Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 9th February 2026 at 7.00pm.

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

In attendance: Jo MacCallum Responsible Finance Officer (RFO) via Teams
Geraldine Scanlon Assistant Business Manager (ABM)

1 **Apologies for absence –** Cllr Nigel Barker

2 **Declarations of interest and requests for dispensations by councillors in any agenda item** - None

3 **Public participation –** None Present

4 **Minutes of the Finance & Administration Committee meeting 12th January 2026**

a) To approve the Minutes

It was resolved that 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 items for discussion.

5 **Current Financial Position**

a) IAC monthly report

Cllr M Shepherd advised the reserves report shows the Neighbourhood Plan reserve includes an “unpaid” transaction of £15.16. This is not shown on the FBCR. As EDGE is unable to exclude unpaid transactions from the reserves report, no corrective action was required.

The monthly IAC report was circulated via SharePoint. Cllr M Shepherd confirmed the bank reconciliations for the period of 1st April 2025 to the 31st January 2026 were in order and the financial reports presented to councillors were numerically correct. All payments were authorised and made in accordance with the financial regulations.

b) Monthly reports

Cllr M Shepherd said all financial reports had been placed on SharePoint prior to the meeting and asked Councillors if they had any questions regarding the finances. No questions were raised.

Cllr M Shepherd explained there is £1,160.00 remaining in the Minor Grants budget and asked if the committee wished to consider local charities that the Parish Council could donate too. The following were suggested: Baby Basics, Tapping House, Dersingham United Charities, NARS and East Anglian Air Ambulance. It was agreed to place Minor Grants on the next F&A agenda for further discussion.

c) Aged debtors

Cllr M Shepherd advised that as the issue date for invoice 2453 was 12th January 2026 the outstanding amount is not an aged debt however, he asked the ABM to monitor the situation.

d) Reserves
Cllr M Shepherd said the reserves reports have been circulated via SharePoint.
Cllr M Shepherd asked if the committee wished to create a new reserve for the Sports Ground Pavilion Project. Upcoming meetings with the Football Federation and the possibility of obtaining a grant from the Borough Council to assist in funding were discussed. It was agreed to postpone requesting authorisation from Full Council to create the new reserve, but to do so at the appropriate time.

6 IT Update

Cllr M Shepherd said the current IT Policy stipulates that an annual security check is carried out on PC owned devices used by Councillors. This has been done and both devices were found to be up to date and functioning correctly. ABM was requested to check that BM has put a process in place to keep a record. Staff laptops are still to be audited.

6.1 Cyber Essentials (CE)

Cllr M Shepherd explained that the CE was not a one-off process but one that would have to be renewed annually. The scheme is an annually renewable certification scheme that assesses organisations against standards set by the National Cyber Security Centre. All requirements in the standard must be met to gain certification. The scheme is not compulsory for Parish Councils, but the requirements are in any case good practice. Councillors discussed the criteria needed to achieve a CE certificate. It was decided not to pursue obtaining the certificate at the moment.
Cllr M Shepherd suggested that he would check elements of our security against the CE requirements and report back findings to the committee as soon as possible.

7 Clearing of the ditch at the Sports Ground.

Cllr M Shepherd advised that a site meeting had taken place with the Internal Drainage Board (IDB) and a contractor used by them for smaller works. The meeting was attended by Cllrs M and C Shepherd and the BM. The scope of the work and methods of undertaking it were discussed The IDB would not be able to carry out the work themselves as their machinery is too large, however their contractor is equipped to do so. It had been agreed that the BM would confirm the scope of the work in writing and will obtain a quote. Cllr M Shepherd advised that it is likely that full council will need to suspend standing orders to allow a single quote to be accepted as the BM has been unable to find any other contractor prepared to undertake the work.

8 Parish Infrastructure Investment Plan (PIIP)

Cllr C Shepherd advised she had received notification from the BC regarding the completion of PIIP form. This is a template that can be completed by Parish Councils which will support CIL grant applications and the Neighbourhood Plan. PIIP has been created by local councils to identify and fund community infrastructure needs. Cllr C Shepherd asked if councillors were happy for her to complete the template. Councillors agreed.

9 Business Manager Update

9.1 Defibrillator Checks

The new de-fib battery has been delivered for the spar de-fib.
The de-fib at the Sports Ground needs new pads as this is owned by the Sports Ground. Cllr C Sheperd will notify them that they need to purchase new pads.

The pads for the Social Club are due to expire in June 2026 therefore these should be purchased nearer the time.
Cllr M Shepherd pointed out that the BM does not need to seek specific authorisation to use the purchase card for any single order under £500.00. The actual purchase does of course need to be authorised by councillors in accordance with Financial Regulations in the normal way.

9.2 Disposal of Office Equipment

(i) Guillotine – Broken and replacement not required.

(ii) Laminator – wire splitting and new laminator to be purchased.

Cllr M Shepherd said the laminator had passed the PAT test but had been noted as having no advisories. After discussion it was agreed that further information is needed before the requested items can be agreed for purchase, but this can be discussed and agreed by the FA committee chairman and BM/ABM without further reference to the committee.

10 Correspondence

None received

11 Items for inclusion on the next agenda

Minor Grants
Cllr M Shepherd asked if the RFO had been contacted by Price Bailey. The RFO confirmed she had not had a response to her email sent last week so would contact them again.

12 Date of next meeting – Monday 9th March 2026 at 7pm in the Garden Room.

The meeting was placed in closed session at 8.03pm

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

13.1 Sportsground update and lease update

Cllr C Shepherd advised there was an issue with the lease as the Headlease expires in 2048 and the Under Lease expires in 2050. The Under Lease cannot expire after the Head Lease therefore our solicitor is amending the dates.

13.2 Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said the solicitor representing the Social Club is awaiting names of the Trustees for the club.

With no further business the meeting was closed at 8.12pm

Action Points

Cllr M Shepherd

- To begin a review of the PC Information Technology systems security.

Cllr C Shepherd

- To complete the BC Parish Infrastructure Investment Plan template

Business Manager

- To obtain a quote from the suggested contractor as per minute 7

RFO

- To contact Price Bailey