

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 14th July 2025 at 7.00pm.

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

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

Meeting start time 7.20pm

- 1 Apologies for absence – Jo MacCallum Responsible Finance Officer (RFO)**
- 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 9th June 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.

Cllr C Shepherd asked if Cllr B Thomas had spoken to the contractor regarding the safety roof anchorage points. Cllr Thomas explained that he had contacted him however he is not able to help as he has now retired.

c) To consider matters arising

Cllr C Shepherd advised the following.

A new Direct Debit has now been successfully set up with DRAX.

A debt recovery policy has been written and adopted at the last full council meeting. The BM asked if she could have the word document of the policy to enable her to date when it was adopted. Cllr C Shepherd said she would forward a copy to the BM.

The draft AGAR has been approved by full council.

As per minute number 15 the DVCA running cost invoice has now been received and paid.

5 Current Financial Position

a) IAC monthly report and quarterly report.

Cllr M Shepherd reported that his monthly IAC report for June and the IAC quarterly report had been shared via SharePoint prior to the meeting. He confirmed that the bank reconciliations from 1st April to 30th June were all in order and the financial reports were numerically consistent. All payments had been processed and authorised in accordance with the financial regulations. The quarter 1 VAT return had been submitted and the sum being reclaimed from HMRC is £529.92.

b) Whole council budgets

Cllr M Shepherd said all financial reports had been placed on SharePoint prior to the meeting. There had been an incorrect coding relating to the latest Aurora printing costs invoice which needed to be corrected. Cllr N Barker asked if there was a procedure to

allocating the correct code. The BM said she should be advised of the code at the committee meeting however this is not happening. She then asks Cllr C Shepherd for the correct code when she raises the order. Cllr M Shepherd requested that staff confirm the expenditure code with the relevant committee whenever they are asked to raise an order.

c) Aged debtors

Cllr M Shepherd explained there had been issues around the process of invoices being sent to advertisers in the Village Voice therefore he had created a spreadsheet to help monitor how the invoices are handled. This will be updated by the ABM and presented to the Finance & Admin and Communications committees.

Cllr M Shepherd said the current invoice template states that payment is due 30 days from the date of the invoice. This can prevent the ABM from requesting immediate payment for adverts that have been placed at short notice prior to the magazine going to Clanpress for printing. Cllr M Shepherd proposed the wording be amended to "All payments are due on receipt of invoice" **It was resolved to approve the proposal.**

d) Reserves

Cllr M Shepherd said the reserves reports have been circulated via SharePoint and advised there were no issues regarding the Reserves. A new reserve has been created for the neighbourhood plan project.

The BM said the CIL reserve now shows as £0.00.

6 IT Update.

6.1 Update on Information Technology Policy

Cllr M Shepherd advised the RFO had sent a draft copy of the IT Policy which he had only quickly looked through. The policy does not cover all aspects required for the Parish Council. He said he would try to review the policy ready for the next F&A committee meeting.

The BM said she had been having issues whilst working in SharePoint, when trying access folders, a message is displayed stating the folder is empty. Cllr M Shepherd said he had also seen the same problem whilst working in SharePoint from home, so it is not an office network problem. He said it appeared to happen once a document had been uploaded and the user immediately attempts to access it in the document library. If the screen is "refreshed" the error usually disappears.

7 Committee Spending Plans 2025-2026

Cllr C Shepherd advised the Environment committee had requested a survey of 8 steel streetlight columns in parish council ownership be carried out. The result of the survey shows that 5 Steel streetlights on Woodside Ave and Woodside Close need to be replaced. A price for replacing the columns has been obtained and the BM is obtaining quotes from UK Power Network for the disconnection and connection. Cllr M Shepherd asked if there would be a discount for the connection as the columns are in the same roads. Cllr C Shepherd said she hoped to have a final figure to report at September's meeting, but the Environment committee would be requesting the cost of the columns be paid from reserves.

8 Review of Risk Register

Cllr M Shepherd advised an annual review of the Risk Register was required. The BM confirmed that she had reviewed the register and no changes are required. Cllr M Shepherd proposed the current Risk Register be formerly readopted. **It was resolved to approve the proposal.**

9 Business Manager Update

9.1 Defibrillator Checks

The BM said she had carried out the defibrillator checks and the reports have been placed on SharePoint.

The BM said she had approached the Chairman of the DVCA to ask if there would be any further defib training held at the village centre, but unfortunately no further training has been arranged. Cllr C Shepherd suggested asking Councillors at the next Full Council meeting who would be interested in attending a defib course. It was agreed the BM would contact NARS to enquire what courses they run, minimum number required to run the course and the costings.

9.2 Bleed Kits

The BM reported several Parish Councils have Bleed Kits in their defibrillator cabinets. She had looked into kits available and had placed an example on SharePoint. The committee discussed the provision and management of the Bleed Kits and agreed not to purchase any at this time.

9.3 DVCA photocopying invoice

The BM said the invoice had been raised and sent to the DVCA.

10 Correspondence

None received

11 Items for inclusion on the next agenda

Cllr M Shepherd asked committee members to advise the BM of any items they wished to go on the next agenda.

12 Date of next meeting – Monday 8th September 2025

The meeting was placed in closed session at 8.23pm

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.

13 Leases Update

13.1 Sportsground

Cllr C Shepherd advised the Sportsground underlease has now been finalised and signed.

13.2 Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised the social club are waiting to hear from their solicitors. Cllr Thomas agreed to chase them again.

14 Quotations for Insurance Renewal

Cllr M Shepherd said he felt that the committee were not in a position to make a decision regarding the insurance renewal as all questions raised with the three insurance companies had not yet been answered. Councillors discussed the quotes received. Cllr M Shepherd proposed the Finance Committee members discuss the quotes by email once all

information has been received in order to agree a recommendation to Full Council at the meeting on the 28th July 2025 for approval. **It was resolved to approve the proposal.**

15 Quotations for Photocopying Charges

Cllr M Shepherd reported the photocopier in the office was purchased from Aurora two years ago at the end of the lease agreement. A two-year maintenance contract was signed at the time of purchase, this will expire on 30th September 2025. Aurora have said they will no longer offer a maintenance contract on the copier, and they have sent a quote for a replacement machine. After discussion it was agreed not to enter into a lease for a new copier until the current printing requirements have been reviewed

With no further business the meeting was closed at 9.15pm

Action Points

Cllr M Shepherd

- To review the Information Technology Policy received from the RFO

Cllr C Shepherd

- To contact a builder/contractor for advice and quotation for installation of safety roof anchorage points.
- To ascertain, at the next Full Council meeting, if Councillors wish to attend de-fib training if available.

RFO

- To review auditors and accountants for future Internal Audits.

Business Manager

- To contact NARS about Defib training as per minute number 9.1

Assistant Business Manager

- To contact the RFO to request the wording be changed on the invoices issued as per minute number 5(c)