

Minutes Meeting of the Finance & Administration Committee held on Monday 13th September 2021 at 7.00pm, Garden Room, Dersingham Village Centre.

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

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

729 Apologies for absence.

It was resolved to accept apologies from Councillor Frost and Councillor B Anderson.

730 Meeting to adjourn to allow public participation.

No public present.

731 To approve the notes of the Finance & Administration Committee meeting held 12th July 2021.

It was resolved for the notes to be signed by the Chairman as a true record once the following amendment has been made.

Minute 721 b paragraph 2 last sentence to read:

Councillor M Shepherd queried the deadline for submission and the Clerk stated the return could be completed any time throughout the year but is usually completed quarterly.

Matters arising from Minutes.

The action points were discussed and those completed were removed.

732 Current Financial Position.

a) Whole Council Budgets.

Councillor M Shepherd advised he had completed the Internal Audit Controllers reports for July and August however they had not been circulated to the Committee members before the meeting as he had only finalised the report that morning, although he had forwarded a copy to the Clerk. He reported the bank reconciliations were all in order. A few anomalies had shown on the July report but had been rectified in the August report so there was no action required. Four small payments were found to be missing from the Reserves report but the Clerk reported that had now been fixed.

Councillor C Shepherd said the amount remaining in the Project Reserves was sufficient to replace 5 concrete lamp columns and to fund the new Christmas lights needed. Councillor M Shepherd asked if the quotes to replace the lamp columns included the cost of installation. The Clerk confirmed installation was included.

b) Age Debtors.

The Clerk reported there were no aged debtors

c) Reserves.

The Clerk advised the retention fee for the Skatepark was still to be paid. Councillor M Shepherd suggested the Skatepark working group organised a

meeting to ensure there were no further requirements to be funded from the reserve, such as the replacement/repair of the basketball hoops.

733 Climate Change.

Councillor C Shepherd advised the Climate Change working group had not met since the last Finance Committee meeting.

The Clerk advised she had seen details of grants given for the installation of electric charging points for vehicles at village halls. Councillor C Shepherd advised the matter had been discussed at length at the DVCA trustee meetings and it was considered, at the present time, the Village Centre was unable to offer a car charging port at this present time.

734 To approve expenditure for the replacement of two streetlights via insurance.

The Clerk reported there are two streetlights that need replacing. A parishioner had reversed into a lamp column which resulted in the column being removed and is currently being dealt with via the insurance companies and another that had corroded and had to be removed as was highly dangerous and he suggested the matter be discussed at the next Environment Committee meeting to establish payments required and to discuss the quotes received.

735 Correspondence received.

a) Minor Grant

Councillor M Shepherd advised the correspondence received from the RNLI was requesting a donation in the spring to assist with costs throughout the summer. However, as it is a good cause he proposed a grant be agreed and asked for Councillor's opinion on the monetary amount to be considered.

Councillors discussed the grant request. **It was resolved to recommend to Full Council that a grant of £250.00 be given to RNLI.**

b) Change to Public Works Loans.

Councillor M Shepherd stated the correspondence received regarding Public Works Loans related only to the application for new loans and therefore was not relevant for our current loans.

The Clerk asked about the £100.00 payable to obtain information needed regarding the Charitable status of the recreation ground charity. Councillor C Shepherd proposed the item should be discussed at the next Environment Committee meeting.

736 Items for inclusion on the next agenda.

The Clerk asked if regular payments should be added to the next agenda.

Councillor M Shepherd agreed the regular payments list needed finalising and said he had collated a schedule during the Clerk sickness absence, which he will forward to the Clerk however he said it will need updating.

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the

business to be transacted.

737 Sports Ground Management Lease.

a) Leases.

Councillor C Shepherd reported the landowner was not prepared to allow the Parish Council to grant a lease to the Sports Ground Management Committee until they have registered as a legal entity. Sports Ground Management Committee had been informed of this decision however there had been no response from them to date.

b) Watercourses.

Councillor M Shepherd stated confirmation of the ownership of all the land over which the watercourses in question run have been established. There are however leases in place which may affect the responsibility for the maintenance of sections of the watercourses We have questioned responsibilities around our own leases with the landowner.

738 Social Club Lease.

Councillor C Shepherd advised there is no update. A working group meeting is to be arranged.

739 Date & time of next meeting.

Monday 11th October 2021 at 7.00pm the Garden Room, Dersingham Village Centre.

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.

Councillor M Shepherd

- Forward the Regular Payment schedule to the Clerk.

With no further business the meeting was closed at 7.58pm