

DEREHAM TOWN COUNCIL

3rd December 2019

At a meeting of the **Finance & Governance Committee** held in the Assembly Rooms on **Tuesday 3rd December 2019**.

Present: Councillors H Bushell (Chairman), H Clarke, P Duigan, A Grey, L Monument and P Morton.

Also present: Councillors K Grey and P Morton, Town Clerk Tony 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 consider grant applications.**
It was requested that the Dereham Debt Centre attend a Full Council meeting to present more details of their proposal and the service they are providing.
4. **To review expenditure against budget and petty cash expenditure.**
The Council received the report with the Clerk's explanations and discussed various budgets. It was requested that a breakdown of legal costs be presented at the next Finance and Governance Committee and that a breakdown of users of the Memorial Hall be presented when the charges are reviewed.
5. **To consider Revenue Budgets 2020-21.**
The Committee considered the proposed budget with significant changes recommended by the Clerk.

The Committee recommended that the proposed budget be recommended to Council subject to the Burial Fees figure being checked.

6. **To consider the 5 year Capital/ Project Budget.**
The Committee reviewed the 5 year Projects and Capital budget with amendments proposed.

The Committee recommended that the 5 year Capital and Project budget be approved.

The committee would review the level of reserves at the next Finance and Governance meeting and the Buildings Capital repairs budget would be presented at Full Council with the other papers.

7. **To consider Precept Requirements 2020-21.**

The Committee considered the Council's budget requirements for the next 5 years, in doing so it recommended that the precept for 2020/21 financial year would be £933,321.

This precept recommendation would increase a band D Council tax bill from £154.61 per year to £163.73 per year (5.9%).

8. **To consider increases in fees and charges for 2020/21.**

Councillor H Clarke notified the committee of an interest in this matter being an allotment tenant; he took no part in the discussion or voting on this matter.

The Committee recommended that all fees and charges except Memorial Hall and markets be increased by 3%.

Both markets and Memorial fees would be reviewed and benchmarked before the new financial year.

9. **To consider allocating underspend in 2019/20.**

This was deferred until the next finance and governance meeting.

10. **To review Standing Orders.**

Some grammatical corrections were requested and the financial paragraphs of the Standing orders was raised as to whether these were duplicated in the Financial Regulations. The corrections would be made and the financial paragraphs would be considered when the Financial Regulations were reviewed.

11. **Review of Risk Assessments.**

The Clerk made the committee aware that not all risk assessments are reviewed annually - they are reviewed when circumstances change after 5 years or when requested by a Councillor. Some are reviewed annually

So far this year the following have been reviewed or are in the process of being reviewed.

1. Storage of fuel in chapel
2. Fire evacuation in Assembly Rooms
3. Recording when staff members have been inducted in specific risk assessments
4. Grave digging - leaving grave over weekend.
5. Christmas lights switch on event.
6. Memorial Hall evacuation with DOS

12. **To consider financial implications for adopting open spaces from Orbit Homes (Greenfields Road).**

Considered at Recreation Committee.

13. **To consider amending criteria for the WW1 commemoration grant.**

The Committee recommended that the £8,896 remaining in the 1st World War Commemoration budget be repurposed to a grant which commemorates significant anniversaries of other wars, conflicts and battles.

The Committee also recommended that the maximum grant be £1,000

Chairman