

THESE MINUTES ARE NOT APPROVED

Minutes of meeting of Finance, General Purposes and Administration Committee held on 16 September 2009 in St Cecilia's Church at 7.00pm

Present: Cllr P Burall, Cllr G Sergeant, Cllr R Brackstone,

In attendance: Clerk, & Internal Auditor Mrs Watt

Parishioners: None

175 Apologies for absence

None received

176 Declarations of Interest

None received.

177 Minutes of the meeting held on 21 July 2009

a. Approval of Minutes

It was resolved that the minutes be signed by the Chair after the following amendment: Minute 157 regarding the discussion. It was felt that it should have read that a vote was taken regarding specifics of this situation and the meeting was closed for a brief time by the Chair.

b. Matters arising

Nothing to report.

178. Internal Auditor's Report– Mrs Watt

Mrs Watt went through her recommendations. **It was resolved that quarterly budget reports would be sent to the Internal Auditor. The Clerk handed Mrs Watt a copy. Cllr Burall to draft a suitable piece to add to financial regulations with regards to all purchases to be in the name of the Council only then recommended to full council.** Mrs Watt asked for copies of the May minutes, which the Clerk had sent her but these were the AGM/APM minutes that had not gone to full council. **It was resolved that these be put on the web site as unapproved.** Cllr Burall said that these also needed to go to the library. The Clerk said that she had been informed that the Library had not got the folder and copies that Anita took a couple of weeks ago. Cllr Burall said that they were packing to close for refurbishment. **It was resolved that the library is sent the minutes electronically as asked. The Library will print off and Anita will check that this is achieved.** The Clerk said that bank reconciliations are completed monthly and she had unfortunately left the copies in the office. The Clerk agreed to send a copy to all present. Regarding banking **It was also resolved that the Clerk does not have to bank at the Post Office but can use the bank so that the figures are checked and money is not carried.** The Clerk advised that banking is usually weekly unless there is nothing to bank but this was not achieved earlier in the year due to the accounts and starting the year late. The Clerk said that she had been banking weekly recently even when on leave. Regarding VAT and Village Voice. **It was resolved for the Clerk to seek advice from the NCAPTC and report**

back to this committee. Mrs Watt said that there is a few pence difference in the way the wages are worked out, and asked that at the next audit the Clerk go through her workings. The Clerk said that in her opinion her wages are still not correct and it is now nine months and they still have not been looked at. Cllr Burall said that Cllr Johnston and he had looked and it is down to interpretation and said that the way to sort this out is through a grievance. The Clerk said that leave cards and toil were available in the office and had been seen by Cllr Burall. **It was resolved to recommend to full council that Mrs Watt be given permission to write to the HMRC with regards to payroll. Any letters to be seen by the FGP&A/Full Council before being sent.** Mrs Watt said that she wished to add a further recommendation regarding Annual Appraisals of staff that they are completed urgently. **It was resolved that these be completed.** A date of the second Thursday in October for the paperwork to be taken to Mrs Watt.

The Chair asked that Agenda Item 7 be taken next, while the Internal Auditor is still present.

179 Bank Accounts – Cllr G Sergeant

Cllr Sergeant asked if it would be a good idea for all committees to have their own paying in book and poss cheque book for Village Voice and Village Voice Live. The Clerk said that she did not feel that it was necessary as Village Voice Live was mainly cash payments. Mrs Watt said she did not see a benefit to the Council at this present time. **It was resolved for this to be looked at again in six months.**

Mrs Watt left the meeting.

180 To receive report of current financial position.

The Clerk handed round copies of the current financial position. Cllr Sergeant said that these should have been available prior to the meeting. The Clerk said that she was currently on leave but had been in the office to complete accounts as she had queries that she needed to ask Anita about. The Clerk agreed to send out prior to the meeting in future. Cllr Burall said that they could be in PDF format and emailed. Cllr Burall also asked if a balance sheet could also be made available. The Clerk said she would send out in future. **It was resolved that the Community Car Scheme money for this year be sent.** The Clerk said that the Office Equipment budget needs to be revised as all the new office furniture and trade sacks etc have not been taken into account. Cllr Sergeant said that the office rent budget is also not right. **It was resolved that these two budgets are reviewed at the next meeting.**

181 Budget Mid-Term Review

Cllr Burall said that due to the War Memorial Project our reserves are no longer available to cover the earmarked projects. Cllr Burall asked that all committee's be asked to cut down on spending if necessary and that no monies would be available from reserves unless very urgent. Cllr

Burall said that Data is no longer going to be printed and Cllr Bubb was working on the costings to include in Village Voice and Cllr Burall would report back to this committee after the next Communications committee. **It was also resolved to recommend to Full Council that the Recreation Committee be suspended until more Councillors are elected/co-opted and that the FGP&A run the budget and the Full Council runs the day to day agenda.**

182 Budget for Village Hall

It was also resolved to recommend to Full Council that the SWG and the FGP&A get together to work out a budget for any Village Hall. It was decided that a joint meeting was necessary. The Clerk suggested that Janice Howell of the Rural Community Council be asked to attend. **It was resolved for a meeting to be set.**

183 Staffing contracts- Change of address – Cllr G Sergeant

Cllr Sergeant said that we need to change the staff's contracts due to the change of work place. Cllr Sergeant said that she felt that job descriptions needed to be looked at as the copy she had did not have much on the Clerk. The Clerk said that Cllr Sergeant did not have the up to date copy and agreed to send her the current copy. The Clerk to change the addresses on the contracts.

