

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 14th September 2026 at 7.00pm.

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

In attendance: Jo MacCallum, Responsible Finance Officer (RFO), Karen Orgill, Business Manager (BM) and Minute Taker and one member of the public.

Absent

The meeting started at 7.00pm

- 1 Apologies for absence** – Geraldine Scanlon, Assistant Business Manager (ABM)
- 2 Declarations of interest and requests for dispensations by councillors in any agenda item** - None
- 3 Public participation** – Nothing to report
- 4 (a) Minutes of the Finance & Administration Committee meeting 13th July 2026.**
The minutes of the meeting were approved as a correct record and were duly signed by the Chairman.

(b) To review action list
The action list was reviewed with those completed removed.

(c) To consider matters arising
There were no matters arising.
- 5 Current Financial Position**
 - a) IAC Monthly Reports**
The monthly IAC reports had been circulated via SharePoint prior to the meeting. Cllr M Shepherd confirmed that the bank reconciliations for the period of 1st April 2026 to the 31st August 2026 were in order and the financial reports presented to councillors were numerically consistent. All payments were authorised in accordance with the financial regulations. August payments will need to be presented to Full Council on Monday 28th September in accordance with the resolution made at Full Council on Monday 27th July. The Quarterly IAC Report will be due at the end of September 2026.
 - b) Monthly financial reports**
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 questions raised.
 - c) Aged debtors**
There was one debt outstanding on 31st August and Cllr Coral Shepherd will contact the Charity asking for payment.

d) Reserves

Cllr M Shepherd said the reserves report has been circulated via SharePoint and asked the committee if they had any questions. There were no questions raised.

6 IT Update

Cllr Mike Shepherd confirmed that the new meeting owl carry case and iPad have been purchased and are now in use.

Cllr Mike Shepherd advised that Geosphere and Local Authority Tech CIC, the organisations behind Parish Online, have announced that they have achieved Cyber Essentials Plus certification, the UK Government's independently audited standard for cyber security fundamentals. The certification covers the companies own devices and the cloud infrastructure used to run Parish Online, including systems that hold council data. It provides independent assurance that important cyber security controls are in place and have been technically tested. A document giving more details was circulated to the committee members via SharePoint.

Cllr Mike Shepherd informed the meeting that, following a request by the Communications Committee, Google Analytics has now been configured to monitor the Parish Council website. The advantages and limitations to the statistics produced was discussed and will be assessed once more data has been gathered.

Cllr M Shepherd reminded the committee that Microsoft is retiring Microsoft Publisher on the 1st October, after which it will not be possible to edit or view existing Publisher data files. Publisher was used to produce the current edition of Village Voice, and although alternative software has been identified he is concerned that the ABM will be ready for the switch-off. He asked BM to obtain assurance from ABM that she is ready to produce the next edition of Village Voice and we will have an archive of all previous editions of Village Voice in high resolution PDF files, that is in the format used by Clanpress for printing.

7. Grant Requests

- (a) Release of grant to Dersingham Sportsground Association - Code 2000 Dersingham Sports Ground Association – The second half of the grant was agreed for payment and it was resolved to make a payment of £3,350 which will be added to the payment list for Full Council meeting on the 28th September 2026. Whilst the first half will still be retained by the Parish Council until the final architect fees have been clarified.
- (b) Release of grant to St Nicholas Church Code 2005 Churchyard – It was resolved to make a payment of £2,750 which will be added to the payment list for Full Council meeting on the 28th September 2026.
- (c) Grant request from Ormiston Families – The request was discussed and it was resolved to make a payment of £300 which will be added to the payment list for Full Council meeting on the 28th September 2026. The BM was asked to obtain Ormiston Families Bank Details and pass onto the RFO.

8. Edge IT Systems and Retention of Financial Data

An offer from Edge IT Systems to delete some DPC historical data from the Edge Accounts package free of charge was discussed. It was noted that DPC's Records Management and Retention Policy states that R&P and I&E accounts and Annual Audited Accounts should be kept indefinitely for Archive purposes.

It was resolved not to accept Edge IT Systems offer.

9. Priority Projects list update

- Replacement of 5 streetlights at around £20,000
- 1 new bus shelter and 2 new benches at around £8,000 plus installation costs
- 1 new bench halfway along the Queen Elizabeth Way at around £800 plus installation costs
- Leaflets identifying wildlife on the Queen Elisabeth Way and information about the old train line – quotations to be sought
- New Village Map at around £2,000 plus cost of installation
- War Memorial Gardens – replacement of wooden edging and planting at around £5,500
- New flagpole at around £1,800, further quotes are needed

Cllr C Shepherd explained that it was likely that not every project could be supported this financial year and after discussion it was resolved that three projects for this financial year will be put forward to Full Council and the remaining projects would be reviewed once we knew if we had been successful in our grant applications. Any outstanding proposals would be carried over to the next financial year.

The three projects are:

- Replacement of 5 streetlights at around £20,000
- 1 new bus shelter and 2 new benches at around £8,000 plus installation
- War Memorial Gardens – replacement of wooden edging and planting at around £5,500

Grants will be sought for the replacement of streetlights and new bus shelter and benches. County Cllr Lee Jarvis had provided a spreadsheet outlining available grant funding.

Concern was raised that the bus stop in Station Road opposite Pansey Drive where a shelter was proposed is not heavily used whilst the bus stop on Station Road opposite Valley Rise has more passengers and may be a better location for a shelter. The BM was asked to write to the owners of the property next to this latter bus stop to seek their agreement.

10. Business Manager Report

- (a) Defibrillator Checks - The BM confirmed she had carried out her monthly checks and reported no issues.
- (b) Update on Data (Use and Access) Act 2025 and process for responding to GDPR complaints – The BM had previously circulated the background to the Act and it was agreed that DPC's Complaints Policy will be amended with a paragraph supporting the new Act and submitted to the next meeting of Finance and Administration Committee.
- (c) Review of pricing for DVCA photocopying recharge – It was resolved to keep the pricing structure as it is but review the usage of photocopying in two to three month's time.

11. Correspondence - none

12. **Items for inclusion on the next agenda** – Revised Complaints Policy to incorporate the Data (Use and Access) Act 2025
13. **Date of next meeting** – Monday 12th October 2026 at 7pm in The Loft

The meeting was placed in closed session at 8.10pm

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.

14. **Leases Update**

- (a) Update on Sportsground lease – still no update from DPC's solicitor.
- (b) Sports Pavilion update – No new update but providing the grants are successful the works will now commence in the Spring 2027.
- (c) Update on Queen Elizabeth II Jubilee Hall Lease and Rent Review –
Cllr C Shepherd advised on the outcome of a discussion with our solicitor and we are likely to be in a position to sign the lease this year.

15. **Village Centre Air Conditioning** – 3 quotations had been received and Cllr Coral Shepherd will now discuss the quotations with the DVCA and report back to Finance and Administration Committee in October.

With no further business the meeting was closed at 8.25pm

Action Points

Cllr M Shepherd

- To begin a review of the PC Information Technology systems security

Cllr C Shepherd

- To discuss the Village Centre Air Conditioning with the DVCA

Business Manager

- To update the Complaints Policy with a paragraph supporting the new Act and present it to the next meeting of Finance and Administration Committee
- To obtain the bank details for Ormiston Families and send them to the RFO
- To check with the ABM where the Village Voice archives are stored
- To write to the owners of the property next to the bus stop on Station Road opposite Valley Rise

RFO

- To arrange payments for Dersingham Sportsground Association, St Nicholas Church and Ormiston Families