

Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 8th June 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 Parishioner (Left 7.13pm)

- 1 To elect the Chairman of the Finance and Administration Committee.**
Cllr B Thomas nominated Cllr M Shepherd; Cllr N Barker seconded the nomination.
Councillors voted; and it was resolved that Cllr M Shepherd be duly elected as Chairman
- 2 To elect the Vice-Chairman of the Finance and Administration Committee.**
Cllr B Thomas nominated Cllr S Whitehead; Cllr N Barker seconded the nomination.
Councillors voted; and it was resolved that Cllr S Whitehead be duly elected as Vice Chairman
- 3 Apologies for absence – Jo MacCallum Responsible Finance Officer (RFO).**
- 4 Declarations of interest and requests for dispensations by councillors in any agenda item**
Cllr C Shepherd declared an interest in agenda item 18 (a) – Sports Pavilion update.
- 5 Public participation – The parishioner present had no issues to raise with the committee.**

Cllr M Shepherd proposed bringing agenda item 13 (b) Small Grants forward as the parishioners main interest was the grant application submitted by Dersingham Choir. This was agreed. The parishioner gave the Councillors a brief resumé on how the choir is run, the number of members, income and expenditure and the benefits to both members and those that attend the concerts. Councillors discussed the grant application. **It was resolved to approve a small grant of £300.00 to Dersingham Choir to contribute towards sheet music.**

13 (a) Citizens Advice Norfolk (CAB)

Cllr M Shepherd advised that an email from the CAB had been received highlighting their work, asking for publicity and also a request for a donation to their charity. Councillors discussed the correspondence. It was agreed that the CAB would be contacted for more specific details regarding a donation and the benefits of CAB to Dersingham. Cllr M Shepherd asked that CAB publicity is added to the next Communication Committee agenda.

- 6 (a) Minutes of the Finance & Administration Committee meeting 11th May 2026.**
After the following amendments the minutes of the meeting were approved as a correct record and duly signed by the Chairman.
Minute 4(a) change the date from 13th May 2026 to 11th May 2026.
Action Point – Business Manager change comntract to contract

(b) To review action list

The action list was reviewed with those completed removed.

(c) To consider matters arising

Cllr C Shepherd asked the ABM to ensure the AGAR form is on the next Full Council Agenda.

Cllr M Shepherd advised that the report consistency issues raised under minute 5 (a) of the previous F&A meeting has now been resolved as reported at the May Full Council meeting.

7 To review Committee Terms of Reference (TOR)

Cllr M Shepherd said the TOR had been circulated via SharePoint prior to the meeting. Cllr N Barker suggested removing the word “undertake” from paragraph 4. This was agreed by the committee. It was agreed that the amended terms of reference be presented to Full Council for approval.

8 Current Financial Position

a) IAC monthly 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 2026 to the 31st May 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 Quarter 1 VAT return is due to be submitted in July 2026.

b) Monthly financial reports

Cllr M Shepherd said the usual 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.

c) Aged debtors

Cllr M Shepherd explained that the two outstanding invoices shown on the Aged debtors report had now been paid.

d) Reserves

Cllr M Shepherd said the reserves report has been circulated via SharePoint and advised that the following transfers have now been carried out as previously agreed.

£50,000 From the General Fund to the Pavilion Project Reserve.

£12,000 From the General Fund to the Property Reserve in respect of the QE2 Jubilee Hall contingency fund.

£2,000 From the General Fund to the Property Reserve in respect of the recreation ground five year plan.

Cllr C Shepherd advised that there are 5 streetlights that will need replacing and said it will cost in the region of £20,000. Councillors discussed the streetlights owned by the Parish Council. Cllr C Shepherd said these would be added to the priority list being prepared by the Environment Committee for consideration by Full Council.

9 2025-2026 Year-end Financial Position

Cllr M Shepherd advised he and the RFO had reviewed the end of year accounts independently and agreed that we have about £30,000 of accrued savings in the General Fund that could be used to fund currently unbudgeted projects. Further details of these calculations were available on SharePoint. This is not a large sum, so the next step is to

pull together a comprehensive list of costed projects so that Full Council can decide on priorities.

