

**.Minutes of the Meeting of the Finance & Administration Committee held on Monday 6 November 2017 at The Council Offices, Post Office Road at 7.00pm.**

**Present:** Cllr S Payne, Cllr C Davey, Cllr Hathaway, Cllr Anderson & Cllr Hopkins

**In attendance:** Sarah Bristow (Clerk)

**303 Apologies for absence**

Everyone present.

**304 Declarations of interest**

None Received.

**305 Minutes of meeting held on 2 October 2017**

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

**306 Matters Arising**

None

**307 Current Financial Position**

**a) Whole Council Budgets**

The Clerk handed round a copy of the latest budget report, everything in order. Cllr Hathaway asked why only £100 was given to the Community Car Scheme when it is usually £500. The Clerk advised that it was an error on her part. **It was resolved for another cheque to be raised for the correct amount.** Now the money has been used and the final figure is in for Village Voice Live the surplus can be vired to the Centre budget. **It was resolved for the Clerk to undertake.**

**b) Aged Debtors**

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

**c) Reserves/Investments**

The Clerk advised that because last months payments have not been paid on the system. These are currently not available.

**308 Precept/Budget Setting**

The Committee went through line by line. See attached budget sheet. The Clerk advised that updates were not being received from LCPAS the same as NALC and the Council may want to think again about this subscription. Cllr Payne asked the Clerk to check with the LCPAS to see why the updates were not being received. A line to be put in regarding the De-Fib. **It was resolved for the Clerk to check with Mr Carl Smith from the ambulance service re whether child pads are necessary and also to check if the school had children's pads.** Discussions and budgets were put in regarding the War Memorial, savings to rent etc. **It was resolved to recommend to Full Council that any savings in the Administrative Budget be transferred to the Centre Budget.**

**309. Asset Register**

No Change. The Clerk still needs to speak with Edge.

**310 Risk Assessments.**

Nothing to report.

**311 Dersingham Centre Finances**

The Clerk read out some advice that she had received from the VAT Advisor for the SLCC, which had been received today. The Clerk to check if new build or refurbishment. The Clerk to apply for the outstanding grant.

**312 Correspondence Received**

a) **17/18 Audit Fees.** The Clerk handed round the Audit fee sheet for 17/18, which could be as much as £2,000 depending on how much of the lottery money has been received within this current year.

**313 Items for inclusion at the next meeting**

Same agenda adding Data Protection Officer.

**314 Items for inclusion on the website.**

Standing Order  
Financial Regulations  
Policies

**315 Date and time of next meeting**

**Monday 4 December 2017 at 7.00pm at the Parish Office.**

With no further business the meeting closed at 8.35pm.

# Financial Budget Comparison

Comparison between 01/04/17 and 21/11/17 inclusive. Includes due and unpaid transactions.

