

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 13th October 2025 at 7.00pm.

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

In attendance: Jo MacCallum Responsible Finance Officer (RFO)
Geraldine Scanlon Assistant Business Manager (ABM) & Minute Taker.

1 Apologies for absence – Cllr Brett Thomas

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

Cllr C Shepherd declared an interest in any item related to the sportsground as a trustee of the Sportsground Association.

3 Public participation – None Present

4 Minutes of the Finance & Administration Committee meeting 8th October 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

Cllr M Shepherd said, as per minute 12 from the previous F&A committee meeting, the RFO had placed quotes received from Internal Auditors on SharePoint. The committee discussed the quotes at length. It was agreed that the RFO would contact the three preferred Auditors for further information and report back to the committee for the next F&A meeting. The RFO will notify the remaining Auditors that they have been unsuccessful.

5 Current Financial Position

a) IAC monthly report

Cllr M Shepherd said all the usual financial reports had been placed on SharePoint prior to the meeting and asked Councillors if they had any questions regarding the finances. There were no issues raised.

b) Monthly and Quarterly Reports.

Cllr M Shepherd advised he had circulated his Monthly and Quarterly IAC reports for September 2025 via SharePoint.

He confirmed the bank reconciliations for the period 1st April 2025 to 30th September 2025 were in order and the financial reports presented to councillors were numerically correct. All payments were authorised and made in accordance with the financial regulations.

The Quarter 2 VAT return was submitted on 6th October and £3674.75 has been reclaimed from HMRC and the sum was received on the 10th October 2025.

Cllr M Shepherd reported that the Reserves report includes three invoiced, but unpaid expenditure transactions this month, so the reserves report and cashbook do not reflect the actual balance of Projects Reserve on 30th September 2025. This is due to the way EDGE

produces the reports. The reports will accurately reflect the true reserve balance once the October payments have been made.

c) Aged debtors

The ABM explained she had contacted the company regarding the outstanding invoice 2400 and was advised they had made payment on the 1st September however no payment has been received by the Parish Council. A screenshot had been provided as proof of payment however no bank account or sort code were shown. Further contact was made requesting the details of the account the payment was made too but no response has been received to date. The second demand letter was hand delivered to the business address however the first demand letter, that was sent to a private address used on the booking form, had been received in the post today as “not known at this address” The RFO had additionally issued an email requesting payment and advising the matter would be escalated to the small claims court if payment was not received. Councillors discussed the matter. **It was resolved that the RFO prepares the relevant documents to be hand delivered advising that the matter will be referred to small claims**

d) Reserves

Cllr M Shepherd said the reserves reports have been circulated via SharePoint and advised there were no issues regarding the Reserves other than those discussed under minute 5b.

6 Updates on AGAR Return for 2025/26

Cllr M Shepherd advised the Parish Council had passed the external audit for the 2024/25 AGAR. There had been no issues raised however a comment had been made regarding Section 2 Box 9. There had been an increase to amount for the total fixed assets due to the re-evaluation of the QE II Jubilee Hall and the Dersingham Village Centre. The relevant AGAR documents have been displayed on both the website and noticeboards.

7 IT Update and update on IT policy

Cllr M Shepherd said he had written an IT policy that he had been circulated via SharePoint. The policy addresses the assertion 10 changes to the AGAR return for 2025/26. He asked if Councillors and staff could review the policy and advise him of any comments or changes, they have.

Cllr M Shepherd advised a Records Management and Retention Policy that had been circulated via SharePoint and asked Councillors and staff to review the policy and advise him of any comments or changes they have.

8 Committee Spending Plans 2025-2026

Cllr C Shepherd said the Environment Committee had gained approval from Full Council to spend £14,642.52 from the Project reserves for 5 replacement streetlights in Woodside Avenue and Woodside Close as there are no grants available. The Borough Council have changed their rules around grants funded from CIL and as a result the replacement of DPC streetlights no longer qualify. Cllr Barker asked if an assessment had taken place to see if 5 streetlights were required or could the number be reduced. Cllr C Shepherd said an independent safety survey had been carried out on the Parish Councils streetlights.

Cllr M Shepherd said the F&A Committee had previously discussed equipment required to hold hybrid meetings however this the government have not yet changed the law to enable such meetings to be held.

