

Minutes of the Meeting of the Finance & Administration Committee held on Monday 2 October 2017 at The Council Offices, Post Office Road at 7.00pm.

Present: Cllr S Payne, Cllr Hathaway, Cllr Anderson & Cllr Hopkins

In attendance: Sarah Bristow (Clerk)

290 Apologies for absence

It was resolved to accept apologies from Cllr Davey

291 Declarations of interest

None Received.

292 Minutes of meeting held on 4 September 2017

It was resolved for the minutes to be signed by the Chair as a true and accurate record.

293 Matters Arising

None

294 Current Financial Position

a) Whole Council Budgets

The Clerk handed round a copy of the latest budget report, everything in order. The Clerk advised that she has had to sign up to the next tier of the Accounts Package due to the amount of income received. (this is around £100.00 increase). and that the Council might have to go temporarily to the next level with the Dersingham Centre Grant Payments coming in. Cllr Payne advised the Clerk to put in an insurance claim for the damage on the Recreation Ground and asked the Clerk if Mr Lee would be putting in a claim for extra hours due to the amount of rubbish being left on the Recreation Ground. **It was resolved for the Clerk to ask Mr Lee and to undertake the insurance claim.** The Clerk advised that she had spent £88.10 out of the Village Voice Live Budget. The balance to be added to the Dersingham Centre Reserves.

b) Aged Debtors

The Clerk advised that there were no aged debtors at this present time.

c) Reserves/Investments

The Clerk handed round the reserves sheet. Everything in order.

295 Urgent Payments.

No urgent payments. Item to be removed from the agenda.

296. Asset Register

Cllr Payne asked that the Dersingham Centre be added to the Council's Asset register as a nominal £1.00 and advised that the Banners needed to be removed. The Clerk still has to check with Edge about the reports and what is available. **It was resolved for the Clerk to speak with Edge, and update the Register.**

297 Risk Assessments.

The Clerk advised that she had gone out to tender for a company to undertake the Risk Assessments for the Environment Committee's responsibility. Cllr Payne felt that this was not necessary and the Clerk should be able to undertake.

298 Dersingham Centre Finances

Cllr Payne advised that there was currently a shortfall of £25,000. The total cost is £902,150.00 with the actual build cost coming in at £850,000.00. After discussion **It was resolved for the money to come out of the General Fund.** Cllr Payne advised that she was waiting to hear regarding a donation. **It was resolved for Cllr Payne to ring and advise The Big Lottery in the morning,**

299 Correspondence Received

- a) **Staffing Issues.** Cllr Hopkins advised that there had been a long discussion regarding the large amount of Toil accrued by the Clerk and how this could be reduced. Cllr Hopkins advised that he had spoken with the Clerk and she had advised that the majority of her toil goes back several years. Cllr Hopkins advised that the Clerk is currently on average working an extra hour a week. After looking at the Clerk hours it appears that the amount of committees that the Clerk services takes a large amount of time. The hours of the Administrative Assistant are also used with the printing of all the paperwork for committees etc. **It was resolved to recommend to Full Council that the Council trials suspending Standing Orders regarding Committees from January and holds two Full Council Meetings a month until the Annual Parish Council Meeting when a decision will be taken to revert or permanently adopt a new meeting structure. The Staffing and Village Centre Committees would still be needed for the time being, also a project group for Village Voice.**
- b) **Mazars returned Audit Report.** The Clerk had previously circulated.
- c) **Letter from the Library regarding De- Fib training.**
- d) **Letter from Parishioner regarding De-Fib.** The Clerk advised that the person who is checking the De-Fib advised that the battery will need replacing next year. **It was resolved for the Clerk to undertake the necessary de-fib training checks with the Administrative Assistant so that the Council are taking responsibility for the De-Fib from now on.**
- e) **Request from Dersingham Village Centre Association.** Cllr Payne advised that the Centre wanted to install a line within the Parish Office for bookings to be left on an answerphone. **It was resolved that the use of a mobile or having a telephone line one into some one's house would be more appropriate. Cllr Payne to inform the Association.**

300 Items for inclusion at the next meeting

Same agenda omitting Urgent Payments.

