

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

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

In attendance: Karen Orgill (Business Manager (BM)) Geraldine Scanlon (Assistant Business Manager (ABM) & Minute Taker) Joanne MacCallum (Responsible Finance Officer (RFO))

918 Apologies for absence – Cllr Robert Frost

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

920 Public participation – No public present

921 Minutes of the Finance & Administration Committee meeting 9th October 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.

Business Manager

To review and update contracts register as per the internal audit recommendations –

The BM reported a preliminary register was 80% complete however further work needed to be carried out to differentiate between contracts and non-contracts.

Cllr C Shepherd

To liaise with Cllr M Shepherd/Barclays regarding obtaining a new purchase card –

Cllr C Shepherd advised Cllr M Shepherd had been in contact with Barclays and submitted the request to add the RFO as an authorised signatory. This should be authorised by the bank within 15 days. The RFO will then be able arrange her own access to the Barclays accounts online and will be issued with an authentication card and card reader. The BM asked if her debit card had been requested. Cllr M Shepherd advised that he had been advised by the Mandate Team that only authorised signatories can have a debit card. At the time of contacting Barclays he was unsure if that had been formally authorised by the council and had requested clarification from the staffing committee. .

c) To consider matters arising

None raised

Cllr M Shepherd proposed agenda item 8 2024/25 Budget Setting forward. It was resolved to agree the proposal.

922 Current Financial Position

a) IAC monthly report

Cllr M Shepherd confirmed the bank reconciliations for the period 1st April 2023 to 31st October 2023 were all in order and the financial reports are numerically correct.

b) Whole council budgets

Cllr M Shepherd advised that the financial reports had been circulated via SharePoint. Miscoding's in October accounts have now been corrected.

c) Aged debtors

There are currently no Aged Debtors.

d) Reserves

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

923 IT update

(a) General update

Cllr M Shepherd advised there was no update to report.

924 Business Manager Updates

(a) Monthly status check of Defibrillators

The BM reported the monthly check had been completed. The BM also reported that she provided the "What Three Words" codes for all DPC and DVCA managed defibrillators to Circuit and these will be added to the information held on SharePoint.

(b) Risk Register

The BM said she would commence work on the Risk Register once she had completed the outstanding tasks for the Environment Committee.

(c) Contract Register

This item was discussed under minute number 921

(d) Correction of Minute Referencing

The BM advised the Planning Committee minutes have been corrected.

The Environment minutes will be corrected once she had completed typing the minutes from the Committee meeting of 6th November 2023.

925 2024/25 Budget Settings

Cllrs discussed each Council Budget line, both Income and Expenditure, most of the codes are to remain the same with the following proposed changes.

Council Income:

105	QE2 Jubilee Hall Rent	Increase to £5040.00
110	Interest BP	Increase to £2000.00
145	Printing	Reduce to £200.00

Council Expenditure:

1045	Telephones/Broadband	Increase to £900.00
1055	Stationary	Increase to £300.00
1060	Room Hire	To be set to Nil
1105	De-Fib Maintenance	Increase to £1500.00
1135	Printer/Copier Lease	To be set to Nil
1155	QE2 Jubilee Hall Contingency Fund	Increase to £12,000.00

Council Grants Expenditure

2010	Community Car Scheme	Increase to £800.00
2015	Minor Grants	Increase to £2000.00
2020	Dersingham Social Club	To be set to Nil

Some budget lines need further investigation for additional information to enable the budget to be agreed. Codes requiring further information

Council Expenditure

Code 1130 Software/Subs/licencing/Maintenance – Cllr M Shepherd advised he would investigate costing for licencing a full complement of Councillors on the Parish Council and ascertain if the £200.00 discount via the insurance was still applicable for Parish Online.

Council Grants Expenditure

Code 2000 Sports Ground Management – Cllr C Shepherd to contact the treasurer to enquire if an increase to the budget is needed. Cllr C Shepherd is to copy Mr Collingham, Chairman of the Pavilion working group, into the email.

Code 2005 Churchyard – Cllr C Shepherd to contact the Church to enquire if an increase to the budget is needed.

926 Correspondence

A donation request had been received from West Norfolk Disability and Information Services (WNDIS) however no amount had been requested and the benefits to parishioners was unclear. Councillors discussed the request and agreed the BM should send WNDIS a Minor Grant form to obtain more information.

927 Items for inclusion on the next agenda

Budget Setting.

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

The meeting was placed in closed session at 8.40pm

929 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
- b) Queen Elizabeth II Jubilee Lease

Cllr C Shepherd advised there is no update regarding either lease.

With no further business the meeting close at 8.58pm

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 send Minor grant form to West Norfolk Disability and Information Service

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.

DRAFT