

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 13th February 2023 at 7.00pm.

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

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

- 1 To consider apologies for absence**
Cllrs R Frost and D Hipkin
- 2 Declarations of interest and requests for dispensations by councillors in any agenda item**
None received.
- 3 Public participation – No public present**
- 4 Minutes of the Finance & Administration Committee meeting 16th January 2023**
 - a) To approve the Minutes
The minutes were approved and signed by the Chairman as a correct record.
 - b) To review action list
Action points were discussed and those completed were removed.
 - c) To consider matters arising
Cllr M Shepherd referred to minute number 814 regarding the approved grant of £200.00 to Dersingham Choir and asked is the Choir still wished to receive the grant and if the payment details had been obtained to enable the payment to be processed. The Business Manager (BM) advised she had contacted the Choir and they confirmed the grant was still needed. The Bm will obtain payment details.
- 5 Current Financial Position**
 - a) Whole council budgets
Cllr M Shepherd stated he had circulated the Internal Audit Controller report prior to the meeting and confirmed that the bank reconciliations were in order to 31st January 2023. One regular Direct Debit, for Grenke Leasing, had been omitted from the payment list presented to Full Council.
 - b) Aged debtors
There are currently no Aged Debtors.
 - c) Reserves.
Cllr M Shepherd reported the Covid reserve is yet to be transferred to the Projects reserve.
- 6 NS&I**

The BM reported she had contacted various Building Societies none of which offer Business Accounts; however, the interest rates have increased again and is currently at 4%. The BM is to write a report on various accounts available and interest rates. Cllrs discussed various options for the future of the NS&I account.
- 7 IT Update**

Cllr M Shepherd reported he had done a walkthrough of the new systems with staff, explaining how the system is set up and used, however he felt Councillors would only need training how to negotiate the new sites, how to view stored information and emails and advised he will be soon contacting Councillors. The remaining 10 licences, previously approved by Full Council, will need to be purchased to enable the roll out to be achieved. After discussion it was agreed for the 10 licences to be purchased.

Cllr M Shepherd is to contact the consultant at System 3 to arrange the additional licences, additional libraries and Committees, Cllr M Shepherd will copy the BM into the email.

8 Tagging and monthly status check of Defibrillators

The BM will carry out the checks on the defibrillators on or around the 1st of each month. The child pads are on order and are due to be delivered this week, once received they will be placed inside the units. Cllr M Shepherd asked how the checks completed will be recorded. After discussion it was agreed for an "inspection" folder to be created in the Councillors site on the new system. This will enable all checks carried out i.e. playground checks, defibrillator checks to be reported and easily accessed by Councillors and staff.

9 Office Mobile Phone

The BM advised she had discussed the office mobile phone with the ABM and had agreed, as both parties have their own personal phones, the office phone could be cancelled. Cllr M Shepherd said a phone owned by the Parish Council could be beneficial when two factor authentication is required, for example password changes for emails. After discussion it was agreed the BM and ABM would review the benefits of a Parish Council owned phone.

10 Review and re-adopt Standing Orders and Financial Regulations

Cllrs discussed how to review the SO and FR. The BM had obtained an original copy of each document from Lincolnshire ALC and Cllr M Shepherd advised he had a copy of previously reviewed SO and FR. It was agreed that the BM circulates the original copy to Councillors for each to review and make suggested changes. These will then be collated and agreed by the F&A Committee and presented to Full Council for approval at the Annual Parish Council Meeting.

11 To consider a small grant for Dersingham VA Nursery and Primary School

Cllr M Shepherd said at the last Full Council meeting it had been agreed to support the CIL grant application made by the school to build a library and it had been suggested the Parish Council give a small grant to assist with the purchase of books for the library, he advised, once the approved grant for the Choir had been processed there would be £350.00 remaining in the small grants budget. Cllr B Anderson proposed a grant of £300.00 be made. **It was resolved to agree the proposal. The BM is to obtain the banking details and notify the RFO of the Committees decision.**

12 Correspondence

Cllr M Shepherd advised the RFO had queried the Internal Audit process and said he had emailed Simon Craven at Price Bailey to arrange this year's audit. A response had been received with dates offered between 10th April 2023 and 10th May 2023. Cllr M Shepherd asked the BM to liaise with the RFO and to notify him of any dates they are not available for the audit to take place. The BM asked if there was a list of documents the Auditor would require. Cllr M Shepherd advised the process is simple and all documents are easily accessible and takes 2 days.

13 Items for inclusion on the next agenda - None

14 Date of next meeting – Monday 13th March 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.

15 Leases Update

a) Sportsground

Cllr C Shepherd reported the headlease is ready for signing once it has been checked and said the underlease should fully reflect the headlease therefore it would need to be checked before signing.

b) Update on Queen Elizabeth II Jubilee Lease

Cllr C Shepherd advised the letter from the solicitor had been reissued to the Social Club committee, however there had been no response to date.

With no further business the meeting closed at 8.10pm

Action Points

Business Manger

- To obtain bank details for grant payment o Dersingham Choir
- To write a report for the next F&A meeting, informing Committee members of available Building Society accounts and interest rates available
- To circulate to Councillors the SO and FR obtained from Lincolnshire ALC
- To notify the RFO of the agreed grant of £300.00 for Dersingham VA Nursery & Primary School and to obtain bank details for payment.
- To liaise with the RFO regarding availability for the Internal Audit to be carried out.

Cllr M Shepherd

- To contact the Consultant at System 3 regarding the purchase of 10 licences as per minute 824

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.