

Dersingham Parish Council

Dersingham Village Centre,
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Dersingham,
King's Lynn, PE31 6LN
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FINANCE AND ADMINISTRATION COMMITTEE MEETING

5th September 2023

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance and Administration Committee to be held on Monday 11th September at 7.00pm in the Loft, Dersingham Village Centre.

Members of public are welcome to attend.

Karen Orgill – Business Manager

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. Open the meeting to allow Public Participation
4. To approve the minutes of the Finance and Administration Committee Meeting held on the 10th July 2023
 - (a) To approve the minutes
 - (b) To review action list
 - (c) To consider matters arising
5. Current financial position
 - (a) IAC Monthly Report
 - (b) Whole council budgets
 - (c) Aged debtors
 - (d) Reserves
6. IT update
 - (a) General update
 - (b) RFO hardware procurement and training
 - (c) Presentation of information for meetings
 - (d) Staff and councillor training requirements

7. Business Manager Updates
 - (a) Monthly status check of Defibrillators
 - (b) Risk Register
 - (c) Contract Register
 - (d) Correction of Minute Referencing
 - (e) Publishing of Inspection Reports on SharePoint
8. Dersingham Recreation Ground Charity Update
9. Correspondence
10. Items for inclusion on the next agenda
11. Date of next meeting - Monday 9th October 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.

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