

Notes of Meeting of the Finance & Administration Working Group meeting held virtually on Monday 13th December at 7.00pm.

Present: Councillor M Shepherd (Chairman), Councillor B Anderson, Councillor R Frost and Councillor C Shepherd.

In attendance: Sarah Bristow (Clerk – RFO)
Geraldine Scanlon (Communications Officer)

FW13 Apologies for absence.
No apologies were received.

FW14 Meeting to adjourn to allow public participation.
No public present.

FW15 To approve the note of the Finance & Administration Working Group meeting held 8th November 2021.
a) To approve the notes
It was resolved for the notes to be signed by the Chairman as a true record.
b) Matters arising from the minutes.
Action points were discussed and those completed were removed.
The Clerk advised she had been updating her draft copy of the Regular Payments list and was awaiting information from Corona regarding the current contract. It was agreed the Regular Payments list would be finalised and circulated to the Finance & Administration Committee.
The Clerk stated she had not extracted the report for DVCA printing costs as she felt it would be better to do so at the end of the month.
The Clerk reported there will be no increase to the actual Edge package costs for the coming year as there is still one year of contract remaining, however there may be a small increase in additional expenditure should we exceed the accounting band limits.

FW16 Current Financial Position.
a) Whole Council Budgets.
Councillor M Shepherd advised he had circulated the Internal Audit Controllers report for both October and November 2021 checks. He reported the Bank reconciliations for both months were in order with all other financial reports being numerically consistent. There had been a few comments for the attention of the Clerk.
b) Age Debtors.
Councillor M Shepherd commented that no list of Aged Debtors had been circulated however there were entries shown on the report he had run from Edge. The outstanding amounts were discussed. An outstanding entry for HM Customs & excise £20483.94 was discussed at length and it was agreed the Clerk would contact HM Customs & excise regarding the matter. The Clerk reported two of the others have been paid and the third is in hand

c) Reserves.
Councillor C Shepherd and the Clerk had no update regarding the reserves.

FW17 Regular Payments List.
This item was covered in note number FW15 (b)

FW18

Climate Change.

Councillor B Anderson advised there was no update from the Climate Change working group and asked if Councillors could notify him of any issues for discussion before the next Environment Committee meeting. Councillor M Shepherd suggested that the DVC solar panels could be discussed, however he had been waiting for the repairs on the roof to be completed before raising the item on the agenda. Councillors discussed a wire-based fall protection safety system being installed on the roof to enable contractors to work safely without the need of scaffolding. It was decided this would be considered again in the new year.

FW19

Grants.

a) Dersingham PCC Grant

Councillor C Shepherd advised after receiving correspondence from the PCC requesting an increase in the grant received from the Parish Council, she had contacted Neil Adams from the PCC to ascertain a suggested amount. For the previous six years the grant has remained at £3600.00 with an increase of £150.00 to £3750.00 in 2021/22. With a change in contractors undertaking the grasscutting at the churchyard the cost has risen significantly leaving the PCC to pay the additional £1440 needed to cover the costs. An increase to the PCC grant was discussed at length. **It was agreed to recommend to Full Council an increase to the PCC grant of £1250.00 to a yearly figure of £5000.00 for 2022/23.**

b) EACH

Councillor M Shepherd advised the correspondence received from EACH (East Anglia's Children Hospice) had been circulated however the deadline had passed. He asked if Councillors would like to donate to EACH as there is £575 remaining in the Grants budget. **It was agreed to recommend to Full Council a donation of £200.00 be made to EACH.**

FW20

2022/23 Budgets.

Councillor M Shepherd advised the budget lines that had been deferred as the previous meeting needed to be reviewed. Councillors discussed the relevant "Council" and "Council Grants" budget lines.

The following were agreed:

Income

101 Council Support Grant - To be set as Nil

Expenditure

145 Printing - To remain at £300.00

1015 Insurance - To remain at £4500.00

1040 Office Equip/Maintenance - To remain at £350.00

1045 Telephone/Broadband- To increase from £750.00 to £800.00

1055 Stationery- To increase from £200.00 to £300.00

1130 Software/Subs/Licencing/Maint - To increase from £1700.00 to £1800.00

1135 IT Hardware Leases -To remain at £1000.00

1145 New Replacement IT Hardware – To remain at £4000.00

1160 Printing costs - To remain at £800.00

Council Grants

Expenditure

2005 Churchyard – To increase from £3750.00 to £5000.00

FW21 Correspondence.

Councillor M Shepherd advised he had been unable to open the Eon Energy statement circulated by the Clerk. The Clerk advised it was confirmation from Eon that the account balance was nil.

The Clerk advised correspondence had been received from HMRC regarding the National Insurance credit shown on the Parish Council account. Aston Shaw had incorrectly claimed a refund from HMRC which had subsequently been repaid however HMRC records suggest we are in credit by the amount of the refund. Councillor M Shepherd stated the payment was received and refunded in the last financial year and asked if the credit would have any implications to this year's accounts. The Clerk confirmed this year's accounts would not be affected. The Clerk has contacted Aston Shaw requesting they issue the relevant forms to HMRC to deal with the matter.

FW22 Items for inclusion at the next meeting.

FW23 Sports Ground Management Lease.

Councillor C Shepherd advised there was no update regarding the Leases as there had been no progress from the landowners.

FW24 Social Club Lease.

Councillor C Shepherd advised, as there had been no response from the Social Club regarding the letter received issued by the Parish Council, there was no update.

FW25 Date & time of next meeting.

Monday 10th January 2022 at 7.00pm, via Zoom.

Action Points

Clerk

- Review Financial Regulations and Standing Orders later in the year with the Finance & Administration Committee.
- Produce the regular payments list for the next meeting.
- To obtain a report regarding printing costs for DVCA and provide an updated outturn for budget lines 1040 Office Equipment/Maintenance & 1160 Printing costs.
- To liaise with Mrs. Scanlon re Office mobile phone usage, cost etc
- To contact HM Customs & Excise regarding the £20483.94 aged debt.

Councillor M Shepherd

- To recommend to Full Council an increase to the PCC grant of £1250.00 to a yearly figure of £5000.00 for 2022/23.
- To recommend to Full Council a donation of £200.00 be made to EACH.

With no further business the meeting was closed at 8.45pm