

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 9th October 2023 at 7.00pm.

Meeting start time 7.05pm

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) Joanne MacCallum (Responsible Finance Officer (RFO))

905 Apologies for absence – Cllr Robert Frost

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

907 Public participation – No public present

908 Minutes of the Finance & Administration Committee meeting 11th September 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

909 Current Financial Position

a) IAC reports – monthly report

Cllr M Shepherd stated both the IAC monthly and quarterly reports had been placed on SharePoint prior to the meeting and confirmed the monthly check had been completed. The overall bank reconciliations for 1st April 2023 to 30th September 2023 were in order and the financial reports presented to Councillors were numerically correct.

b) Whole council budgets

Cllr M Shepherd advised the Financial Budget Comparison reports had been circulated via SharePoint and there are no issues to report to the Committee and said the projected Full Council budgeted commitments appear to be on track.

Cllr C Shepherd asked if it was necessary to continue with the office mobile phone contract.

Cllr M Shepherd said a mobile phone may be required when we implement Two Factor authentication which we need to do, but staff could use their own phones if they preferred.

BM indicated that she would not wish to do that.

c) Aged debtors

There are currently no Aged Debtors.

d) Reserves

Cllr M Shepherd advised the Reserves reports had been circulated via SharePoint.

910 IT update

(a) General update

Cllr M Shepherd advised there was nothing new to report.

911 Business Manager Updates

Cllr M Shepherd advised he had spoken with the BM prior to the meeting regarding the updates of the following.

(a) Monthly status check of Defibrillators

The BM reported she had carried out the October Defibrillator checks and placed the report on SharePoint. Cllr M Shepherd asked if anyone was able to access Circuit in the absence of the BM. The BM advised she would write a guide for the ABM but said Councillors would be unable to access Circuit as notification regarding the defibrillators is sent to the BM Email account, therefore Councillors would not be aware of any notifications. The contact details and guide will be made available to councillors if requested.

(b) Risk Register

The BM advised that she has some outstanding Environment Committee items to complete and would commence work in November on both the Risk Register and Contracts Register. Cllr C Shepherd said she had a Contract Register that the previous Clerk had worked on for the Internal Auditor and would provide the BM with a copy. Cllr M Shepherd said it would be beneficial to have the Contract Register in place before the committees review their budgets budget for 2024/25 in November.

(c) Contract Register

This item was dealt with in minute number 911(b)

(d) Correction of Minute Referencing

The BM said the Planning Minutes have been amended and signed by the Chairman of the meeting and she will update the Environment minutes as soon as possible.

(e) Publishing of Inspection Reports on SharePoint

The reports for the cleaning contract, defibrillators and playground inspections are now being published on SharePoint.

912 2024/25 Budget Settings

For the benefit of the newly appointed RFO, Cllr M Shepherd gave a brief outline of the budget setting process, each Committee reviews their budgets and F&A collates the information to present to Full Council in December and the Precept is agreed at the January Full Council meeting. Cllr M Shepherd suggested he meets with the RFO to discuss the process further.

913 Correspondence

Cllr M Shepherd advised a letter had been received from Norfolk Befriending thanking the Parish Council for the £150.00 grant. Cllr C Shepherd suggested making another donation if there is still money in the Grants Budget at the end of this financial year. Cllr B Anderson proposed, when setting 2024/25 budgets, it be considered a yearly grant be given to Norfolk Befriending.

914 Items for inclusion on the next agenda

2024/25 Budget Setting

915 Date of next meeting – Monday 13th November 2023, 7pm in the Loft

The meeting was placed in closed session at 7.50pm

916 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.

917 Leases Update

a) Sportsground

Cllr C Shepherd reported the Sports Ground CIC have now converted to a Charitable Incorporated Organisation (CIO) called Dersingham Sports Ground Association. Minor amendments to the leases are being made.

b) Queen Elizabeth II Jubilee Lease

Cllr C Shepherd stated the Social Club Committee have instructed solicitors to deal with the new lease.

With no further business the meeting close at 7.55pm

Action Points

Business Manger

- 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 establish defib battery life as per minute 888
- Place the new BHIB Policy Schedule and Statement of Fact (ensuring the Data Breach Response is included) onto SharePoint

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.