

MINUTES OF A MEETING OF THE FINANCE COMMITTEE  
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,  
THETFORD, ON TUESDAY 17<sup>th</sup> SEPTEMBER 2019

The Mayor, Councillor B J Canham

Councillors:

C P R Burnett  
C Harvey

J Butler  
J James (Chair)

Officers in attendance  
Alan Yorke  
Chris Crimmen

Finance Officer  
Committee Secretary

MINUTES

- 348/19 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS  
None.
- 349/19 APOLOGIES FOR ABSENCE  
Apologies were received from M P Brindle.
- 350/19 MINUTES  
**RESOLVED: The minutes of the committee meeting to be held on the 20<sup>th</sup> August 2019, to be received by Full Council on the 24<sup>th</sup> September 2019, as a true record and be signed/initialled by the Chairman.**
- 351/19 FINANCIAL REPORT FOR MONTH FIVE  
The Chair asked Councillors to receive and approve the financial report and the schedule of income and expenditure contained therein (see Appendix A). The Finance Manager reported that it is a requirement of the Financial Regulations that a report on the status of the budget be presented to the Finance Committee. This report meets that requirement.  
It is also a requirement that the Finance Committee approve a schedule of proposed payments (see Appendix B).  
After a discussion Councillor C Burnett proposed and Councillor C Harvey seconded:  
**RECOMMENDATION: That Thetford Town Council adopt the financial report for the status of the budget for the five months ended 31<sup>st</sup> August 2019 (see Appendix A).**  
The Finance Officer had also tabled the summary of payments for August 2019 and after a discussion Councillor C Burnett proposed and Councillor J Butler seconded:  
**RESOLVED: That Thetford Town Council adopt the schedule of payments for August 2019 (see Appendix B).**
- 352/19 COMMITTEE FINANCIAL DECISIONS  
There were none to note.
- 353/19 CONTRACTS UPDATE  
There were none to note.
- 354/19 REVIEW OF DEBTORS AND POTENTIAL WRITE OFF ACTION  
The Finance Manager had been tasked to investigate how other Councils report their debtor lists and had reorganised the disclosure of debtors' reports

in finance committee minutes based on best practice. After a discussion it was agreed to continue for this format for future debtor reports.

The Finance Manager asked councillors to review the debtors list and consider any required action required. After a discussion Councillor C Burnett proposed and Councillor C Harvey seconded:

**RECOMMENDATION: That the Finance Committee recommends that the following debtor's balances be written off.**

Debtor	Amount
MS1	227.94
MS2	60.00
FP2	150.00
FP3	100.00
PR1	62.50
OD3	5.00
TOTAL	605.44

After a discussion Councillor C Harvey proposed and Councillor C Burnett seconded:

**RECOMMENDATION: That the Finance Committee recommends that as these amounts are deemed immaterial that they be taken as income.**

Debtor	Amount	Date
Debtor A	- 0.14	05/03/2019
Debtor B	- 1.00	20/07/2018
Debtor C	- 20.00	05/03/2018
Debtor D	- 5.00	07/03/2018
TOTAL	- 26.14	

355/19

STATUS OF INTERNAL AUDIT REPORT

The Finance Manager had issued a follow up to the Internal Audit Report and Councillors were happy with the progress made.

356/19

UPDATING OF THE FINANCIAL REGULATIONS

The Finance Officer reported that NALC have issued a new model for Financial Regulations. There are a few changes that will be required and revised Financial Regulations will be submitted to the Finance Committee at its October 2019 meeting. However, there was also the opportunity to streamline and improve existing processes that are permitted in the existing regulations and which Thetford Town Council could use, particularly regarding payments. The proposals were contained in a discussion document. There followed a discussion where councillors questions were answered and the discussion document was noted by the Committee. There was agreement in principle that the changes be incorporated into the updating of the Financial Regulations which would be submitted for approval at the next Finance Committee meeting.

357/19

UPDATING OF THE FINANCE OFFICER REFORMS

The Finance Officer updated the committee on the status of improvements to the accounting system using the traffic light system:

Green – Good progress made – nearly or fully implemented.

Amber – Started but still being developed/implemented.

