

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 10th June 2024 at 7.00pm.

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

In attendance: Karen Orgill (Business Manager (BM)) Geraldine Scanlon (Assistant Business Manager (ABM) & Minute Taker) and Cllr Brett Thomas.

- 1 To elect the Chairman of the Finance and Administration Committee and to receive the Chairman's Declaration of Acceptance of Office**
Cllr R Frost nominated Cllr M Shepherd. Cllr S Whitehead seconded the nomination. **It was resolved to approve Cllr M Shepherd as Chairman of the Finance & Administration Committee.**
- 2 To elect the Vice-Chairman of the Finance and Administration Committee and to receive the Vice-Chairman's Declaration of Acceptance of Office**
This item was deferred to the next F&A Committee meetings.
- 3 Apologies for absence –** All committee members were present.
- 4 Declarations of interest and requests for dispensations by councillors in any agenda item –** None received
- 5 Public participation -** None present.
- 6 Minutes of the Finance & Administration Committee meeting 13th May 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
Cllr M Shepherd informed the committee that there are two Councillors that are unable to access SharePoint due to not having IT Hardware. The Councillors concerned had been asked if they would be willing to use a laptop provided by the PC, which they had agreed to in principle. Cllr M Shepherd proposed an inexpensive, moderate specification laptop be purchased by the PC and loaned to Councillors to enable SharePoint access. After a lengthy discussion, **It was resolved for Cllr M Shepherd to liaise with the Councillors concerned regarding a laptop, to enable them to access SharePoint, to obtain quotes and purchase a laptop.**
- 7 To review Committee Terms of Reference**
The committee discussed the Terms of Reference. **It was resolved to make no amendments and the Terms of Reference be recommended for readoption by the council.**

8 Current Financial Position

a) IAC monthly report

Cllr M Shepherd reported the bank reconciliations for 1st April 2024-31st May 2024 were all in order and the financial reports were numerically consistent. All payments had been processed and authorised in accordance with the financial regulations.

b) Whole council budgets

Cllr M Shepherd said all financial reports had been placed on SharePoint prior to the meeting. There were no questions raised regarding the reports.

Cllr C Shepherd said the D-Day event had taken place and those that attended for the Fish & Chip supper had been asked to make payment by cash. There had been 53 places booked however there were 3 unable to attend, which left a shortfall of £28.50 to cover the cost of the pre-ordered Fish & Chips. Cllr C Shepherd advised this had been paid by cheque, signed by herself and Cllr Bubb. Full details of the transaction including its authorisation and cheque number will be recorded by the RFO for audit purposes.

c) Aged debtors

The ABM advised that there are now only three outstanding village voice invoices, which she will chase.

d) Reserves

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

9 Internal Audit Report 2024- Final

Cllr M Shepherd advised the final version of the Internal Audit Report had been placed on SharePoint, it includes the three actions previously discussed, with only one action outstanding. Cllr C Shepherd thanked staff for their efforts during the internal audit process, especially the RFO. The final report is to be presented to the next Full Council for formal acknowledgement and acceptance of the recommendations.

Cllr C Shepherd asked for the AGAR to be placed on the next Full Council agenda and the AGAR information shared on SharePoint as soon as possible. Cllr M Shepherd said the RFO had already supplied him with the information. The BM stated the information was already on SharePoint.

10 Insurance Review

The current three-year agreement with Clear was due to end 31st July 2024, therefore quotes should be obtained for a new insurance agreement. This was discussed by the Committee. It was agreed for the BM to obtain quotes for the next F&A Committee meeting.

11 Business Manager Updates

(a) Contract Register – Progress Update

The BM advised there was no update regarding the Contracts Register but hoped it would be completed for the next F&A meeting.

Cllr M Shepherd asked the BM if she had notified Norfolk County Council of the grit bins in the village and to have additional areas added to the gritting route. The BM said she had until mid-July to contact NCC.

12 Community Action Norfolk (CAN)

Cllr C Shepherd stated the Parish Council (PC) used to pay a membership fee to CAN however she now felt unsure if the PC would benefit from renewing the membership. After discussion it was agreed not to renew the membership.

13 Correspondence

Cllr M Shepherd advised the invoice for PC share of the running costs for the village centre had arrived and been placed on SharePoint. He explained to the committee that the PC pay 6.61% of the running costs along with £500.00 rent per year. It was agreed to add the invoice to the next Full Council payment list.

Cllr M Shepherd asked the BM if the next invoice is due for issue to the DVCA for their printing costs. The BM said she had taken the readings ready to issue the invoice.

14 Items for inclusion on the next agenda

Insurance renewal

Contracts register

15 Date of next meeting – Monday 8th July 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 advised there was no update regarding the Sportsground lease.

(b) Queen Elizabeth II Jubilee Hall

The BM said she had instructed the solicitor to proceed with the lease as agreed by Full Council however there has been no feedback to date.

With no further business the meeting was closed at 8.50pm

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.
- To liaise with Councillors regarding the purchase of a new laptop, to obtain quotes and purchase a laptop.

Cllr C Shepherd

- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points.

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 obtain Insurance renewal quotes for next F&A committee

RFO

- To add DVCA running costs to the Full Council payment list
- Assist BM in obtaining insurance quotes.