

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 16th January 2023 at 7.00pm.

Present: Cllrs Mike Shepherd (Chairman), Dane Hipkin (Vice Chairman), Brian Anderson, Robert Frost, and Coral Shepherd.

In attendance: Karen Orgill (Business Manager)
Geraldine Scanlon (Assistant Business Manager & Minute Taker)

805 To consider apologies for absence

All present

806 Declarations of interest and requests for dispensations by councillors in any agenda item

None received.

807 Minutes of the Finance & Administration Committee meeting 12th December 2022

a) To approve the Minutes

The minutes were approved and signed by the Chairman as a correct record once the following amendment has been made.

Minute number 798 Cllr Frist to be changed to Cllr Frost.

b) Matters arising

Action points were discussed and those completed were removed.

c) Matters arising

Items covered on agenda.

808 Current Financial Position

a) Current Financial Position.

Cllr M Shepherd advised he had completed his Internal Auditor Controller checks and reported the bank reconciliations to end of December 2022 were all in order with no other significant issues noted.

b) Whole Council Budgets.

No issues were raised.

c) Age Debtors.

Cllr M Shepherd advised there is only one Aged Debtor however the invoice was issued 15th December 2022 and therefore may not have been processed yet.

The Locum RFO has submitted the VAT return, the net VAT to be reclaimed is £2193.00.

d) Reserves.

No issues were raised.

809 Budget for 2023/2024

Cllr M Shepherd had circulated a comprehensive report along with a spreadsheet inclusive of the Committees proposed spends for 2023/2024, which are shown on the last column of the Financial Budget Comparison report. Cllr M Shepherd advised once the report had been discussed and agreed by the Committee, it would be presented to the Full Council for approval.

Councillors discussed the overall budget and agreed the figures shown for 2023/2024 be presented to Full Council. Throughout the discussion Cllr M Shepherd reported the budget figures presented included carry-overs from the current financial year, consisting of unspent contingency sums, which will lower the new funding requirement for 2023/2024 by £16,680.

The proposed carry-overs are:

Council Budget

1010	Councillor Training	£1,480.00
1150	General Administration	£4,500.00
1155	QE2 Jubilee Hall Contingency Fund	£7,000.00

Recreation Budget

5005	Recreation Ground Electricity	£100.00
5015	Playground equipment maintenance	£2,500.00
5065	Recreation Ground 5-year plan	£1,100.00

In addition to the above carry-over figures there are two additional proposed carry-overs however, the expenditure may be split over the two financial years therefore the committee wish to carry-over the unspent balance from 2022/2023 of each expenditure code to 2023/2024.

Council Budget

1065	Legal Fees/Land Registration	£4,000.00 max
1170	Service improvement	£3,500.00 max

810 Precept for 2023/2024

Cllr M Shepherd had circulated a report and Committee members discussed the precept for 2023/2024. **It was resolved to recommend the following to Full Council.**

That the Parish Council funds the proposed budget, directly from the Precept. That available accrued savings in the General Fund will be used to top up the Projects Reserve after the end of this financial year. That, subject to Full Council agreeing the proposed budget on 23rd January 2023.

The precept be set at £158,500.00, this is approximately the same as 2022/2023

811 NS&I Account

The Business Manager (BM) advised she had contacted Coventry Building Society and Nationwide Building Society neither of which offer business accounts. The current interest rate on the NS&I business account is 0.06%, however NS&I offer an Income Bond Account (IBA) with an interest rate of 2.4%. It was agreed that more information about the IBA was needed and that on-line access to the chosen account is important for oversight and accountability. Cllr C Shepherd proposed the BM researches the availability of other building societies and collate a written report for the next Committee meeting.

The BM manager proposed she requests suggestions of accounts used by other Parish Councils on the Clerks Facebook page. It was resolved to approve the proposal. Cllr M Shepherd suggested the BM also discuss the matter with Locum RFO.

812 IT Update

Cllr M Shepherd stated the new IT equipment for the staff is ready for use and a date has been agreed for installation and staff training.

The Email host has now been switched to Microsoft 365 Online. Once the budget setting process is complete Cllr M Shepherd will contact Councillors regarding the new Email system.

813 Tagging of Defibrillators

Cllr C Shepherd advised, after the defibrillator located at the village centre had been used but returned to the Police Station. It was agreed the BM add the address to each unit to aid return after use. The Police have since returned the defibrillator to the Village Centre. A proposal was suggested for an Airtag, costing £35.00, and this will be revisited. The BM will install a laminated tag to each Parish Council Defibrillators and offer the DVCA one too. Cllr C Shepherd asked for the office mobile phone to be placed on the next Finance & Administration Committee agenda.

814 Correspondence

The BM reported the following:

A grant application had been received from the Dersingham Choir requesting £200.00 to assist with printing costs such as posters, banners, and tickets. Councillors discussed the request. **It was resolved to approve the grant of £200.00 to Dersingham Choir and for the Locum RFO to be requested to add it to the December payment authorisation list.**

Two sets of paediatric pads and one set of adult pads have been ordered for the defibrillators, the company had sent a proforma invoice. Cllr M Shepherd advised the Locum RFO would accept the invoice. The BM asked if the Parish Council would be replacing the purchase card used by the previous Clerk. It was confirmed that is the intention and that Cllr C Shepherd would discuss the process with Barclays once the current issue with them has been resolved.

Cllr C Shepherd advised a letter had been received today from Barclays bank notifying the Parish Council their bank account is restricted, this is an ongoing issue that originated from an email received from Barclays requesting information about the Parish Council bank account.

815 Items for inclusion on the next agenda
Office Mobile Phone

816 Date of next meeting – Monday 13th February 2023 at 7pm. Loft, Dersingham Centre

With no further business public were asked to leave at 8.25pm

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.

817 Leases Update

a) Sportsground

Cllr C Shepherd reported there was no update regarding the lease.

b) Social Club

Cllr C Shepherd reported there was no update regarding the lease.

Action Points

Business Manger

- To add Standing Orders and Financial Regulations to a future Finance & Administration Committee (Feb 2023).
- To notify the Locum RFO of agreed grant of £200.00 to Dersingham Choir.
- To write a report for the next F&A meeting, informing Committee members of interest rates etc as per minute 811.
- To create and place a laminated tag on each Parish Council owned defibrillator

Cllr M Shepherd

- To collate reports on agreed budgets and precept for ratification at the Full Council meetings 23rd and 30th January 2023
- To contact Councillors regarding the change of email host from Gmail to Microsoft Outlook

Cllr C Shepherd

- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points.

- To liaise with Cllr M Shepherd/Barclays regarding obtaining a new purchase card.