301 Items for inclusion on the website.

General Data Protection

302 Date and time of next meeting

Monday 6 November 2017 at 7.00pm at the Parish Office.

With no further business the meeting closed at 8.20pm.

Financial Budget Comparison

Comparison between 01/04/17 and 27/09/17 inclusive.
Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance	
INCOME				
Council				
100	Precept	£149,070.00	£149,070.00	£0.00
101	Council Support Grant	£3,487.00	£3,487.00	£0.00
105	DVSC Rent	£5,040.00	£2,520.00	-£2,520.00
110	Interest BP	£15.00	£0.00	-£15.00
115	Interest National Savings	£155.00	£0.00	-£155.00
130	Sports Ground Rent	£5.00	£0.00	-£5.00
135	VAT Rebate	£0.00	£0.00	£0.00
140	Misc	£0.00	£0.00	£0.00
145	Saffron Interest	£0.00	£0.00	£0.00
Total Council		£157,772.00	£155,077.00	-£2,695.00
Communications				
600	Advertisement Dersingham Data	£2,000.00	£0.00	-£2,000.00
605	Advertisement Village Voice	£16,000.00	£14,274.85	-£1,725.15
610	Village Voice Subscriptions	£0.00	£25.50	£25.50
615	Village Voice Live	£200.00	£478.00	£278.00
Total Communications		£18,200.00	£14,778.35	-£3,421.65
Environment				
400	Dog Bin Sponsorship	£0.00	£0.00	£0.00
405	NCC Partnership Scheme	£0.00	£0.00	£0.00
410	Misc	£0.00	£1,006.00	£1,006.00
Total Environment		£0.00	£1,006.00	£1,006.00
Recreation				
500	Grants	£0.00	£0.00	£0.00
515	Children's Activities	£0.00	£0.00	£0.00
520	Christmas	£0.00	£0.00	£0.00
525	Recreation Events	£200.00	£0.00	-£200.00
Total Recreation		£200.00	£0.00	-£200.00
Dersingham Centre				
700	Fundraising Activities	£0.00	£444.60	£444.60
710	Centre Precept	£0.00	£0.00	£0.00
715	Brick Sponsorship	£0.00	£900.00	£900.00
720	Brick/Roof Tile Donation	£0.00	£15.00	£15.00
725	Corporate Sponsorship	£0.00	£0.00	£0.00
730	The Big Lottery	£0.00	£0.00	£0.00
Total Dersingham Centre		£0.00	£1,359.60	£1,359.60
The Warren				
800	Interest- Saffron	£0.00	£0.00	£0.00
Total The Warren		£0.00	£0.00	£0.00
Total Income		£176,172.00	£172,220.95	-£3,951.05
EXPENDITURE				
Council				
1000	Chairman's Allowance	£200.00	£0.00	£200.00

