

# Dersingham Parish Council

Dersingham Village Centre  
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Clerk: Sarah Bristow    Chairman: Coral Shepherd

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

5 September 2019

Dear Councillor

Notice is given that a meeting of the Finance & Administration Committee will be held on Thursday 12 September 2019 at 7.00pm 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 11 July 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 – Letter from Age UK
6. **Dersingham Centre**
  - a) Liaison Group – Committee to receive update from Cllr Shepherd.
  - b) Leases and Licences – Committee to receive update from Cllr Shepherd

7. **Internal Audit**
  - a) **Audit Report Action Plan. Committee to receive update from the Clerk.**
  - b) **Internal Auditor. Committee to consider the appointment of Internal Auditor for 2019/20.**
  - c) **Access to Edge and Bank Accounts**
8. **Staff and Councillor I.T.**
9. **Asset Register Review. Committee to receive update.**
10. **Correspondence Received**
  - a) **Letter from Barclays re Mandate.**
11. **Items for inclusion at the next meeting**
12. **Items for the Website**
13. **Date and time of next meeting**  
**Thursday 10 October 2019 at 7.00pm At Dersingham Village Centre.**

#### **EXCLUSION OF THE PRESS AND PUBLIC**

To consider passing the following resolution:“That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the relevant paragraphs of Part 1 of Schedule 12A to the Act.”

14. **Payroll Provider.**
  - a) **Contract. Committee to consider new contract received.**
15. **Office Equipment- Committee to consider quotes to replace NAS Drive.**
16. **Insurance.**
  - a) **Cyber Security and Software upgrade. Committee to consider quotes received.**