Red – little or no progress. Councillors were satisfied with the progress made

- 358/19      SIX MONTHLY INVESTMENT REPORTS  
The Finance Manager presented the six month report from the Councils stockbrokers which were noted by Councillors.
- 359/19      CORRESPONDENCE  
None.
- 360/19      COMMITTEE OFFICERS UPDATE  
None.
- 361/19      COMMUNITY ENGAGEMENT  
None.

Chairman.

DRAFT

**APPENDIX A**  
**ITEM 351/19 REPORT ON THE STATUS OF THE BUDGET FOR THE FIVE MONTHS**  
**ENDED 31 AUGUST 2019**

**Introduction**

It is a requirement of the Financial Regulations that a report on the status of the budget be presented to the Finance Committee. This report meets that requirement.

In reforming and improving the accounting procedures, which is a corporate priority of the Finance Committee, there are a number of processes that are in the process of being implemented. One of these is that there will be monthly management meetings under the chairmanship of the Town Clerk will be held at the end of each month where actual performance against budget will be discussed. After such a meeting, forecasts can be updated and consistent reports provided to each Committee, including the Finance Committee.

When this is done, the report on the state of the budget will be more meaningful to members of the Finance Committee.

**Annexure A: Comparative Profit and Loss Report versus Budget**

**Purpose of this report:**

This report sets out actual departmental income and expenditure for the five months ended 31 August 2019. A process to systematically improve the forecasts has already started and has been done for the main personnel and administration sections of the budget. In other instances, actual amounts have been annualised into a forecast to better enable comparison with the annual budget. Budget variances have been calculated to determine whether the Town Council is in line with its budget overall and on a departmental basis.

Annexure B contains a schedule of all income accounts and Annexure C contains a schedule of all expenditure accounts to make the departmental analysis more useful.

Annexure A also shows the movements in reserves. The actual movement in reserves is expected to be in line with that budgeted at present. These are not commented on further in this report.

**Findings:**

For the five months ended 31 August 2019, a surplus of £121,271 (see the total in Column B of Annexure A). What this means is that the precept for the first 6 months of the year has been sufficient to fund expenditure. On 1 October 2019, the Council will receive its second tranche of its precept. It is forecast that in this period expenditure will be greater than the precept. The surplus as at 31 August 2019 is forecast to reduce to £39,078.

Spending on projects is minimal (only £11,866 so far this year – see “transfers to reserves” in Column B) and this may affect projected expenditure.

It is important to note that the forecast surplus is mainly being generated from lower expenditure relative to budget rather than excessive income. Column E on Annexure A shows that forecast income will likely be £4,740 lower than budget whilst forecast expenditure will likely be £31,636 lower than budget.

In conclusion, there are no financial challenges in the first five months of the financial year

**Annexure B: Comparative Income Report versus Budget**

**Purpose of this report:**

This report sets out each item of income for the 5 months ended 31 August 2019 that is recorded in the accounting records. In the forecast column certain amounts have been annualised whilst other amounts are based on a more informed forecast. A variance has been calculated and is shown on Annexure B. Comments on some of the variances are also included in this Annexure. It is only when the management review process is instituted will more meaningful comments be provided.

**Findings:**

Overall there is unlikely to be a significant variance against budget. The forecast shows that budgeted income may not be achieved by £4,740.

**Annexure C: Comparative Expenditure Report versus Budget**

**Purpose of this report:**

This report sets out each item of expenditure for the 5 months ended 31 August 2019 that is recorded in the accounting records. Some of the actual amounts have been forecast on a scientific basis whilst others have been merely annualised so that a comparison can be made against the annual budget. A variance has been calculated and is shown on Annexure C together with comments on some of the variances.

**Findings:**

Overall, actual expenditure for the first 5 months is lower than that budgeted by an amount of 331,636 which is a marginal overall variance.

**Conclusion**

There are no financial risks of the budgeted being exceeded as at 31 August 2019.

