

Draft notes Meeting of the Finance & Administration Working Group meeting held virtually on Monday 8th November at 7.00pm.

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

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

FW1 Apologies for absence.

It was resolved to accept apologies from Councillor Frost and Councillor Hipkin

FW2 Meeting to adjourn to allow public participation.

No public present.

FW3 To approve the minutes of the Finance & Administration Committee meeting held 13th September 2021.

It was resolved for the approval of the minutes to be deferred due to Councillor Hipkin not attending this meeting and Councillor Anderson being an apology at the previous Finance & Administration committee meetings.

Matters arising from Minutes.

The action points were discussed and those completed were removed. Councillor M Shepherd advised, as the Clerk had been absent due to sickness it was unclear if the local branch details had been established for the RNLI grant approved, minute number 735, therefore the payment had been deferred at the last Full Council meeting. The Clerk advised she had details of the Hunstanton branch therefore payment can now be approved at the next Full Council meeting.

FW4 Current Financial Position.

a) Whole Council Budgets.

Councillor M Shepherd advised the Internal Auditor Controller Report checks had been carried out on the accounts to the end of September. Bank reconciliations were in order and any minor issues had been rectified. Checks had not been carried out for Octobers accounts as the information was not available. The IAC quarterly report had been presented at the Full Council meeting with no issues raised.

b) Age Debtors.

The Clerk reported there were no aged debtors

c) Reserves.

FW5 Budget setting.

Councillor M Shepherd suggested reviewing the “Council” and “Council Grants” sections of the Parish Councils 2022/23 budgets.

Councillors discussed both income and expenditure.

It was agreed to make the following budget line amendments.

Income:

It was agreed that the precept (100 & 200) will be calculated later once the planned expenditure and CSG (101) are finalised.

Expenditure:

1015 – Insurance To be increased from £4,000.00 to £4,500.00

1020 – Audit Fess To be reduced from £3,000.00 to £2,500.00

1025 – Subscriptions To be increased from £1,100.00 to £1,500.00

1035 – Office rent/Maintenance To be increased from £3,000.00 to £3,500.00

1040 – Office Equip / Maintenance & 1160 Printing Costs Councillor C Shepherd asked if there had been readings taken recently for the printing costs chargeable to the DVCA. The Clerk advised she would obtain the report and provide an updated outturn figure. Next years budget can then be decided at the next meeting.

1045 - Telephone/Broadband Councillor M Shepherd asked if the current contract was a fixed price contract. The Clerk said she would check the contract details and advise if an increase in BT charges is to be expected.

1130 – Software/Subscriptions/Licensing/Maintenance After discussion it was agreed for the Clerk to check if Edge costs are likely to increase next year. There may also be a rise in Microsoft charges as the Parish Council have an annual contract.

1135 – IT Hardware leases After discussion it was agreed for the Clerk to check if the MFD lease cost is fixed for a further year

1145 – New/Replacement IT Hardware To be increased from £2,500.00 to £4,000.00.

Council Grants:

Income

It was agreed to review income once planned expenditure has been finalised.

Expenditure:

2000 – Sports Ground Management – To be increased from £6,000.00 to £6,500.00 as requested by the SGMC secretary.

2005- Churchyard – Councillor M Shepherd advised a request had been received by the PCC for an increase to their grant as they now have a new contractor, however no figure had been suggested. After discussion it was agreed for Councillor C Shepherd to contact the PCC to get a figure based on their new contract.

2010 Community Car Scheme – To be increased from £500.00 to £750.00

I was agreed to leave all other budget lines unchanged for now but will review again next month.

FW6 Regular payments.

Councillor C Shepherd asked the Clerk if there was an update regarding the regular payments list. The Clerk advised she had no update.

FW7 Mobile Phone – supplier & usage.

Councillor M Shepherd stated he had no real concerns regarding the current phone and contract and asked if the office mobile was frequently used, if the data allocation was sufficient and if there was the possibility of the usage

being increased. It was agreed that the Clerk and Mrs Scanlon discuss the need for an office mobile and if the existing phone is adequate.

FW8 Correspondence received.

None received.

FW9 Items for inclusion at the next meeting.

Regular payments list.

Approval of minutes of 13th September

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.

FW10 Sports Ground Management Lease.

Councillor C Shepherd advised she had received no update from the Sports Ground Management Committee regarding their Community Interest Company registration, therefore there is no update regarding the lease

FW11 Social Club Lease.

Councillor C Shepherd advised there was no update regarding the Social Club lease.

FW12 Date & time of next meeting.

Monday 13th December 2021 at 7.00pm.

Action Points

Clerk

- Review Financial Regulations and Standing Orders later in the year with the Finance & Administration Committee.
- Produce the regular payments list for the next meeting.
- To add the RNLI donation to November payments list.
- To obtain a report regarding printing costs for DVCA and provide an updated outturn for budget lines 1040 Office Equipment/Maintenance & 1160 Printing costs.
- To check the current BT telephone/ broadband contract and determine whether costs are fixed for a further financial year..
- To check if there is to be a likely rise in Edge costs in the next year.
- To check if the MFD lease cost is fixed for a further year re budget line 1135 IT Hardware leases
- To liaise with Mrs. Scanlon re Office mobile phone usage, cost etc

Councillor C Shepherd

- To contact the PCC to obtain a suggested figure regarding their request for an increase to the churchyard grant received.

With no further business the meeting was closed at 8.20pm

DRAFT