

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 13th April 2026 at 7.00pm.

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

In attendance: Geraldine Scanlon Assistant Business Manager (ABM)

- 1 **Apologies for absence** – Jo MacCallum Responsible Finance Officer (RFO).
- 2 **Declarations of interest and requests for dispensations by councillors in any agenda item**
Cllr C Shepherd declared an interest in agenda item 14.2 – Sports Pavilion
- 3 **Public participation** – None Present
- 4 **(a) Minutes of the Finance & Administration Committee meeting 9th February 2026 and Monday 9th March 2026.**
The minutes of the meeting held on the 9th February 2026 were approved as a correct record and duly signed by the Chairman.
The action points were not reviewed as they are superseded by those in the minutes of the meeting held on the 9th March 2026.

After the following amendment the minutes of the meeting held on the 9th March 2026 were approved as a correct record and duly signed by the Chairman.

To amend action point for the Business Manager to read – as per minute 9

(b) To review action list

The action list was reviewed with those completed removed.

The ABM confirmed she had spoken with the BM concerning the IT Annual Check being officially recorded. The BM has placed a record of the checks on SharePoint.

(c) To consider matters arising

Cllr M Shepherd advised a payment of £500.00 had been received from Zest as a one-off good will payment for the Wayleave agreement to allow the contractor to access Parish Council land to connect the newly installed car charging points at the Co-op to the power supply at the sub-station. Cllr M Shepherd said would the ABM check with the RFO where the payment had been coded. Aurora had advised the BM that the Wayleave agreement did not have to be legally registered with Land Registry. Cllr M Shepherd proposed that Land Registry be asked to enter a note on the existing title deed so there is a permanent record of the existence of the wayleave. A similar record already exists on this deed in respect of UKPN cables entering the substation. There is a process to follow to add the record and Land Registry will make a small charge. An outline of the required process has been circulated on SharePoint. **It was resolved to approve the proposal and to request BM to process the application to HM Land Registry.**

5 Current Financial Position

a) IAC monthly and quarterly report

The monthly IAC report was circulated via SharePoint before the meeting. Cllr M Shepherd confirmed the bank reconciliations for the period of 1st April 2025 to the 31st March 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.

The IAC quarterly report had been circulated via SharePoint before the meeting. Cllr M Shepherd confirmed that the payments for the period of 1st January 2026 to 31st March 2026 were properly authorised in accordance with financial regulations. The bank reconciliations were in order and all reports currently used by Councillors were arithmetically correct. The Quarter 4 VAT return was submitted on the 1st April 2026 and the sum of £3576.74 was reclaimed from HMRC.

b) Monthly financial reports

Cllr M Shepherd said all the usual financial reports had been placed on SharePoint prior to the meeting and asked Councillors if they had any questions regarding the finances. Cllr N Barker queried a discrepancy on the Budget Headings Transaction Detail Report It relates to transaction 812 to Norfolk Parish Training & Support for the Induction Training for Susan Foxley. The Net shows £52.00 and Vat £10.40 however the description states "Induction Training for Susan Foxley @£48.00". Cllr M Shepherd asked the ABM to liaise with the RFO regarding the matter. No other questions were raised.

c) Aged debtors

Cllr M Shepherd advised there are no aged debtors on 31st March.

d) Reserves

Cllr M Shepherd said the reserves reports have been circulated via SharePoint. Cllr C Shepherd advised the grant money for the two replacement bus shelters had been received from Norfolk County Council. Cllr M Shepherd queried if the grant money for the new benches had been received. After discussion Cllr C Shepherd said she would ask the BM if the payment of £9363.20 included the grant money for the new benches.

6 2025-2026 Year-end Financial Position

Cllr M Shepherd advised the committee he had been unable to confirm the year-end accrued savings due to other commitments and said he would produce a more detailed update for the next F&A meeting.

Cllr N Barker asked why there was an increase to the Precept on the 2026-2027 council tax bills when the Parish Council had not increased its Precept. Cllr M Shepherd advised that the Borough Council had adjusted the tax base, probably due to a reduction in the number of second homes, and this resulted in a slight increase in the precept charge on individual properties.

7 2025-2026 Internal Audit.