184 Office Premises

a) Telephones

The Clerk said that she had had a large telephone bill in of over £300, but she has not had time to check it yet. Tiscali have not got back to her regarding changing to their all in package. **It was resolved for Cllr Burall to look at the bill and for the Clerk to check on money supermarket for the best deal at the present time as new email addresses via the web site were already being used and we did not need Tiscali for email.**

b) Office Premises

Cllr Burall said that he still had a large amount of items in his hall from the old office. It was suggested from the Communication Committee that we ask Sandringham if we could purchase a metal shed and store it in the Tithe Barn. Cllr Sergeant said that she had asked about having it at the back of the new office and they seemed fine about the idea before. **It was resolved for the Clerk to ask Collings if this was possible and report back.** Cllr Burall said that things that we did not need to keep should be offered to the halls, schools or Social Club in the village. This was agreed. Cllr Burall went on to explain about having planning application in electronic format and the projector with Village Voice Live going halves. The Clerk said that she did not know if the parish laptop was up for the job. Cllr Burall to look at the laptop.

185. DVSC Lease/Rent Payment

The Clerk said that they were now up to date with their payments. Cllr Burall asked if the Committee knew about their Audit procedures. **It was resolved for Cllr Berry to ask at their next meeting.** The Clerk has received a letter from the Social Club regarding the payment from the Village Fryer. **It was resolved for the Clerk to write and ask for the Council to be informed what the payment is once it has been agreed.** They are also requesting if a member of the Club be allowed to have a vegetable stall in the car park on Saturday and Sunday lunchtimes. **It was resolved that they be allowed to hold this for a period of three months then it must be reviewed. The Clerk to write and inform them of this decision.**

185 Personnel Issues – Cllr Sergeant

The Clerk said that while she was on Maternity Leave the Council were paying for 24.7 hrs per week. The Clerk said that this committee were going to look at the work achieved by the office staff. **It was resolved that Cllr Sergeant and Cllr Burall to look at the workload.**

186 Correspondence From Committees- Cllr G Sergeant

Cllr Sergeant said that the Chairs of Committees wished to see the letters sent on behalf of themselves **It was resolved for the Clerk to send a copy via email.**

187 Community Centre

Cllr Sergeant asked if anything has been received from Sandringham regarding the survey. The Clerk said that the Surveyor had a meeting with Mr O'Lone last Thursday and he had said that he would ask Mr O'Lone to contact us by today so that it could come to this meeting but she had not been in the office to check. Cllr Burall said that he had checked with Anita this morning and nothing had been received. **It was resolved for the Clerk to speak with his Secretary.**

188 Public Notifications – Cllr G Sergeant

Cllr Sergeant said that this was something that had been suggested by the Environment Committee. When the Parish Council are going to put in a new litter bin etc they should put a notice up informing parishioners of the Councils intension like the Borough Council do with a planning application. **It was resolved to recommend to Full Council that this is achieved.**

189 Grievance/Disciplinary Procedure – Cllr P Burall

Cllr Burall said that he has Cllr Johnson's draft but there are things that are not correct with regards to Disciplinary procedure. Cllr Burall said

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that he had achieved a draft prior to this. The Clerk said that the staff had rejected Cllr Burall's draft and Cllr Johnson's draft has errors regarding staffing committees etc that we do not have. The Clerk said that as the Council agreed to her contact which is a NALC/SLCC arrangement she is covered under their Grievance/Disciplinary procedure, which Cllr Burall objected to before. **It was resolved for the Clerk to let Cllr Sergeant have a copy of the SLCC procedure and herself and Cllr Burall will go through all three and work on a new draft.**

190 Office Procedures – Cllr G Sergeant

Nothing to discuss.

191 To receive correspondence

The Clerk had received a request from the Sport Ground Management regarding the payment for the cleaning of the dyke. **It was resolved for the Clerk to ask for the bill to be made out and sent to the Parish Council.**

The Norfolk Lowland Search and Rescue had asked for the donation. **It was resolved for the Clerk to advise that we do not have the money available this year.**

192 To agree date for next meeting

A meeting needs to take place prior to the October Full Council meeting. The Clerk advised that this date was due to be changed as it was half term and Cllr Burall had agreed to her taking this time off as she was unable to take a week in the August that was planned due to the office move. **It was resolved that the Full Council meeting must stay the same. The Clerk to contact Mrs Woods or another Clerk to Clerk this meeting.**

Wednesday 21 October 2009 at 11.00am.

With no further business the meeting closed at 7.45pm.