

**Dersingham Parish Council**

Dersingham Village Centre,  
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Dersingham,  
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**FINANCE AND ADMINISTRATION COMMITTEE MEETING**

4<sup>th</sup> November 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance and Administration Committee to be held on Monday 10<sup>th</sup> November 2025 at 6:30pm in the Garden Room, Dersingham Village Centre.

Members of public are welcome to attend.

*Karen Orgill* – Business Manager

**AGENDA**

1. **To consider apologies for absence**
2. **To receive Declarations of Interest.** Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.
3. **Open the meeting to allow Public Participation**
4. **To approve the minutes of the Finance and Administration Committee Meeting held on the Monday 13<sup>th</sup> October 2025**
  - (a) To approve the minutes
  - (b) To review action list
  - (c) To consider matters arising
5. **Current financial position**
  - (a) IAC monthly report
  - (b) Monthly reports
  - (c) Aged debtors
  - (d) Reserves
6. **IT Update and update on Information Technology Policy**
7. **Committee Spending Plans 2025-2026**

8. **Information Technology (IT) Policy**
9. **Records Management and Retention Policy**
10. **Budget Setting for 2026/2027**
11. **Grants for:**
  - 11.1 Brave Futures
  - 11.2 Dersingham Primary School PA Equipment
12. **Business Manager Report**
  - 12.1 Defibrillator Checks
  - 12.2 Update on photocopier usage/replacement
  - 12.3 Update on CPR and Defibrillator training
13. **Correspondence**
14. **Items for inclusion on the next agenda**
15. **Date of next meeting** - Monday 8<sup>th</sup> December 2025 at 7pm in the Loft

**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**
  - 16.1 Update on Sportsground and lease
  - 16.2 Update on Queen Elizabeth II Jubilee Hall Lease
17. **Quotations for new Internal Auditor**
18. **Quotations for drainage works and cutting back of hedges on the Sports field**