

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL FINANCE COMMITTEE MEETING

Held at at the Manor Rooms, The Street, Trowse on **Thursday 21st November at 7.15pm**

Present: Cllrs Morgan Haynes, Janet Peart, James Smerdon, Hazel Smith. Clerk: Mrs S Hunt

1. ELECTION OF CHAIR.

Cllr Janet Peart Was proposed Cllr Smerdon, seconded Cllr Smith and took the chair.

2. APOLOGIES.

None.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS.

Allotment Holders: Cllrs M Haynes, H Smith. The meeting is making no decisions regarding allotments.

4. MINUTES OF PREVIOUS MEETING None – inaugural meeting.

5. PUBLIC FORUM . No one present.

6. INTERNAL AUDIT.

The meeting received the Internal Audit report and worked through the actions.

The inputting of data to the SCRIBE system is important and will resolve many issues.

To take the recommendations in order:

December meeting to consider the setting of Strategic priorities.

Code of Conduct to Full Council Monday 25th November.

The review and adoption of Policies and Procedures is ongoing.

It was confirmed that bank signatories on ALL accounts are Cllr M Haynes, Cllr J Smerdon and Cllr H Smith.

The new website regulations are coming in September 2020 NALC has been asked and confirmed that the website will be compliant.

VAT Return to be processed when SCRIBE is up to date.

It was AGREED to recommend the increase of Fidelity Guarantee to £100,000.00 given the sums held at the bank.

Council has the suggested work at the Playground in hand.

Budget to be presented to full council.

Earmarked reserves from 2018/19 were declared as:

| | |
|------------------------|---------|
| Play equipment repairs | £15,735 |
|------------------------|---------|

| | |
|---------------------------|---------|
| Street Light Replacements | £ 6,000 |
|---------------------------|---------|

| | |
|-----------|---------|
| Tree work | £ 3,000 |
|-----------|---------|

| | |
|-------|----------------|
| TOTAL | £24,735 |
|-------|----------------|

Given the brought forward balance of £133,000 this was considered inadequate earmarking, the meeting AGREED to recommend:

| | |
|--------------------|------------|
| Neighbourhood Plan | £20,000.00 |
|--------------------|------------|

| | |
|------------------------------|---------|
| Street Furniture/replacement | £10,000 |
|------------------------------|---------|

| | |
|--------------------|---------|
| Playground repairs | £15,735 |
|--------------------|---------|

Trowse Parish Council, The Manor Rooms, The Street, TROWSE, NR14 8ST

trowsepc@outlook.com

07899798853

| | |
|-----------------------------------|----------------|
| Tree works increased to | £6,000 |
| Cemetery Improvements | £8,000 |
| Car Parking Scheme | £7,500 |
| Highways Projects | £6,000 |
| Unanticipated Professional advice | £10,000 |
| Election costs | £ 2,000 |
| TOTAL | £85,235 |

The balance remaining against budgeted codes to be used to offset the precept request for 2020/21.

The Asset register is to remain an agenda item until resolved – insurance company to be issued with new register when updated.

Bank reconciliations to council as soon as available. (SCRIBE dependent).

7. BANKING AND SIGNATORIES.

Santander – change of mandate forms have been sent to Santander along with requested paperwork.
Lloyds – there are now no issues accessing the current account and cheques have been cashed with no issues.
Nationwide – the account is now open, mandate forms have been signed to be sent and a cheque for £80,000.00 has been signed to transfer that money across.

8. SCRIBE ACCOUNTING.

The Clerk confirmed to the meeting that no transactions have yet been input for the 2019 financial year. This is a priority before being handed to the new clerk.

9. VAT.

A VAT return is due to be completed when the data is uploaded.

10. CURRENT FEES – CEMETERY.

Fees need revising. The Council charges double for non-residents. New legislation has altered the costings. Cllr Smith/Clerk.

11. TO REVIEW ASSET REGISTER.

The meeting reviewed the recommendations made by Open Spaces – changes dependent upon itemised play equipment and street furniture from Cllr C Bowers.

12. TO REVIEW OPEN SPACES MINUTES AND FINANCIAL IMPLICATIONS.

The meeting reviewed the expenditure concerned over the items necessary.

13. TO REVIEW BUDGET AND CONSIDER PRECEPT RECOMMENDATION.

The meeting reviewed the budget for last year and the current precept costs. Full budget to be produced utilising non earmarked reserves for budgeted expenditure and to be reviewed by Finance Councillors and presented to Parish Council meeting on 9th December for approval. Band D figures have not yet been provided by South Norfolk District Council to allow percentage sums to be calculated.

14. DATE AND TIME OF NEXT MEETING.

Clerk to call prior to the 9th December if necessary to review submitted budget.

15. ANY ITEMS FOR THE AGENDA. None.

RECOMMENDATIONS FOR MAIN COUNCIL:

It was AGREED to recommend the increase of Fidelity Guarantee to £100,000.00 given the sums held at the bank.

Given the brought forward balance of £133,000 this was considered inadequate earmarking, the meeting AGREED to recommend:

| | |
|-----------------------------------|----------------|
| Neighbourhood Plan | £20,000.00 |
| Street Furniture/replacement | £10,000 |
| Playground repairs | £15,735 |
| Tree works increased to | £6,000 |
| Cemetery Improvements | £8,000 |
| Car Parking Scheme | £7,500 |
| Highways Projects | £6,000 |
| Unanticipated Professional advice | £10,000 |
| Election costs | £ 2,000 |
| TOTAL | £85,235 |