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

	2017/18	Actual Net	Balance	2018/19	
<b>Council Income</b>					
100	Precept	£149,070.00	£149,070.00	£0.00	£0.00
101	Council Support Grant	£3,487.00	£3,487.00	£0.00	£3,000.00
105	DVSC Rent	£5,040.00	£2,940.00	-£2,100.00	£5,040.00
110	Interest BP	£15.00	£0.00	-£15.00	£15.00
115	Interest National Savings	£155.00	£0.00	-£155.00	£155.00
130	Sports Ground Rent	£5.00	£0.00	-£5.00	£5.00
135	VAT Rebate	£0.00	£0.00	£0.00	£0.00
140	Misc	£0.00	£0.00	£0.00	£0.00
145	Saffron Interest	£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£157,772.00</b>	<b>£155,497.00</b>	<b>-£2,275.00</b>	<b>£8,215.00</b>
<b>Expenditure</b>					
1000	Chairman's Allowance	£200.00	£40.00	£160.00	£200.00
1005	Councillors Expenses	£50.00	£0.00	£50.00	£50.00
1010	Councillor Training	£300.00	£40.00	£260.00	£300.00
1015	Insurance	£1,900.00	£1,951.62	-£51.62	£4,000.00
1020	Audit Fees	£900.00	£537.50	£362.50	£2,250.00
1025	Subscriptions	£900.00	£603.00	£297.00	£1,000.00
1030	Section 137 Payments	£50.00	£222.00	-£172.00	£50.00
1035	Office Rent	£6,300.00	£3,923.28	£2,376.72	£3,200.00
1040	Office Equipment/Maintenance	£1,500.00	£493.33	£1,006.67	£1,500.00
1045	Telephones/Broadband	£500.00	£410.99	£89.01	£500.00
1050	Postage	£150.00	£3.90	£146.10	£150.00
1055	Stationery	£300.00	£137.82	£162.18	£300.00
1060	Room Hire	£1,000.00	£220.00	£780.00	£1,500.00
1065	Legal Fees/Land Registration	£100.00	£0.00	£100.00	£200.00
1070	Sports Ground Rent	£1,200.00	£1,200.00	£0.00	£1,200.00
1075	VAT	£0.00	£0.00	£0.00	£0.00
1080	Office Cleaning	£650.00	£375.00	£275.00	£325.00
1085	Election Expenses	£500.00	£0.00	£500.00	£500.00
1090	War Memorial Gardens Planting	£0.00	£170.00	-£170.00	£100.00
1095	War Memorial Maintenance	£1,000.00	£61.75	£938.25	£1,000.00
1100	I T Support	£0.00	£0.00	£0.00	£0.00
1105	misc	£0.00	£0.00	£0.00	£100.00
1110	Loan Repayment	£0.00	£0.00	£0.00	£3,500.00
3000	Salaries	£26,500.00	£15,192.91	£11,307.09	£28,000.00
3005	Employers N. I.	£2,000.00	£798.18	£1,201.82	£2,400.00
3010	SSP/SMP	£0.00	£0.00	£0.00	£0.00
3015	Pension Contribution	£6,500.00	£3,252.27	£3,247.73	£7,000.00
3020	Employment Services	£300.00	£0.00	£300.00	£0.00
3025	Staff Training	£300.00	£74.75	£225.25	£300.00
3030	Councillor Mileage	£75.00	£0.00	£75.00	£75.00
3035	Staff Mileage	£75.00	£0.00	£75.00	£75.00
<b>Total Expenditure</b>		<b>£53,250.00</b>	<b>£29,708.30</b>	<b>£23,541.70</b>	<b>£59,775.00</b>

# Financial Budget Comparison

Comparison between 01/04/17 and 21/11/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/17

		2017/18	Actual Net	Balance	2018/19
<b>Communications</b>					
<b>Income</b>					
600	Advertisement Dersingham Data	£2,000.00	£1,800.00	-£200.00	£2,000.00
605	Advertisement Village Voice	£16,000.00	£14,743.85	-£1,256.15	£16,000.00
610	Village Voice Subscriptions	£0.00	£29.75	£29.75	£0.00
615	Village Voice Live	£200.00	£478.00	£278.00	£200.00
<b>Total Income</b>		£18,200.00	£17,051.60	-£1,148.40	£18,200.00
<b>Expenditure</b>					
6000	Dersingham Data	£2,000.00	£0.00	£2,000.00	£2,000.00
6005	Village Voice	£15,500.00	£7,248.88	£8,251.12	£15,500.00
6010	Village Voice Live	£200.00	£345.12	-£145.12	£200.00
6015	Postage Village Voice	£50.00	£0.00	£50.00	£50.00
6020	Postage Data	£0.00	£0.00	£0.00	£0.00
6025	Public Noticeboards	£350.00	£0.00	£350.00	£350.00
6030	Website	£300.00	£0.00	£300.00	£400.00
<b>Total Expenditure</b>		£18,400.00	£7,594.00	£10,806.00	£18,500.00
<b>Council - Grants</b>					
<b>Expenditure</b>					
2000	Sport Ground Management	£5,000.00	£5,000.00	£0.00	£5,500.00
2005	Churchyard	£3,600.00	£3,600.00	£0.00	£3,600.00
2010	Community Car Scheme	£500.00	£500.00	£0.00	£500.00
2015	Minor Grants	£450.00	£300.00	£150.00	£450.00
<b>Total Expenditure</b>		£9,550.00	£9,400.00	£150.00	£10,050.00
<b>Environment</b>					
<b>Income</b>					
400	Dog Bin Sponsorship	£0.00	£0.00	£0.00	£600.00
405	NCC Partnership Scheme	£0.00	£0.00	£0.00	£0.00
410	Misc	£0.00	£1,006.00	£1,006.00	£0.00
<b>Total Income</b>		£0.00	£1,006.00	£1,006.00	£600.00
<b>Expenditure</b>					
4000	Cleaning Contract	£3,500.00	£1,890.46	£1,609.54	£3,500.00
4005	Dog Bins	£500.00	£0.00	£500.00	£500.00
4010	Dog Bin Advertising	£60.00	£0.00	£60.00	£60.00
4015	Dog Bin Emptying	£2,800.00	£0.00	£2,800.00	£3,000.00
4020	Grasscutting/Verge Maintenance	£2,800.00	£2,205.00	£595.00	£3,300.00
4025	Floral Enhancements	£350.00	£0.00	£350.00	£350.00
4030	Taskforce	£150.00	£16.64	£133.36	£75.00
4035	Street Lighting Energy	£2,500.00	£689.50	£1,810.50	£2,000.00
4040	Streetlight Maintenance	£2,000.00	£615.79	£1,384.21	£1,500.00
4045	Streetlight Repair/Survey/New	£1,000.00	£530.46	£469.54	£3,500.00
4050	Seats/Benches	£0.00	£25.00	-£25.00	£100.00
4055	Village Sign	£100.00	£0.00	£100.00	£100.00
4060	Bus Shelters	£250.00	£0.00	£250.00	£250.00
4065	Footpaths/PROW	£100.00	£0.00	£100.00	£100.00
4070	Trees	£2,000.00	£485.00	£1,515.00	£3,000.00
4075	Litterbins	£0.00	£0.00	£0.00	£0.00
4080	General Maintenance	£2,000.00	£1,435.00	£565.00	£2,000.00
4085	Parish Partnership Scheme	£29,000.00	£27,982.00	£1,018.00	£0.00
<b>Total Expenditure</b>		£49,110.00	£35,874.85	£13,235.15	£23,335.00

