

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 13th May 2024 at 7.00pm.

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

In attendance: Karen Orgill (Business Manager (BM)) Geraldine Scanlon (Assistant Business Manager (ABM) & Minute Taker)

- 1 Apologies for absence** – Cllrs Brian Anderson and Robert Frost.
- 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 15th April 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 reported the change of financial year consistency checks had been completed and were all in order. The 2024/25 Precept payment has been received and allocated to the correct codes.
The bank reconciliations for the 1st April 2024 to 30th April 2024 were in order and the financial reports were numerically consistent, and payments were authorised in accordance with the financial regulations
The VAT return for Quarter 4 of 2023/24 financial year had been submitted and a refund of £1,448.91 has been received.
 - b) Whole council budgets
Cllr M Shepherd said all financial reports had been placed on SharePoint and asked the committee if they had any questions regarding the reports. The budget figures have been updated to include the carry forward of unspent balances that were agreed when the budget was set in January. There were no questions.
 - c) Aged debtors
Cllr M Shepherd advised the aged debtor list had been put on SharePoint and said he had emailed the ABM the link to the list along with an up to date bank statement. The ABM had been able to confirm some payments made and a revised aged debtors list has been put on SharePoint. The ABM said she will contact the necessary businesses regarding payment of their Village Voice invoices.

Cllr C Shepherd advised she would contact the Sports Ground regarding their outstanding invoice.

d) Reserves

Cllr M Shepherd said the reserves reports have been circulated via SharePoint.

e) End of Year Review

Cllr M Shepherd advised, due to the Internal Audit taking place he had been unable to discuss the end of year figures with the RFO, however he will do so and report the outcome at the next F&A committee meeting.

Cllr M Shepherd reminded the committee that there had been three grant payments agreed during budget setting for 2024/25 that are usually paid at the start of the financial year. These are Code 2000 Sports Ground Management £6700.00, Code 2005 Churchyard £5500.00, Code 2010 Community Car Scheme £800.00. After discussion Cllr C Shepherd proposed the grants be paid to the recipients this month. **It was resolved to approve the proposal and for the BM to ask the RFO to place it on the payments list for authorisation at the next Full Council meeting.**

6 Review Standing Orders (SO)

This item was discussed under agenda item 7.

7 Review Financial Regulations (FR)

Cllr M Shepherd advised a new FR model template had just been released which appears to need significant tailoring to each Parish Councils needs. The plan had been to review the current FRs at this meeting ready to recommend adoption at the Annual Parish Council Meeting, however this is not now possible. Cllr M Shepherd suggested he compares the current with the new FR and report back with proposals at the next F&A meeting. Cllr Whitehead said she would happily look through the FR too. Cllr M Shepherd will forward a copy of the template to her.

Cllr M Shepherd said although the current version of SO appears to need few if any changes, he suggested checking them again after the FR have been reviewed as there are some overlaps between the two documents. It was agreed to aim to seek council agreement to the revised SO and FR at the June or July meeting.

8 IT Update

Cllr M Shepherd advised the new PC Website is now live and accessible to the public and said the ABM had received training to enable her to upload agendas and minutes. The BM will receive her training when she returns from Annual Leave.

The BM had received an email from System 3 notifying us of their consultancy price increase. Cllr M Shepherd said this would not affect the monthly DD we currently pay to them as it only applies to consultancy and administrative work. Cllr M Shepherd said he would need to book a consultancy session to discuss system security and the process of switching our primary email addresses to our new Gov.uk addresses. He proposed he contact them to arrange the necessary consultancy as soon as time could be allocated and suggested two or three hours should be sufficient. **It was resolved to approve the proposal.**

9 Internal Audit Feedback

Cllr M Shepherd advised the draft report from the Internal Auditor (IA) had been placed on SharePoint. Cllrs M and C Shepherd will review the report as requested and give a response to the IA.

The IA had made three recommendations to which we are required to provide a management response. The committee discussed at length, with the following outcomes.

