

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 12th December 2022 at 7.00pm.

Present: Councillor M Shepherd (Chairman), Councillor D Hipkin (Vice Chairman), Councillor R Frost, and Councillor C Shepherd.

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

794 To consider apologies for absence

Apologies were received from Parish Councillor Brian Anderson.

795 Declarations of interest and requests for dispensations by councillors in any agenda item

None received

796 Minutes of the Finance & Administration Committee meeting 14th November 2022

a) To approve the Minutes

The minutes were approved and signed by the Chairman as a correct record once the following amendment has been made.

Minute number 780 be changed to show minute number 793

b) Matters arising

Action points were discussed and those completed were removed.

797 Current Financial Position

a) Current Financial Position.

Cllr M Shepherd reported he had circulated the Budget reports along with the Internal Audit Controller report and confirmed the bank reconciliation to 30th November were all in order

b) Whole Council Budgets.

No issues were raised

c) Age Debtors.

Cllr M Shepherd advised there are no aged debtors

d) Reserves.

Cllr C Shepherd reported that the grass cutting that takes place on the Warren costs between £1500.00 and £2000.00 per year therefore the amount in the Warren reserves is sufficient for the next 10 years.

798 Budget Setting Process

Cllr M Shepherd advised he had received feedback from staff and Councillors after the last meeting with regards to Budget Setting. Councillors discussed all Council Budget lines for both Income and Expenditure.

The following were agreed

Income

101 Council Grant Support -

To be set as Nil

105 DVSC Rent -

To be set as Nil

110 Interest BP-

To be set as Nil

Expenditure

1000 Chairmans Allowance

Increase to £250.00

1025 Subscriptions

Reduce to £800.00
(NALC Removed)

1050 Postage

Reduce to £25.00

1055 Stationery

Reduce to £150.00

1065 Legal Fees/ Land Registration

C/F any 2022/23 balance + £1000.00

1105 De-Fib Maintenance	Increase to £1000.00
1125 Bank Charges	Reduce to £200.00
1130 Software/Subs/Licensing/Maintenance	Increase to £2500.00
1140 IT Support & Maintenance	Increase to £2500.00
1145 New Replacement IT Hardware	Reduce to £2000.00
1150 General Administration	Reduce to 4500.00
1170 Service Improvements	C/F any 2022/23 balance

Grants

Expenditure

2000 Sports Ground Management	Increase to £6700.00
2010 Community Car Scheme	Cllr Frist to discuss with HDCCS

799 Defibrillator registration and management

The Business Manager (BM) reported she had left messages with the gentleman who had previously carried out the checks on the defibrillators, however he had not been in touch to date, therefore she advised she intends to check the defibrillators owned by the Parish as soon as possible. Cllr C Shepherd advised the defibs have been registered with Circuit by the previous Clerk, but the registration included the defibs owned by Thornham and Gayton, when it had been attempted to remove the units owned by Dersingham to reregister independently it had been unsuccessful as Thornham and Gayton would also be deregistered. It was agreed that the BM would contact Circuit to deregister the defibrillators and reregister Dersingham Parish Councils defibrillators and would notify Gayton Parish Council to enable them to reregister too. Cllr C Shepherd to advise Thornham Chairman of intended action.

800 IT Update

Cllr M Shepherd reported the following:

The new IT hardware had been delivered to the Parish Office.

He had attended a meeting with Mr G Smart (System 3) and Mr S Martyn (Parish Council IT Support/Website maintenance) and discussed the implementation of the new corporate email system. The BM, ABM, Cllrs J Houston, C Shepherd, and M Shepherd will receive the first Microsoft 365 mailboxes with all other councillors having an auto forward placed on their email accounts as an interim step. The staffs Gmail accounts will remain in place for archive purposes.

801 Correspondence

Cllr C Shepherd reported DVCA had requested an update regarding the safety anchorage points for the roof to enable contractors to gain access and proposed she contacted a specialist roofing/safety company for advice and quotes regarding installation.

802 Items for inclusion on the next agenda

NS&I Account
Budget
Precept

803 Date of next meeting – Monday 16th January 2023 at 7pm. Loft, Dersingham Centre

With no further business public were asked to leave at 8.25pm

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

804 Leases Update

a) Sportsground

Cllr C Shepherd reported there was no update regarding the lease.

b) Social Club

Cllr C Shepherd reported there was no update regarding the lease.

Action Points

Business Manger

- To add Standing Orders and Financial Regulations to a future Finance & Administration Committee (Feb 2023).
- To inspect the Parish Council Defibrillators

Cllr C Shepherd

- Investigate hosts for the Parish Council Website.
- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points.

Cllr Frost

- To discuss 2023/23 grant with HDCCS