

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 11th December 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)

1 Member of public

930 Apologies for absence – Cllrs Robert Frost and Dane Hipkin

931 Declarations of interest and requests for dispensations by councillors in any agenda item – Cllr C Shepherd declared an interest in items relating to the Dersingham Sports Ground Association (DSGA)

932 Public participation

The parishioner present introduced herself and gave a brief overview of her work and informed the meeting she would like to join the Parish Council (PC)

933 Minutes of the Finance & Administration Committee meeting 11th November 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

Cllr M Shepherd reported he had contacted Barclays with regards to obtaining a purchase card for the BM and had requested the BM be added to the mandate which will take 7-14 days. Once the mandate is updated the application of a purchase card can be made, however currently Barclays require a two-signature authorisation on the PC account. A purchase card, as only being used by the named card holder, requires only single signature authorisation. Therefore, Barclays have four specific questions that need to be answered and ratified by Full Council and the minute number supplied to them as authorisation to process the purchase card. Cllr M Shepherd proposed the item be added to the next Full Council agenda. **It was resolved to approve the proposal.**

934 Current Financial Position

a) IAC monthly report

Cllr M Shepherd confirmed the bank reconciliations to 30th November 2023 were all in order, the financial reports are numerically consistent, and all payments made in line with the financial regulations.

b) Whole council budgets

Cllr M Shepherd said the Financial Budget Comparison report had been circulated via SharePoint. The RFO had also supplied reports she felt relevant to the committee.

c) Aged debtors

Cllr M Shepherd advised a list of aged debtors has been circulated.

Item 191 £2.15 is an underpayment from HM Customs & Excise

Item 194 £603.08 this item should not be showing on the report and will be dealt with by the RFO when she returns from holiday.

All other items listed are not considered aged debtors as the invoices have been issued within the last fortnight.

d) Reserves

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

935 2024/25 Budget Setting

Cllr M Shepherd said he had been unable to collate and analyse all committee budgets for discussion at this meeting but would do so for the next meeting.

The F&A budget had not been completed at the last meeting as further information was required, see updates:

Council Expenditure

1130 Software/Subs/Licensing/Maintenance – Cllr M Shepherd advised he had recalculated what the PC require based on the purchase of Microsoft Licences for the full compliment of 18 Councillors and 3 staff, Edge Subscription for 3 users and our Parish Online Subscription..He proposed the budget for 2024/25 remain the same at £2500.00. **It was resolved to approve the proposal.**

Grants

2000 Sport Ground Management - Cllr C Shepherd said as the PC had recently purchased new pads for the defibrillator located at the sports ground, the BM had registered the defibrillator on Circuit, will now carry out the monthly checks and the PC may be responsible for further pads or battery replacements she proposed the grant for the sports ground remains at £6700.00 for the 2024/25 budget. **It was resolved to approve the proposal.**

2005 Churchyard – Cllr C Shepherd had contacted the Church Warden to ask if they would like an increase to their grant. The Church Warden is waiting for his grass contractor to get back to him regarding any price increases for the next financial year. Cllr C Shepherd will update Committee at the next meeting.

Cllr M Shepherd asked if budget 1105 De-Fib Maintenance should be increased now the PC have taken responsibility of the defibrillator at the sports ground. After discussion it was agreed the budget remains at £1500.00 for 2024/25

936 IT update

Cllr M Shepherd advised the newly co-opted Councillor Ward has been set up on SharePoint but there is an issue with his laptop and he is awaiting confirmation that it has been resolved.

Cllr M Shepherd said there has been interest from two other parishioners in joining the PC and proposed the Committee authorise procurement of Microsoft Business Basic licences at £4.90 per Councillor per month when required to enable them to have access to email and SharePoint. **It was resolved to approve the proposal.**

Cllr M Shepherd reported a quote had been received from Parish Online web hosting for the new PC website. The quote included Parish Online carrying out the migration work of the documents from the current website onto the new, the new website would be a standard template that can be adjusted to meet the PC needs. Cllr M Shepherd proposed the item be placed on the next Full Council agenda for authorisation. **It was resolved to approve the proposal.**

937 Business Manager Updates

(a) Monthly status check of Defibrillators

The BM stated she had, along with a representative from the sports ground, placed the new pads inside the defib at the sports ground. The BM has registered the defib with Circuit and will carry out the monthly checks.

She has also written a guide how to access and update circuit as previously requested by Committee and placed the password in a sealed envelope, both documents are stored in the safe. Cllr M Shepherd asked if the password should also be given to the PC Chairman as per Financial Regulations. The BM agreed to supply the password in a sealed envelope to the Chairman.

(b) Risk Register

The BM advised this will be completed through January 2024

(c) Contract Register

The BM advised this will be completed through January 2024

Cllr M Shepherd offered to help the BM with both the Risk and Contract register and reiterated that the Internal Auditor had also offered assistance. The BM thanked Cllr M Shepherd and said she will contact the Internal Auditor once she had commenced work on the documents.

(d) Correction of Minute Referencing

The BM said both the Planning and Environment minutes have been corrected and the amended versions placed on the website and SharePoint.

Cllr M Shepherd asked if all minutes would have footers from January 2024 to ensure continuity, the BM agreed all minutes will have footers.

938 Review of Grant Assistance Form

Cllr C Shepherd advised she had made a few minor amendments to the type face and the logo on the form circulated by the BM and had increased the amount that can be applied for from £200.00 to £300.00. Councillors discussed and agreed the changes. Cllr M Shepherd said he had clearer definition logo that he would send to the BM for use in the document.

939 Correspondence

Cllr C Shepherd advised a letter had been received from St Nicholas Church advising the Parochial Church Council have identified land that could be used as a burial site and had invited Cllr C Shepherd as the PC Chairman to attend working group meetings to discuss taking the project further. Cllr C Shepherd agreed to take the proposal to the next Full Council meeting.

940 Items for inclusion on the next agenda

Budget Setting.
Precept Setting

941 Date of next meeting – Monday 15th January 2024, 7pm in the Loft

There were no updates requiring the meeting to be placed in closed session so the meeting was closed at 7.50pm

942 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.

943 Leases Update

- a) Sportsground
- b) Queen Elizabeth II Jubilee Lease

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 add Parish Online Web Hosting /PC website to the next Full Council agenda.
- To add purchase card for the BM to the next Full Council agenda
- Supply the PC Chairman with the password to Circuit in a sealed envelope.

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.