DRAFT

## APPENDIX B

BACS PAYMENTS FOR APPROVAL							
Supplier	Ref	Date	Due Date	Details	Paid	Owed	Type
LOCAL COUNCIL PUBLIC A	Cancel	10/08/2015	10/08/2015	Cancel - see tran 39450	0.00	-5.00	BACS
HYGIENE SYSTEMS LTD	OR2835	22/05/2019	30/05/2019	BLUE CLEANING CLOTH	0.00	22.34	BACS
HYGIENE SYSTEMS LTD	IN46280	27/06/2019	30/06/2019	CONSUMABLES	0.00	459.69	BACS
SCREWFIX DIRECT LTD	0976588	15/05/2019	30/06/2019	GLUE FOR GAZEEBO REPAIRS	0.00	21.16	BACS
BRANDON BOLT COMPANY	26828	04/06/2019	04/07/2019	BOLTS AND HOOKS FOR HANGING BASK	0.00	29.82	BACS
THETFORD TYRE & EXHAU	70881	19/06/2019	19/07/2019	ERROR WHEN INVOICE FIRST POSTED	0.00	0.90	BACS
ADVANTAGE TECHNOLOGI	38231	25/06/2019	25/07/2019	CALL CHARGES FOR MAY 19	0.00	8.92	BACS
LACONS BREWERY LTD	0000016	30/07/2019	30/07/2019	CREDIT TO ACCOUNT	0.00	-127.43	BACS
IT'S GOOD 'ERE	IGE016	04/07/2019	03/08/2019	May service fee - Guildhall Tea Room	451.51	451.54	BACS
FP TELESET LTD	2652378	05/07/2019	04/08/2019	FRANKING MACHINE RENTAL	0.00	72.00	BACS
IAN SMITH GROUP LTD	SINV016	11/07/2019	10/08/2019	STATIONARY ORDER	0.00	113.64	BACS
ADVANTAGE TECHNOLOGI	38387	16/07/2019	15/08/2019	CALL CHARGES FOR JUNE 19	0.00	3.22	BACS
ADVANTAGE TECHNOLOGI	38492	01/08/2019	31/08/2019	7 x PSTN LINE AUGUST	0.00	109.20	BACS
FREEZE CREATIVE DESIGN	2523	01/08/2019	31/08/2019	WEBSITE HOSTING - AUGUST 19	0.00	120.00	BACS
ADVANTAGE TECHNOLOGI	38536	08/08/2019	07/09/2019	CALL CHARGES FOR JULY 19	0.00	2.36	BACS
FREEZE CREATIVE DESIGN	2524	08/08/2019	07/09/2019	REPLACEMT EDINBURGH PLAY PARK SIG	0.00	47.94	BACS
LACONS BREWERY LTD	803191	28/08/2019	16/09/2019	DRINKS ORDER FOR CR BAR	0.00	192.94	BACS
BOC	3054489	31/08/2019	20/09/2019	GAS FOR CR BAR	0.00	74.90	BACS
CGM LIMITED	224027	31/08/2019	30/09/2019	PLAY PARKS GROUNDS MAINTENANCE -	0.00	34.80	BACS
G & G GALLO ENTERPRISE	0000509	09/09/2019	30/09/2019	DRINKS ORDER FOR CR BAR	0.00	491.45	BACS
VIRIDOR WASTE MANAGE	0000286	31/08/2019	30/09/2019	WASTE COLLECTION X 8	0.00	167.52	BACS
VIRIDOR WASTE MANAGE	0000286	31/08/2019	30/09/2019	WASTE COLLECTION X 8	0.00	1383.69	BACS
FREEZE CREATIVE DESIGN	2525	01/09/2019	01/10/2019	WEBSITE HOSTING - SEPTEMBER 19	0.00	120.00	BACS
ADVANTAGE TECHNOLOGI	38640	02/09/2019	02/10/2019	7 x PSTN LINE SEPTEMBER	0.00	109.20	BACS
T.H.I.S.	11030	03/09/2019	03/10/2019	WINDOW DOOR FOR TOWN CLERKS OFF	0.00	1076.40	BACS
NORFOLK ASSOC OF LOCA	3273	05/09/2019	05/10/2019	VAT TRAINING FOR 5 PEOPLE	0.00	420.00	BACS
NORFOLK ASSOC OF LOCA	3246	05/09/2019	05/10/2019	FINANCE TRAINING FOR COUNCILLORS	0.00	168.00	BACS
ADVANTAGE TECHNOLOGI	38699	06/09/2019	06/10/2019	CALL CHARGES FOR AUGUST 19	0.00	5.05	BACS
ARCO LTD	9363425	10/09/2019	10/10/2019	WORKS TEAM UNIFORM	0.00	156.20	BACS
AMB PLANT LIMITED	2691	11/09/2019	11/10/2019	DEPOSIT FOR WORKS ON BANHAM CRO	0.00	8839.02	BACS
FP TELESET LTD	2058282	12/09/2019	12/10/2019	FRANKING POSTAGE DOWNLOAD	0.00	100.00	BACS
Bidfood Foodservice	2014137	05/09/2019	16/10/2019	TEA ROOM FOOD ORDER	0.00	121.36	BACS
Bidfood Foodservice	2026910	12/09/2019	16/10/2019	TEA ROOM FOOD ORDER	0.00	158.55	BACS
LACONS BREWERY LTD	505552	12/09/2019	16/10/2019	DRINKS ORDER FOR CR BAR	0.00	861.04	BACS
LIQUIDLINE LTD	SI-3070	09/09/2019	31/10/2019	COFFEE MACHINE FILTER CHANGE	0.00	123.64	BACS
SCREWFIX DIRECT LTD	1007305	06/09/2019	31/10/2019	PAINT BRUSHES FOR CR	0.00	24.98	BACS
<b>TOTAL</b>						<b>15959.04</b>	