# Financial Budget Comparison

Comparison between 01/04/17 and 21/11/17 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/17

	2017/18	Actual Net	Balance	2018/19
<b>Recreation Income</b>				
500	Grants	£0.00	£0.00	£0.00
515	Income from Events	£0.00	£0.00	£0.00
520	Fundraising	£0.00	£0.00	£0.00
525	Recreation Events	£0.00	£0.00	£200.00
<b>Total Income</b>		£0.00	£0.00	£200.00
<b>Expenditure</b>				
5000	Recreation Water	£75.00	£43.06	£31.94
5005	Recreation Ground Electricity	£150.00	£42.00	£108.00
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	£655.72	£844.28
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
<b>Total Expenditure</b>		£9,125.00	£2,426.18	£6,698.82
<b>Dersingham Centre Income</b>				
700	Fundraising Activities	£0.00	£14,543.10	£14,543.10
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
735	Grants	£0.00	£0.00	£0.00
<b>Total Income</b>		£0.00	£15,458.10	£15,458.10
<b>Expenditure</b>				
7000	Survey	£0.00	£150.00	-£150.00
7005	Drawings & Plans	£0.00	£1,044.50	-£1,044.50
7010	Misc Expenditure	£0.00	£546.15	-£546.15
7015	Fundraising Activities	£100.00	£196.61	-£96.61
7020	Consultation & Events	£250.00	£0.00	£250.00
7025	Development Costs	£34,000.00	£30,259.37	£3,740.63
7030	Administration & Legal Fees	£2,000.00	£4,341.50	-£2,341.50
<b>Total Expenditure</b>		£36,350.00	£36,538.13	-£188.13
<b>The Warren Income</b>				
800	Interest- Saffron	£0.00	£0.00	£0.00
<b>Total Income</b>		£0.00	£0.00	£0.00
<b>Expenditure</b>				
8000	Warren Expenditure	£0.00	£2,447.50	-£2,447.50
<b>Total Expenditure</b>		£0.00	£2,447.50	-£2,447.50
<b>Total Income</b>		£175,972.00	£188,910.70	£27,215.00
<b>Total Expenditure</b>		£175,785.00	£123,988.96	£202,635.00
<b>Total Net Balance</b>		<b>£187.00</b>	<b>£64,921.74</b>	<b>-£175,420.00</b>