

Minutes of the Finance, Admin. And GDPR Committee  
held on Tuesday 28<sup>th</sup> June at 7.00pm  
in The Upstairs Meeting Room, The Poppy Centre, Recreation Road, Stalham.

Present: Cllrs Maggie Green, Matthew Taylor (chair), Steve Toone, Margaret Willoughby.  
Clerk: Mrs Sarah Hunt

**1. Minutes.**

The minutes of the meeting held 22<sup>nd</sup> November 2021 were **AGREED** as a true and correct record and signed by the Chairman.

**2. Apologies.**

Apologies were RECEIVED and ACCEPTED from Cllr K Bayes – alternative commitment.

**3. Declarations of Interest.**

None.

**4. Public Participation.**

None present.

**5. Town Planning.**

5.1 Applications. To consider any applications circulated prior to the meeting.

5.1.1 PF/21/3389 – Lucinda House, Moor Lane, The Green, Stalham, NR12 9QD.  
Single and two storey extensions to dwelling to include internal/attached annexe.  
This has been called into committee for 30<sup>th</sup> June.

5.2 Decisions. To receive notification of any decisions received prior to the meeting.

5.2.1 None

**6. Banking.**

6.1 Bank reconciliations **RECEIVED** and signed by the chair. Current Balances:

Unity.	£38,142.15
Natwest	£39,617.28
Reserve Acc.	£ 2631.16
Nationwide	£25000.00

6.2 The meeting considered current bank account provision and costs. Unity charging scale to be taken to next meeting along with Natwest charging scale. Currently Unity (online banking) is kept under £100,000 turnover to maintain banking at £6.00/month and avoid transaction charges – Natwest charges per transaction and is not as easy to use as there is no internet access.

**7. Financial Year 2021-22.**

7.1 The meeting received and discussed Internal Audit report and consider actions:

7.1.1 Financial Risk Assessment needed – to be amended to include Credit Card useage.

- 7.1.2 Standing Orders to be reviewed.
- 7.1.3 Internal control document to be reviewed – see 10.3 and 10.4.
- 7.1.4 Asset register to be reviewed and adopted – see item 8.
- 7.1.5 Fireproof safe for burial records. These have been part-digitised during the year, to be scanned in as possible. The records are kept in a brick building which is separate from any residential property.
- 7.1.6 Website Accessibility – this is an ongoing requirement for the Clerks to address and ensure new documents are compliant wherever possible.
- 7.2 Noted that the end of year VAT claim was processed value £7,667.82.
- 7.3 Budget review: The meeting reviewed the budget for 2021/22. It was NOTED that the excess of expenditure over income for 2021/22 was £963.00.  
The meeting reviewed the budget for 2022/23. It was NOTED that the budget for this year will need adjusting to allow for the increased staffing costs. The budget had been set at £40,000 for salaries and £10,000 for pensions. This has now been roughly doubled due to two full time staff. Training was set at £500 and year to date is already £765. Training was considered a necessary expenditure, and staffing hours cannot now be cut. To next meeting to discuss which budgets to draw the funding from. Burial Ground extension? Charity expenditure? Ear marked reserves for Salary?

## **8. Asset Register.**

To receive and review current asset register. Next meeting.

## **9. Budget.**

- 9.1 Reviewed budget and consider figures to date 2022/23. See item 7.3
- 9.2 Consideration of any additional budget lines that would benefit Council: Events/Market/Capital Equipment. Clerk to amend.
- 9.3 To consider Ear Marked Reserve and consider any necessary changes. Next meeting.

## **10. Policies.**

To review the following policies:

- 10.1 Financial Regulations. To full Council.
- 10.2 Cllr S Toone to perform the duty of Internal Scrutineer and complete review quarterly.
- 10.3 Internal Financial Control Checklist. AGREED as presented.
- 10.4 Internal Control Document. AGREED as presented.
- 10.5 Grants Policy. AGREED as presented.
- 10.6 Grant Application Form. AGREED as presented.
- 10.7 Financial Risk Assessment. To be amended to include credit card.
- 10.8 Reserves Policy. It was AGREED this was not necessary at present.

## **11. Matters for reporting or future agenda.**

Review of Budget and reallocation of funds.

## **12. To set date for next meeting.**

Tuesday 30<sup>th</sup> August 2022 at the Poppy Centre Committee Room.