

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 15th April 2024 at 7.00pm.

Present: Cllrs Mike Shepherd (Chairman), Brian Anderson, Coral Shepherd, and Sarah Whitehead.

In attendance: Karen Orgill (Business Manager (BM)) Geraldine Scanlon (Assistant Business Manager (ABM) & Minute Taker) and Jo MacCallum (Responsible Finance Officer (RFO))

- 1 Apologies for absence –** Cllrs Robert Frost, and Dane Hipkin
Cllr M Shepherd asked for clarification regarding Cllr Hipkin stepping down as a member of the F&A Committee. Cllr C Shepherd confirmed he was no longer a member of the committee. Cllr M Shepherd said he would remove Cllr Hipkin from the F&A committee mail distribution list.
- 2 Declarations of interest and requests for dispensations by councillors in any agenda item -** None
- 3 Public participation -** None present.
- 4 Minutes of the Finance & Administration Committee meeting 11th March 2024**
 - a) To approve the Minutes
The minutes were approved as a correct record and duly signed by the Chairman.
 - b) To review action list
The action list was reviewed with those completed removed.
 - c) To consider matters arising
None raised.
- 5 Current Financial Position**
 - a) IAC monthly report and Quarterly Report
Cllr M Shepherd said both the IAC monthly and quarterly reports had been placed on SharePoint and reported the bank reconciliations to 31st March 2024 were in order, the financial reports were numerically consistent, and payments were authorised in accordance with the financial regulations.
Cllr M Shepherd reminded staff and councillors that financial regulations require all purchases to be authorised by Council, Committee or the appropriate Chairman, depending on value, prior to orders being placed.
 - b) Whole council budgets
Cllr M Shepherd said all financial reports had been placed on SharePoint and advised the 2024/25 budget figures shown on the budget comparisons report have been updated to include the flexible carry overs agreed at the Full Council budget setting. The RFO has completed the VAT return, the end of year accounts have been finalised and a draft AGAR form has been done. The RFO confirmed both the VAT and Borough Council Precept have been received.
 - c) Aged debtors
Cllr M Shepherd advised there are currently no aged debtors.

d) Reserves

Cllr M Shepherd said the reserves reports have been circulated via SharePoint and the closing balances were as predicted in January.

e) End of Year Review

Cllr M Shepherd said he would discuss the end of year figures with the RFO and collate a report for the next F&A Committee meeting.

6 IT Update

Cllr M Shepherd said he had been focused on configuring the new PC website and explained to committee although the website is not “live” for public use there is a link available to access it. The link has been sent to the communications committee for feedback prior to their next meeting, with the intention of seeking approval to cease using the current website and go “live” with the new site. Cllr M Shepherd suggested the link now be sent to all Councillors before the communications meeting 22nd April 2024 for further comments/feedback. After discussion it was agreed to send the link to all Councillors.

Cllr M Shepherd asked the BM, as the staffing committee is a closed committee that members of the public are excluded from, does the staffing agenda need to be publicly displayed? The BM said she would seek advice.

Cllr M Shepherd advised he had circulated, via SharePoint, a “File Naming Conventions for Meetings” which showed how the documents recently uploaded to the new website had been consistently named and suggested this format be used going forward when documents such as agendas and minutes are saved. He suggested this convention should be used for all PDF files produced from minutes and agenda, for whatever purpose, to save staff time and avoid any confusion. The proposal was discussed and agreed. It was also agreed to use the same naming convention when placing minutes and agenda on SharePoint for meetings so consistency is maintained across our various systems.

7 Internal Audit

Cllr M Shepherd informed the committee that the internal audit is due to take place on the 29th April 2024 and a list of documents etc required by the auditor has been received. Cllr M Shepherd suggested that he meet with the BM, RFO and Chairman after the meeting to discuss who would be gathering/uploading information required. This was agreed.

8 Authorised Bank Signatories Review

The current signatories on the Barclays Bank account are:

Cllrs Brian Anderson, Tony Bubb, Robert Frost, Martin Noble, Coral Shepherd, Karen Orgill (BM) and Jo MacCallum (RFO). Cllr M Shepherd is also a signatory but only has read access to the Barclays online banking portal.

