

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 17th April 2023 at 7.00pm.

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

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

846 To consider apologies for absence

Cllrs Dane Hipkin and Robert Frost

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

None received.

848 Public participation – No public present

849 Minutes of the Finance & Administration Committee meeting 13th March 2023

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, and all actions are to remain

c) To consider matters arising – None raised.

850 Current Financial Position

a) IAC reports – monthly and quarterly

Cllr M Shepherd advised both the monthly and quarterly IAC reports had been placed on Sharepoint for Councillors to view prior to the meeting. All bank reconciliations were in order with no other significant discrepancies other than one regular payment not included on the March informational approval list.

b) Whole council budgets

Cllr M Shepherd reported all committees had remained within budgets for the 2022/23 financial year.

c) Aged debtors

Cllr M Shepherd stated the Aged debtors list circulated via Sharepoint, showed three outstanding invoices however two have now been paid and the third is not an aged debtor.

d) Reserves.

Cllr M Shepherd reported the Covid reserve has now been closed and the balance transferred to the Projects reserves. The RFO is yet to remove obsolete budget codes. The RFO has closed the accounts for the 2023/23 financial year and completed her part of the AGAR form. The Internal Auditor is hoping to complete his section of the AGAR form ready to be presented at the May Full Council meeting.

851 Review Standing Orders

A copy of the current model Standing Orders, with proposed amendments tailored to Dersingham Parish Council, had been circulated via Sharepoint. Councillors discussed the standing orders. **It was resolved to agree for Cllr M Shepherd to finalise the document ready for presentation to Full Council for approval at the Annual Parish Council meeting.**

852 Review Financial Regulations

A copy of the current model Financial Regulations, with proposed amendments tailored to Dersingham Parish Council, had been circulated via Sharepoint. Councillors discussed the Financial Regulations. **It was resolved to agree for Cllr M Shepherd to finalise the document ready for presentation to Full Council for approval at the Annual Parish Council meeting.**

853 Feedback from Internal Auditor & Petty Cash account

Cllr M Shepherd advised a report from the Internal Auditor had been received which showed the Parish Council had achieved a "Green" status. Cllrs M and C Shepherd along with the RFO and BM had attended a feedback session with the Internal Auditor, in which two issues were raised, the Risk Assessment register and the Contracts register. Both items will be reviewed and updated by the BM.

Cllr M Shepherd said he had liaised with the BM and RFO and it was agreed to propose to F&A Committee to bank the money held and cease using Petty Cash. Any items purchased would be obtained by the BM using the Parish Council Debit Card. **It was resolved to approve the proposal**

854 IT Update

Cllr M Shepherd reported most Councillors have now been trained on the use of Sharepoint.

Currently Sharepoint is being, temporarily, backed up to Cllr M Shepherds personal NAS as the current DPC Synology NAS does not support the backup software. Cllr M Shepherd proposed he obtains quotes to replace the office NAS. **It was resolved to approve the proposal.**

855 Monthly status check of Defibrillators

The BM reported an email had been received to report the defibrillator located at the Spar shop had been used, she had checked the unit and all pads remain intact with the battery light showing green, however she was unsure if it was possible to ascertain if the battery had been used. This is something she will investigate.

856 Decision of Zoom renewal

Cllr M Shepherd advised the current Zoom contract is due to expire 7th June 2023, to renew the contract would cost £119.00. He explained that the Microsoft 365 licenses allow virtual meetings via Microsoft Teams with no additional cost being incurred. **It was resolved not to renew the Zoom contract.**

857 Correspondence

Cllr C Shepherd advised a letter had been received from OPUS Energy which would be dealt with at the next Environment Committee meeting.

The BM said she had contacted BT to remove S Bristow from account, however she had been unsuccessful. Cllr C Shepherd suggested the BT account be added to the next F&A Committee agenda

858 Items for inclusion on the next agenda

BT Account

859 Date of next meeting - Monday 12th June at 7pm in the loft

The meeting was placed in closed session at 8.15pm

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.

860 Leases Update

a) Sportsground

Cllr C Shepherd advised there was no update.

b) Update on Queen Elizabeth II Jubilee Lease

Cllr C Shepherd advised there is no update however there is to be a meeting tomorrow between the Parish Council and the Social Club management committee.

c) Quotes on EPC for Queen Elizabeth II Jubilee Hall Lease

Councillors discussed the quotes received and agreed a contractor to carry out the EPC. The BM will inform the contractor and arrange a date for the inspection.

With no further business the meeting closed at 8.10pm

Action Points

Business Manger

- To write a report for the next F&A meeting, informing Committee members of available savings accounts and interest rates available
- To bank the money held in Petty Cash
- To add letter received from OPUS to Environment agenda
- To review and update the Risk Register
- To review and update the Contracts Register
- To add the OPUS energy correspondence to the Environment agenda

Cllr C Shepherd

- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points.
- To liaise with Cllr M Shepherd/Barclays regarding obtaining a new purchase card.

Cllr M Shepherd

- To obtain quotes to replace the office NAS for back up of Sharepoint