

DEREHAM TOWN COUNCIL

3rd March 2020

At a meeting of the **Finance & Governance Committee** held in the Assembly Rooms on **Tuesday 3rd March 2020**.

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

Also present: Councillor K Grey and Town Clerk Tony Needham.

1. **To receive apologies for absence.**
Apologies for absence were received from Councillor T Monument.
2. **Declaration of Interest.**
Councillor H Clarke declared an allotment tenancy.

3. **To consider grant application**

The following grants were recommended.

Organisation	Amount of grant recommended	Purpose of Grant	Comments
Dereham Rugby Football Club	£500	Provision of WiFi and security camera to enhance the security of the club house and also provide added security for the public play park to deter vandals and anti-social behaviour.	Recognition should be given for the Town Council contribution.
Dereham Band	£400	Two summer Sunday concerts in the Queen Mothers Garden.	Recognition should be given for the Town Council contribution. The Committee would like the band to extend invitation to attend to Councillors.
Norfolk Quilters	£500	To provide activities for and promote friendship between ladies who are interested in sewing, making quilts, using	Recognition should be given for the Town Council contribution.

		textiles to produce works of art. To encourage improvement in mental health and combat loneliness, particularly in elderly people.	
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4. To receive interim report from Internal Auditor and consider any recommendations.

This was received and discussed, advice would be sought from NALC with regards to staff costs being publicly available.

5. To review expenditure against budget.

Expenditure Against Budget was reviewed, the Clerk provided explanations with regard to variances, and agreed to check when Play inspections are due and provide a detailed breakdown of new projects budget for Cllr Morton.

6. To review projects and capital budget.

This was reviewed and discussed, the Clerk agreed to check the tree survey budget

7. To review Financial Regulations.

Financial regulations were reviewed with the following recommended amendments.

The Committee recommended the following amendments to Financial Regulations. 11(b)(i) – after the first paragraph insert.

For non-construction projects, prior to the tender being advertised or sent to potential providers, the Council to agree how the tender will be scored and that the score weighting be included in the tender instructions.

11(b)(i) - Fourth paragraph, last sentence.

Tender instructions should clearly state that submissions must be sealed and clearly marked "Tender Submission" .

16.1 delete and replace with.

All data is stored off site via cloud based storage.

8. Review Asset Register and Insurance Schedule

The Asset Register and Insurance schedule were reviewed.

The Committee recommended that: the buildings insurance valuation be increased from 3% per year to 4% per year, with a review in 5 years.

The reason for the recommendation is that over the past 8 years construction cost inflation has been greater than 3%.

The committee asked the Clerk to discuss the insurance schedule with the insurance

company to see what difference 'self-insuring' particular items might make to the premium. The Clerk to feed back at a later meeting.

9. To review level of General Reserves

The committee reviewed the level of general reserves.

The committee recommended that the Council continues to have a target to increase general reserves by 4% each year and to review in 5 years' time.

10. To consider allocating any underspend from 2019/20 financial year.

The committee recommended that any underspend from the 2019/20 financial year be allocated to ear marked reserves – how any underspend is to be proportioned between reserves will be decided at the June Finance and Governance Committee.

11. To consider operational and reputational risks associated with levels of staffing.

The committee agreed to discuss this item at the March Full Council meeting.

Chairman