

**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**

9<sup>th</sup> April 2024

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance and Administration Committee to be held on Monday 15<sup>th</sup> April 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 Monday 11<sup>th</sup> March 2024
  - (a) To approve the minutes
  - (b) To review action list
  - (c) To consider matters arising
5. Current financial position
  - (a) IAC Monthly Report and Quarterly Report
  - (b) Whole council budgets
  - (c) Aged debtors
  - (d) Reserves
  - (e) End of Year Review
6. IT update
7. Internal Audit

8. Authorised Bank Signatories Review
9. Business Manager Updates
  - (a) Risk Register – Progress Update
  - (b) Contract Register – Progress Update
  - (c) Pat testing - Update
  - (d) Defibrillator - Update
10. Correspondence
11. Items for inclusion on the next agenda
12. Date of next meeting - Monday 13<sup>th</sup> May at 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.

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