

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 10<sup>th</sup> November 2025 at 6.30pm.

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

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

- 1 Apologies for absence – None**
- 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 13<sup>th</sup> 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**
- 5 Current Financial Position**
  - a) IAC monthly report**  
Cllr M Shepherd advised he had circulated his monthly IAC reports for October via SharePoint.  
He confirmed the bank reconciliations for the period of 1<sup>st</sup> April 2025 to the 31<sup>st</sup> October 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. Councillors were informed two payments would be reported retrospectively in November.
  - b) Monthly reports**  
Cllr M Shepherd said all 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.
  - c) Aged debtors**  
Cllr B Thomas asked for an update regarding the Aged Debtors.  
Cllr C Shepherd said it had been agreed by Full Council to initiate proceedings through the small claims court to deal with the outstanding amount for invoice 2400.  
The ABM advised payment had been received for invoice 2438 and the advert relating to invoice 2443 had been removed from the Village Voice due to non-payment and the business owner had been advised.

#### **d) Reserves**

Cllr M Shepherd said the reserves reports have been circulated via SharePoint and advised there were no issues regarding the Reserves.

#### **6 IT Update and update on Information Technology (IT) policy**

Cllr M Shepherd asked the BM if she was still experiencing problems with her keyboard. The BM said that the keyboard is currently working. Cllr M Shepherd said the Parish Council would purchase a new one if necessary. The IT policy was discussed under agenda item 8.

#### **7 Committee Spending Plans 2025-2026**

Cllr C Shepherd said the Environment Committee were waiting for an update from UK Power Networks regarding the replacement streetlights at Woodside Avenue and Woodside Close. Cllr M Shepherd advised that the screens for the Garden Room and the Loft for hybrid meetings has not been progressed as the Government have not established a commencement date for hybrid meetings. However, he has obtained approximate prices for a Meeting Owl which could be beneficial for the Neighbourhood Plan working group meetings and allow staff to join hybrid committee meetings. Councillors discussed the advantages of purchasing a Meeting Owl, its specifications and the costings. **It was resolved to approve that a Meeting Owl 3, tripod, and USB cables be purchased.**

#### **8 Information Technology (IT) Policy**

Cllr M Shepherd said the updated version of the IT policy had been circulated via SharePoint which included suggested changes. The changes were discussed, and Cllr M Shepherd proposed the IT policy be presented to Full Council for adoption. **It was resolved to approve the proposal.**

#### **9 Records Management and Retention Policy**

Cllr M Shepherd said the updated version of the Records Management and Retention policy had been circulated via SharePoint which included suggested changes. The BM had submitted her response to the policy after the updates had been uploaded therefore, they had not been included. The BM had asked if construction related invoices should be retained longer. After discussion Cllr B Thomas proposed that the policy should state that construction invoices be retained permanently. **It was resolved to approve the proposal.** The RFO proposed that the correspondence relating to audit matters, under the finance section, be altered to show a retention period of 6 years. **It was resolved to approve the proposal.**

Cllr M Shepherd proposed, subject to the agreed changes, that the Records Management and Retention policy be presented to Full Council for adoption. **It was resolved to approve the proposal.**

#### **10 Budget Setting for 2026/2027**

Cllr M Shepherd said he had gathered as much basic information as possible regarding the projected 2025/26 outturn figures and known commitments for 2026/27. This information was summarised on the spreadsheet provided for the meeting. Councillors reviewed the projected outturns and the budget requirement for 2026/27 for each of their budget lines and agreed figures where possible. It was agreed to leave some of the 2026/27 budgets the same as 2025/26, but the following points were also noted.

**Council Expenditure**

|      |                        |                      |
|------|------------------------|----------------------|
| 1045 | Telephone/Broadband    | Reduce to £800.00    |
| 1105 | De-Fib Maintenance     | Reduce to £1000.00   |
| 1110 | Loan Repayment-Capital | Increase to £9100.00 |
| 1111 | PWL – Interest         | Reduce to £8500.00   |
| 1125 | Bank Charges           | Increase to £250.00  |

Codes requiring further information:

**Council Income****140 Printing**

It was agreed to review printing costs once it has been established what is required with regards to the printing.

