

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 13th June 2022 at 7.00pm.

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

In attendance:

Geraldine Scanlon (Communications Officer)

1 Member of public

752 Election of Chair.

Councillor D Hipkin nominated Councillor M Shepherd. Councillor R Anderson seconded the nomination. **It was resolved to approve Councillor M Shepherd as Chairman of the Finance & Administration Committee.**

753 Election of Vice Chair.

Councillor B Anderson nominated Councillor D Hipkin. Councillor C Shepherd seconded the nomination. **It was resolved to approve Councillor D Hipkin as Vice Chairman of the Finance & Administration Committee.**

754 To consider apologies for absence.

None.

755 To review Committee Terms of Reference.

Councillor M Shepherd advised the Committee Terms of Reference had been circulated and made the following proposals:

Paragraph 2

To change bank interest to banking.

To add Information technology and telephony.

Amended paragraph to read as follows:

The Committee is responsible for financial planning in general and specifically for preparing the draft annual budget, three-year financial plan, and precept proposal for consideration at the Council's January meeting. The Committee is responsible for overseeing the Council's overall finances and has specific responsibility for VAT, banking, chairman's allowance, councillors' expenses, elections, administration, information technology and telephony, office expenses, grants, financial aspects of contracts, and contingencies.

Paragraph 4

Amended paragraph to read as follows:

The Committee is responsible for monitoring the way in which the Council's work is organised and undertaken, reviewing the governance and processes and making necessary recommendations to the Council.

With no further amendments suggested. **It was resolved to approve the proposal.**

756 Minutes of the Finance & Administration Committee meeting 16th May 2022.

a) To approve the Minutes.

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

Change Councillor M Frost to Councillor R Frost.

b) Matters arising from the notes.

Councillor M Shepherd advised any matters arising were covered as agenda items.

757 Current Financial Position.

a) Whole Council Budgets.

Councillor M Shepherd said he had circulated his April 2022 Internal Audit Controllers report and advised the bank reconciliations were in order and there had been no other issues found.

He reported an unexplained entry had shown on the Financial Budget Comparison report code 5030 Recreation Ground Maintenance. An unexplained reserve movement of £170.00 is indicated, although this only appears on this report. The Clerk said she would investigate and advise accordingly. Councillor C Shepherd suggested an entry showing on the Reserve Movements report, 30th May 2022 of £170.00, 106: Expenditure transaction 47 may be relevant to the unexplained entry.

b) Age Debtors.

The Clerk advised there were no aged debtors.

c) Reserves.

Councillor M Shepherd advised the reserves report had been circulated, with no further updates to report.

d) Future of the NS&I account.

The Clerk advised, as the recent statement for NS&I had been sent to her rather than previous signatory, the account had been updated as requested and the signatories were now Councillors Noble, Bubb and B Anderson.

Committee discussed the NS&I account. Councillor M Shepherd proposed the Council retain the account but consider closing it in the future and open a new bank account elsewhere that can be accessed online. **It was resolved to approve the proposal.**

758

Internal Audit Report.

Councillor M Shepherd advised the Internal Auditors report had been circulated. A green assurance level had been achieved with some good practice points noted for attention. The Risk Register had been highlighted as requiring additional work.

759

Draft Annual Governance & Accountability Return (AGAR).

Councillor M Shepherd reported the AGAR form had to be formally completed at the next Full Council meeting. He advised that the draft section 2 circulated had been checked against last years return, the March Budget Comparison and cashbook reports, and PWLB annual statement. The Clerk confirmed that the only figures he had queried had now been clarified and they were correct. Section 1 box 9 and Section 2 box 11, which relates to trust funds, was discussed and it was agreed that the questions should be completed as last year. **It was resolved to recommend that Full Council accept the draft section 2 and give the same answers to the Trust Fund questions as last year. An explanatory note should be provided to the Auditor to explain that the Council is sole trustee of a Charity, but it has been dormant for many years and has no funds of its own. The Parish Council therefore believes the answers to the Trust Fund questions to be correct. Further advice as to the status and future of the charity is being sought.**

760

Grant Applications.

a) Fresh Starts New Beginnings.

Councillor M Shepherd stated a grant application had been received and at the previous Finance & Administration meeting the Clerk had been asked to establish an amount Fresh Starts New Beginnings wished to apply for. The Clerk advised she had contacted them however they had not responded with an amount. Councillors discussed the application. **It was resolved to decline the application for now, but with a possible review early next year.**

b) Norfolk Accident Rescue Service (NARS).

Councillor M Shepherd advised a grant application had been received from NARS for £250.00. Councillors discussed the application, and it was considered to be a

worthy local cause that the Parish Council has donated to previously. **It was resolved to approve a minor grant of £250.00 to NARS.**

- 761 Microsoft Licenses.**
Councillor M Shepherd explained the Parish Council currently has three Microsoft licenses at a cost of £34.50 per month. The current procedure is as a license expires an automatic renewal would take place, however the new package for the licenses is more expensive and less flexible. There is a Business Standard License that would be more than adequate for the needs of the Parish Council at a monthly cost of approximately £25.20 per month and advised the Business Standard License could easily be upgraded in the future should the need arise, however downgrading from a higher specification license would not be an option. Therefore, Councillor M Shepherd proposed the three existing licenses be replaced with Microsoft 365 Business Standard License, the monthly Direct Debit remain in place and the licenses take effect from 1st July 2022. Councillors discussed the proposal. **It was resolved to approve the proposal.**
- 762 Climate Change.**
Councillor B Anderson advised the Climate Change Working Group had not met; however, he hoped a meeting would take place before the next Finance & Administration meeting. He asked if the roof was accessible to assess the solar panels. Councillor M Shepherd said there is currently no fixed safety line in place so great care is needed.
- 763 Correspondence.**
Councillor C Shepherd advised correspondence had been received relating to the closure of the infant school on Saxon Way and requested the item be added to the next Full Council meeting.
- 764 Items for inclusion at the next meeting.**
Standing Orders
Financial Regulations
- 765 Date and time of the next meeting.**
Monday 11th July 2022. 7.00pm, the 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

- 766 Sports Ground Management Lease.**
Councillor C Shepherd advised there is no update regarding the lease.
- 767 Social Club Lease.**
Correspondence with the Social Club was discussed. **It was resolved to write a further letter to the Club Secretary.**

With no further business the meeting was closed at 8.40pm

Action Points

Clerk

- To investigate entry of £170.00 Reserves Movement shown on the Financial Budget Comparison report code 5030 Recreation Ground Maintenance.
- To notify Fresh Starts New Beginning of the Committees decision regarding their grant application
- To notify NARS of the Committees decision regarding their grant application and to add to July payment list.
- To add the closure of the Infant School, Saxon Way consultation to the Full Council agenda.
- To add Standing Orders and Financial Regulations to the next Finance & Administration Committee agenda.