

Minutes of the Meeting of the Finance & Administration Committee held virtually on Monday 8th March 2021 at 7.00pm.

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

In attendance: Geraldine Scanlon (Communications Officer)

668 Apologies for absence

It was resolved to accept apologies from Councillor G Billard and Councillor Frost.

669 Declarations of interest.

Please indicate if there are any interest, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

None received.

Councillor M Shepherd welcomed Councillor Hipkin to the Finance Committee and explained there are two types of interest that could be declared regarding agenda items

Councillor M Shepherd wished to confirm Councillor Hipkin had neither pecuniary or prejudicial interest in the items relating to Dersingham football minor grant application or the Sports Ground leases. Councillor Hipkin confirmed he did not need to declare any interest in any agenda item.

670 Minutes of the Meeting held 8th February 2021.

a) Approve Minutes.

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

b) Matters arising from Minutes.

The action points were reviewed and updated.

671 Current Financial Position.

a) Whole Council Budgets.

Councillor M Shepherd stated the Finance budget reports along with the Internal Audit Controller report for February 2021 had been circulated and suggested he and Councillor Hipkin have a meeting to go through the various Financial reports and processes in more detail.

Councillor M Shepherd reported the bank reconciliations were in order, and only one minor data entry error of £00.01 on the CIL reserve report expenditure transaction 221 was found during his monthly checks.

b) Age Debtors.

Councillor M Shepherd noted that the Committee had received no aged debtors report so assumed there are none.

c) Reserves.

Councillor M Shepherd stated he had no update regarding reserves, and they remain as reported.

Councillor C Shepherd advised the £10,000.00 grant from the Big Lottery had been received and had been credited to the Skatepark reserve.

d) VAT.

Councillor M Shepherd reported that the VAT has been reconciled up to the end of December and that the payment has now been received from HMRC.

Councillor Hipkin queried the VAT reduction being shown however there appeared to be no budget for VAT. Councillor M Shepherd explained that was due to the way finance package used by the Parish Council functions and outlined how it currently handles VAT. After discussion Councillor M Shepherd suggested he and the three newly co-opted councillors meet to discuss the finance package used and reports generated as they will need an understanding to help enable manage the council.

672 Regular Payments.

Councillor M Shepherd advised he was trying to create a regular payments list compiled from the contract register circulated by the Clerk to show quarterly, bi-yearly, and yearly payments with the prospect of creating a document that could be used as a payment calendar. However there had been conflicting information shown on the contract dates and the duration of the contracts therefore Councillor M Shepherd is awaiting an updated contract register to enable him to continue.

673 Minor Grants.

a) Dersingham Football.

Councillor C Shepherd advised she had contacted the applicant regarding his application for a grant as it was unclear if the application was from the Youth Football or from the Sports Ground Management Committee. He confirmed the grant was on behalf of the Sports Ground Management Committee.

Councillor M Shepherd reminded the committee that previously a grant application had been received from youth football to assist in the purchase of kit and goal posts however the Finance committee had decided additional information was required; the Clerk issued an application form, and it was this that we are now considering.

Councillor C Shepherd asked if she should declare an interest in the application as she is the Parish Council representative on the Sports Ground Committee, although she had no right to vote on proposals suggested at sports ground committee meetings. Councillor B Anderson agreed no interest needed to be declared as Councillor C Shepherd could not influence any decisions made by the Sports Ground Committee.

After discussion Councillor B Anderson proposed the grant of £175.00 be recommended to Full Council for approval. **It was resolved to approve the proposal.**

Councillor C Shepherd suggested she raise the issue of a litter pick on the Sports Ground with the Environment committee and for it to be conducted in conjunction with the Borough Council so the litter can then be collected and disposed of.

b) Dersingham United Charities.

Councillor M Shepherd proposed the agenda item be deferred as no information had been circulated. He stated previously Finance committee had resolved to carry over the balance of the Minor Grants into the next financial year and this would need a recommendation to Full Council. **It was resolved to recommend the carry over of the balance for the Minor Grants budget to the next financial year.**

674 Recreation Ground Charity.

Councillors to vote on spending £100.00 to find out the type of trustee.

Councillor C Shepherd explained she and the Clerk had attended a training course relating to charity status and it was felt clarification was needed regarding the trustee status for the Recreation Ground Charity. The facilitator of the course had offered to supply more information for a fee of circa £100.00. After discussion it was agreed to defer the agenda item until a written quote had been obtained. Councillor B Anderson asked where the funding would come from for the fees. Councillor M Shepherd said payment could be made from the legal expenses budget. Councillor C Shepherd said under the current financial regulations the payment could be authorised by the Clerk and the Chairman of the Finance committee as it was below the threshold for requiring Full Council approval.

It was agreed for the Clerk to obtain a written quote.

675 Correspondence received.

Councillor C Shepherd advised a letter had been received from NARs thanking the Parish Council for their donation.

676 Items for inclusion at the next meeting.

None

677 Items for the website.

None

678 Date and time of next meeting.

Monday 19th April to be held virtually at 7.00pm

The meeting was closed at 8.15pm

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.

679 Social Club Lease.

Councillor C Shepherd reported there was no update on the Social Club lease however there may be an update once the Government Road Map dates come into effect for clubs and pubs to re-open. Councillor C Shepherd suggested the

Clerk contact the Social Club management team early April with a view to obtaining an update.

680 Head Lease/Sports Ground Leases.

Councillor M Shepherd gave a brief resume to Councillor Hipkin to ensure he was aware of the background and current situation with the headlease and underlease to the Sports Ground Committee. Councillor C Shepherd advised all parties concerned continued to progress the leases with everyone striving to process them as quickly as possible, unfortunately there are delays around registering with Land Registry.

681 Contracts.

a) Pat testing.

Councillor M Shepherd advised the last PAT testing had not been carried out since the Parish Council office relocating to the Centre in October 2018.

After discussion it was agreed to ask the Clerk to obtain quotes and specification of equipment that would need to be tested.

d) Insurance.

Councillor M Shepherd advised that the current insurance is on a three-year contract and is due to expire 31st July 2021.

After discussion it was agreed to ask the Clerk to obtain quotes for the upcoming insurance renewal.

With no further business the meeting was closed at 8.10pm

Action Points

Cllr M Shepherd

- **Email disclaimer slip.**
- **To arrange meeting with Councillor Hipkin to discuss finance reports and processes**

Cllr Frost

- **Contact Mr. Hunter regarding disbanded Youth Club donation for the Skatepark project.**

Cllr C Shepherd

- **Discuss litter pick with Environment Committee.**

Clerk

- **Continue to pursue refund of youth club money from the police.**
- **To provide an updated contract register to Councilor M Shepherd.**
- **To obtain a written quote regarding obtaining further information on the trustee status, Recreation Ground Charity.**
- **Contact Social Club early April regarding the club re-opening post lockdown.**
- **To obtain quotes and specification of equipment requiring PAT testing.**
- **To obtain quotes re Insurance renewal due 31st July 2021**