

Minutes Meeting of the Finance & Administration Committee meeting held on Monday 12<sup>th</sup> February 2024 at 7.00pm.

**Present:** Cllrs Mike Shepherd (Chairman), Coral Shepherd, and Sarah Whitehead.

**In attendance:** Karen Orgill (Business Manager (BM)) Geraldine Scanlon (Assistant Business Manager (ABM) & Minute Taker) and Jo MacCallum (Responsible Finance Officer (RFO))  
1 Parishioner

- 1 **Apologies for absence** – Cllrs Brian Anderson, Robert Frost and Dane Hipkin
- 2 **Declarations of interest and requests for dispensations by councillors in any agenda item** – None received.
- 3 **Public participation** - None received
- 4 **Minutes of the Finance & Administration Committee meeting 15<sup>th</sup> January 2024**
  - 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 said, as per minute number 4c from the previous F&A meeting, the BM has received and completed the application from Barclays to apply for a debit card. Both Councillors M and C Shepherd will complete their part of the form and return it to the bank.
- 5 **Current Financial Position**
  - a) IAC monthly report  
Cllr M Shepherd said the IAC monthly report has been placed on SharePoint and reported the bank reconciliations for 1<sup>st</sup> April 2023 to 31<sup>st</sup> January 2024 were all in order and all reports are numerically consistent and all payments were made as per the financial regulations.
  - b) Whole council budgets  
Cllr M Shepherd advised that the reports for the whole council budgets had been placed on SharePoint and said the PC were on target to end the financial year within agreed budgets.
  - c) Aged debtors  
Cllr M Shepherd advised that Transaction 191 £2.15 is an underpayment owed by HM Customs & Excise, which the RFO is in the process of writing off as agreed previously by the F&A Committee.  
Cllr C Shepherd said it had been agreed for the RFO to receive training from EDGE to deal with the end of year accounting process.
  - d) Reserves  
Cllr M Shepherd advised the Reserves report had been circulated via SharePoint.

## 6 To consider a small grant application for Dersingham Choral Society

Cllr M Shepherd reported an application had been received from Dersingham Choral Society for a grant of £300.00 to purchase two sets of stage lights, the total project cost is £2365.00. The Parishioner present was a representative from the choir and was in attendance to answer any questions regarding the application. The meeting was opened to allow the committee to discuss the application with the parishioner before returning to closed session to reach a decision.

Cllr C Shepherd proposed the application be approved. **It was resolved to approve the proposal.** Cllr M Shepherd advised the payment would be processed and paid at the end of the month.

## 7 IT Update

Cllr M Shepherd advised Cllrs Mark Ward and Sarah Whitehead now have full access to SharePoint.

Parish Online are making good progress with the new PC website. Councillors will receive a gov.uk email address when the new website goes live. How the new email addresses will be implemented is still to be discussed. Cllr M Shepherd said, on the current website, documents such as minutes and agendas have not been saved in a consistent way, therefore the ABM is in the process of renaming them ready to be uploaded by Parish Online to the new website.

An invoice from Parish Online has been received, these are ordinarily issued once the website is substantially ready to go live. It has been agreed to retain the invoice and payment will be made at the appropriate time.

## 8 Business Manager Updates

### (a) Monthly status check of Defibrillators

The BM advised she had carried out the checks and had placed the report on SharePoint. She reported the adult pads on the defibrillator located at the QE II Jubilee Hall are due to expire on 28<sup>th</sup> April 2024 and asked if a replacement set could be purchased, all companies contacted have some in stock at a cost of £60.00. **It was resolved to approve the purchase of a set of adult defib pads.**

The BM said the company will send a proforma for payment of the pads in advance of them being delivered and RFO agreed this would be acceptable.

### (b) Risk Register

The BM reported she had made good progress with the Risk Register and hoped to complete it this Wednesday, and whilst doing the register it highlighted the electrical equipment in the PC office has not been PAT tested for several years. A verbal quote of £100.00 had been obtained from the electrician that carried out the PAT testing for DVCA, she suggested that for future testing the PC be combined with the DVCA but invoiced independently. Cllr M Shepherd asked if the BM could forward the list of items to be checked to him to enable him to establish if any can be disposed of. The BM suggested the disposal of items be added as an agenda item to the next F&A committee meeting. It was agreed for the BM to obtain a written quote from the electrician and to forward the list of items to be checked to Cllr M Shepherd.

Cllr M Shepherd said the RFO had had issues with the PC laptop, this did not affect her ability to continue working as she was able to use her personal laptop, however should either of the BM or ABM laptops fail there is no back up facility to enable them to continue working. He suggested the stand-alone PC, previously used by the ABM, be tested to establish if it could be used as a backup.

(c) Contract Register

The BM advised once the Risk Register was completed, she would finalise the Contracts Register.

**9 Correspondence**

The BM advised she had received no correspondence.

**10 Items for inclusion on the next agenda**

Disposal of redundant office equipment including Epson printer/scanner.

**11 Date of next meeting – Monday 11<sup>th</sup> March 2024, 7pm in 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.

**12 Leases Update**

a) Sportsground

Cllr C Shepherd reported that a revised plan has been finalised and the leases will be amended accordingly.

b) Queen Elizabeth II Jubilee Lease

The BM advised there had been no response from the Solicitor acting on behalf of the PC therefore there is no update regarding the lease. The solicitor will be chased again.

With no further business the meeting was closed at 8.25pm

**Action Points**

**Business Manager**

- 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.
- Supply Cllr M Shepherd with a list of items to be PAT tested.
- To contact the contractor to arrange PAT testing.

**Cllr C Shepherd**

- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points.
- To complete and return the application for the BM debit card.

**Cllr M Shepherd**

- To test the ABM standalone PC to establish if it can be used as backup by staff.
- To complete and return the application for the BM debit card.