

DEREHAM TOWN COUNCIL

7th September 2021

At a virtual meeting of the **Finance & Governance Committee** held on **Tuesday 7th September 2021**.

Present: Councillors H Clarke, P Duigan, S Green and A Greenwood.

Also present: Councillors H King, K Cogman, C Bunting and Town Clerk T Needham.

1. **To receive apologies for absence.**

Apologies for absence were received from Councillor T Monument.

2. **Declaration of Interest.**

There were no declarations of interest.

3 **To elect a Chairman.**

Councillor S Green was elected Chairman.

4. **To elect a Vice Chairman**

Councillor H Clarke was elected Vice Chairman – he stated he would be happy to step down if another Councillor wished to take on the role.

5. **To consider grants.**

No grants had been applied for.

6. **To review grant making policy.**

The Committee recommended that condition 10 of the grant making policy be amended to read:

10. All applications must show how the grant will be used to benefit the people of Dereham or the environment in Dereham. For applications for grants of more than £1,000, a greater level of information will be required to demonstrate value for money and public benefit, this will include providing a copy of the most recent accounts for the organisation.

The reason for the recommendations is to simplify the process for small grants while maintaining greater overview for larger grants.

7. **To receive petty cash report.**

This was reviewed.

The Committee recommended that in the future it only needed to see a petty cash report if expenditure exceeded £1,000 in any quarter.

8. **To review expenditure against budget.**

This was reviewed, in addition to the report, the Clerk pointed out the Memorial Hall income and how this has been reduced due to COVID.

9. **To review 5-year Project and Capital budget.**

This was reviewed, the Clerk pointed out changes since the Committee last reviewed the budget.

10. **To consider contributing to the project to improve the Queen Mothers Garden.**

While the Queen Mothers Garden is not the responsibility of the Town Council, the committee felt that public benefit would accrue from partnering with Breckland Council to bring about greater improvements than if Breckland Council did the project on its own.

The Committee recommended that the Council should be minded to contribute financially towards the project, but needed to understand what the benefit would be from making any contribution.

The Committee recommended that Councillors Clarke and Greenwood be involved with the design process and a proposal which clearly shows the benefit which the Town Council's investment would bring, this would be brought back to the Full Council.

11. **To discuss the amendments to the Balance Score Card and Priorities process.**

The committee discussed how matters were brought to committee and recommended to Full Council to approve. The Clerk explained that there will be some matters that are straightforward and require relatively little work, decisions on these matters could go straight to Full Council. Other matters are more complex and require the Clerk to produce a report on costs and risks before a decision is made. In order to be more efficient, it would be better that decisions on complex matters are not considered until they have been prioritised.

The Committee recommended that when a complex matter is brought to committee, that the committee members discuss it but maintain an open mind. If the committee feels that the matter is something it may wish to consider doing, that the matter be placed on the Balanced Score Card for prioritisation.

The Balanced Score Card would then be reviewed quarterly.

The Committee recognised that there will, from time to time, be matters that are so urgent that they cannot wait for the quarterly review of the Balanced Score Card. It was felt that such items would be self-evident when they came forward.

Chairman