

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 10th July 2023 at 7.00pm.

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

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

879 To consider apologies for absence – Cllr Robert Frost and Dane Hipkin

880 Declarations of interest and requests for dispensations by councillors in any agenda item – None received

881 Public participation – No public present

882 Minutes of the Finance & Administration Committee meeting 12th June 2023

a) To approve the Minutes

The minutes were approved as a correct record and duly signed by the Chairman.

b) To review action list

The action list was reviewed with those completed removed.

c) To consider matters arising – None raised.

883 Current Financial Position

a) IAC reports – monthly/quarterly reports

Cllr M Shepherd advised the RFO had completed the bank reconciliations late, the IAC checks had been completed however, due to time restraints a written report had not yet been circulated. He reported the bank reconciliations were all in order, with one exception all reports were numerically consistent and correct. Currently the Warren Reserves shows £58.32 less than it should, this will be rectified by the RFO prior to the next Full Council meeting.

b) Whole council budgets

Cllr M Shepherd advised the Financial Budget Comparison reports had been circulated via SharePoint.

c) Aged debtors

There are currently no Aged Debtors.

d) Reserves

This item is covered by minute 883(a)

Cllr M Shepherd reminded the Committee the checks carried out as the IAC are arithmetical checks only and does not check for correct coding, this is down to each Committee to ensure the correct codes are used, he suggested a process be put in place to establish the relevant codes for future projects by the Committee Chairman.

884 IT update

(a) General update

Cllr M Shepherd advised there was nothing new to report.

(b) Purchase of NAS and Projector

Cllr M Shepherd reported the newly purchased NAS has been installed and backups have been carried out using it since 30th June 2023, with no issues.

The projector has arrived and is now operational. Cllr M Shepherd said he would meet with staff members to explain connectivity and use of the projector.

885 NS&I Account

Cllr M Shepherd advised there is no further update regarding the NS&I account. The BM advised SLCC had recommended a bank account which she will investigate and report back to F&A Committee.

886 BT Account

Cllr M Shepherd advised there is no further update on the BT Account.

887 Review and Renew Insurance Cover starting 1st August 2023

Cllr M Shepherd advised BNIB Aviva had submitted a proposed renewal policy schedule and explained to the Committee the schedule received to ensure the cover still meets the Parish Council's needs. Councillors discussed the policy.

The Statement of Fact (SOF) was also discussed, and it was agreed for the BM to notify BHIB of the following amendments.

Client Details page 4

Contact details - From Mrs Geraldine Scanlon to Mrs Karen Orgill

Contact Email Address from clerk@dersingham.org.uk to bm@dersingham.org.uk

Buildings Cover page 6

Address line 1 from Community Centre, Church Hall to Dersingham Village Centre, 83 Manor Road.

Cllr M Shepherd also advised that currently there is no insurance provision in place on the policy to cover Cyber and Hacking Risks and stated, after the staff advised of personal information retained electronically such as advertisers details and contractor details for invoicing, such cover should be considered. Councillors discussed the risks and cover options. **It was resolved to approve for the BM to contact BHIB to inform them of the amendments to the SOF and to instruct them to add Data Breach Response to the policy.**

888 Monthly status check of Defibrillators

The BM advised she had carried out her monthly checks and had circulated a report via SharePoint and reported the battery on the defib sited at the QE II Jubilee Hall is at 50%, Cllr C Shepherd asked what percentage would the battery need replacing at. The BM advised she was unsure, so would look into it. The BM asked if the defib report should be shared on SharePoint. Cllr M Shepherd suggested they be stored in the Councillors Information document along with the playground safety checks carried out by the ABM

889 Correspondence

Cllr C Shepherd reported she had received a letter from a Social Club Committee member requesting a letter of support from the Parish Council for a grant application he is making. The Grant is a REPF (Rural England Prosperity Fund) grant, which the Social Club are applying for to aid changing the snooker room to a family room, with a view of reinstating the Youth Group previously run there. **After discussion it was approved for Cllr C Shepherd to write a letter of support.**

890 Items for inclusion on the next agenda

None received.

891 Date of next meeting – Monday 11th September 2023, 7pm in the Loft

Cllr M Shepherd suggested, if the projector is to be used, future meetings be held in the Garden Room instead of 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.

892 Leases Update

a) Sportsground

Cllr C Shepherd advised that our solicitor sent the draft underlease to the secretary of the CIC on 24th May but has yet to receive a response.

b) Update on Queen Elizabeth II Jubilee Lease

Cllr C Shepherd advised the Chairman of the Social Club has resigned and a replacement Chairman has been elected.

The electrical work planned is currently being carried out.

With no further business the meeting close at 8.10pm

Action Points

Business Manger

- After discussion with Cllrs M and C Shepherd prepare a report re NS&I account.
- To review and update the Contracts Register as per the Internal Audit recommendations
- To review and update the Risk Register as per the Internal Audit recommendations
- To liaise with other parties as per minute 869(c) Supplier Due Diligence
- To add letter from Heacham & District Car Scheme to the next Full Council agenda.
- To arrange the purchase of the Photocopier at the end of the leasing period.
- To contact BHIB as per minute 887
- To establish defib battery life as per minute 888

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.
- To write a letter of support to the Social Club for their Rural England Prosperity Fund grant application.