

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 13<sup>th</sup> March 2023 at 7.00pm.

**Present:** Cllrs Mike Shepherd (Chairman), Brian Anderson, Robert Frost, and Coral Shepherd.

**In attendance:** Karen Orgill (Business Manager) Via Zoom  
Geraldine Scanlon (Assistant Business Manager & Minute Taker)

**833 To consider apologies for absence**

Cllr D Hipkin

**834 Declarations of interest and requests for dispensations by councillors in any agenda item**

None received.

**835 Public participation – No public present**

**836 Minutes of the Finance & Administration Committee meeting 16<sup>th</sup> January 2023**

a) To approve the Minutes

**The minutes were approved as a correct record. The minutes remain unsigned until the new minute formatting is agreed.**

b) To review action list

Action points were discussed and those completed were removed.

Cllr C Shepherd

- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points. – Cllr C Shepherd advised she had contacted a company who advised, due to staff shortages, would call back to discuss the anchorage points. No call back has been received to date.

c) To consider matters arising – None raised.

**837 Current Financial Position**

a) Whole council budgets

Cllr M Shepherd reported the Internal Audit Controller report for February 2023 checks had been circulated and can be accessed via Sharepoint. All bank reconciliations for 01.02.22 to 28.02.23 were in order and no other issues identified.

The Financial Budget Comparison had also been circulated and is accessible on Sharepoint.

b) Aged debtors

The Aged debtors list circulated showed two outstanding invoices, however since circulation one payment has been received. Cllr M Shepherd advised the invoice had been issued 28.02.23 and therefore he did not consider it to be an Aged debt at the present time.

c) Reserves.

All reserves are accurate. The Covid reserve has still to be closed and the balance transferred to the Projects reserve.

**838 IT Update**

Cllrs M Shepherd said the rollout of the new system is going well with only 4 Councillors and the RFO still to be added to the system. The migration of documents from the office Network-Attached Storage (NAS) to SharePoint has been completed and staff are now able to work directly in Sharepoint. Cllr M Shepherd advised backups of Sharepoint are temporarily being done to his personal NAS drive as the current Synology NAS does not support the backup software.

**839 Monthly status check of Defibrillators**

Cllr M Shepherd advised the BM had placed a document on Sharepoint relating to the two defibrillators owned and maintained by the Parish Council. The BM said the document gives full details of the defibs however the passwords for each unit are not included, these will be noted and held in the safe. She asked how Councillors wanted the defib inspection record stored, it was agreed the documents should be accessible by all Councillors via Sharepoint. Cllr B Anderson asked if the pin code to the units should be confidential. Cllr M Shepherd advised only Parish Councillors and staff can access Sharepoint and all information held is to be treated as confidential. It was agreed for Sharepoint confidentiality to be formally discussed at the next Full Council meeting.

**840 Office Mobile Phone**

The BM said she had previously discussed and agreed with the ABM an office mobile phone was not necessary, after Cllr M Shepherd highlighted the possible need for two factor authentication, she felt an office mobile phone could be beneficial. After discussion it was agreed to defer the agenda item pending discussions with our Microsoft consultant.

**841 Decision on reviewing annual subscriptions**

- (a) Norfolk ALC
- (b) Norfolk PTS

Only one invoice had been received to date from Norfolk PTS. whose yearly subscription will be £535. Councillors discussed the benefits of each subscription. It was agreed to continue with the Norfolk PTS subscription but not to renew Norfolk ALC. Cllr M Shepherd stated the Norfolk PTS invoice should not be paid until April to ensure it shows in the correct financial year.

**842 Correspondence**

Cllr M Shepherd reported notification from BT had been received advising of a price increase of 14.4% from 1<sup>st</sup> April. The increase is calculated as 10.5% Consumer Price Index (CPI) and 3.9% "to invest in the UK infrastructure" and advised during the 2023/24 budget setting Finance & Admin Comm increased the budget by only 10% therefore there is the potential for an overspend. Cllr M Shepherd advised an alternative supplier could be sourced as we are now out of contract with BT.

Cllr M Shepherd said a further piece of correspondence had been received but would be discussed in the "Exclusion of Press and Public" part of the meeting.

**843 Items for inclusion on the next agenda**

- Standing Orders
- Financial Regs

**844 Date of next meeting – Monday 17<sup>th</sup> April 2023. 7pm in the Loft**

The meeting was placed in closed session at 8.00pm

**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.

**845 Leases Update**

- a) Sportsground

Cllr C Shepherd advised a redrafted version of the underlease is expected from the solicitor shortly.

b) Update on Queen Elizabeth II Jubilee Lease

Cllr C Shepherd stated the Social Club, after holding their AGM, have a new management committee. A request has been made by them for copies of correspondence from the Parish Council concerning the lease and rent requests and these will be supplied. A meeting between the Social Club committee and DPC councillors is the expected next step.

Councillors discussed correspondence received relating to the defibrillators.

With no further business the meeting closed at 8.10pm

### **Action Points**

#### **Business Manger**

- To write a report for the next F&A meeting, informing Committee members of available savings accounts and interest rates available

#### **Cllr C Shepherd**

- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points.
- To liaise with Cllr M Shepherd/Barclays regarding obtaining a new purchase card.