

## **Dersingham Parish Council**

Dersingham Village Centre,  
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Dersingham,  
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### **FINANCE AND ADMINISTRATION COMMITTEE MEETING**

6<sup>th</sup> June 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance and Administration Committee to be held on Monday 12<sup>th</sup> June at 7.00pm in the Loft, Dersingham Village Centre.

Members of public are welcome to attend.

*Karen Orgill* – Business Manager

### **AGENDA**

1. To elect the Chairman of the Finance and Administration Committee and to receive the Chairman's Declaration of Acceptance of Office
2. To elect the Vice-Chairman of the Finance and Administration Committee and to receive the Vice-Chairman's Declaration of Acceptance of Office
3. To consider apologies for absence
4. 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.
5. Open the meeting to allow Public Participation
6. To approve the minutes of the Finance and Administration Committee Meeting held on the 17<sup>th</sup> April 2023
  - (a) To approve the minutes
  - (b) To review action list
  - (c) To consider matters arising
7. To review Committee Terms of Reference
8. Current financial position
  - (a) IAC monthly report
  - (b) Whole council budgets
  - (c) Aged debtors
  - (d) Reserves

9. Internal Audit
  - (a) Receive Audit report for 2022/23 financial year
  - (b) Discuss and agree actions and timescales
  - (c) Discuss arrangements for 2023/24 financial year
10. Grants
  - (a) Consider grant request from Dersingham Social Club
11. IT update
  - (a) General update
  - (b) Microsoft 365 data backups
  - (c) Anti-virus Subscription
  - (d) Use of IT at council meetings
12. Review Minute numbering system
13. BT Account
14. Monthly status check of Defibrillators
15. Correspondence
16. Items for inclusion on the next agenda
17. Date of next meeting - Monday 10<sup>th</sup> July 2023 7pm in the Loft

**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.

18. Leases Update
  - (a) Update on Sports Ground Lease
  - (b) Update on Queen Elizabeth II Jubilee Hall Lease