

Draft Minutes Meeting of the Finance & Administration Committee meeting held on Monday 16<sup>th</sup> May 2022 at 7.00pm.

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

**In attendance:**

Geraldine Scanlon (Communications Officer)

**740 Apologies for absence.**

It was agreed to accept apologies from Councillor B Anderson.

**741 Notes of the Finance & Administration Working Group meeting held 10<sup>th</sup> January 2022.**

**a) To approve the notes.**

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

Note FW27 to read

Notes of the Finance & Administration working group meeting held 13<sup>th</sup> December 2021.

**b) Matters arising from the notes.**

**742 Notes of the Finance & Administration Working Group held 7<sup>th</sup> February 2022.**

**a) To approve the notes.**

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

Note FW39 to read

Notes of the Finance & Administration working group meeting held 10<sup>th</sup> January 2022.

**b) Matters arising from the notes.**

Councillor M Shepherd advised he had contacted Price Bailey; the Internal Audit has now carried out and feedback had been received. There had been some best practice suggestions made, but overall, the feedback had been positive.

**743 Current Financial Position.**

**a) Whole Council Budgets.**

Councillor M Shepherd advised he had circulated his Internal Audit Controllers report based on reports from Edge and Barclays online banking to 14<sup>th</sup> May 2022 and said this report also included specific checks relating to the yearend process.

He reported all start of year checks along with the regular checks had all been in order with no discrepancies found.

**b) Age Debtors.**

Councillor M Shepherd advised those Aged Debtors shown on the list were unpaid invoices for advertising in the Village Voice magazine and suggested the Clerk contact those concerned regarding payment.

**c) Reserves.**

Councillor M Shepherd advised there had been no change to the reserves since March.

**744 Telephone Broadband Contract.**

Councillor M Shepherd reported the current contract does not expire until the end of September 2022. It was agreed that this item be considered by the Committee in a couple of months time.

**745 Dersingham Recreation Ground Charity.**

Councillor C Shepherd advised at the last Full Council meeting the Clerk had circulated her Clerks report and had highlighted issues around the recreation ground

charity. Councillor C Shepherd briefly informed members about the setting up of the Charity and how the Parish Council currently manage the recreation ground. Councillor M Shepherd had prepared and circulated a discussion paper relating to the Recreation Ground Charity and the completion of this year's AGAR form. Councillors discussed the issues at length.

**It was resolved to recommend that the 2021/22 AGAR form be completed in exactly the same way as last year and the Parish Council form a working group to consider options for the future of the charity.**

Dersingham Recreation Ground Charity must submit a return to the Charity Commissions website. **It was resolved to recommend that the Parish Council, acting in its role as Trustee of the Dersingham Recreation Ground Charity, authorise the Clerk to update the Charity Commission website to show £0 income and £0 expenditure for 2021-22.**

**746 Climate Change.**

Councillor M Shepherd advised the Climate Change working group had not met.

**747 Correspondence received.**

Councillor M Shepherd stated two grant applications had been received. One from Fresh Start New Beginnings who had not specified an amount applied and one from Norfolk Accident Rescue Service (NARS) who had received a grant from the Parish Council in the 2021-22 tax year. Councillor C Shepherd said NARS will be beneficiaries of funds raised by the Queens Platinum Jubilee fun day on the recreation ground.

Councillor M Shepherd proposed the two grant applications be discussed at the next Finance & Administration meeting and the Clerk contact Fresh Start New Beginnings to ascertain an amount they wish to apply for. **It was resolved to approve the proposal.**

**748 Items for inclusion at the next meeting.**

Grant Applications

- a) Fresh Start New Beginnings
- b) NARS.

**749 Date and time of the next meeting.**

Monday 13<sup>th</sup> June 2022. 7.00pm, the Loft, Dersingham Centre.

**750 Sports Ground Management Lease.**

Councillor C Shepherd advised there was no update.

**751 Social Club Lease.**

Councillor C Shepherd stated the Clerk had been asked at the last Full Council meeting to draft an email to the Social Club which would then be agreed by Councillors, however she had not yet seen the draft. Councillor Hipkin explained the Clerk had sent the draft to him and he had agreed it be sent.

## Action Points

### Clerk

- Review Financial Regulations and Standing Orders later in the year with the Finance & Administration Committee.
- To contact Fresh Starts New Beginnings to establish an amount for their grant application.
- To contact advertisers regarding outstanding invoices.

With no further business the meeting was closed at 8.25pm