

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 12th January 2026 at 7.00pm.

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

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

1 Apologies for absence – Cllr Brett Thomas

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 8th December 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 date of the next meeting from 12th January 2025 to 12th January 2026.

b) To review action list

The action list was reviewed with those completed removed.

c) To consider matters arising

Cllr M Shepherd informed the committee that a meeting had been arranged with the internal drainage board to discuss the clearing of the ditch and trimming of the hedges at the sports ground. Cllrs M Shepherd, C Shepherd and the Business Manager (BM) will attend

5 Current Financial Position

a) IAC monthly and quarterly reports

Cllr M Shepherd advised he had circulated his monthly and quarterly IAC reports via SharePoint. He confirmed the bank reconciliations for the period of 1st April 2025 to the 31st December 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 3 VAT return was submitted on 6th January 2026 and the sum of £3,794.28 has been repaid.

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. Cllr Barker asked what the miscellaneous income of £3,390.00 budget code 410 was for. Cllr M Shepherd advised the income had been received for the reconnection of the streetlight that had been replaced by the housing association after it had been damaged by a vehicle. The BM had successfully made a claim through the Parish Council insurance.

Cllr Barker asked queried for budget line 605 (Village Voice advertising income) the difference between budget set and actual income. It was explained that advertising take-up has been better than previous years.

Cllr Barker asked for the date in the description of expenditure transaction 783 to be changed from 21.04.2025 to 21.04.2026

c) Aged debtors

The ABM reported the outstanding invoice number 2447 had been paid today.

d) Reserves

Cllr M Shepherd said the reserves reports have been circulated via SharePoint. The new "Property Reserve" had been set up. Cllr M Shepherd asked the RFO if the Skatepark and DVC reserves could be removed from the FBC and reserves reports next year. It was agreed that the historical income, expenditure and reserves movements must not be lost. The RFO said she would contact EDGE.

6 IT Update

Cllr M Shepherd advised that he had no IT related updates.

Cllr M Shepherd said he had not had the opportunity to read the report from the RFO relating to Cyber Essentials/ Cyber Security. The RFO said the report was a list of criteria to make the Parish Council compliant with the cyber security certification requirements. Committee discussed the level of cover required and agreed to place the item on the next F&A agenda for further discussion.

7 Budget Setting 2026/2027

Outstanding items on the budget setting spreadsheet were reviewed and the following were agreed.

For "Council"

105	QE2 Jubilee Hall Rent income –	Budget £5,040
110	Interest BP	Budget £3,000
115	Interest NS&I	Budget £50
116	Unity Trust Interest	Budget £0
116	Unity Trust Interest	Change desc. to "Interest Unity Trust"
145	Printing	Budget £100
1065	Legal Fees and Registrations	Budget £1,000
1065	Legal Fees and Registrations	Carry forward of unspent balance agreed.
1125	Bank Charges	Budget £150
1125	Bank Charges	Change desc. To "Bank charges Barclays"
1126	Unity Trust Charges	Budget £100
1126	Unity Trust Charges	Change desc. to "Bank charges Unity Trust"

Cllr M Shepherds budget setting discussion paper and associated documents were discussed, and the following key points were agreed for recommendation to full council.

The 2026/27 budget as shown on the Budget Comparisons report provided for this agenda item was agreed for recommendation to full council. The proposed budget includes a number of requests for carry forward of unspent balances which are detailed below.

There are five requests for carrying forward specific sums as follows.

For "Council"

1145	New or replacement IT hardware	£2,600.00
1170	Service improvements	£3,500.00

For "Communications"

6035 Events £1,200.00

For “Recreation”

5015 Playground equipment – Maintenance £2,500.00

For “Staffing”

HR Consultancy £1,000.00

There are two requests to carry forward balances unspent at the end of this financial year. The currently estimated values are as follows:

For “Council”

1065 Legal Fee/Land registration £1,000.00

1140 IT Support & Maintenance £4,800.00

To avoid further complications, it was agreed that the recommendation to Council will include a suitable paragraph to formally authorise that these revisions to the budget be carried out in April when the exact sums are known.

There are two proposals to transfer two unspent balances into reserves on 1st April 2026.

1155 QE2 Jubilee Hall Contingency Fund £12,000.00

Transfer to Property Reserve

5055 Recreation Ground 5 Year plan £2,000.00

Transfer to Property Reserve

The Reserves and predicted accrued savings in the General Fund were discussed at length. The Warren reserve is currently reducing by over £3,000.00 per year it will therefore be exhausted with four years. **It was agreed to recommend to Council that £10,000.00 be transferred from the General Fund to the Warren reserve.**

It was noted that the £12,000 proposed for transfer to the Property Reserve in 1st April should be ringfenced as a contingency fund.

8 Precept 2026/2027

After discussion it was agreed that the Precept recommendations to Full Council will be:

- To set the Precept for 2026/27 at £179,000 which is the same as last year.
- Use accrued savings in the General Fund to balance 2026/27 budget.

9 Business Manager Update

9.1 Defibrillator Checks

Cllr C Shepherd reported the BM had carried out the Defib checks. The battery on the de-fib located at the Spar is displaying one line. The BM asked for authorisation to purchase a new battery. **It was approved to purchase a new battery.**

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

This item was dealt with in minute number 4(c)

10 Correspondence

10.1 Thank you from Brave Futures for the recent grant.

Cllr M Shepherd said the thank you letter had been placed on SharePoint and this was acknowledged by the committee.

11 Items for inclusion on the next agenda

Cyber Essentials

12 Date of next meeting – Monday 9th February 2026 at 7pm in the Garden Room.

The meeting was placed in closed session at 8.39pm

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 had no update regarding the underlease.

13.2 Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised that our solicitor is optimistic that the lease will be finalised before the end of this financial year.

Cllr C Shepherd update the committee with regards to the ongoing pavilion project. After discussion an amount was agreed to take to Full Council for approval.

With no further business the meeting was closed at 8.41pm

Action Points

Cllr M Shepherd

Cllr C Shepherd

Business Manager

- To raise an order for the purchase of a de-fib battery

RFO

- To amend the description of expenditure item 783 as per item 5b
- To amend budget line descriptions as per minute 7
- To contact EDGE IT to see Dersingham Centre and Skateboard Park Reserve sections can be removed or hidden on the FBC and Reserves reports for next financial year.