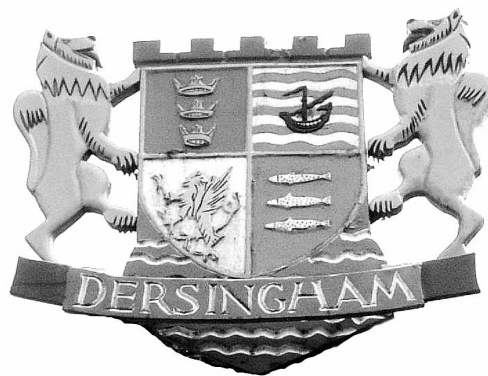


Dersingham Parish Council

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 December 2019

Dear Councillor

Notice is given that a meeting of the Finance & Administration Committee will be held on Monday 9 December 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 11 November 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. **2020/21 Precept Planning**
 - a) **Letter from Borough Council**
 - b) **Outturn Report**
6. **Financial Processes**
 - a) **To consider discussion papers on orders, invoices and payment processing and report from Committees and Full Council.**

- 7. Internal Audit**
 - a) Audit Report Action Plan.**
 - b) Bank Accounts – update**
- 8. Dersingham Centre**
 - a) Liaison Group – Committee to receive update from Cllr Shepherd.**
 - b) Leases and Licences – Committee to receive update from Cllr Shepherd**
- 9. Correspondence Received**
 - a) Letter from Valuation Office**
 - b) Subscription Letter from CPRE**
- 10. Items for inclusion at the next meeting**
- 11. Items for the Website**
- 12. Date and time of next meeting**
Monday 13 January 2020 at 7.00pm At Dersingham Village Centre.