

DEREHAM TOWN COUNCIL

1st September 2020

At a virtual meeting of the Finance & Governance Committee held on **Tuesday 1st September 2020**.

Present: Councillors H Bushell (Chairman) H Clarke, A Grey, T Monument and S Green (as Mayor)

Also present: Councillors C Bunting and H King, Town Clerk Tony Needham.

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

There were no apologies for absence.

2. **Declaration of Interest.**

Councillor H Clarke declared a personal interest as he has an allotment .

3. **To elect a Chairman.**

Councillor P Duigan proposed Councillor H Bushell seconded by Councillor T Monument. There were no other nominations, it was agreed that Councillor H Bushell be Chairman of the Finance & Governance Committee.
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Councillor H Bushell took the chair.

4. **To elect a Vice Chairman.**

Councillor P Duigan proposed Councillor A Grey seconded by Councillor H Bushell. There were no other nominations, it was agreed that Councillor A Grey be Vice Chairman of the Finance & Governance Committee.
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5. **To review grant making policy.**

The grant making policy was reviewed and recommended that a proforma evaluation form be produced for each grant application to report back on.

6. **To review expenditure against budget.**

The expenditure against budget was reviewed and questions asked, in addition to the items highlighted in the report, the Clerk notified the committee that during lockdown the bar staff were furloughed and the Christmas Lights budget was likely to be exceeded because of the cost of the tree. The Committee felt that alternatives to the tree/sponsorship should be considered by the appropriate committee at a later date.

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

The petty cash expenditure was received and reviewed.

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

This was received and reviewed.

9. **On considering the reduced occupancy levels at the Memorial Hall and Assembly Rooms due to Covid-19 restrictions.**

It was agreed to recommend that during the Covid-19 restrictions hire fees for the Assembly Rooms and Memorial Hall be reduced in proportion to the reduced occupancy levels, this would include allowing current hirers of the Meeting Room to use the Main Hall for the same cost as the Meeting Room. Officers would have delegated authority to adjust fees according to reduced occupancy levels. That where cancelations are made due to Covid related circumstances, then no cancellation fee would be taken.

10. **Update on online and card payments.**

The Clerk provided an update on progress for online and card payments and confirmed that while card payment would be encouraged cash payment would still be accepted.

11. **To consider expenditure to make the Memorial Hall Covid-19 secure.**

On considering the benefits of making the Memorial Hall Covid secure, the committee recommended that a glass washer be purchased, provided it meets the current environmental health standards for such items.

12. **To consider formalising a scheme of delegation, preparing written terms of references for Committees and formalising prioritisation of projects and actions.**

The committee recommended that the Clerk prepare a draft scheme of delegation and ideas for prioritising decisions, activities and projects to be brought forward to a future Finance and Governance Committee.

Chairman