

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 10th February 2025 at 7.00pm.

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

In attendance: Karen Orgill (Business Manager (BM))
Geraldine Scanlon (Assistant Business Manager (ABM) & Minute Taker).
Jo MacCallum (Responsible Finance Officer (RFO))
2 Members of the Public (Arrived 7.58pm – Left 8.20pm)

- 1 Apologies for absence – Cllrs Robert Frost**
- 2 Declarations of interest and requests for dispensations by councillors in any agenda item**
Cllr C Shepherd declared an interest in agenda item 9 DVCA proposals re CCTV and kitchen power socket, as she is a trustee for DVCA.
- 3 Public participation – Discussed minute item 10.**
- 4 Minutes of the Finance & Administration Committee meeting 9th December 2024**
 - a) To approve the Minutes**
The minutes were approved as a correct record and duly signed by the Chairman.

Minutes of the Finance & Administration Committee Meeting 14th January 2025.
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**
There were no matters arising that were not shown as agenda items.
- 5 Current Financial Position**
 - a) IAC monthly report**
Cllr M Shepherd reported that his monthly had been shared via SharePoint prior to the meeting. He had confirmed that bank reconciliations for 1st April 2024-31st January 2025 were all in order and the financial reports were numerically consistent. All payments had been processed and authorised in accordance with the financial regulations.
 - b) Whole council budgets**
Cllr M Shepherd said all financial reports for January had been placed on SharePoint prior to the meeting and invited questions. There were no questions raised regarding the reports.
 - c) Aged debtors**
Cllr M Shepherd advised there are currently no Aged Debtors
 - d) Reserves**
Cllr M Shepherd said the reserves reports have been circulated via SharePoint and advised there were no issues regarding the Reserves. There were no questions raised.

6 IT Update.

Cllr M Shepherd said Lightspeed are now up to date with direct debits and invoicing the Parish Council (PC). The next invoice is due the 17th February, Lightspeed have been asked to issue the invoice direct to the RFO.

The switch from our primary email addresses from dersingham.org.uk to dersingham-pc.gov.uk is yet to commence.

Cllr Thomas asked if the crackling noise on the new VOIP handsets had been dealt with. The ABM said there had been no further incidences and resetting the handsets seems to have cleared the problem.

7 Update on New Savings Account.

The RFO advised there is no update regarding the new account since she submitted her report at the F&A committee meeting held 9th December 2024. The RFO confirmed that Unity Trust Bank is still the best as they have a better interest rate however a standard bank account would have to be opened initially with a nominal amount to enable a savings account to be opened by the PC. After discussion the Committee agreed that the RFO obtains current interest rates and establish the process of opening both standard and saving accounts with Unity Trust Bank and report back to the next F&A committee meeting.

8 Update Asset Insurance Valuation Review

The report/valuation for the Queen Elizabeth 2nd Jubilee hall has been received. Cllr M Shepherd asked if the Social Club had been advised of the new valuation and requested to adjust their insurance cover as necessary. The BM advised she had been in contact with their treasurer and would continue to chase to ensure there is adequate insurance cover. Cllr M Shepherd said this should be dealt with as a matter of urgency.

9 DVCA proposals for CCTV and kitchen power socket

Cllr M Shepherd explained to committee members that the DVCA must seek approval from the Parish Council for changes to media, infrastructure etc under the terms of the lease between DVCA and the PC.

Cllr C Shepherd said, after the attacks in Southport, DVCA have decided to increase security at the village centre. 3 quotes have been received by the DVCA to have CCTV installed. Cllrs C and M Shepherd had met with a DVCA representative and the preferred contractor to discuss installation of the cameras. Along with the 5 CCTV cameras around the perimeter of the building it had been suggested that an internal camera be fitted in the east corridor for additional security of the PC office and staff. It is proposed the internal camera be funded by the PC. The cameras, alongside visual recordings, will record audibly. This is a function that the PC would want to be disabled for privacy reasons.

Meeting suspended at 7.41pm due to water leak from downstairs sink.

Meeting resumed at 7.56pm

Committee discussed the installation of the CCTV cameras with the following proposal:
It is proposed to full council that we agree to the installation of the CCTV system subject to the following:

- **DVCA take responsibility for ensuring that the system is operated and managed in accordance with current and future legislation including but not limited to ICO registration and adoption of an appropriate policy.**
- **That the system is not used to capture sound.**
- **That the system is used for security purposes only.**

- DVCA agree to persons nominated by the Parish Council to have access to the system with a security level commensurate with the purpose that access is requested.
- There should be no surface mounted cabling in public areas inside the building and any cabling on the outside of the building should be hidden or disguised as much as possible.
- DVCA to ensure that any accidental damage to walls or ceilings during the installation are made good.