**Council Expenditure****1015 Insurance**

It was agreed for the BM to obtain quotes and policy information for Cyber Insurance.

**1065 Legal Fees/Land Registration**

Cllr C Shepherd advised she would contact the solicitor regarding the legal and registration fees expected for the Queen Elizabeth II Jubilee Hall lease.

**1130 Software/Subscriptions/Licensing/Maintenance**

Cllr M Shepherd agreed to investigate possible price increases by Microsoft for 2026/27. The RFO stated that EDGE IT had confirmed a 3% increase for 2026/27 which would increase the price to £850.00. Cllr M Shepherd asked if the charge for the website hosting should be transferred to code 1130 instead of Communication Committee code 6030 Website for 2026/27. Councillors agreed that the website hosting to be transferred.

**1135 Printer/Copier Lease**

This budget line will need to be reviewed when more information was available regarding lease options.

**1140 IT Support/Maintenance**

Cllr M Shepherd will contact System 3 to ascertain their consultancy/support fees for 2026/27.

**1145 IT Support/Maintenance**

Agreed to request carry forward unspent balance.

**1160 Printing Costs**

More information was required before the budget could be set regarding the MFD and queried the expenditure only relating to Aurora costs.

**1170 Service Improvements**

Committee discussed the budget and agreed to request a carry forward of any unspent balance.

## **Council Grants**

### **Expenditure**

2005 Churchyard

Cllr C Shepherd will contact the Church to ascertain if an increase is required.

#### **11 Grants for:**

##### **11.1 Brave Futures**

Councillors discussed the application from Brave Futures. Cllr C Shepherd proposed a donation of £240.00, which would pay for 4 support sessions with the organisation. **It was resolved to approve the proposal.**

##### **11.2 Dersingham Primary School PA Equipment**

Councillors discussed the application from the primary school. Cllr C Shepherd said the application was for a larger sum than usual however she proposed the grant for £500.00 be agreed as it was for the local school. **It was resolved to approve the proposal.**

#### **12 Business Manager Update**

##### **12.1 Defibrillator Checks**

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.

##### **12.2 Update on photocopier usage/replacement**

Cllr C Shepherd advised she had details of a company that will service photocopiers, Norfolk Copiers Ltd, and would forward them onto the BM. Cllr M Shepherd suggested the BM investigates adhoc service contracts prior to the budget being set.

##### **12.3 Update on CPR and Defibrillator Training**

The BM said she had received no further response regarding the training from the Social Club. Councillors agreed not to pursue the CPR & Defibrillator training.

#### **13 Correspondence**

None Received.

#### **14 Items for inclusion on the next agenda**

Budget Setting

Precept

#### **15 Date of next meeting – Monday 8<sup>th</sup> December 2025 at 7pm in the Loft.**

The meeting was placed in closed session at 8.40pm

### **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 Sportsground update and lease update**

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

### **16.2 Queen Elizabeth II Jubilee Hall**

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

## **17 Quotations for new Internal Auditor**

Councillors discussed the quotes received. **It was resolved to approve that Price Bailey be awarded the Internal Auditor contract.**

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

The BM advised she has no response from any contractors. Cllr M Shepherd said it would be preferable to leave the work needed until the spring to avoid damaging the sports field.

With no further business the meeting was closed at 8.50pm

## **Action Points**

### **Cllr M Shepherd**

- To arrange purchase of a Meeting Owl 3, tripod, and USB cables.
- To seek Full Council approval to adopt the Information Technology Policy
- To make relevant amendments to the Records Management and Retention policy ready for Full Council approval to adopt the policy

### **Cllr C Shepherd**

- To contact a builder/contractor for advice and quotation for installation of safety roof anchorage points.
- Contact St Nicholas Church regarding grant.

### **RFO**

- To arrange payment of the approved grants.
- Inform Internal Auditor contractors of decision