The Internal Audit is due to take place week commencing 20th April 2026. Cllr M Shepherd advised he and the RFO had been uploading information so far requested by the auditor and aimed to be finished today.

8 IT Update

Cllr M Shepherd reported the old Lightspeed router has now been swapped over to the new one and said there had been limited impact to users.

Cllr M Shepherd advised the committee that the new router also comes with the offer of a new contract. The current contract is due to expire on 16th October. We have been offered a new two year contract which would provide a faster service at a slightly reduced cost over

the length of the contract. The detail of the offer was discussed. After discussion Cllr M Shepherd proposed the Parish Council accept the offer of the new contract. **It was resolved to approve the proposal.**

Cllr M Shepherd said the BM had reported a problem while using Outlook, this has now been rectified. Both the BM and ABM laptops have had their annual IT check carried out. The Affinity Studio software has been installed on the ABM's laptop as a possible replacement once Microsoft Publisher is no longer supported. Cllr M Shepherd said he would meet with the ABM to discuss it when she is available.

9 Half-Yearly Grant Payments.

The release of 2026/27 financial year grant payments were discussed.

After discussion the following was agreed:

Code 2000 Dersingham Sports Ground Association – The full amount of the grant will be retained by the Parish Council until the architect fees have been paid for the work carried out on the pavilion, as agreed by Full Council.

Code 2005 Churchyard – Payment of £2750.00 will be added to the payment list for Full Council meeting on the 27th April 2026.

Code 2010 Community Car Scheme – Full payment of £800.00 will be added to the payment list for Full Council meeting on the 27th April 2026.

Cllr M Shepherd asked the ABM to notify the RFO of the above decisions.

10 Business Manager Update

10.1 Defibrillator Checks

The ABM advised the BM had carried out her monthly checks. The adult pads for the de-fib located at the QE II Jubilee Hall will expire on the 28th June 2026. The BM will organise purchase of the pads nearer the time.

10.2 Annual IT Security Checks.

Cllr M Shepherd asked if the ABM had an update from the BM. The ABM confirmed that a record of the checks has been placed on SharePoint.

11 Correspondence

A Thank You letter had been received from East Anglian Air Ambulance for the £290.00 donation from the Parish Council.

12 Items for inclusion on the next agenda

Replacement Photocopier

13 Date of next meeting – Monday 11th May 2026 at 7pm in The Loft.

The meeting was placed in closed session at 7.57pm

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.

14 Leases Update

14.1 Sportsground update and lease update

Cllr C Shepherd advised that this item would remain an agenda item until confirmation that the lease has been registered with Land Registry.

12.2 Sports Pavilion maintenance

Councillors discussed the proposal to refurbish the pavilion within the existing footprint. Cllr C Shepherd advised a Management Plan will be put into place to ensure the building is kept in good condition.

12.3 Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said she had contacted the Chairman for confirmation that the lease had been signed however, there has been no update to date.

15 Quotations for replacement photocopier.

It was agreed that more information was needed before the committee could decide on a new photocopier. After discussion it was agreed to pursue quotations with only three of the four suppliers and the replacement copier would be new and not refurbished.

With no further business the meeting was closed at 8.30pm

Action Points

Cllr M Shepherd

- To begin a review of the PC Information Technology systems security.
- To confirm with Lightspeed the committee decision to commence a new contract

Cllr C Shepherd

- To complete the BC Parish Infrastructure Investment Plan template
- To speak to the BM regarding the grant payment of £9363.00 received from Norfolk County to confirm it included the grant for the new benches.

Business Manager

- To apply to HM Land Registry to add a note of the Aurora wayleave to the existing Title Deed as per item 4(c)
- Finalise quotes for replacement MFD as per item 15

RFO

- To place the Churchyard and Community Car scheme grant payments on the April payment list

Assistant Business Manager

- To contact the RFO as per minute 5(b) regarding discrepancy on Budget Heading Transaction Report – Transaction 812
- To contact the RFO to request the grants for the Churchyard and Community Car Scheme are on the payment approval list to be presented to Full Council on 27th April 2026
- To advise BM of her action under item 4(c) and ensure she has seen the process document on SharePoint