9 Edge accounts – Update on change from Receipts and Payments to Income and Expenditure.

The RFO explained that the Parish Council had exceeded the threshold to use Receipts and Payments for the second year running and therefore would have to switch to Income and Expenditure accounting from 1st April. She had spoken to EDGE and it has been agreed that EDGE will liaise with the RFO in January regarding the switch over. The RFO advised the main change will be how reports are produced. Cllr M Shepherd asked in the historic Receipts and Payments accounting reports will still be accessible in the original format. The RFO confirmed they would be.

10 Proposed realignment of Reserves

Cllr M Shepherd explained that the Dersingham Centre and Skatepark reserves are remaining funds from projects the Parish Council have completed. There are also funds in budget code 1155 QE II Jubilee Hall Contingency Fund that we have been carrying forward each year. Cllr M Shepherd proposed the committee agrees that the three are amalgamated and a new reserve created for the maintenance of the property owned by the Parish Council. After discussion it was to seek approval from Full Council to proceed with the proposal.

11 New Savings Account

The RFO advised she had circulated her report along with her recommendations and asked the committee for a decision regarding a new savings account. Councillors reviewed the options, and it was agreed to seek approval from Full Council to open a Current Account with Unity Bank, followed by an Instant Access account, however the amount to be used for the Instant Account is yet to be agreed.

12 Budget Setting 2026/2027

Cllr M Shepherd reminded the committee that the budget setting for 2026/27 will commence next month and asked Councillors to consider the F&A budget lines.

13 Business Manager Update

13.1 Defibrillator Checks

Cllr M Shepherd said the BM had placed her report on SharePoint prior to the meeting. The Defib checks have been carried out and there had been no issues.

13.2 Update on photocopier usage/replacement.

Cllr M Shepherd said the BM had placed a report detailing the amount of prints, and the costings, used by both the Parish Council and DVCA. The report also included two priced options from the current supplier for a replacement machine. However there had been no consideration as to what would be required of a replacement. The details provided would suffice to enable a figure to be used for budget setting for copier/paper usage. Further information will be needed before committee could agree on a replacement.

13.3 Update on CPR and Defibrillator Training

The BM has emailed the Spar, Thaxters, Co-op and the Social Club. The Social Club expressed, and interest and they will discuss it at their next meeting. No other responses had been received.

14 Correspondence

Cllr C Shepherd advised the subscription to Google Mail is due to expire. She proposed the subscription be renewed for a further year at a cost of £15.99. **It was resolved to approve the proposal.**

15 Items for inclusion on the next agenda

Information Technology (IT) Policy

Records Management and Retention Policy

Budget Setting

Quotations for drainage works and cutting back of hedges on the sports field

16 Date of next meeting – Monday 10th November 2025 at 7pm in the Loft.

The meeting was placed in closed session at 9.02m

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.

17 Leases Update

17.1 Sportsground update and lease update

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

Councillors discussed a proposal to partner with the DSGA to progress the pavilion project. It was agreed that this will be presented to Councillors at the next Full Council meeting.

17.2 Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised that work on the lease is progressing

18 Quotations for drainage works and cutting back of hedges on the sports field.

Cllr M Shepherd advised there had been no quotes have yet been received from any of the contractors approached to carry out the work.

With no further business the meeting was closed at 9.25pm

Action Points

Cllr M Shepherd

- To organise a meeting to discuss the process for updating of the Asset registers for the RFO, BM, ABM and Cllr C Shepherd to attend
- To seek approval from Full Council to open a Current Account with Unity Bank, followed by opening an Instant Access account.
- To seek approval of the Dersingham Village Centre Reserve, the Skatepark Reserve and budget line 1155 QE II Jubilee Hall Contingency Fund be amalgamated, and a new budget line created for "Property Maintenance"

Cllr C Shepherd

- To contact a builder/contractor for advice and quotation for installation of safety roof anchorage points.

RFO

- To add Google Mail Subscription to the October payment list.
- To contact the three preferred Internal Auditors for further information and place the responses on SharePoint prior to the next F&A meeting and to notify the remaining Auditors that they have been unsuccessful.

Business Manager

Assistant Business Manager

All Committee Members, BM and RFO

- To return comments on Draft IT policy to Cllr M Shepherd as soon as possible, to allow a final draft to be produced for the November meeting of the F&A committee.
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