Minutes of the Meeting of the Finance & Administration Committee meeting held on Monday 12th October 2026 at 7.00pm.

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

In attendance: Cllr Angela Allman, Jo MacCallum, Responsible Finance Officer (RFO) – Via Teams, Geraldine Scanlon Assistant Business Manager (ABM) and Minute Taker.

Absent

The meeting started at 7.00pm

1 Apologies for absence – None Received

2 Declarations of interest and requests for dispensations by councillors in any agenda item – Cllr C Shepherd declared non-pecuniary interest in items relating to DVCA and DSGA as a trustee of both charities.

3 Public participation – None present.

4 (a) Minutes of the Finance & Administration Committee meeting 14th September 2026. The minutes of the meeting 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
Cllr M Shepherd reported the following:
Minute item 5(c) Aged Debtor has now been paid.
Minute item 10(c) The BM action point to review the usage of the photocopying by the DVCA will be required for the F&A committee November meeting to assist with the upcoming budget setting.

5 Current Financial Position

a) IAC Monthly and Quarterly Reports
The monthly and quarterly IAC reports had been circulated via SharePoint prior to the meeting. Cllr M Shepherd confirmed that the bank reconciliations for the period of 1st April 2026 to the 30th September 2026 were in order and the financial reports presented to councillors were numerically consistent. All payments were authorised in accordance with the financial regulations.
The Quarter 2 VAT return was submitted on the 5th October 2026 and a payment of £2,135.75 was received from HMRC on the 9th October 2026.

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 M Shepherd pointed out that there had been a delay in the progress of the Neighbourhood Plan, so an allowance will need to be made in the 2027/28 budget for the

statutory referendum. He asked the BM to establish the costs associated with holding a referendum before the November meeting, (a) if it is combined with the Borough Council election and (b) if it has to be undertaken separately.

c) Aged debtors
Cllr M Shepherd advised there are currently no Aged Debtors.

d) Reserves
Cllr M Shepherd said the reserves report has been circulated via SharePoint and asked the committee if they had any questions. There were no questions raised.

6 IT Update
Cllr Mike Shepherd reported that Google Analytics has now been configured to monitor the Parish Council website. He stated that reports had been run from the system and had been circulated via SharePoint prior to the meeting to show data that can be gathered. He asked if there were any questions. There were no questions raised.

Cllr M Shepherd told the committee that Publisher was still accessible, but the ABM had confirmed that everything had been transferred out of publisher for the next edition of the Village Voice. The ABM also confirmed she had all previous editions of the magazine as both Commercial Press (High Resolution) and Standard (Medium Resolution) PDF's

Cllr M Shepherd informed the meeting that there had been issues with the PC emails. A Microsoft related email security change caused email problems which affected the EDGE usage. These issues have now been resolved.
Cllr M Shepherd explained that Microsoft can force security updates and changes to our Microsoft 365 tenant at any time and some of those planned for early next year could result in disruption to our services if we are not prepared for them. It is however unclear how, or even if we will be affected and suggested professional advice be sought. Cllr M Shepherd proposed that the committee authorise him to contact System 3 for advice. The committee discussed the proposal. **It was resolved to approve the proposal.**

7. **Priority List**
Cllr C Shepherd passed an excel spreadsheet report round to Councillors and explained from the priority Projects listed on the report three proposed projects were fully priced.

1. Replacement Street Lights
The total cost of replacing five streetlights is £20,080.65. A 50% grant application has been submitted to the Borough Council and the outcome of this will be known on Friday 16th Friday 2026.

2 Bus Shelters and Benches
The purchase and installation of one bus shelter is £6,310.00 and the purchase and installation of two benches is £1,095.00 a total of £8,111.00. A third seat in Station Road has been proposed and costs will be available for full council. The BM will apply for an 80% grant from NCC. This will leave £1622.20 to be funded by the Parish Council.

3 War Memorial Gardens – Flower bed edging
The Cost of replacing the edging around the flower beds is £5,000.00, this includes £500.00 to purchase replacement plants once the work is completed.

Councillors discussed the proposals. **It was agreed to present an updated spreadsheet to full council on 26th October to agree expenditure and any necessary transfer of funds to the Project Reserve.**

8. Request from St Nicholas Church for financial assistance for clock repairs.
Cllr M Shepherd said a request from the church had been circulated via SharePoint.
Cllr C Shepherd advised that the BM confirmed that Dersingham Parish Council can give a grant towards the repair of a church clock. Cllr Thomas expressed concerns that the letter did not state what other fundraising they have done to help with the cost. Councillors discussed the possible options and amounts the PC would be able to contribute. Cllr Barker proposed that the PC contributes £500.00 from the minor grant's allocation. **It was resolved to approve the proposal.**
Following further discussion, it was resolved that the PC contribution not be released until the remaining funding has been secured by the church.

9. **Revised Complaints Policy to incorporate the data (Use and Access) Act 2025**
The BM reported that she had not been able to update the policy due to workloads and deadlines for other committees.

10. Sports Pavilion Update.
Cllr C Shepherd updated Councillors on the current funding for the refurbishment of the Pavilion. She noted that following the deferral of the project's commencement to April 2027, additional funding may be required to accommodate increases in material costs.
Cllr B Thomas asked if there would be a maintenance contract in place to ensure the ongoing care of the building. Cllr C Shepherd confirmed that this would be the case with regular inspections undertaken to ensure compliance with the agreed requirements.

11. Business Manager Report
(a) Defibrillator Checks
The BM confirmed she had carried out her monthly checks and the new Paediatric pads had been fitted to the defibrillator at the QE II Jubilee Hall, expiry date 28.02.2029. There were no other issues.

12. **Correspondence** - none

13. **Items for inclusion on the next agenda**
Revised Complaints Policy to incorporate the Data (Use and Access) Act 2025
Budget Setting.

14. **Date of next meeting** – Monday 9th November 2026 at 7pm in The Loft

The meeting was placed in closed session at 8.14pm

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.

15. **Leases Update**

(a) Update on Sportsground lease
Still no update from DPC's solicitor.
Cllr C Shepherd advised the BM had received a complaint regarding car parking and anti-social behaviour at the sports field. The BM advised the parishioner to contact the Borough Council.

(b) Update on Queen Elizabeth II Jubilee Hall Lease and Rent Review
Cllr C Shepherd advised that progress remained slow.

(c) Village Centre Air Conditioning
After discussion **it was resolved to seek full council approval for the proposed air conditioning installation to be funded from the Property Reserve.**

Action Points

Cllr M Shepherd

- To begin a review of the PC Information Technology systems security
- To seek advice on changes to system security currently planned by Microsoft

Business Manager

- To update the Complaints Policy with a paragraph supporting the new Act and present it to the next meeting of Finance and Administration Committee
- To review printing charges and report to F&A committee meeting in November.
- To establish the costs associated with holding the Neighbourhood Plan referendum (a) if combined with the Borough Council election and (b) if it has to be undertaken separately.