

Minutes of the Meeting of the Finance & Administration Committee held on Thursday 22 November 2018 at 6.00pm at Dersingham Centre, Dersingham.

Present: Cllr S Payne, Cllr M Shepherd, Cllr D Murrell, Cllr B Anderson, Cllr B Hopkins & Cllr J Houston

In attendance: Sarah Bristow (Clerk) & Cllr R Frost

330 Election Of Chair

It was resolved for Cllr M Shepherd to be Chair of this Committee.

331 Election Of Vice Chair

It was resolved for Cllr S Payne to be Vice Chair of this Committee

332 Apologies for absence

It was resolved to accept apologies for Cllr V Brundle.

333 Declarations of interest

None Received.

334 Committee Terms of Reference

The current Terms of Reference were discussed. Cllr Payne advised that these would need changing when Standing Order and Financial Regulations are updated, but they are fine until this is achieved. **It was resolved to accept the current Committee Terms of Reference (Please see copy attached)**

335 Current Financial Position

a) Whole Council Budgets

Cllr Shepherd asked the Clerk if she had any comments to make on the accounts. The Clerk advised that the Office Equipment needed to be looked at because employment services have been taken from this line. Cllr Shepherd advised the committee regarding comments he made on previous accounts and comments from Edge. Cllr Shepherd advised that he had met with the Clerk and discussed making stand-alone budgets for Skatepark, Cil, and Staffing. Cllr Shepherd felt that there were items that were pure Council and some Finance & Administration these needed to be separated. It was also felt that it would be a good idea to have a precept income line on each stand-alone budget and not all lumped into the council budget. **It was resolved for these changes to be made some straightaway and some for the new financial year.**

Cllr Shepherd said that he felt that the Dersingham Budget and Reserves should still be used but the budget headings within changed. Cllr Shepherd also went over an email sent to all Councillors early today regarding the possible shortfall in the Centre still after the £200,000.00. Cllr Shepherd advised that there were several items/issues that needed to be addressed to completely finish the hall. Cllr Payne advised that savings would need to be made within existing budget lines, and hopefully the footpath and legal fees within the hall budget would come out as an under spend. **It was resolved for Cllr Shepherd to gather the information to produce a list of outstanding items and working with the Clerk cost these up and also look a current commitments for the rest of the Financial Year so that the Council will be able to pay their bills at the end of the financial year.**

Cllr Hopkins advised that the works would need to include covering works to the neighbouring property. Cllr Anderson advised that it is hoped that the tree work can come out of the environment tree budget for 2018/19. Cllr Shepherd advised that if work can wait until 19/20 budget then it should be left. Cllr Payne advised that no level of command had been agreed to get the snagging etc achieved. One of the main items is to get the air source heat pumps protected, an assembly point signage in the carpark. **It was resolved for Cllr Shepherd to make snagging, items to be completed list and the Clerk to check re sign for assembly point.**

b) Aged Debtors

The Clerk handed out the latest sheet. The Clerk advised that there was one over 90 days for £28.50 for a Village Voice Ad and she had chased but felt that it would not be achieved. All the rest should not be a problem.

c) Reserves/Investments

The Clerk handed out the latest sheet. (Please see attached sheets). Cllr Shepherd advised that he was concerned that after November Payment run the majority of the Dersingham Reserves will be gone and then any work will be coming out of parish reserves (General Fund). **It was resolved for the Clerk to obtain Wren reimbursement a.s.a.p.**

336 Precept/Budget Setting

The Clerk advised that the Tax Base had been received this morning from the Borough Council. The Council has also awarded a Community Support Grant of £?. The Clerk had sent round the Budget Comparison sheet with a column already in place for 19/20. The committee went through the budget put in a proposed figure. (Please see attached).

337. Asset Register

It was resolved that these items to be addressed but not until the Precept had been achieved. Cllr Payne said that the meeting that they are to be discussed needs to have very little else on the agenda. The Clerk advised that a separate extra meeting would be better.

338 Risk Assessments.

It was resolved that these items to be addressed but not until the Precept had been achieved

339. Edge Add On's

The Clerk advised that Edge had added a feature where invoices and purchase orders can be emailed direct from the Edge Package. There is a set up fee of £30.00 and £1.00 per month usage fee making a total of £47.00. **It was resolved to sign up for this feature.**

340 Lease – Dersingham Centre

Cllr Shepherd advised that until the meeting with the VAT advisor nothing could be achieved.

341 SLA- Dersingham Centre

Cllr Shepherd advised that until the meeting with the VAT advisor nothing could be achieved.

342 Correspondence Received

a) **KLWNBC – Rates.** The Clerk advised that notification of Nil cost re rates had been received from the Borough Council.

343 Items for inclusion at the next Full Council meeting.

Delete agenda items 1, 2, 5 and 10 agenda items 7 & 8 to be put back on the agenda in February 2019.

344 Items for inclusion on the website.

Agenda and minutes.

345 Date and time of next meeting

Thursday 13 December 2018 at 6.00pm At Dersingham Village Centre.

With no further business the meeting closed at 7.55pm.