After discussion it was agreed for the F&A committee to seek ratification from Full Council that Cllrs Brian Anderson and Robert Frost be removed from the authorised signatory list for the Barclays Bank Accounts.

Cllr C Shepherd reported she had contacted NS&I to ascertain which Councillors were signatories on the Parish Councils account however they were not permitted to give that information. They will send a new change mandate form so the signatories on the account can be updated. Any existing signatories not listed on the new form will be automatically removed when the new mandate comes into effect. NS&I have also advised that we could convert the account currently used by the Parish Council to a bond account which can be accessed online. It was agreed to update the signatories on the account and review the conversion of the account afterwards. After discussion it was agreed to seek ratification

from Full Council to use Cllrs Tony Bubb, Martin Noble, Coral Shepherd and Jo MacCallum (RFO) as signatories on the NS&I account.

9 Business Manager Updates

(a) Risk Register – Progress Update

The BM advised she is meeting with Cllrs C Shepherd and M Shepherd on Thursday to discuss the draft risk register she had previously shared with them.

(b) Contract Register – Progress Update

The BM advised this will also be discussed at Thursday meeting with Cllrs C Shepherd and M Shepherd.

(c) PAT Testing – Update

The BM informed the committee that the PAT testing had been carried out and a comprehensive report from the contractor has been circulated via SharePoint. She asked Committee for approval to arrange next year's testing to coincide with the DVCA testing and stated that although the testing would be combined there would be a separate order and invoice issued for both the PC and DVCA. After discussion the Committee agreed to synchronise the testing with DVCA.

(d) Defibrillator – Update

The BM said, whilst completing the monthly defib checks, she noted the battery on the unit at the QE II Jubilee Hall was at 25% and advised she had collated a report that had been placed on SharePoint which detailed the cost of a replacement battery for the Defib, the life expectancy of the unit and the costings of a replacement defib. **After discussion it was resolved to approve the purchase Cardiac Science Powerheart G5 with CPR feedback for the QE II Jubilee Hall and for the BM to provide quotations for the defib and child pads at the next F&A Committee Meeting.**

The BM advised she had completed the National Non-Domestic Rate form for 2024-25 which had resulted in £0.00 amount payable.

10 Correspondence

None received.

11 Items for inclusion on the next agenda

Current Financial Position – End of Year Review

Agree quotation for new defibrillator with child pads.

12 Date of next meeting – Monday 13th May 2024, 7pm in the Loft

The meeting was placed in closed session at 8.00pm

EXCLUSION OF THE PRESS AND PUBLIC

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

14 Leases Update

a) Sportsground

Cllr C Shepherd advised the Headlease had been signed by Cllr B Anderson and herself and returned to the Solicitor who is now liaising with the Landowner.

b) Queen Elizabeth II Jubilee Lease

The Parish Council solicitor has been in contact with the Social Club solicitor however there is no update regarding the lease. Cllr C Shepherd has contacted the Social Club Vice Chairman regarding the matter.

With no further business the meeting was closed at 8.05pm

Action Points

Business Manager

- To review and update the Contracts Register as per the Internal Audit recommendations
- To review and update the Risk Register as per the Internal Audit recommendations.
- To liaise with other parties as per minute 869(c) Supplier Due Diligence.
- To dispose of the old laptop
- To establish if the Staffing Committee agenda needed to be publicly displayed.
- To organise the purchase of a new defibrillator to be replace to the at the QE II Jubilee Hall

Cllr C Shepherd

- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points.
- To dispose of the office shredder and fan.

Cllr M Shepherd

- To test the ABM standalone PC to establish if it can be used as backup by staff.
- Investigate alternative broadband supplier
- To seek ratification from Full Council to remove Cllrs Brian Anderson and Robert Frost as signatories from the Barclays Bank Account
- To seek ratification from Full Council to use Cllrs Tony Bubb, Martin Noble, Coral Shepherd and Jo MacCallum (RFO) as signatories on the NS&I account.