

Minutes of the Meeting of the Finance & Administration Committee held on Monday 11 November 2019 at 7.00pm in The Loft, Dersingham Centre, Dersingham

Present: Cllr M Shepherd, Cllr B Hopkins, Cllr R Frost & Cllr B Anderson

In attendance: Sarah Bristow (Clerk)

497 Apologies for absence

It was resolved to accept apologies from Cllr D Murrell.

498 Declarations of interest

No declarations of interest.

499 Minutes of the Finance Committee Meeting held on the 10 October 2019. It was resolved for the minutes to be signed by the Chair as a true and accurate record.

500 Matters Arising from the Minutes

488A Cllr Shepherd handed round copies of the Budget Heading Transaction Details Report. Cllr Shepherd advised that the Clerk had sent out the wrong report and this is the report that he felt all Committees should receive as he advised that it had helped him. The Clerk advised that she had sent out the Paid Expenditure Transaction Report and the Received Income Transaction Report as this gave the same information and covered the last month as the transactions for the previous months had already been to committee and checked and was duplication and confusing. Cllr Shepherd advised that he had asked for the Budget Heading Transaction Details Report and that is what should have been sent out. If committees felt that it was not helpful, then this could be addressed later.

501 Current Financial Position The Clerk had previously sent round the reports.

a) Whole Council Budgets. Cllr Shepherd handed round a report that he had achieved. He advised that there were some issues with four of the budgets. A) on the unrepresented affects on the reconciled statement there were two outstanding for Utility Warehouse. The Clerk advised that is might be a duplication as they do not get regular invoices. The Clerk agreed to check it out. The Clerk advised that she was sure the mobile phone was now totally paid for and would look in to obtaining a sim only plan. **It was resolved for the Clerk to check out and to come to the next meeting with a proposal.** Cllr Shepherd also advised that it said again that not all accounts had been reconciled. The Clerk advised that she only usually achieve the NS&I, Sportsground and Petty Cash on a quarter or half yearly basis as no movements have been achieved. B) Cllr Shepherd advised that the Dersingham Centre Reserve seems low and feels that the precept has not been put in. The Clerk advised that it was only reserve budget that had a precept. It has been missed as the first year of undertaking like this and she would journal across. C) Cllr Shepherd advised that monies have not been received and spent from the correct budgets regarding the bus

stop. The Clerk advised that she can not see the budgets on the screen only scrolling down a list. The Clerk agreed to have a budget sheet in front of her as there are so many budget codes now, she cannot always remember if it should go somewhere specific. The Clerk agreed to journal, so they come go in and out of the correct budget. D) Cllr Shepherd advised that Cllr C Shepherd had asked what was left in the training budget and when told she felt that it was not correct. Cllr Shepherd checked and it was down to the joint training session and the monies had been spent out of the training budget but had been reimbursed on 140 misc. The Clerk to work out a way of getting the budget to read correctly.

- b) **Aged Debtors.** The Clerk advised that there were currently no aged debtors.
- c) **Reserves.** Everything will be fine when the journal for the Centre is achieved.
- d) **VAT.** The Clerk advised that all the VAT was claimed up to the end of September and had been received. Cllr Shepherd asked if this was via the Edge Package. The Clerk advised that she had printed the reports from Edge but because three months were from the previous year's accounts, she had undertaken manually on the HMRC website.

502 Dersingham Centre Updates

- a) **Liaison Group** Cllr Shepherd advised that the group were due to meet later in the week.
- b) **Leases and Licences.** Cllr Shepherd advised that these were moving but very slowly at the moment.
- c) **Requests for Landlord Consent.** Cllr Shepherd handed round a paper with the details of a request for Landlord's Consent regarding installing a fixed AV equipment in the Main Hall. Cllr Shepherd is proposing:

That the Parish Council agree to DVCA Carrying out the AV Works outlined in the quotation from AED at their own expense provided:

- a. Any associated mains electrical work is undertaken by a suitably qualified electrician.
- b. The mounted projector does not obscure the fire exit sign to the car park.
- c. Any damage done to the building structure or decoration is rectified at no cost to the council.

It was resolved to recommend that the work can be achieved as the above points are adhered to.

503 Internal Audit – update

- a) **Audit Report Action Plan.** Cllr Shepherd advised that the Internal Auditor had attended the office with Cllr C Shepherd, the Clerk and himself and Cllr Hopkins had also attended for part of the meeting at the Internal Auditors request. Cllr Shepherd advised that the action plan was addressed, and new deadline timescales put in, the dual authorisation was discussed and the possible need to change banks if it cannot be achieved successfully. The final item was the Risk Register, the Auditor had been given a draft that the

Clerk had achieved years ago as a starter. The Internal Auditor agreed to take away and add to it and bring it up to date with what he expected to see. Cllr Shepherd advised that the Internal Auditor had told him that he had sent the revised draft to the Clerk. The Clerk advised that she had received some questions from him but no draft. Cllr Shepherd advised that he was told differently and would go back to him and check.

504 Accounting Processes

Cllr Shepherd advised that he had sent round a discussion paper that he hoped everyone had read. Cllr Shepherd advised that it was mainly a discussion paper between him and the Clerk but if anyone wanted to make comment that was fine.

It was resolved for Cllr Shepherd to go over with the Clerk and this item to be brought back to the next meeting.

505 Precept Planning

Cllr Shepherd advised that he had ran out of time and had not been able to produce any budget figures. Cllr Shepherd advised that there were lots of considerations with the lease to the Social Club, possible increase on the Sports Ground Rent, VE Celebrations, the War Memorial and Cllr Frost added Bank Road and the Clerk added Operation London Bridge. Cllr Shepherd advised that the Clerk needed to achieve an outturn report. The Clerk advised that it was already on her list, but time was an issue at the moment. Cllr Shepherd wanted everyone to think about these issues and this item would have to be addressed at the December meeting.

506 Council Meetings

a) Financial Reporting. The Clerk advised that due to account reports being in pdf and then not being able to incorporate into the minutes, where possible the Clerk is now saving into a word document but that it will not work when minutes are portrait and accounts are landscaped which they are at present because of undertaking budgets reviews. These will be attached as a separate document.

B) Minutes. Cllr Shepherd handed round a paper on minutes. Cllr Shepherd advised that he felt that minutes were not correct as the corrections were not being made to the minutes out for approval. The Clerk advised that she had received the paper and had undertaken her own survey and there was a difference of opinion. The Clerk advised that she was happy to make any amendments in long hand and initial and then the Chair of the committee to sign and then these minutes are scanned and put on the website and the amendment/s recorded in the current minutes. The Clerk was happy to be asked for factual corrections to be changed by the Chair of the Committee but not for other Committee Members or the Chair of the Council to ask for factual or non-factual corrections prior to the meeting. **It was resolved to recommend that amendments are made by the Clerk and initialled by the Clerk then Signed by the Chair agreeing the meeting and then scanned and put on the website with the Chair's signature redacted.**

507 Council Awards. The Clerk advised the Committee that the Chair of the Council had said that she would not agree to undertaking at this present time. So, felt that it was not appropriate now to discuss.

508 Correspondence Received

Letter from Barclays advising that the loyalty rate was being decreased.

509 Items for inclusion at the next Full Meeting.

Same Agenda

510 Items for inclusion on the website.

Nothing to be included.

511 Date and time of next meeting

Monday 9 December 2019 at 7.00pm At Dersingham Village Centre.

With no further business the meeting closed at 8.55pm.