10 New Policies

- (a) Investment Policy
- (b) Reserves Policy

Cllr M Shepherd said that the RFO had produced both the Investment and Reserves policies which had been circulated via SharePoint and asked Councillors if they had any comments. Cllr N Barker said he was happy with the content however the formatting of the investment policy left lots of white space. After discussion, **It was resolved to approve both policies and to present them to Full Council for adoption, once the formatting had been changed.**

11 Premises Licence Application – The Pastures, 63 Manor Road

Cllr C Shepherd informed the committee that the Dersingham Sports Ground Association (DSGA) had been asked if an event could be held on the sports ground. Councillors discussed the event at length including car parking, noise, litter, security, and safety of those in attendance. Cllr C Shepherd advised the landowner had been contacted and they were happy for the event to proceed. **It was resolved to approve that no objection/comment be made regarding the licence application. Cllr C Shepherd will speak with the event organiser to reiterate the car parking issues along Manor Road.**

12 IT Update

Cllr M Shepherd reported that EDGE have changed their log in procedure to help increase the security of the package however, there had been an issue with printing that he is waiting for EDGE to resolve.

Cllr M Shepherd reminded the ABM that Publisher will no longer be available from October. He said he would meet with the ABM to discuss the Affinity software he had downloaded onto her laptop as an alternative to Publisher.

13 Small Grants

- (a) Citizens Advice Bureau
- (b) Dersingham Choir

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The parishioner gave the Councillors a brief resumé on how the choir is run, the number of members, income and expenditure and the benefits to both members and those that attend the concerts. Councillors discussed the grant application. **It was resolved to approve a small grant of £300.00 to Dersingham Choir to contribute towards sheet music.**

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14 Business Manager Update

- (a) Defibrillator Checks

The BM carried out the Defibrillator checks on Tuesday 2nd June 2026 and said there were no issues. The new adult pads have been purchased and installed in the de-fib located at the QEII Jubilee Hall.

15 Correspondence

Cllr C Shepherd advised councillors that the Business Manager had obtained the price of the subscription for membership of Norfolk ALC (NALC). The Norfolk fee was £642.00 yearly and the National Fees are £321.00 therefore the combined total for subscription is £936.00. It was agreed not to subscribe to NALC at present.

Cllr C Shepherd said that the DVCA have requested a quote from EOC for air conditioning in the main hall. Whilst he was there he was asked to supply two separate quotes, one for the comms room and one for the parish council office. Quotes have been received and the two combined are just under £5,000.00. Cllr C Shepherd proposed that the parish council move forward with aircon for the two rooms subject to the resolution of questions around total costs and funding. **It was resolved to approve the proposal.**

16 Items for inclusion on the next agenda

Social Club Rent

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

The meeting was placed in closed session at 8.32pm

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.

18 Leases Update

(a) Update on Sportsground Lease.

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

(b) Sports Pavilion Update

Cllr C Shepherd updated Councillors with regards to the Sports Pavilion refurbishment. The CIL grant application has been submitted and will be reviewed by the Borough Council on 22nd June.

(c) Update on Queen Elizabeth II Jubilee Hall

Cllr C Shepherd said there was no update and will chase the social club.

Cllr C Shepherd advised a list had been submitted by the treasurer of the social club detailing a variety of work they wish to carry out inside and outside the QE II Jubilee Hall. After discussion it was agreed by the committee not to allow any work to be carried out until the lease had been signed.

15 Quotations for replacement photocopier.

Councillors discussed the quotes received. It was resolved to lease a photocopier from ECBS. Which will include the option of the "Inner Staple Finisher" in the rental contract.

With no further business the meeting was closed at 8.49pm

Action Points

Cllr M Shepherd

- To begin a review of the PC Information Technology systems security.
- To present the Investment and Reserves Policies to Full Council for adoption.

Cllr C Shepherd

- Reformat the Investment and Reserve Policies before being presented to Full Council for adoption.
- To contact the Breast of Friends event organiser regarding car parking along Manor Road on the day of the event.

Business Manager

- To place AGAR on the June Full Council agenda
- To raise an order for the ECBS lease contract
- To contact CAB for further information regarding their small Grant application.
- To notify the RFO of the agreed grant payment of £300.00 to the Dersingham Choir.

RFO

- To check the Wolf Security expiry on the Parish Council laptop

Assistant Business Manager

- To meet with Cllr M Shepherd to discuss the new replacement software for Publisher.
- To place Citizens Advice Bureau Norfolk publicity on the next Communications Committee agenda