

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 12th June 2023 at 7.00pm.

Present: Cllrs Mike Shepherd, Brian Anderson (left 8.30pm), Robert Frost, Dane Hipkin and Coral Shepherd.

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

- 861 Election of 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 R Anderson seconded the nomination. **It was resolved to approve Cllr M Shepherd as Chairman of the Finance & Administration Committee.**
- 862 Election of the Vice-Chairman of the Finance and Administration Committee and to receive the Vice-Chairman's Declaration of Acceptance of Office**
Cllr R Frost nominated Cllr D Hipkin. Cllr B Anderson seconded the nomination. **It was resolved to approve Cllr D Hipkin as Vice Chairman of the Finance & Administration Committee.**
- 863 To consider apologies for absence – None received**
- 864 Declarations of interest and requests for dispensations by councillors in any agenda item**
Cllr D Hipkin declared an interest in agenda item 13 – BT Account
- 865 Public participation – No public present**
- 866 Minutes of the Finance & Administration Committee meeting 17th April 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 with those completed removed.
Business Manager:
 - To write a report for the next F&A meeting, informing Committee members of available savings accounts and interest rates available – *Cllr M Shepherd said he had received a report from the BM, which Cllr C Shepherd had also been copied into, and suggested a discussion should take place with himself, Cllr C Shepherd and the BM and a report be brought to the next F&A Committee meeting.*
c) To consider matters arising – None raised.
- 867 To review Committee Terms of Reference**
Councillors discussed the Terms of Reference with the following amendments to be made:
Paragraph 2 – change - three year financial plan to financial planning.
Paragraph 7 - change - Clerk to Business Manager.
Paragraph 9 - add – and Standing Orders after Financial Regulations
It was resolved to recommend the amended Terms of Reference to Full Council for Adoption.
- 868 Current Financial Position**
a) IAC reports – monthly and quarterly

Cllr M Shepherd reported the IAC reports for April 2023 and May 2023 had been placed on SharePoint and confirmed the bank reconciliations were in order. Some issues with the accounts had been identified but had now been rectified by the RFO. The start of year checks have also been completed confirming the current year accounts are consistent with the old, the budget figures shown on the Comparisons Report are correct and that the precept has been received and allocated to the correct budgets.

b) Whole council budgets

The May accounts had been shared on SharePoint prior to the meeting.

Cllr Hipkin suggested that the title of Council Income code 105 DVSC Rent (Dersingham Village Social Club) be changed to QEII Jubilee Hall (Queen Elizabeth II Jubilee Hall) rent to correspond with the lease etc. **It was resolved to change the description of code 105 to QE11 Jubilee Hall Rent.**

Cllr M Shepherd advised that Council had agreed in January to top up the Project Reserves from accrued savings in the General Fund, amount was to be determined after the end of the financial year. Cllr M Shepherd and the RFO have discussed the sum available, but a cautious approach is advised. After discussion **it was resolved to seek Full Council approval to transfer £25,000.00 to the Project Reserves and review again in December.** This should provide sufficient funding for anticipated upcoming projects such as the replacement of streetlights whilst keeping some funds in reserve for unexpected expenditure.

c) Aged debtors

There are currently no Aged Debtors.

d) Reserves

Cllr M Shepherd confirmed the Covid reserve has now been closed and the balance transferred to the Projects reserves.

869 Internal Audit

(a) Receive Audit report for 2022/23 financial year

Cllr M Shepherd advised the Audit Report had been circulated via SharePoint

(b) Discuss and agree actions and timescales

Cllr M Shepherd said there are follow up actions required on previous recommendations from the 2019 audit and wished to establish a time frame for them to be completed.

1. Contract recording and monitoring: The existing contracts register requires updating. Cllr M Shepherd asked when the BM was able to commence work on the contracts register. The BM advised she had several action points to complete for the Environment committee but would complete as soon as possible.

2. Risk Management/Register: To identify all potential risks to the Parish Council (PC) employees, Councillors and Parishioners.

Cllr M Shepherd advised there is currently no approved Risk Register for the PC and much has changed over the last year. He suggested the BM might consider working on the register during August as there are no Parish Meetings taking place. It was noted that the Internal Auditor has offered to assist her in formulating a suitable register.

3. Supplier Due Diligence: To ensure the actions the Parish Council takes to know both its existing and prospective suppliers/contractors are honest, legitimate, and financially sound.

Councillors discussed how to implement due diligence for suppliers, the criteria needed when engaging with a new contractor, ensuring works are completed before payment is made unless previously agreed to make staged payments. Cllr M Shepherd suggested the BM liaises with the RFO, PTS and SLCC to discuss their processes. The BM advised she would commence work on suppliers' due diligence once she had completed the Risk Register.

(c) Discuss arrangements for 2023/24 financial year

Cllr M Shepherd said the quote from Price Bailey for the 2023/24 & 2024/25 financial years had been received and circulated via SharePoint. Councillors discussed the quote. **It was resolved for the quote of £1050.00 from Price Bailey be approved for 2023/24 and 2024/25 financial years.**

870 Grants

To Consider grant request from Dersingham Social Club

Cllr C Shepherd advised she had spoken with a committee member from the Social Club who said that the repair work on the flat roof has been completed with only the cost of materials being incurred as committee members had volunteered their time.