Financial Budget Comparison

Comparison between 01/04/17 and 27/09/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance
1005	Councillors Expenses	£50.00	£0.00	£50.00
1010	Councillor Training	£300.00	£40.00	£260.00
1015	Insurance	£1,900.00	£1,951.62	-£51.62
1020	Audit Fees	£900.00	£112.50	£787.50
1025	Subscriptions	£900.00	£490.00	£410.00
1030	Section 137 Payments	£50.00	£0.00	£50.00
1035	Office Rent	£6,300.00	£3,423.28	£2,876.72
1040	Office Equipment/Maintanance	£1,500.00	£360.90	£1,139.10
1045	Telephones/Broadband	£500.00	£315.08	£184.92
1050	Postage	£150.00	£0.00	£150.00
1055	Stationery	£300.00	£33.35	£266.65
1060	Room Hire	£1,000.00	£190.00	£810.00
1065	Legal Fees/Land Registration	£100.00	£0.00	£100.00
1070	Sports Ground Rent	£1,200.00	£1,200.00	£0.00
1075	VAT	£0.00	£0.00	£0.00
1080	Office Cleaning	£650.00	£325.00	£325.00
1085	Election Expenses	£500.00	£0.00	£500.00
1090	War Memorial Gardens Planting	£0.00	£170.00	-£170.00
1095	War Memorial General	£1,000.00	£0.00	£1,000.00
1100	I T Support	£0.00	£0.00	£0.00
3000	Salaries	£26,500.00	£12,564.38	£13,935.62
3005	Employers N. I.	£2,000.00	£399.09	£1,600.91
3010	SSP/SMP	£0.00	£0.00	£0.00
3015	Pension Contribution	£6,500.00	£2,787.66	£3,712.34
3020	Employment Services	£300.00	£0.00	£300.00
3025	Staff Training	£300.00	£74.75	£225.25
3030	Councillor Mileage	£75.00	£0.00	£75.00
3035	Staff Mileage	£75.00	£0.00	£75.00
Total Council		£53,250.00	£24,437.61	£28,812.39
Communications				
6000	Dersingham Data	£2,000.00	£0.00	£2,000.00
6005	Village Voice	£15,500.00	£5,025.83	£10,474.17
6010	Village Voice Live	£200.00	£271.70	-£71.70
6015	Postage Village Voice	£50.00	£0.00	£50.00
6020	Postage Data	£0.00	£0.00	£0.00
6025	Public Noticeboards	£350.00	£0.00	£350.00
6030	Website	£300.00	£0.00	£300.00
Total Communications		£18,400.00	£5,297.53	£13,102.47
Council - Grants				
2000	Sport Ground Management	£5,000.00	£5,000.00	£0.00
2005	Churchyard	£3,600.00	£1,200.00	£2,400.00
2010	Community Car Scheme	£500.00	£0.00	£500.00
2015	Minor Grants	£450.00	£300.00	£150.00

Financial Budget Comparison

Comparison between 01/04/17 and 27/09/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance
Total Council - Grants	£9,550.00	£6,500.00	£3,050.00
Environment			
4000 Cleaning Contract	£3,500.00	£1,598.47	£1,901.53
4005 Dog Bins	£500.00	£0.00	£500.00
4010 Dog Bin Advertising	£60.00	£0.00	£60.00
4015 Dog Bin Emptying	£2,800.00	£0.00	£2,800.00
4020 Grasscutting/Verge Maintenance	£2,800.00	£1,880.00	£920.00
4025 Floral Enhancements	£350.00	£0.00	£350.00
4030 Taskforce	£150.00	£16.64	£133.36
4035 Street Lighting Energy	£2,500.00	£656.30	£1,843.70
4040 Streetlight Maintenance	£2,000.00	£527.82	£1,472.18
4045 Streetlight Repair/Survey/New	£1,000.00	£530.46	£469.54
4050 Seats/Benches	£0.00	£25.00	-£25.00
4055 Village Sign	£100.00	£0.00	£100.00
4060 Bus Shelters	£250.00	£0.00	£250.00
4065 Footpaths/PROW	£100.00	£0.00	£100.00
4070 Trees	£2,000.00	£485.00	£1,515.00
4075 Litterbins	£0.00	£0.00	£0.00
4080 General Maintenance	£2,000.00	£1,415.00	£585.00
4085 Parish Partnership Scheme	£29,000.00	£2,982.00	£26,018.00
Total Environment	£49,110.00	£10,116.69	£38,993.31
Recreation			
5000 Recreation Water	£75.00	£0.00	£75.00
5005 Recreation Ground Electricity	£150.00	£36.00	£114.00
5010 Playground Equipment - New	£500.00	£826.00	-£326.00
5015 Playground Equipment - Maintenance	£2,000.00	£0.00	£2,000.00
5020 Playground Inspection	£200.00	£112.00	£88.00
5025 Recreation Ground Maintenance	£2,500.00	£652.00	£1,848.00
5030 Recreation Ground Grasscutting	£1,500.00	£554.84	£945.16
5045 Recreation Events	£1,500.00	£95.40	£1,404.60
5050 Children's Activities	£200.00	£0.00	£200.00
5055 Christmas Activities	£500.00	£0.00	£500.00
5060 Funday	£0.00	£0.00	£0.00
Total Recreation	£9,125.00	£2,276.24	£6,848.76
Dersingham Centre			
7000 Survey	£0.00	£0.00	£0.00
7005 Drawings & Plans	£0.00	£898.50	-£898.50
7010 Misc Expenditure	£0.00	£19.80	-£19.80
7015 Fundraising Activities	£100.00	£196.61	-£96.61
7020 Consultation & Events	£250.00	£0.00	£250.00
7025 Development Costs	£34,000.00	£5,587.89	£28,412.11
7030 Administration & Legal Fees	£2,000.00	£4,341.50	-£2,341.50
Total Dersingham Centre	£36,350.00	£11,044.30	£25,305.70

Financial Budget Comparison

Comparison between 01/04/17 and 27/09/17 inclusive.

Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance
The Warren			
8000 Warren Expenditure	£0.00	£1,397.50	-£1,397.50
Total The Warren	£0.00	£1,397.50	-£1,397.50
Total Expenditure	£175,785.00	£61,069.87	£114,715.13
Total Income	£176,172.00	£172,220.95	-£3,951.05
Total Expenditure	£175,785.00	£61,069.87	£114,715.13
Total Net Balance	£387.00	£111,151.08	

Financial Statement - Cashbook

Statement between 01/04/17 and 27/09/17 inclusive.

Balances at the start of the year

Ordinary Accounts

Barclays Current + Stepsaver Account	£38,944.25
National Savings Bank	£98,338.18
Petty Cash	£30.00
Saffron Building Society	£0.00
Voice Float	£100.00

Loan Made Accounts

Dersingham Sports Ground Management Comm	£0.00
Total	£137,412.43

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
100 Precept	149,070.00	0.00	149,070.00
101 Council Support Grant	3,487.00	0.00	3,487.00
105 DVSC Rent	2,520.00	0.00	2,520.00
110 Interest BP	0.00	0.00	0.00
115 Interest National Savings	0.00	0.00	0.00
130 Sports Ground Rent	0.00	0.00	0.00
135 VAT Rebate	8,442.23	0.00	8,442.23
140 Misc	10.26	0.00	10.26
145 Saffron Interest	0.00	0.00	0.00
Council Total	163,529.49	0.00	163,529.49
Communications			
600 Advertisement Dersingham Data	0.00	0.00	0.00
605 Advertisement Village Voice	14,274.85	0.00	14,274.85
610 Village Voice Subscriptions	25.50	0.00	25.50
615 Village Voice Live	478.00	0.00	478.00
Communications Total	14,778.35	0.00	14,778.35
Environment			
400 Dog Bin Sponsorship	0.00	0.00	0.00
405 NCC Partnership Scheme	0.00	0.00	0.00
410 Misc	1,006.00	0.00	1,006.00
Environment Total	1,006.00	0.00	1,006.00
Recreation			
500 Grants	0.00	0.00	0.00
515 Children's Activities	0.00	0.00	0.00
520 Christmas	0.00	0.00	0.00
525 Recreation Events	0.00	0.00	0.00
Recreation Total	0.00	0.00	0.00
Dersingham Centre			
700 Fundraising Activities	444.60	0.00	444.60
710 Centre Precept	0.00	0.00	0.00
715 Brick Sponsorship	900.00	0.00	900.00
720 Brick/Roof Tile Donation	15.00	0.00	15.00

Financial Statement - Cashbook

Statement between 01/04/17 and 27/09/17 inclusive.

