

**Draft Minutes of the Meeting of the Finance & Administration Committee
on Monday 19 April 2021 held online at 7 pm**

Present: Cllr Mike Shepherd (Chairman), Cllr Brian Anderson, Cllr Dane Hipkin, Cllr Robert Frost and Cllr Coral Shepherd. The Locum Clerk, Luisa Cantera, was also in attendance. There were no members of the public present.

668 To receive and consider apologies for absence

All councillors were present.

669 To receive declarations of interest and requests for dispensations

None received.

670 To approve the minutes of the Finance & Administration Committee meeting held on 8 March 2021

It was resolved for the minutes to be signed by the Chairman as a true record without amendment.

671 Matters arising from the minutes

The Chairman talked through the action points from the March meeting. He reported that he still has to complete the email disclaimer and meet with Cllr Hipkin regarding finance reports. Cllr Frost has contacted Mr Hunter regarding the disbanded youth club donation for the skatepark project but he was unable to assist. Cllr C Shepherd has been in contact with the police officer who ran the youth club who confirmed that the transfer of funds is in hand. Cllr C Shepherd reported that a small-scale litter pick took place on Saturday 17 April at the Sports Ground; Cllr Hipkin thanked the litter pick group on behalf of the Football Club. Most of the actions for the Clerk will be dealt with by the Clerk in due course.

672 Open forum for Public Participation

There were no members of the public present.

673 Council's finances

The Chairman summarised the internal audit controller report, which had already been circulated to councillors. He reported that the finances are up-to-date to 31 March 2021 and the end of year process is being completed by Edge, the financial software provider. He asked the Committee to consider some carrying forward of budgets to the 21-22 financial year:

Area	Description	Value	Status
Council	Carry forward agreed as part of budget setting	£20,000	Approved
Grants	Carry forward of unspent minor grant budget	£325	Approved
Staffing	Carry forward of saving requested by Staffing Comm	£7,600	Requested
Council	Carry forward of unspent legal costs	£500	Requested

It was agreed to recommend to Full Council that the two requested carry forwards be approved. If the four listed carry forwards are agreed, it should be possible to transfer about £15,000 from the General Fund to the Projects or Skatepark Reserve. This requires discussion with and confirmation by the Responsible Financial Officer. The minimum general fund balance should be around £48,000, which represents 4 months' average expenditure and is £3,000 more than in 2020-21.

674 Grant to the Dersingham United Charities for signs for the Commons

The Dersingham United Charities have applied for a grant for fire signage to replace temporary signs. It was agreed to award a grant of £500 for this purpose.

675 Paper use at face-to-face Council meetings

Cllr C Shepherd explained that prior to March 2020 councillors received all agendas and associated documents on paper at meetings. Staff were spending a considerable amount of time printing and collating the documents. The suggestion is for all councillors to receive a printed agenda and if councillors requested other documents to be printed they should ask the Clerk specifically ahead of the meeting. This item will be taken to Full Council for a discussion and a decision.

676 Review of the Financial Regulations document

Cllr C Shepherd explained that she had compared the Council's current Financial Regulations document with the latest template and had only found a couple of updates in the newer version. It was agreed to review the document again later in the year so that the Clerk can be involved.

677 Discussion on annual support subscriptions

- a) Norfolk Association of Local Councils – It was agreed to re-subscribe. The fee is £744.98 for the coming year.
- b) Norfolk Parish Training & Support – It was agreed to subscribe. The fee is £500 for the coming year.

The Locum Clerk left the room for this discussion and vote as she has a business interest in 9b. Both payments will feature on the April Full Council payments list.

678 Correspondence received

There was no correspondence to note.

679 Items for the website

No items were suggested for the website.

680 Items for the next meeting

The next meeting of the Finance & Administration Committee will be held on 17 May 2021 at 7 pm at the Dersingham Village Centre.

The following items were listed under exclusion of the press and public. This was not necessary as no members of the public and press were present.

681 Social Club Lease

Cllr C Shepherd reported that the Social Club plans to re-open on 17 May. They need to be given time to re-start after being closed for several months.

683 Headlease/Sports Ground Leases

Cllr C Shepherd advised that she had contacted the parties concerned for an update and confirmed that the Parish Councils solicitor is progressing the underleases and the Royal Estate Solicitor is working on the head lease.

684 Contracts

The insurance is due for renewal on 1 August 2021. There was nothing else to report.

With no further business, the meeting closed at 8.25 pm.

DRAFT

Action points list

Chairman: Cllr M Shepherd

- Recommend to Full Council that the two requested carry forwards be approved.
- Add the following payments to the April payments list:
 - Grant of £500 to Dersingham United Charities
 - Annual subscription fee to Norfolk ALC for £744.98
 - Annual subscription fee to Norfolk PTS for £500

Cllr C Shepherd

- Discuss printing of documents ahead of face-to-face meetings resuming. Recommendation: to print the meeting agenda for each councillor, and if councillors request other documents to be printed they should ask the Clerk specifically ahead of the meeting.

Clerk

- Review Financial Regulations later in the year with the Finance & Administration Committee.