DD'S FOR APPROVAL							
Supplier	Ref	Date	Due Date	Details	Paid	Owed	Type
ALLSTAR BUSINESS SOLUTIONS	E2011611172	31/08/2019	30/09/2019	WORKS TEAM FUEL	0.00	210.41	DD
BRECKLAND COUNCIL	52629171	16/11/2018	16/11/2018	Council Tax Cemetery Lodge	0.00	-3.76	DD
BRECKLAND COUNCIL	12/0	01/10/2019	01/10/2019	Rates - Castle Park Toilets Oct 19	0.00	112.00	DD
BRECKLAND COUNCIL	4/0	01/10/2019	31/10/2019	Rates - Kings House Oct 19	0.00	1043.00	DD
BRECKLAND COUNCIL	3/0	01/10/2019	31/10/2019	Rates - Market Oct 19	0.00	1868.00	DD
BRECKLAND COUNCIL	22/0	01/10/2019	31/10/2019	Rates - Cemetery Oct 19	0.00	497.00	DD
BRECKLAND COUNCIL	22/0	01/10/2019	31/10/2019	Rates - Market Place Oct 19	0.00	246.00	DD
BRECKLAND COUNCIL	12/0	01/10/2019	31/10/2019	Rates - Cage Lane Toilets Oct 19	0.00	216.00	DD
BRECKLAND COUNCIL	4/0	01/10/2019	31/10/2019	Rates - Market Place - Car Park Oct 19	0.00	201.00	DD
BRECKLAND COUNCIL	22/0	01/11/2019	01/12/2019	Rates - Cemetery Nov 19	0.00	497.00	DD
BRECKLAND COUNCIL	12/0	01/11/2019	01/12/2019	Rates - Cage Lane Toilets Nov19	0.00	216.00	DD
BRECKLAND COUNCIL	4/0	01/11/2019	01/12/2019	Rates - Kings House Nov19	0.00	1043.00	DD
BRECKLAND COUNCIL	12/0	01/11/2019	01/12/2019	Rates - Castle Park Toilets Nov 19	0.00	112.00	DD
BRECKLAND COUNCIL	4/0	01/11/2019	01/12/2019	Rates - Market Place - Car Park Nov 19	0.00	201.00	DD
BRECKLAND COUNCIL	3/0	01/11/2019	01/12/2019	Rates - Market Nov 19	0.00	1868.00	DD
BRECKLAND COUNCIL	22/0	01/11/2019	01/12/2019	Rates - Market Place Nov 19	0.00	246.00	DD
BRECKLAND COUNCIL	12/0	01/12/2019	31/12/2019	Rates - Castle Park Toilets Dec 19	0.00	112.00	DD
BRECKLAND COUNCIL	22/0	01/12/2019	31/12/2019	Rates - Cemetery Dec 19	0.00	497.00	DD
BRECKLAND COUNCIL	12/0	01/12/2019	31/12/2019	Rates - Cage Lane Toilets Dec19	0.00	216.00	DD
BRECKLAND COUNCIL	4/0	01/12/2019	31/12/2019	Rates - Market Place - Car Park Dec 19	0.00	201.00	DD
BRECKLAND COUNCIL	4/0	01/12/2019	31/12/2019	Rates - Kings House Dec19	0.00	1043.00	DD
BRECKLAND COUNCIL	22/0	01/12/2019	31/12/2019	Rates - Market Place Dec 19	0.00	246.00	DD
BRECKLAND COUNCIL	3/0	01/12/2019	31/12/2019	Rates - Market Dec 19	0.00	1868.00	DD
BT PLC	VP47130670M08801	19/07/2019	18/08/2019	Line rental	216.76	216.72	DD
LEX AUTOLEASE LIMITED	MRI8844543	01/07/2019	31/07/2019	Van Lease cost	0.00	279.40	DD
LEX AUTOLEASE LIMITED	MRI8978288	16/07/2019	15/08/2019	AEE6UTU - LEASE FOR WORKS VAN	0.00	279.40	DD
SSE (CEMETERY CHAPEL GAS)	0008	27/08/2019	26/09/2019	GAS 18.05.19 - 31.07.19	0.00	78.27	DD
SSE (CHRISTMAS LIGHTS R/SIDE WALK)	0032	20/08/2019	19/09/2019	ELECTRICITY 22.05.19 - 20.08.19	0.00	35.04	DD
SSE (GUILDHALL GAS)	0023	20/08/2019	20/08/2019	CREDIT TO ACCOUNT	0.00	-811.21	DD
SSE (GUILDHALL GAS)	0016	23/08/2019	23/08/2019	CREDIT TO ACCOUNT	0.00	-23.43	DD
SSE (GUILDHALL GAS)	0018	23/08/2019	22/09/2019	GAS 22.05.19 - 15.08.19	0.00	12.00	DD