The Committee are now in the process of trying to obtain grants to assist with the conversion of the snooker room into a family room. A quote has been received to carry out electrical work needed to able the conversion to take place. Cllr C Shepherd suggested the F&A Committee agree a grant of £3000.00 to pay for the electrical work. Councillors discussed the matter. **It was resolved for the F&A Committee to seek approval from Full Council to give a grant of £3000.00 to the Social Club to pay for electrical works needed and for this to be funded from accrued savings in the General Fund.**

871 IT update

(a) General update

Cllr M Shepherd advised only one Councillor is unable to access SharePoint and their council mailbox. All other Councillors have received training.

(b) Microsoft 365 data backups

Cllr M Shepherd had circulated a report detailing the costs and specification of a Synology DS220+ NAS needed to perform IT backups, currently SharePoint is being temporarily backed up to Cllr M Shepherds personal NAS. After discussion Cllr M Shepherd proposed the purchase of a Synology DS220+ NAS at an approximate cost of £600.00, based on current prices. **It was resolved to approve the proposal.**

(c) Anti-virus Subscription

System3 have advised the 3 licences for the Webroot Anti-Virus are due to expire 25th June 2023, these licences cover the stand-alone PC's and office laptop staff had been using prior to the IT upgrade, to renew the anti-virus would cost £63.00 exc VAT for the 3 licences. Councillors discussed the renewal, and it was agreed to decommission the three machines, so the subscription is no longer required.

(d) Use of IT at council meetings

Cllr M Shepherd stated at the last Full Council meeting the projector had been used to assist with the discussion of the Sports Ground CIC pavilion design plans, however the projector currently owned by the Parish Council is low resolution which means poor picture quality. It is also insufficiently bright to be useable in a room with the lights on. Cllr M Shepherd said he had researched the costs to replace the projector, which would be approximately £600.00 and suggested a suitable make and model of business/education

class device. Councillors discussed replacing the projector. **It was resolved to purchase a new projector.**

872 Review Minute numbering system

Cllr M Shepherd advised that a meeting with the BM had taken place to discuss the minute number formatting to ensure it met with the legal requirements. Cllr C Shepherd advised the minutes should either have consecutive minute numbering or consecutive page numbers, however currently there are two minuting systems in use by the PC. Cllr M Shepherd proposed a resolution be sought from Full Council to allow the BM to change the minutes for the Planning and Environment Committee, that had been formatted differently to all other minutes including Full Council, to add a footer to show Committee name, page number and the appropriate chairman sign the changed copy. **It was resolved to approve the proposal.** The BM proposed an entry also be made to footer for the Chairmans signature once the minutes have been approved. **It was resolved to approve the proposal.**

873 BT Account

This item is to be deferred to F&A Committee meeting 10th July 2023.

874 Monthly status check of Defibrillators

The BM reported the monthly check is carried out the first Monday of each month. The defibrillator located at the Spar shop had been removed and therefore deactivated on Circuit. The defib has been returned, checked and notification sent to Circuit to reactivate.

875 Correspondence

Cllr M Shepherd advised DVCA had supplied a breakdown of running costs from Oct 22 to Mar 23. The PC contribution at 6.61% is £935.12. **It was resolved to approve the PC Contribution be added to the June payment list for approval. Cllr C Shepherd will contact the DVCA treasurer for an invoice.**

Cllr C Shepherd reported the five-year lease on the photocopier is due to expire October 2023, currently the quarterly charge on the copier is £193.00 for leasing and approximately £135. for maintenance. The leasing company have suggested the PC purchase the copier for £193.00 when the lease expires. The maintenance costs will remain the same and chargeable on a quarterly basis. Councillors discussed the purchase. **It was resolved to approve the purchase of the photocopier for £193.00.**

The BM advised she had issued an invoice to DVCA of £57.44 (NET) for the last three months printing charges.

The BM reported a letter had been received from the Heacham & District Community Car Scheme expressing their gratitude for the grant received from the PC. Cllr C Shepherd requested it be included in the next Full Council correspondence.

876 Items for inclusion on the next agenda

BT Account

877 Date of next meeting - Monday 10th July 2023 7pm in the Loft

The meeting was placed in closed session at 8.55pm

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.

878 Leases Update

a) Sportsground

Cllr C Shepherd a draft copy of the underlease had been sent to the CIC Secretary on the 24th May 2023 but had received no feedback to date.

Cllr C Shepherd gave feedback regarding the public meeting hosted by the Sportsground CIC to discuss the new pavilion. After discussion it was agreed Cllr C Shepherd would write the CIC Secretary outlining concerns raised by Councillors.

b) Update on Queen Elizabeth II Jubilee Lease

Cllr C Shepherd advised there was no update

With no further business the meeting close at 9.20pm

Action Points

Business Manger

- To add letter received from OPUS to Environment agenda
- After discussion with Cllrs M and C Shepherd prepare a report re NS&I account.
- 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 add letter from Heacham & District Car Scheme to the next Full Council agenda.
- To arrange purchase of NAS and Projector
- To arrange the purchase of the Photocopier at the end of the leasing period.
- To advise supplier that Webroot licenses are no longer required.

Cllr M Shepherd

- To instruct the RFO to change Budget Heading 105 DVSC Rent to 105 QEII Jubilee Hall
- To seek approval from Full Council to transfer £25,000.00 from General Funds to Project Reserves
- To seek approval from Full Council to give a £3000.00 grant to the Social Club to assist in required electrical work.
- To liaise with BM re purchase of a Synology DS220+ NAS for the PC to enable IT backups
- To liaise with BM re purchase of a projector (Minute number 871(d))
- To seek approval of Full Council to change minute numbering (Minute number 872)
- To notify the RFO to add payment to DVCA for PC contribution to running costs

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.
- To contact Sportsground CIC Secretary as per minute 878

