

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

3rd June 2025

Dear Councillor,

You are hereby summoned to attend a meeting of the Finance and Administration Committee to be held on Monday 9th June at 7.00pm in the Loft, Dersingham Village Centre.

Members of public are welcome to attend.

Karen Orgill – Business Manager

AGENDA

1. **To elect the Chairman of the Finance and Administration Committee and to receive the Chairman's Declaration of Acceptance of Office**
2. **To elect the Vice-Chairman of the Finance and Administration Committee and to receive the Vice-Chairman's Declaration of Acceptance of Office**
3. **To consider apologies for absence**
4. **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.
5. **Open the meeting to allow Public Participation**
6. **To approve the minutes of the Finance and Administration Committee Meeting held on the 12th May 2024**
 - (a) To approve the minutes
 - (b) To review action list
 - (c) To consider matters arising
7. **To review Committee Terms of Reference**
8. **Use of Information Technology Policy**

9. **Current financial position**
 - (a) IAC monthly report
 - (b) Whole council budgets
 - (c) Aged debtors
 - (d) Reserves
10. **IT Update**
11. **2024/25 Internal Audit Report**
12. **2024/5 Draft AGAR**
13. **Committee Spending Plans 2025-2026**
14. **Update on Dersingham Parish Council's Insurance**
15. **DVCA's Running Costs**
16. **Age UK Norfolk Grant Request**
17. **Business Manager Update**
 - 17.1 Defibrillator Checks
 - 17.2 New Costings for DVCA photocopying
18. **Correspondence**
19. **Items for inclusion on the next agenda**
20. **Date of next meeting - Monday 14th July 2025 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.

21. **Leases Update**
 - 15.1 Update on Sports Ground Lease
 - 15.2 Update on Queen Elizabeth II Jubilee Hall Lease