

Notes of the Meeting of the Finance & Administration working group held virtually on Monday 14th June at 7.00pm.

Present: Councillor M Shepherd (Chairman), Councillor B Anderson, Councillor D Hipkin, Councillor Frost and Councillor C Shepherd.

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

708 To Nominate a Chair for this meeting.

Councillor Frost asked why a Chairman had to be elected as this was done at the May Finance & Administration meeting. The Clerk advised a Chairman should be elected for each working group meeting held.

Councillor Anderson nominated Councillor M Shepherd and was seconded by Councillor Frost. **It was resolved for Councillor M Shepherd to be duly elected as Chairman.**

709 Apologies for absence.

None Received

710 To receive declarations of interest and requests for dispensations.

None Received

711 To approve the notes of the Finance & Administration Committee meeting held 17th May 2021.

It was resolved for the notes to be signed by the Chairman as a true record with no amendments. The Clerk advised as the notes are only a record of a working group, they did not need approval or signing. Councillor Anderson stated the notes should be signed as a true record of the meeting to prevent any potential future issues.

Matters arising from Minutes.

Councillor M Shepherd discussed the action points and those completed were removed.

Councillor M Shepherd asked the Clerk if the relevant organisations had been contacted regarding minute 703 to advise them, they would be receiving their grants annually and not in instalments as they had previously. The Clerk stated she had not officially contacted them specifically to advise of the change however she had spoken to the Parochial Church Council and Mr Hopkins regarding other matters and had made them aware of the changes and would contact Heacham & District car scheme.

Councillor M Shepherd asked if the Zoom subscription had been renewed as per minute 705. The Clerk advised it had however there had been an issue with the payment as the discount had not been applied resulting in an overpayment being made. This has now been rectified and a repayment made from Zoom of £48.00.

The Clerk asked if an invoice had been received from DVCA regarding the payment made by the Council as their percentage of DVCA running and maintenance costs. Councillor M Shepherd advised he had sent the invoice to the Clerk but would resend if needed.

Councillor M Shepherd stated a payment was received on 11th May from HMRC. The Clerk reported HMRC are still querying why council repaid £4000.00 and advised this matter is ongoing.

712 Current Financial Position.

a) Whole Council Budgets.

Councillor M Shepherd stated he had circulated a draft Internal Audit Controllers report and said everything in was order and bank reconciliations had been completed, however as the carry forwards were outstanding, they had not shown on the Budget Comparison report. The Clerk advised she had now done the Carry Forwards. Councillor M Shepherd queried how the Carry Forward had been completed as Income and Expenditure would not balance. After discussion it was agreed Councillor M Shepherd and the Clerk would discuss this outside this meeting.

Councillor M Shepherd reported there is still an outstanding issue with the Petty Cash float and asked the Clerk to ensure this was rectified as soon as possible.

b) Age Debtors.

Councillor M Shepherd reported the aged debtors list appeared to have several outstanding payments, however most of those outstanding were due to advertising in the Village Voice. He said two of the payments had now been received in our bank account, but most were still outstanding. The Clerk advised she would contact those advertisers concerned and issue reminders. Councillor C Shepherd asked for an update before the next Communications working group meeting. The Clerk advised she would circulate an updated budget comparison and aged debtors list prior to the next meeting. Councillor M Shepherd suggested the Communications Officer check that the invoices had been sent before chasing payments.

c) Reserves.

Councillor M Shepherd advised there are no issues to report.

Councillor C Shepherd asked if the Clerk had an update regarding the donation from the disbanded youth group for the Skatepark reserve. The Clerk advised she would contact the Police Officer concerned next week member.

713 End of Year Accounts.

a) AGAR (Annual Governance and Accountability Return 2020/21)

The Clerk advised, due to a problem with Edge, some of the streetlights had not been recorded on the Asset Register. This has now been rectified and updated. The AGAR form has now been completed. Councillor M Shepherd advised that the Internal Auditor has confirmed he is able to complete his section of the form without waiting for the revised section 2. Councillor C Shepherd stated as the form was complete it would be presented at the next Full Council meeting.

b) Last quarter VAT report.

Councillor M Shepherd reported a payment of £1182.31 had been received from HMRC on the 11th of May, which finalised the last quarter VAT return.

714 Internal Auditors Report.

Councillor M Shepherd stated he had circulated the draft report received from the Internal Auditor. The report is currently only a draft as Price Bailey carry out a quality assurance check on the completed report, should there be any changes he would circulate the revised document.

Councillor M Shepherd reported he was satisfied with the outcome of the Internal Audit review which had resulted in a Green Assurance Level and only a couple of minor advisories listed.

715 Correspondence received.

No Correspondence had been received

716 Items for inclusion at the next meeting.

Councillor C Shepherd asked for the Sports Ground Lease to be added to the agenda.

Councillor M Shepherd requested the Social Club Lease also be added.

The Clerk asked if this was to exclude press & public. Councillor C Shepherd confirmed press & public should be excluded.

Councillor Anderson requested Climate Change be added.

Councillor C Shepherd asked for the "Items for Website" be removed from the agenda as this will be covered by Communications Working Group.

717 Items for the Website.

No items suggested for the website.

718 Date and time of next meeting.

Councillor C Shepherd asked if Councillors wished to meet in July as a Working Group via Zoom. Councillors agreed to meet as a Working Group. 12th July 2021, 7.00pm to be held virtually.

Action Points

Clerk

- Review Financial Regulations and Standing Orders later in the year with the Finance & Administration Committee.
- To contact the Police Officer regarding the Skatepark donation from the disbanded Youth Group.
- To notify the Heacham & District Car Scheme that the Grant Scheme payment is our annual payment.
- To contact/ issue reminders for payment to those shown on the Aged Debtors list
- To add Sports Ground Lease, excluding press & Public, to the next Full Council agenda
- To add Social Club Lease, excluding Press & Public, to the next Full Council agenda
- To add Climate Change to the next Finance & Administration agenda
- To remove "Items for website" from the next Finance & Administration agenda.

With no further business the meeting was closed at 7.58pm