SSE (GUILDHALL GAS)	0017	23/08/2019	22/09/2019	GAS 16.02.19 - 21.05.19	0.00	12.00	DD
SSE (KINGS HOUSE)	0008	23/08/2019	22/09/2019	GAS 22.05.19 - 15.08.19	0.00	252.84	DD
SSE (ST PETERS GAS)	0009	21/05/2019	20/06/2019	GAS 23.02.19 - 21.05.19	0.00	12.00	DD
SSE (ST PETERS GAS)	0010	21/05/2019	20/06/2019	GAS 22.05.19 - 20.08.19	0.00	12.00	DD
SSE (ST PETERS GAS)	0008	23/08/2019	23/08/2019	CREDIT TO ACCOUNT	0.00	-29.24	DD
SSE (ST PETERS ELECT)	0021	05/09/2019	05/10/2019	ELECTRIC 2.08.19 - 1.09.19	0.00	29.52	DD
SSE (TOILETS CEMETERY)	0027	05/09/2019	05/10/2019	ELECTRIC 2.08.19 - 1.09.19	0.00	25.42	DD
SSE (TOILETS CAGE LANE)	0024	20/08/2019	19/09/2019	GAS 16.02.19 - 21.05.19	0.00	59.18	DD
SSE (TOILETS CAGE LANE)	0025	20/08/2019	19/09/2019	GAS 22.05.19 - 15.08.19	0.00	54.74	DD
SSE (TOILETS CAGE LANE)	0053	05/09/2019	05/10/2019	ELECTRIC 2.08.19 - 1.09.19	0.00	38.50	DD
SSE (TOILETS CASTLE PARK)	0051	05/09/2019	05/10/2019	ELECTRIC 2.08.19 - 1.09.19	0.00	23.85	DD
SSE (TELFORD WAY)	0035	11/07/2019	10/08/2019	13.03.19 -31.03.2019	0.00	21.87	DD
WAVE	5674823	06/06/2019	06/07/2019	BURY ROAD ALLOTMENTS WATER	0.00	41.31	DD
WAVE (CEMETERY TAP)	9073209711	02/03/2019	02/03/2019	Water - Cemetery Tap	0.00	-18.87	DD
WAVE (CEMETERY TAP)	9073209711	02/03/2019	01/04/2019	Water- Cemetery Tap	0.00	14.81	DD
WAVE (LONDON ROAD ALLOTS)	8060351930CR	16/01/2019	16/01/2019	Water - London Road Allotments	0.00	-1614.77	DD
WAVE (LONDON ROAD ALLOTS)	8060351930	16/01/2019	15/02/2019	Water - London Road Allotments	0.00	872.05	DD
WAVE (LONDON ROAD ALLOTS)	9073068363	06/02/2019	08/03/2019	Water charges 10/11/18 - 09/02/19	0.00	166.43	DD
WAVE (LONDON ROAD ALLOTS)	REG 0011	04/05/2019	03/06/2019	Allotments London Road	0.00	164.98	DD
WAVE (LONDON ROAD ALLOTS)	5891757	09/08/2019	09/08/2019	CREDIT TO ACCOUNT	0.00	-181.83	DD
WAVE (MILL LANE ALLOTMENTS)	8060270238CR	10/01/2019	10/01/2019	Water - Mill Lane Allotments	0.00	-708.86	DD
WAVE (MILL LANE ALLOTMENTS)	8060270238	10/01/2019	09/02/2019	Water - Mill Lane Allotments	0.00	398.28	DD
WAVE (MILL LANE ALLOTMENTS)	9073022441	06/02/2019	08/03/2019	Water charges 07/11/18 - 06/06/19	0.00	75.73	DD
WAVE (MILL LANE ALLOTMENTS)	REG 0016	03/05/2019	02/06/2019	Mill Lane	0.00	75.12	DD
WAVE (MILL LANE ALLOTMENTS)	5873019	06/08/2019	06/08/2019	Credit to account	0.00	-112.40	DD
WAVE (MARKET PLACE)	8058224222	15/01/2019	15/01/2019	Water - Market Place	0.00	-364.98	DD
WAVE (MARKET PLACE)	8058224222	15/01/2019	14/02/2019	Water - Market Place	0.00	251.09	DD
WAVE (MARKET PLACE)	9073058259	06/02/2019	08/03/2019	Water charges 10/11/18 - 09/02/19	0.00	30.75	DD
WAVE (MARKET PLACE)	REG0014	04/05/2019	03/06/2019	Market Place	0.00	41.29	DD
WAVE (MARKET PLACE)	6012952	03/09/2019	03/10/2019	MARKET PLACE WATER 9.05.19 - 8.8.19	0.00	17.85	DD
<b>TOTAL</b>						<b>12482.50</b>	

