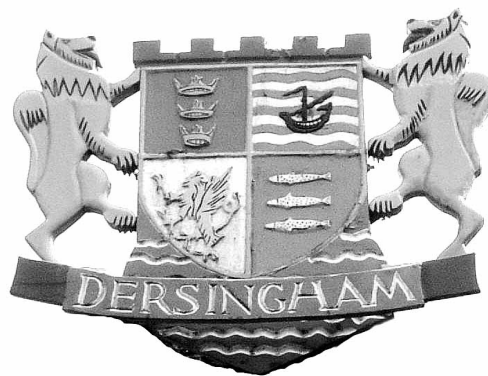


Dersingham Parish Council

Dersingham Village Centre
83 Manor Road
Dersingham,
King's Lynn,
Norfolk PE31 6LN
01485 541465
E-mail: clerk@dersingham.org.uk



Clerk: Sarah Bristow Chairman: Coral Shepherd

SUMMONS TO ATTEND MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE

2 October 2019

Dear Councillor

Notice is given that a meeting of the Finance & Administration Committee will be held on Monday 11 November 2019 at 7.00pm at Dersingham Centre, Dersingham.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Bristow'.

Parish Clerk

AGENDA

1. **To consider apologies for absence**
2. **To receive Declarations of Interest.**
Please indicate if there are any interests, which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.
3. **Minutes of the Meeting held on the 10 October 2019.**
 - a) **Approve the Minutes**
 - b) **Matters Arising from the Minutes**
4. **Current Financial Position**
 - a) **Whole Council Budgets**
 - b) **Age Debtors**
 - c) **Reserves**
 - d) **VAT**
5. **Dersingham Centre**
 - a) **Liaison Group – Committee to receive update from Cllr Shepherd.**
 - b) **Leases and Licences – Committee to receive update from Cllr Shepherd**
 - c) **Requests for Landlord Consent**

- 6. Internal Audit**
 - a) Audit Report Action Plan. Committee to receive update from the Clerk.**
 - b) Internal Auditor Feedback from Meeting 7 November 2019.**
 - c) Bank Accounts – update**
- 7. Accounting Processes**
 - a. Orders**
 - b. Invoices**
 - c. Payments**
- 8. Precept Planning**
- 9. Council Meetings**
 - a) Financial Reporting**
 - b) Minutes**
- 10. Council Awards**
- 11. Correspondence Received**
- 12. Items for inclusion at the next meeting**
- 13. Items for the Website**
- 14. Date and time of next meeting**
Monday 9 December 2019 at 7.00pm At Dersingham Village Centre.