- 1 A documented process is put in place to cover Supplier Due Diligence.
It was agreed the BM would have a documented process in place by the beginning of September 2024.
- 2 Continue work to implement the new contract recording and monitoring register.
It was agreed the BM would have a completed contracts register in place by the beginning of September 2024.
- 3 Continue to adopt the revised risk management process and risk register.
This items outcome is covered by minute number 11.

It was agreed that Cllr M Shepherd will provide these responses to the IA.

10 Business Manager Updates

(a) Risk Register – Progress Update

The BM advised this is now complete and is ready for adoption.

(b) Contract Register – Progress Update

The BM advised the contracts register is almost ready for circulation. Cllr M Shepherd said there are a couple of areas he wished to discuss with the BM regarding the version of the contract register the BM had emailed to him.

11 Adoption of the new Risk Register.

Cllr M Shepherd asked the BM if the version of the risk register placed on SharePoint was the final version. The BM confirmed it was as she had removed her working notes from the document. Cllrs M and C Shepherd had reviewed the register previously and made suggested changes to the BM prior to the finalised version being circulated. Councillors discussed the risk register and Cllr M Shepherd proposed the risk register be adopted. **It was resolved to approve the proposal and the recommendation from the Internal Auditor be noted as completed.**

12 Grant application from Dersingham Task Force team.

Cllr C Shepherd said a grant application for £100.00 had been received from the task force. The task force maintain two areas in the village: the rose bed on Chapel Road and the flower bed at the children play area. A quote for plants to be purchased with the grant had been received: 2 x Lavender @ £8.99 each, 2 x Small Euonymus @ £12.99 each, 3 x Hebe @ £9.99 each and 1 x rose fertiliser @ £5.99. Totalling £79.92 with the remaining money being used to purchase daffodil bulbs later in the year. Concerns were raised that berries on Euonymus are toxic if eaten in quantity. Councillors discussed the application.

Cllr C Shepherd proposed the grant of £100.00 be approved and the monies paid to Thaxters upon receipt of the invoice/receipts. **It was resolved to approve the proposal. BM was asked to ensure that the Task Force do not use varieties of Euonymus that produce large amounts of berries.**

13 Correspondence

Cllr M Shepherd advised correspondence had been received from Community Action Norfolk. Cllr C Shepherd suggested this be placed as an agenda item for the next F&A Committee meeting.

14 Items for inclusion on the next agenda

Community Action Norfolk correspondence.

Cllr M Shepherd stated a review of the Asset Register is needed as there are changes to be made regarding streetlights, trees etc, he suggested the review be carried out by either the F&A committee, Environment committee or a working group be created.

15 Date of next meeting – Monday 10th June 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.

16 Leases Update

a) Sportsground

Cllr C Shepherd reported the Headlease was now with the Land Registry.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said Full Council had agreed for the BM to instruct the PC Solicitor to draft a lease based on the previous lease and send it to the Social Clubs Solicitor

17 Quotations for the purchase of a Cardiac Science Powerheat G5 with CPR feedback and child pads for the QE II Jubilee Hall.

Cllr M Shepherd thanked the BM for obtaining quotes and supplying a comprehensive breakdown. The quotes were discussed. **It was resolved to purchase a replacement defibrillator from Defib Store Ltd.**

With no further business the meeting was closed at 8.55pm

Action Points

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 review the new Financial Regulations module and forward a copy for Cllr Whitehead.

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 fan

Cllr S Whitehead

- To review the new Financial Regulations

Business Manager

- To review and update the Contracts Register as per the Internal Audit recommendations
- To have a written process in place regarding Due Diligence by September 2024.
- To organise the purchase of a new defibrillator to be replace to the at the QE II Jubilee Hall
- To contact the RFO to ensure the three grant payments, minute 5, are listed for Full Councils authorisation.
- To complete the Contracts Register by September 2024.
- To contact Task Force regarding the approved grant and to ensure that the variety of euonymus used does not produce large amounts of berries.