and Mrs Hathaway and returned the paperwork but had been advised that post was not currently being opened due to the Covid restrictions. Councillor M Shepherd commented that there was nothing to that effect shown on their website. The Clerk advised she would try to contact them again.

645 Regular Payments.

Councillor M Shepherd advised he not yet liaised with the Clerk regarding the regular payments list and therefore proposed the item be deferred to the next Finance and Administration Committee meeting. **It was resolved to approve the proposal.**

646 Councillors – Zoom technology equipment.

Councillor M Shepherd and the Clerk confirmed they had not received any requests for the equipment.

647 Correspondence.

None received.

648 Items for inclusion at the next meeting.

None received.

649 Item for website.

None

650 Date and time of next meeting.

To be held virtually Monday 9th February 2021.

The meeting was closed at 8.05pm

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.

651 Social Club Lease.

Councillor C Shepherd advised there was no update as the Social Club remains closed due to the Corona virus lockdown.

652 Sports Ground Leases.

Councillor C Shepherd stated there had been no update from the Freeholder regarding the lease between themselves and the Sports Ground Committee. Therefore, no further action can be taken at this time.

With no further business the meeting was closed at 8.20pm

Action Points

Cllr M Shepherd

- **Email disclaimer slip.**

Clerk

- **To contact the NS&I helpdesk and arrange signatory changes.**
- **Liaise with Councillors Bubb and Anderson regarding online access to the Barclays account.**
- **Meet with Councillor M Shepherd regarding Contracts Register & Regular Payments list.**