

# Dersingham Parish Council

Dersingham Village Centre  
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Dersingham,  
King's Lynn,  
Norfolk PE31 6LN  
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E-mail: clerk@dersingham.org.uk



Clerk: Sarah Bristow    Chairman: Sue Payne

## **SUMMONS TO ATTEND MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE**

3 April 2019

Dear Councillor

Notice is given that a meeting of the Finance & Administration Committee will be held on Thursday 11 April 2019 at 6.00pm at Dersingham Centre, Dersingham.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Bristow'.

Parish Clerk

### **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. Minutes of the Meeting held on the 14 March 2019.**
  - a) Approve the Minutes**
  - b) Matters Arising from the Minutes**
- 4. Current Financial Position**
  - a) Whole Council Budgets**
  - b) Age Debtors**
  - c) Reserves**
  - d) VAT**
  - e) Minor Grants**
- 5. Lease – Dersingham Centre**
  - a) Letters from Valuation Office Agency.**
- 6.. Outstanding Work – Dersingham Centre**
- 7. Printing Costs – Dersingham Centre/Others**
- 8. Internal Auditor/Internal Audit**

- 9. Receipts and Payments or Income and Expenditure**
- 10. Letterhead**
- 11. Opus - Billing**
- 12. Correspondence Received**
  - a) ICO- Certificate**
- 13. Items for inclusion at the next meeting**
- 14. Items for the Website**
- 15. Date and time of next meeting**  
**Thursday 23 May 2019 at 6.00pm At Dersingham Village Centre.**