725 Corporate Sponsorship	0.00	0.00	0.00
730 The Big Lottery	0.00	0.00	0.00
Dersingham Centre Total	1,359.60	0.00	1,359.60
The Warren			
800 Interest- Saffron	0.00	0.00	0.00
The Warren Total	0.00	0.00	0.00
Total Receipts	180,673.44	0.00	180,673.44
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
1000 Chairman's Allowance	0.00	0.00	0.00
1005 Councillors Expenses	0.00	0.00	0.00
1010 Councillor Training	40.00	0.00	40.00
1015 Insurance	1,951.62	0.00	1,951.62
1020 Audit Fees	112.50	0.00	112.50
1025 Subscriptions	490.00	68.00	558.00
1030 Section 137 Payments	0.00	0.00	0.00
1035 Office Rent	3,423.28	63.16	3,486.44
1040 Office Equipment/Maintanance	360.90	72.19	433.09
1045 Telephones/Broadband	315.08	62.96	378.04
1050 Postage	0.00	0.00	0.00
1055 Stationery	33.35	6.67	40.02
1060 Room Hire	190.00	0.00	190.00
1065 Legal Fees/Land Registration	0.00	0.00	0.00
1070 Sports Ground Rent	1,200.00	0.00	1,200.00
1075 VAT	0.00	0.00	0.00
1080 Office Cleaning	325.00	0.00	325.00
1085 Election Expenses	0.00	0.00	0.00
1090 War Memorial Gardens Planting	170.00	0.00	170.00
1095 War Memorial General	0.00	0.00	0.00
1100 I T Support	0.00	0.00	0.00
3000 Salaries	12,564.38	0.00	12,564.38
3005 Employers N. I.	399.09	0.00	399.09
3010 SSP/SMP	0.00	0.00	0.00
3015 Pension Contribution	2,787.66	0.00	2,787.66
3020 Employment Services	0.00	0.00	0.00
3025 Staff Training	74.75	0.00	74.75
3030 Councillor Mileage	0.00	0.00	0.00
3035 Staff Mileage	0.00	0.00	0.00
Council Total	24,437.61	272.98	24,710.59
Communications			
6000 Dersingham Data	0.00	0.00	0.00
6005 Village Voice	5,025.83	0.00	5,025.83

Financial Statement - Cashbook

Statement between 01/04/17 and 27/09/17 inclusive.

6010 Village Voice Live	271.70	11.31	283.01
6015 Postage Village Voice	0.00	0.00	0.00
6020 Postage Data	0.00	0.00	0.00
6025 Public Noticeboards	0.00	0.00	0.00
6030 Website	0.00	0.00	0.00
Communications Total	5,297.53	11.31	5,308.84
Council - Grants			
2000 Sport Ground Management	5,000.00	0.00	5,000.00
2005 Churchyard	1,200.00	0.00	1,200.00
2010 Community Car Scheme	0.00	0.00	0.00
2015 Minor Grants	300.00	0.00	300.00
Council - Grants Total	6,500.00	0.00	6,500.00
Environment			
4000 Cleaning Contract	1,598.47	7.69	1,606.16
4005 Dog Bins	0.00	0.00	0.00
4010 Dog Bin Advertising	0.00	0.00	0.00
4015 Dog Bin Emptying	0.00	0.00	0.00
4020 Grasscutting/Verge Maintenance	1,880.00	0.00	1,880.00
4025 Floral Enhancements	0.00	0.00	0.00
4030 Taskforce	16.64	3.33	19.97
4035 Street Lighting Energy	656.30	72.78	729.08
4040 Streetlight Maintenance	527.82	105.54	633.36
4045 Streetlight Repair/Survey/New	530.46	106.09	636.55
4050 Seats/Benches	25.00	0.00	25.00
4055 Village Sign	0.00	0.00	0.00
4060 Bus Shelters	0.00	0.00	0.00
4065 Footpaths/PROW	0.00	0.00	0.00
4070 Trees	485.00	97.00	582.00
4075 Litterbins	0.00	0.00	0.00
4080 General Maintenance	1,415.00	236.00	1,651.00
4085 Parish Partnership Scheme	2,982.00	0.00	2,982.00
Environment Total	10,116.69	628.43	10,745.12
Recreation			
5000 Recreation Water	0.00	0.00	0.00
5005 Recreation Ground Electricity	36.00	0.00	36.00
5010 Playground Equipment - New	826.00	165.20	991.20
5015 Playground Equipment - Maintenance	0.00	0.00	0.00
5020 Playground Inspection	112.00	22.40	134.40
5025 Recreation Ground Maintenance	652.00	124.40	776.40
5030 Recreation Ground Grasscutting	554.84	110.99	665.83
5045 Recreation Events	95.40	0.00	95.40

Financial Statement - Cashbook

Statement between 01/04/17 and 27/09/17 inclusive.

