

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 8th December 2025 at 7.00pm.

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

In attendance: Jo MacCallum Responsible Finance Officer (RFO) via Teams
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 - None

3 Public participation – None Present

4 Minutes of the Finance & Administration Committee meeting 10th November 2025

a) To approve the Minutes

Once the following amendment has been made the minutes were approved as a correct record and duly signed by the Chairman.

To amend the time the meeting was placed into closed session from 9.02pm to 8.40pm.

b) To review action list

The action list was reviewed with those completed removed.

Cllr M Shepherd said he had supplied the Business Manager (BM) with the relevant information to proceed with the purchase of the Meeting Owl and asked if an order had been raised. The RFO confirmed she had not yet received a request for the order.

c) To consider matters arising

The RFO asked the Committee if they had established an amount to transfer into the recently opened Unity Bank Accounts. After discussion it was proposed that £500 is transferred to the Unity Current Account and £50,000 is transferred to the Unity Savings Account. **It was resolved to approve the proposal.**

5 Current Financial Position

a) IAC monthly report

Cllr M Shepherd advised he had circulated his monthly IAC reports for November via SharePoint. He confirmed the bank reconciliations for the period of 1st April 2025 to the 30th November 2025 were in order and the financial reports presented to councillors are numerically correct. All payments were authorised and made in accordance with the financial regulations.

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

The ABM explained that the business owner relating to the outstanding invoice number 2443 had decided, due to personal reasons, to no longer advertise in the Village Voice, therefore the RFO had cancelled the invoice from EDGE.

Cllr Thomas noted the outstanding payment, invoice 2400, had now been paid and thanked the RFO for preparing the information for submission to the small claims court. Cllr C Shepherd asked the RFO what the process is to write off invoice 2350 as previously agreed. The RFO said, once Full Council approval was in place the invoice would be resolved on EDGE.

d) Reserves

Cllr M Shepherd said the reserves reports have been circulated via SharePoint. The new "Property Reserve" had been set up and the balance of the Dersingham Centre and Skateboard Park Reserves have been transferred across. The changes will appear in the December accounts. The QE II Jubilee Hall Contingency Fund has not been transferred, this will be done at the start of the next financial year 2026/2027.

Cllr C Shepherd wished it to be noted that the Warren Reserve funds will meet the costs of the grass cutting on the Warren for approximately four years and a review of the reserve will need to take place for future payments.

Cllr Barker asked why there has been no income under budget line 400 Dog Bin Sponsorship. Cllr C Shepherd advised that this task takes place this time of year and the BM is currently working on receiving the sponsorships.

6 IT Update and Cyber Insurance

Cllr M Shepherd reiterated that the information to order the Meeting Owl is with the BM awaiting the order to be processed.

Cllr M Shepherd advised he had rebuilt the old office laptop but, due to its age, it is unable to support Windows 8 therefore he had installed Linux which appears to support most functions required and performed well at the Neighbourhood Plan launch event.

Cllr M Shepherd said the BM had placed documents from Gallagher on SharePoint that were received as a quote in July 2025. Committee discussed various options regarding safeguarding the PC IT systems. The RFO suggested the PC consider a "Cyber Essentials Certificate" (CEC). After discussion it was agreed that the RFO obtains further information relating to the CEC. Cllr M Shepherd suggested an amount should be added to budget code 1015 Insurance to absorb potential cyber insurance costs. This will be discussed at agenda item 7.

7 Budget Setting 2026/2027

Cllr M Shepherd advised that the queries raised at the previous Budget Setting meeting had been reviewed with the following outcomes:

Council Expenditure

1015 Insurance	Increase to £7600.00
1035 Office Rent	Remain at £4000.00
1055 Stationery	Remain at £300.00
1130 Software/Subs/Licensing/Maintenance	Increase to £3700.00
1135 Printer/Copier Lease	Increase to £800.00
1065 Legal Fees/Land registration	Awaiting information from our Solicitor

Council Grants

2005 Churchyard	Remain at £5500.00
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8 Precept 2026/2027

Cllr M Shepherd stated that the committee are not in a position to discuss the Precept figure for 2026/2027 however the BM had placed information received from the Borough Council relating to the Precept Setting. The RFO said there were no changes to the procedure that would impact the PC. Cllr M Shepherd will liaise with the RFO before the next meeting to discuss the precept options.

9 Business Manager Update

9.1 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.

9.2 Update on photocopier usage/replacement

Cllr C Shepherd advised this item had been discussed under minute number 7.

9.3 Update on drainage works by Internal Drainage Board (IDB)

Cllr C Shepherd advised the BM has been asked to contact IDB in January to arrange a site visit. Cllr M Shepherd requested an invitation to the meeting to allow him to attend.

10 Correspondence

10.1 Thank you from Dersingham Primary School for their grant for the PA Equipment.

Cllr M Shepherd said the thank you letter had been placed on SharePoint and asked that future correspondence does not have the senders details removed and the entire email or correspondence received be circulated on SharePoint. This is only accessed by staff and councillors so there should be no GDPR issues.

11 Items for inclusion on the next agenda

Budget Setting
Precept Setting

12 Date of next meeting – Monday 12th January 2026 at 7pm in the Loft.

The meeting was placed in closed session at 8.12pm

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 update and lease update

Cllr C Shepherd confirmed the head lease has been formally registered with the Land Registry and was awaiting information about the registration of the underlease.

13.2 Queen Elizabeth II Jubilee Hall

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

With no further business the meeting was closed at 8.14pm

Action Points

Cllr M Shepherd

- To arrange purchase of a Meeting Owl 3, tripod, and USB cables.

Cllr C Shepherd

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

Business Manager

- To raise an order for the purchase of the Meeting Owl. Tripod and USB cables

RFO

- To obtain information relating to Cyber Essentials Certificate.
- To transfer the agreed sums of money into the Unity Current account and the Unity Savings account.