It will also be proposed that we recommend to Full Council that we fund the internal camera from the Dersingham Centre Reserve at a cost of £345 ex. VAT.

It was resolved to approve the proposal.

Cllr C Shepherd said the DVCA had also made a request to have a socket close to the rear door that is currently situated low down to be raised to worktop level to enable appliances such as the filter coffee machine, Espresso maker, milk frother to be moved onto the worktop by the preparation area. This would make the area they are currently located less congested and reducing the risk of volunteers being injured. The committee discussed the request. **It was resolved to reject the request to relocate the socket due to health and safety concerns and recommend that DVCA consider other options. Cllr C Shepherd will report back to the DVCA trustees the PC decision.**

10 Dersingham Choir grant application

Cllr M Shepherd placed the meeting in open session at 20.11pm

The two representatives from Dersingham Choir explained the reason for the grant application to the committee, detailing how the grant would be spent. The choir have been running “theory corner” which enables members of the choir to learn how to read music, it is an ongoing project that the choir would like to make more professional, but it incurs costs such as an accompanist to teach individuals and sheet music. People who have attended the sessions have all given very positive feedback.

Cllr M Shepherd placed the meeting in closed session at 8.23pm

Cllrs discussed the application and reviewed the current balance of the minor grants budget. Cllr C Shepherd proposed a grant of £300.00 be given to Dersingham Choir. **It was resolved to approve the proposal.**

11 Contracts Register.

Cllr M Shepherd said he had hoped to review and discuss the contracts register with the BM prior to this evening’s meeting, however he had not had the opportunity to do so. Alternative dates for a discussion were suggested.

Cllr C Shepherd asked the BM to remove the Editor’s honorarium from the contract register as it is not a contract.

12 Business Managers Update

a) Defibrillator Checks

The BM said the defibrillator checks have been completed and the outcome put onto SharePoint.

The Defib located at the Spar shop now only shows two lines on the battery. The BM said she had sought advice and was advised that the battery should last for a further 2 years. The adult pads are due to expire 28th April 2025 and the paediatric pads are due to expire 28th May 2025. The BM asked if she should obtain quotes to buy replacement pads. It was agreed that BM should purchase both sets of pads after 1st April 2025.

Cllr M Shepherd asked if the BM had heard from DRAX regarding their revised invoices based on half-hourly rates. The BM said she had received quotes from DRAX, but they were daytime rate only. She said she would contact DRAX again. Cllr M Shepherd said the matter must be pursued as a matter of urgency as the PC does not want to be forced into a contract with DRAX due to insufficient time to obtain quotes from other suppliers.

13 Correspondence

13.1 Aurora photocopying price increase.

Cllr M Shepherd reported that notification had been received from Aurora regarding an 8.7% price increase on the cost per copy rate from the 1st March 2025. He requested that the BM recalculate the rates for charges to DVCA to be used from 1st March.

Cllr M Shepherd advised the committee that the Internal Audit has been booked and said the two-year contract expires this year. After discussion it was agreed that the RFO reviews auditors and accountants that could do future internal audits for the PC, it was agreed that it would be advantageous to seek multiple quotes at the expiry of the current contract.

14 Items for inclusion on the next agenda

Minor Grants Budget.

15 Date of next meeting – Monday 10th March 2025, 7pm in the Loft

The meeting was placed in closed session at 8.25pm

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.

16 Leases Update

a) Sportsground

Cllr C Shepherd advised she was waiting for an update from the Football Foundation solicitor.

(b) Queen Elizabeth II Jubilee Hall

Cllr C Shepherd advised there was no update.

With no further business the meeting was closed at 8.54pm

Action Points

Cllr M Shepherd

- To meet with the BM to discuss the Contracts Register.
- To recommend to Full Council the installation of CCTV at the village centre as per minute number 9

Cllr C Shepherd

- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points.
- To write a letter of support for DSGA Borough Grant application
- To contact the social club committee to ensure there is adequate insurance cover now the asset valuation has been received
- To notify DVCA that F&A refuse the request of the relocation of a socket in the kitchen.

RFO

- To obtain current interest rates and establish the process of opening both standard and saving accounts with Unity Trust Bank and report back to the next F&A committee meeting.
- To review auditors and accountants for future Internal Audits.

Business Manager

- To contact the social club committee to ensure there is adequate insurance cover now the asset valuation has been received
- To meet with Cllr M Shepherd to discuss the contracts register.
- To contact DRAX regarding the unmetered street light supply/contract.

Assistant Business Manager

- To contact ARK regarding the voicemail on the new VOIP telephone system.