

Draft Notes Meeting of the Finance & Administration working group held virtually on Monday 12<sup>th</sup> July at 7.15pm.

**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)

**719 Apologies for absence.**

All Councillors were present.

**720 To approve the notes of the Finance & Administration Committee meeting held 14<sup>th</sup> June 2021.**

It was resolved for the notes to be signed by the Chairman as a true record with no amendments.

**Matters arising from Minutes.**

The action points were discussed and those completed were removed.

**721 Current Financial Position.**

**a) Whole Council Budgets.**

Councillor M Shepherd advised that Edge have been changing some of their reports and have had a few problems, which is why multiple versions of the Budget Comparison report were circulated prior to the meeting. The Internal Audit Controllers Report checks had been carried out with no problems to report.

Councillor M Shepherd reported, due to payments being made late in June some would show in July's bank reconciliations, this would not create any problems however Councillor M Shepherd wished to bring it to Councillor's attention.

**b) Age Debtors.**

The Clerk advised that from the previous extensive list of aged debtors there were only two outstanding, both of which were in hand and payment expected.

Councillor M Shepherd asked if the next quarterly VAT return had been processed. The Clerk said she was still to submit the return. Councillor M Shepherd queried the deadline for submission and the Clerk stated the return could be completed any time throughout the year.

**c) Reserves.**

Councillor M Shepherd advised there had been no change to the reserves. Councillor C Shepherd said payments for the Skatepark would be due and require authorisation at the next Full Council meeting and therefore asked for it to be added as an agenda item.

The Clerk reminded Councillors that Full Council usually authorise two months of staff salaries in July as there is no meeting in August. Councillor M Shepherd stated other payments should be considered for authorisation too and asked for this to be added as an agenda item.

**722 Climate Change.**

Councillor Anderson advised the Climate Change working group had meet and discussed the possibility of electric car charging points being installed at Dersingham Village Centre but due to a variety of technical issues it was felt this was not possible. Other options had been discussed however consensus was there were no available points within the village that could accommodate the charging points. Councillor Hipkin suggested the Feathers be approached and asked if they would be willing to install charging points.

**723 Insurance renewal.**

Councillor M Shepherd advised the current insurance policy was due for renewal by the 1<sup>st</sup> August and asked if the Clerk had tried to obtain quotes. The Clerk said she had contacted BHIB to confirm the renewal date and to ask for the premium for the coming year and had asked for quotes from Community Action Suffolk and Came & Company. Councillor M Shepherd expressed concerns regarding timescales to obtain quotes, review and decide on the best policy. After discussion it was agreed the Clerk circulate quotes as soon as they are received.

**724 Correspondence received.**

No Correspondence had been received.

The Clerk asked if Councillors had seen the grant application from the RNLI. Councillors had not seen the application and asked the Clerk to circulate it. Councillor C Shepherd advised the official opening of the Skatepark is 7<sup>th</sup> August and is being organised by Canvas, who will be holding competitions and have donated a Skateboard for the event. Canvas have requested a donation of £100.00 from the Parish Council for other small prizes. Councillors discussed the available budgets from which the donation could be made. Councillor C Shepherd advised there was money within the Communication Committee under the events budget line. **It was resolved to make a temporary payment from the Communications Events Budget for the donation.**

Councillor M Shepherd stated Councillor Hipkin wished to have access to Parish Online however under the licence this requires the Clerks consent. The Clerk agreed to allow access but asked if she and Mrs Scanlon could be updated on how Parish Online now works. Councillor M Shepherd said he would arrange an update once the Clerk and Mrs Scanlon gave available dates.

**725 Items for inclusion on the next agenda.**

None received.

**Members of the public asked to leave the meeting.**

**726 Sports Ground Management Lease.**

Councillor C Shepherd reported the draft head lease has been sent to our solicitor. The Sports Ground Management Committee underlease has been drafted but may need changes to fully reflect the headlease. We are still awaiting the Land Registry to correct the Scout Association underlease.

**727 Social Club Lease.**

Councillor C Shepherd reminded Councillors that the Social Club lease had lapsed. It had previously been requested by the Social Club that a 5-year lease be given. Rent payable by the Club had been waived for the last 2-3 years. Councillors discussed the lease specifications and the possibility of reinstating the rent or introducing a peppercorn rent. **It was resolved to obtain approval from Full Council to obtain quotes from solicitors to draw up the lease and a peppercorn rent be introduced.**

**728 Date & time of next meeting.**

**Monday 13<sup>th</sup> September 2021 at 7.00pm the Loft, Dersingham Village Centre.**

**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 add Sports Ground and Social Club leases, excluding press & Public, to the next Full Council agenda
- To add authorisation of Skatepark invoices to the next Full Council agenda.
- To add authorisation of August staff salaries and other necessary payments to the Full Council agenda.
- To circulate the RNLI grant request.

With no further business the meeting was closed at 7.58pm