<b>BACS PAYMENTS FOR URGENT APPROVAL</b>							
<b>Supplier</b>	<b>Ref</b>	<b>Date</b>	<b>Due Date</b>	<b>Details</b>	<b>Paid</b>	<b>Owed</b>	<b>Type</b>
ZACK FM	22	25/08/2019	24/09/2019	SUPPORTY AT RIVER DAY	0.00	100.00	BACS
G&G GALLO ENTERPRISES	504980	15/07/2019	14/08/2019	DRINKS ORDER FOR CR BAR	0.00	249.86	BACS
G&G GALLO ENTERPRISES	506522	05/08/2019	04/09/2019	DRINKS ORDER FOR CR BAR	0.00	461.57	BACS
ICO SYSTEMS LTD	15673	06/08/2019	20/08/2019	SET UP A YORKE	0.00	84.00	BACS
CGM GROUP	223319	31/07/2019	30/08/2019	GRASS CUTTING DANE & SKATE PARK	0.00	69.60	BACS
<b>LATEST PAYMENTS FOR APPROVAL</b>							
<b>Supplier</b>	<b>Ref</b>	<b>Date</b>	<b>Due Date</b>	<b>Details</b>	<b>Paid</b>	<b>Owed</b>	<b>Type</b>
HAGS	65757	27/06/2019	26/07/2019	PROVISION OF PLAY EQUIPMENT AND INSTALLATION	0.00	13127.66	BACS

DRAFT