

Notes of the Finance & Administration Working Group meeting held virtually on Monday 7<sup>th</sup> February 2022 at 7.00pm.

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

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

**FW38 Apologies for absence.**

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

**FW39 Notes of the Finance & Administration Working Group meeting held 13<sup>th</sup> November 2021.**

**a) To approve the notes.**

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

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

Clerk

- To liaise with Mrs. Scanlon re Office mobile phone usage, cost etc. -  
Outcome - The Clerk reported she had spoken with Mrs. Scanlon who felt it would be beneficial to retain the office mobile phone for personal safety when out of the office.
- To establish the costs of A4 & A3 paper  
Outcome – The Clerk advised she had circulated a report detailing costs of paper shortly after the last Finance meeting. Councillor M Shepherd asked if this could be forwarded to him again.

**FW40 Current Financial Position.**

**a) Whole Council Budgets.**

Councillor M Shepherd confirmed the Internal Audit Controller checks had been carried out. The bank reconciliations were in order and no major discrepancies found.

There had been one Direct Debit and two Standing Orders missed from the payment authorisation list presented to Councillors at the Full Council meeting held in December. A second approval list was circulated to Councillors 2<sup>nd</sup> February 2022 by email, these however have not been formally authorised by Councillors so should be included on the payments list at the 15<sup>th</sup> February 2022 Council meeting.

Councillor M Shepherd highlighted the direct bank payments made 31<sup>st</sup> January 2022 do not show with the January Financial Budget Comparison report as they show as processed 1<sup>st</sup> February 2022. Councillor M Shepherd asked if there had been a change in process by Barclays as previously payments would be authorised before 8.00pm and processed the same day. Councillor M Shepherd had checked the account after 8.00pm and all looked in order with a current balance of £3000.00 in the account however after the sweeper had been performed by Barclays the balance showed as approximately minus £11,000.00. Councillor M Shepherd advised that his access to the bank account allowed him to transfer money between accounts. A transfer was made to ensure the payments could be processed once the sweep had taken place. After discussion it was agreed for the Clerk to contact Barclays to ascertain if payments made between 6.30pm and 8.00pm would fail to be processed.

**b) Age Debtors.**

There is currently one aged debtor which is an outstanding payment regarding an advert in the Village Voice 134 magazine. The Clerk advised she would contact those concerned regarding payment.

**c) Reserves.**

Councillor C Shepherd advised the roof repair at the centre had been paid for from the DVCA reserves, however there is a need for a safety protection system to be installed on the roof to enable contractors to work safely without the need of scaffolding, this could be funded by the DVCA reserves too. One contractor had been approached to quote for the installation however no quote had been received. Councillor M Shepherd stated a review of the Solar Panels also needs to be conducted to ensure they are working efficiently, as they had previously been moved from the roofs edge to prevent a build-up of silt which was allowing water to enter the building. This is being discussed by the Climate Change working group.

**FW41 Booking of Internal Auditor.**

Councillor M Shepherd advised he would contact Price Bailey regarding booking a date for the Internal Audit.

**FW42 Regular Payments list.**

Councillor M Shepherd had circulated a discussion paper to Councillors prior to the meeting with proposed suggestion as to how the Regular Payment (RP) list would be created, look and function. Councillors discussed in detail criteria needed, referring to the Financial Regulations to ensure the list would meet all requirements.

Councillor M Shepherd suggested two lists be presented to Councillors at Full Council meetings, the first list of payments to be authorised by Councillors at the meeting, the other, a list for informational purposes that shows RP previously authorised. The RP list would be a change control document allowing for things such as price changes within a contract and contract changes. If a new contract replaces an existing one the change would be formally authorised by Full Council and the RP list updated to reflect the changes.

After lengthy discussions Councillor C Shepherd proposed the Clerk begins work on a RP list for April and reports back at the next Finance & Administration Committee meeting. **Councillors agreed the proposal.**

**FW43 Climate Change.**

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

**FW44 Grants.**

Councillor M Shepherd reported there had been three grant applications received and advised there was a balance of £375.00 remaining in the minor grants budget for 2021/22. The applications were:

Norfolk Citizens Advice applying for £200.00 to assist in recruiting and training new volunteers in King's Lynn and Great Yarmouth.

Dersingham Choral Society applying for £150.00 to assist in establishing a new choir in Dersingham.

Fresh Start New Beginnings who had not applied for any specific amount, to help with therapeutic services for children that are victims of sexual abuse.

All application were discussed with Councillors agreeing the following to be proposed to Full Council:

To donate £200.00 to Norfolk Citizen Advice

To donate £150.00 to Dersingham Choral Society

The Clerk to contact Fresh Start New Beginnings thanking them for the application and advising them there are insufficient funds remaining for 2021/22 to agree a grant.

Councillor M Shepherd suggested the Grant application form issued by the Parish Council could be reviewed and possibly simplified.

**FW45 Correspondence received.**

None received.

The Clerk advised there had been an invoice received from BAC Beachcroft for VAT of £160.00. The Clerk had contacted the solicitor and advised them the Parish Council would not pay the VAT on a third parties' invoice. The Clerk contacted Aviva who are now dealing with the matter.

The Clerk stated there was a payment of £12.94 due to HMRC relating to wages. Councillors discussed the payment and agreed that the Clerk should arrange payment and to add the amount to the next Full Council payments approval list for information. Staffing Committee will discuss the matter at their next meeting.

**FW46 Items for inclusion at the next meeting.**

None received.

**FW47 Sports Ground Management Lease.**

Councillor C Shepherd advised she had taken Councillors comments made at the Full Council meeting 28<sup>th</sup> January 2022 back to the solicitor but had received no response.

**FW48 Social Club Lease.**

Councillor C Shepherd advised it had previously been agreed for Councillors Wright and Hipkin to attend the Social Club for an informal discussion with regards to the future of the club. Councillor Hipkin said he would contact Councillor Wright regarding the matter.

**FW37 Date & time of next meeting.**

Tuesday 8<sup>th</sup> March 2022 at 7.00, the Loft, Dersingham 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.
- Forward A4 & A3 paper costings to Councillor M Shepherd.
- To contact Barclays Bank regarding the "Sweeper" times and process.
- To contact the Aged debtor listed regarding payment.
- To add the payment owing to HMRC to the next Full Council Payments list for authorisation.
- To contact Fresh Start New Beginnings thanking them for the application and advising them there are insufficient funds remaining for 2021/22 to agree a grant

**Councillor M Shepherd**

- To contact Price Bailey to regarding a date for the next Internal Audit.
- To propose the following at the next Full Council meeting:  
To donate £200.00 to Norfolk Citizen Advice  
To donate £150.00 to Dersingham Choral Society

**Councillor D Hipkin**

- To liaise with Councillor Wright regarding the Social Club.

With no further business the meeting was closed at 8.350pm