

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 10th March 2025 at 7.00pm.

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

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

Meeting opened at 7.15pm

- 1 Apologies for absence** – Cllrs Robert Frost and Jo MacCallum Responsible Finance Officer.
- 2 Declarations of interest and requests for dispensations by councillors in any agenda item** – None received
- 3 Public participation** – None present.
- 4 Minutes of the Finance & Administration Committee meeting 10th February 2025**
 - 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**
There were no matters arising that were not shown as agenda items.
- 5 Current Financial Position**
 - a) IAC monthly report**
Cllr M Shepherd reported that his monthly IAC report had been shared via SharePoint prior to the meeting. He had confirmed that bank reconciliations for 1st April 2024-28th February 2025 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 for January had been placed on SharePoint prior to the meeting and invited questions. There were no questions raised regarding the reports. Cllr M Shepherd said the invoice from DVCA for the Parish Councils percentage of the village centres running costs had not been received. Cllr Whitehead asked what the percentage was that the PC paid. Cllr M Shepherd advised it was 6.61%. Cllr C Shepherd said she would contact the DVCA treasurer again.
 - c) Aged debtors**
Cllr M Shepherd advised there are currently no Aged Debtors
 - d) Reserves**
Cllr M Shepherd said the reserves reports have been circulated via SharePoint and advised there were no issues regarding the Reserves. There were no questions raised.
Cllr C Shepherd said there would be some money spent from the Project Reserves to pay for the renovation of the village sign. The BM said she would contact the contractor to establish when the sign will be removed.

6 IT Update.

Cllr M Shepherd advised there was no IT update and asked the committee if they had issues to raise.

The BM reported that there are still issues scanning documents as the scanner keeps failing. Cllr M Shepherd asked how frequently it was happening. The BM said she had not monitored it. Cllr M Shepherd would attend the office Wednesday, when it was closed, to see if he could resolve the problem. He asked the BM to provide the contact details for Aurora Technical Support.

7 2024/25 Internal Audit.

Cllr M Shepherd advised the Internal Auditor has confirmed the scheduled dates for the remote meetings and had supplied details of the list of evidence required.

Cllr M Shepherd told the committee the dates and said the final report should be returned to the Parish Council no later than 2nd June 2025.

8 Update on New Savings Account options.

Cllr M Shepherd said the RFO had placed 2 reports on SharePoint which provide background information and her recommendations. It was proposed that no decision would be taken until the April committee meeting when the RFO will be in attendance and the year-end figures will be available. The Committee discussed the reports and the options detailed in them. **It was resolved to approve the proposal.**

9 Minor Grants Budget.

Cllr M Shepherd advised there is £1314.27 remaining in the minor grant budget and asked if Councillors wished to nominate any local charities that benefit parishioners and that would benefit from a small donation. Councillors nominated various charities which the committee discussed.

It was resolved for the following charities to each receive a donation of £250.00. Baby Basics, Dersingham United Charities, East Anglian Air Ambulance EAAA, NARS and Tapping House.

10 Contracts Register.

The BM said she would circulate the updated Contracts Register tomorrow.

11 Subscription from Norfolk Parish Training and Support.

Cllr M Shepherd said the subscription renewal had been received from NPTS for 2025-26 at a cost of £555.00. Cllr M Shepherd proposed the subscription be renewed after 1st April 2025. After discussion **it was resolved to approve the proposal**

12 Business Managers Update

12.1 Defibrillator Checks

The BM stated she had carried out the safety checks on the defibs and had placed the information on SharePoint and at the previous F&A committee meeting it had been agreed to order replacement pads which she will do after 1st April 2025.

12.2 DVCA photocopier recharge.

The BM advised she had taken the readings from the photocopier and an invoice had been sent to the DVCA. She said no price increase had been applied to the invoice as Aurora's increase did not come in effect until 1st March 2025 which is after the date the invoice was issued.

13 Correspondence

13.1 BCKLWN – Agreed Budget for 2025-26

The BM advised she had circulated the Budget for information.

13.2 BCKLWN – Members Allowance.

The BM said although Dersingham Parish Councillors are not in receipt of an allowance, she had circulated the report for information.

14 Items for inclusion on the next agenda

New Savings Account

15 Date of next meeting – Monday 14th April 2025, 7pm in the Loft

The meeting was placed in closed session at 8.37pm

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.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised there was no update.

With no further business the meeting was closed at 8.54pm

Action Points

Cllr M Shepherd

- To look at the photocopier regarding the scan facility

Cllr C Shepherd

- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points.
- To contact DVCA treasurer regarding the invoice for the PC contribution to the centre running costs.

RFO

- To review auditors and accountants for future Internal Audits.

Business Manager

- To obtain payment details for the charities selected to receive a donation from the Parish Council.

Assistant Business Manager

- To contact ARK regarding the voicemail on the VOIP telephone system.