

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 14th April 2025 at 7.00pm.

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

In attendance: Karen Orgill (Business Manager (BM) & Minute Taker) and Jo Macallum (RFO)

1 Apologies for absence – Geraldine Scanlon (ABM).

2 Declarations of interest and requests for dispensations by councillors in any agenda item – Cllr C Shepherd for item 13 - Leases

3 Public participation – None present

4 Minutes of the Finance & Administration Committee meeting 10th March 2025

a) To approve the Minutes

The minutes were proposed by Cllr B Thomas and seconded by Cllr S Whitehead and they were approved as a correct record and were duly signed by the Chairman.

b) To review action list

The action list was reviewed with those completed removed.

c) To consider matters arising

The BM was asked to provide new costings for the photocopier printing

5 Current Financial Position

a) IAC monthly report

Cllr M Shepherd reported that his monthly and Quarterly IAC report had been shared via SharePoint prior to the meeting. He had confirmed that bank reconciliations for up to 31st March 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. The Quarter 4 VAT Return was submitted promptly on 2nd April 2025.

b) Whole council budgets

Cllr M Shepherd said all 2024-2025 financial year reports 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 recent movements or issues regarding the Reserves. There were no questions raised.

Cllr M Shepherd informed the meeting the Borough Council was paying the precept in two instalments instead of one instalment received at the beginning of April. Following a discussion about the 115% increase in the price of dog bin emptying, it was agreed that the payment of the BC's invoice should be either monthly or quarterly and the BM was asked to contact the BC and discuss payment plans.

Cllr C Shepherd informed the meeting that she had written a letter of complaint to the Chief Executive, Leader of the Council and Cabinet Member about the cost of dog bin emptying but had not received a reply yet.

Cllr M Shepherd led the discussion over payment for the dog bin emptying by instalments and also proposed that DPC should pay the grants to the sports ground association and church over two instalments. It was agreed providing this would not cause them any financial issues. Heacham & District CCS would remain with a single payment. This proposal was agreed by all Councillors. The BM was asked to contact Dersingham Sports Ground Management Committee and St Nicholas Church to ask whether this would cause any financial issues.

- 6 Year-end Financial Position** – Cllr M Shepherd informed the meeting that the year-end was completed and rolled-over to 2025-2026. Overall, no Committees had overspent their budgets but a carry-over of funds to cover the payment of 6 Drax invoices for electricity that should have been paid by the end of March was agreed.

The level of accrued savings in the general fund on 31st March 2025 was discussed. It was agreed that there are funds available for allocation but at present we do not have a comprehensive plan on which to prioritise projects. Bids for this funding should come from the committees but proposals must be deliverable, realistic and take into account available staff resources. Cllr M Shepherd suggested that all committees should be asked to suggest specific proposals for projects, equipment or activities where additional funding may be needed and that Spending Plans should be added as an item on their next agenda.

7 IT Update

Cllr M Shepherd informed the meeting that we will need to upgrade the BM and ABM laptops to Windows 11 very soon as support ends in October. The ABM is looking for a replacement of Microsoft Publisher which is to be de-supported next year. Cllr M Shepherd informed the meeting that the invoice for the CCTV internal camera should be held back until the camera has been adjusted.

8 2024/25 Internal Audit

Cllr M Shepherd advised the meeting that he and the RFO have uploaded the relevant information in preparation for the Auditor. The timetable is: 22nd April for Cllrs M and C Shepherd, 2nd May for the RFO and 13th May for the BM.

9 Business Manager Update

9.1 The BM informed the meeting that the replacement pads for the defibrillator outside the Spar is arriving tomorrow, 15th April.

10 Correspondence

10.1 Thank you letters from organisations for £250 grants – noted at the meeting.

11 Items for inclusion on the next agenda

11.1 Cllr C Shepherd asked for Age UK grant request be placed on May's agenda

11.2 Committee Spending Plans to be placed on next agendas for all Committees

12 Date of next meeting – Monday 12th May at 7pm in the Loft

The meeting was placed in closed session at 8.30pm

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 that we are waiting for comments 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 8.35pm

Action Points

Cllr M Shepherd

- To look at Windows 11 for the office laptops

Cllr C Shepherd

- To contact a specialist roofing/safety company for advice and quotation for installation of safety roof anchorage points.

RFO

- To review auditors and accountants for future Internal Audits.

Business Manager

- To prepare new costings for the photocopier printing
- To contact the Borough Council and discuss payment plans for the payment of the dog bin invoice
- To contact Dersingham Sports Ground Association and St Nicholas Church to ask whether payment in two instalments would cause any financial issues
- To ensure that each Committee's next agenda now has an item of Spending Plans 2025-2026

Assistant Business Manager

- To record a new voicemail message on the VOIP telephone system
- To ensure that the next Communications Committee agenda has an item of Spending Plans 2025-2026