

Notes Meeting of the Finance & Administration working group held virtually on Monday 17<sup>th</sup> May 2021 at 7.00pm.

**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)

**698 To Nominate a Chair for this meeting.**

Councillor Frost nominated Councillor M Shepherd and seconded by Councillor Anderson. **It was resolved Councillor M Shepherd was duly elected as Chairman.**

**Apologies for absence.**

None Received

**699 To receive declarations of interest and requests for dispensations.**

None Received

**700 To approve the minutes of the Finance & Administration Committee meeting held 19<sup>th</sup> April 2021.**

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

Councillor C Shepherd asked the Clerk and Mrs Scanlon to make all Committee and Full Council Minutes available that required signatures from the relevant Chairmen.

**Matters arising from Minutes.**

Councillor M Shepherd discussed the action points. The recommended carry forwards have been agreed by Full Council. Councillor C Shepherd updated the Clerk regards to the printing of documents for face- to-face meetings.

Agendas only will be supplied to Councillors, with requests to be made to the Clerk for specific documents if required.

Councillor C Shepherd advised the Social Club had reopened today and they have reduced membership fees due to the prolonged period of closure.

**701 Current Financial Position.**

**a) Whole Council Budgets.**

Councillor M Shepherd advised the Internal Audit Controllers report summarised the current financial situation and stated the Locum RFO had completed the April bank reconciliation. The approved carry forwards from 2020 to 2021 had not yet been entered on the system. The precept had been received and allocated. An overpayment from NALC had been received and had now been repaid.

Councillor M Shepherd advised there was an outstanding query regarding the Petty cash and would liaise with the Clerk concerning the matter.

Councillor M Shepherd urged other Committee Chairman to regularly check their Committee budgets as this is not part of his regular Internal Auditor Controller's check.

**b) Age Debtors.**

Most of the entries on the list are the result of recently issued Village Voice invoices so are not of concern.

The outstanding amount due from HM Customs & Excise remains on the list as the accounts for the end of the year had been finalised and reports collated, the return has not been uploaded to the HM Customs & Excise portal. The Clerk advised she would liaise with the Locum Clerk regarding the matter.

Councillor C Shepherd said the Internal Auditor had requested sight of the draft AGAR form once it was completed.

The Clerk asked if any of the Village Voice payments were made in the wrong financial year. The Communications Officer confirmed that payments were not requested until the beginning of April.

**c) Reserves.**

Playground cleaning charged to code 10100 is not included on the reserves report therefore the end balance of the Covid reserve shows as £100.00 higher than the correct balance.

The precept income for the skatepark reserve does not show on the Reserves Report therefore the report shows the end of period reserve balance £3552.00 lower than the correct balance.

**d) VAT.**

**702 Village Centre Maintenance and Running Costs.**

Councillor M Shepherd had circulated the calculations received from the DVCA showing Maintenance and running costs from October 20- March 21. He had reviewed the calculations and agreed with the figures shown therefore proposed to seek authorisation from Full Council. **It was resolved to approve the proposal.**

**703 Payment of Grants.**

Councillor M Shepherd advised there are three recipients of large grants from the Parish Council, the Sportsground Management Committee, the Parochial Church Council, and the Heacham & District car scheme. He had reviewed the payments dates over the past three years and there appeared to be no consistency and therefore suggested that payment times and frequency should be discussed. After discussion it was agreed that the three grants should be paid as a single sum in April each year and to seek approval from Full Council to pay the three grants this month.

**704 Correspondence received.**

No Correspondence had been received

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

The Clerk asked if Councillors were aware of the new Code of Conduct. Councillor C Shepherd said the Code of Conduct is being reviewed at a national level not just locally.

Councillor C Shepherd reported the annual subscription for the Zoom account was due to expire the beginning of June and felt it would be beneficial to renew for another year. Councillor Frost asked how much an annual subscription would cost. The Clerk advised the current year had cost around £120.00. After discussion it was agreed for Finance Committee to seek approval from Full Council for payment of a further years Zoom subscription.

**706 Items for the Website.**

No items suggested for the website.

**707 Date and time of next meeting.**

Councillor C Shepherd advised a meeting had been scheduled for 14<sup>th</sup> June at 7.00pm. The Clerk advised she had not added to the agenda as unsure if the meeting would be conducted face-to-face.

**Action Points**

**Cllr M Shepherd**

- Recommend to Full Council the payment of DPC contribution to the Village Centre relating to the Maintenance and Running costs as per DVCA calculations.
- Recommend to Full Council grants paid to the Sportsground Committee, Parochial Church and Heacham & District Car Scheme be made as a single payment annually in April.
- Recommend to Full Council payment be agreed for a further year's subscription to Zoom.

**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 councillor's request other documents to be printed, they should ask the Clerk specifically ahead of the meeting.

**Clerk**

- Review Financial Regulations and Standing Orders later in the year with the Finance & Administration Committee.
- To liaise with the Locum Clerk regarding the outstanding amount due from the HM Customs & Excise as shown on the Aged Debtors report.
- To Issue forward draft AGAR form to the Internal Auditor once completed.

With no further business the meeting was closed at 7.58pm