5050 Children's Activities	0.00	0.00	0.00
5055 Christmas Activities	0.00	0.00	0.00
5060 Funday	0.00	0.00	0.00
Recreation Total	2,276.24	422.99	2,699.23
Dersingham Centre			
7000 Survey	0.00	0.00	0.00
7005 Drawings & Plans	898.50	170.00	1,068.50
7010 Misc Expenditure	19.80	3.96	23.76
7015 Fundraising Activities	196.61	34.64	231.25
7020 Consultation & Events	0.00	0.00	0.00
7025 Development Costs	5,587.89	1,117.58	6,705.47
7030 Administration & Legal Fees	4,341.50	625.90	4,967.40
Dersingham Centre Total	11,044.30	1,952.08	12,996.38
The Warren			
8000 Warren Expenditure	1,397.50	9.30	1,406.80
The Warren Total	1,397.50	9.30	1,406.80
Total Payments	61,069.87	3,297.09	64,366.96

Closing Balances

Ordinary Accounts

Barclays Current + Stepsaver Account	£155,350.73
National Savings Bank	£98,338.18
Petty Cash	£30.00
Saffron Building Society	£0.00
Voice Float	£0.00

Loan Made Accounts

Dersingham Sports Ground Management Comm	£0.00
Total	£253,718.91

Not all the accounts have been reconciled exactly to the end date on this statement.

Reserves

Start of year 01/04/17

The Warren

	£34,062.76	Start of year value
22/05/17	-£210.00	Expenditure transaction 27,
28/06/17	-£90.00	Expenditure transaction 56,
28/06/17	-£210.00	Expenditure transaction 55,
25/07/17	-£181.00	Expenditure transaction 119,
31/07/17	-£210.00	Expenditure transaction 86,
04/09/17	-£55.80	Expenditure transaction 115,
21/09/17	£181.00	Income transaction 133,
25/09/17	-£210.00	Expenditure transaction 133,
25/09/17	-£240.00	Expenditure transaction 132,
	£32,836.96	Current value

Dersingham Centre

	£97,278.76	Start of year value
10/04/17	£34,000.00	Income transaction 77, precept part
19/04/17	£100.00	Income transaction 72,
18/05/17	£100.00	Income transaction 90,
25/05/17	£15.00	Income transaction 76,
05/06/17	£100.00	Income transaction 89,
15/06/17	£5.00	Income transaction 109,
16/06/17	£100.00	Income transaction 91,
20/06/17	£20.00	Income transaction 95,
21/06/17	£20.00	Income transaction 96,
26/06/17	£10.00	Income transaction 98,
28/06/17	-£2,867.40	Expenditure transaction 66,
28/06/17	-£900.00	Expenditure transaction 65,
05/07/17	£10.00	Income transaction 99,
10/07/17	£50.00	Income transaction 104,
17/07/17	£75.00	Income transaction 108,
18/07/17	-£43,518.00	To General Fund, Incorrect assignment to reserve
26/07/17	£35.00	Income transaction 112,
26/07/17	£5.00	Income transaction 111,

26/07/17	£100.00	Income transaction 110,
31/07/17	-£1,050.00	Expenditure transaction 92,
03/08/17	£134.10	Income transaction 116,
03/08/17	£12,500.00	From Skateboard Park, Borrowing
03/08/17	£100.00	Income transaction 115,
30/08/17	£200.00	Income transaction 119,
30/08/17	-£1,020.00	Expenditure transaction 111,
30/08/17	-£28.66	Expenditure transaction 112,
30/08/17	£100.00	Income transaction 118,
13/09/17	£53.00	Income transaction 130,
13/09/17	£27.50	Income transaction 131,
25/09/17	-£48.00	Expenditure transaction 138,
25/09/17	-£6,753.97	Expenditure transaction 152,
25/09/17	-£32.00	Expenditure transaction 143,
25/09/17	-£23.76	Expenditure transaction 142,
25/09/17	-£48.00	Expenditure transaction 139,
25/09/17	-£12.34	Expenditure transaction 153,
25/09/17	-£67.20	Expenditure transaction 140,
	£88,769.03	Current value

Skateboard Park

	£9,000.00	Start of year value
10/04/17	£3,500.00	Income transaction 78, Support Grant
03/08/17	-£12,500.00	To Dersingham Centre, Borrowing
	£0.00	Current value