

Draft notes Meeting of the Finance & Administration Working Group meeting held virtually on Monday 10th January 2022 at 7.00pm.

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

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

FW26 **Apologies for absence.**
No apologies were received.

FW27 **Notes of the Finance & Administration Working Group meeting held 13th November 2021.**

a) To approve the notes.

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

b) Matters arising from the minutes.

Action points were discussed and those completed were removed.

The Clerk reported she is working on setting up a regular payments list on Edge. Councillor M Shepherd asked if there was any indication as to how the report would be presented. The Clerk said she had not yet seen the report.

The Clerk stated she had checked the meter readings and calculated that the DVCA photocopying costs were £171.07 for the period of 30th April 2021 to date.

Councillors discussed the amount DVCA are currently being charged, the price increase now recycled paper is used and it was decided the Clerk would find out the actual cost increase of both A4 and A3 paper

FW28 **Current Financial Position.**

a) Whole Council Budgets.

Councillor M Shepherd asked if the donation to EACH of £200.00 had been paid. The Clerk confirmed she had made the payment.

Councillor M Shepherd highlighted an observation regarding the Financial Budget Comparison report (FBC). Occasionally a new option is shown on the report which includes “Due and Unpaid Transactions”. This is not always consistent with what is shown on the Financial Statement Cashbook (FSC), which can be misleading when the Internal Audit Controller report check is performed. The Clerk said she would deselect the criteria on Edge to prevent the “Due and Unpaid transactions” from being included on future reports.

b) Age Debtors.

There were no Aged Debtors listed.

c) Reserves.

There was no update regarding the reserves.

FW29 **Regular Payments List.**

This item was covered in note FW27(b)

FW30 **Climate Change.**

Councillor B Anderson advised there was no update regrading Climate Change.

FW31 **Grants.**

The Clerk advised she had issued two grant forms, one to the CAB and the other the newly established Dersingham Choir but neither had been returned to date, once

they had been received the Clerk she would circulate to the Finance & Admin Committee members.

FW32

2022/23

a) Budgets.

Councillor M Shepherd advised the Whole Council budget needed to be reviewed to recommend budgets to Full Council.

Councillor Hipkin queried the variant between the Clerks projected outturn figure for budget code 1020 Audit Fees of £2230.00 to the projected outturn figure from Councillor M Shepherd of £1315.00. After discussion it was decided the figure presented by Councillor M Shepherd had included a second £915.00 fee to Price Bailey for an Internal Audit, however this would not apply in 2022-23 financial year. The suggested budget for 2022-23 of £2500.00 remains.

Councillors discussed all budget lines in turn with the following outcomes.

Whole Council Budget

Income

102 Contribution from General Reserve: Proposed Carry Forward from codes 1145, 1150, 1155 and 1170 Budget for 2022-23 £23500.00 -**Agreed**

Expenditure

1145 New Replacement IT Hardware: Proposed Carry Forward £2500.00. Actual budget for 2022-23 £4000.00 – **Agreed.**

1150 General Administration: Proposed Carry Forward £9000.00 – **Agreed.**

1155 DVSC Contingency Fund carry Forward £7000.00 – **Agreed.**

1170 Service Improvements: Proposed Carry Forward £5000.00 – **Agreed.**

Communications Committee

Income

625 Contribution from General Fund: New Code for Carry over of £1000.00 in respect of Code 6035 re events and Queens Platinum Jubilee celebrations– **Agreed.**

Staffing Committee.

3000 Salaries: Budget 2022-23 £40800.00 (Original 2021-22 Budget + 5%) – **Agreed**

Recreation

Expenditure

5065 Recreation Ground – 5 Year Plan Budget 2022-23 £3000.00 – **Agreed.**

Reserves.

Councillor M Shepherd advised there had been no requests from Committees regarding reserves.

The Clerk asked where the CIL grant would be allocated and suggested a new code be created to keep the CIL Reserves and the CIL Grant separate. After discussion it was agreed that this grant from the Borough's CIL fund is a contribution to our concrete lamp column replacement project. This will be paid for from the Project reserve so the grant will be income to the Project Reserve.

Councillors discussed reserves. Councillor M Shepherd stated the reserves could only be managed with Full Councils approval. The projected Skatepark reserve figure he used was different to that shown on the RFO report as the retention is not payable before 31st March 2022, Once this is paid the remainder could be reallocated to the Project Reserves.

Councillor M Shepherd asked if Councillors had any further comments regarding the proposed Budgets. **Councillors agreed to the Budgets.**

b) Precept

Councillor M Shepherd advised the proposed amount for 2022-23 Precept was £158,365.00 which was based on figures agreed by Councillors during Budget setting. **Councillors discussed the Precept and agreed to recommend to Council that it be set at £158,365.00.**

FW33 Correspondence.
None received.

FW34 Items for inclusion at the next meeting.

FW35 Sports Ground Management Lease.
Councillor C Shepherd reported as draft Head Lease and Underlease had been received from the Solicitor and requested a Lease Group meeting be arranged for 25th January to enable Councillors to review the leases. Councillors involved in the Lease Working Group are Councillors M Shepherd, C Shepherd, T Bubb, M Noble, D Hipkin and B Anderson. Councillor Wright would no longer be involved in the Working Groups discussion on the Sports Ground lease due to him being a Director on the Community Interest Company recently registered to replace the Sports Ground Management Committee.

FW36 Social Club Lease.
Councillor C Shepherd advised the Clerk had circulated the accounts received from the Social Club, which is currently running at a loss. There has been no response from the Chairman of the Social Club regarding the letter issued by the Parish Council.

FW37 Date & time of next meeting.
Monday 7th February 2022 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 liaise with Mrs. Scanlon re Office mobile phone usage, cost etc
- To establish the costs of A4 & A3 paper

With no further business the meeting was closed at 8.50pm