

Dersingham Parish Council

Dersingham Village Centre
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Dersingham,
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Norfolk PE31 6LN
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Clerk: Sarah Bristow Chairman: Coral Shepherd

SUMMONS TO ATTEND MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE

6 January 2020

Dear Councillor

Notice is given that a meeting of the Finance & Administration Committee will be held on Monday 10 February 2020 at 7.00pm at Dersingham Village Centre, Dersingham.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Bristow', written over a horizontal line.

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 13 January 2020.**
 - 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**
- 5. Financial Processes**
 - a) To consider discussion papers on orders, invoices and payment processing and reports to Committees and Full Council.**
- 6. Internal Audit**
 - a) Audit Report Action Plan.**
 - b) mobile provider**

- 7. Bank Accounts**
 - a) Barclays**
 - b) NS&I**
 - c) Alternative Banking**

- 8. Dersingham Centre**
 - a) Liaison Group – Committee to receive update from Cllr M Shepherd.**
 - b) Leases and Licences – Committee to receive update from Cllr M Shepherd**

- 9. Correspondence Received**
 - a) Grant request**

- 10. Items for inclusion at the next meeting**

- 11. Items for the Website**

- 12. Date and time of next meeting**
Monday 9 March 2020 at 7.00pm At Dersingham Village Centre.