

DEREHAM TOWN COUNCIL

7th March 2023

At a meeting of the **Finance & Governance Committee** held on **Tuesday 7th March 2023**

Present: Councillors A Greenwood (Deputy Chairman), H Clarke, P Duigan, H King, P Morton and L Monument (substitute for T Monument)

Also present: Town Clerk Tony Needham

1. Apologies for absence

Apologies for absence were received from Councillors S Green and T Monument

2. Declaration of Interest.

Councillor H Clarke declared that he was an allotment tenant.

Councillor P Morton declared that he was a member of the Friends of Dereham Memorial Hall.

3. To consider grants applications

The Following grants were recommended for approval.

Organisation	purpose	Amount recommended	Comment
Friends of Dereham Memorial Hall	Contribution towards Dereham Day 2023	£1,000	
Dereham Lions Club	Coronation tea	£300	To come from the Coronation budget rather than the grants budget.
Dereham Band	Two concerts in either Ellenor Fenn or Queen Mother Garden.	£300	
Wellspring Family Church	Towards Storage for the Food Cabin	£1,000	Make the group aware that this is our maximum grant and suggest that they apply to neighbouring parishes whose residents may also benefit.

The Committee recommended that:

All organisations receiving a grant give credit to the Town Council.

The Cowper Memorial Church be asked for addition information for the next meeting and informed that the maximum grant is £1,000

The grants listed would be drawn from the underspend in the Mayors Events budget for 2022/23, rather than the 2023/24 grants budget.

The committee agreed that it would review the grants policy after the next election with a view to encouraging organisations to try and obtain some of their funding from other sources.

4. Review expenditure against budget

Councillors reviewed the expenditure against budgets, along with the Clerks notes on variances.

5. To review 5 year projects and capital budget

The 5 year projects and capital budget was reviewed, there had been no changes since the last meeting.

6. To review Internal Auditor's report.

The half year Internal Auditors report was reviewed.

7. To review Financial Regulations

The committee recommended the following changes to the Financial Regulation to reflect changes with electronic payments and receiving tenders electronically.

It was recommended that Paragraph 6.1 be changed to include:

For electronic payments, it is essential that two members of staff oversee the system of payments. One member of staff prepares 'payments to be made', then following authorisation from the Council, makes the payments. A different member of staff produces the Financial Statement which is checked against the bank statement and the 'payments to be made' list approved by the Council.

It was recommended that at paragraph 11.1 (b)(i) –

second to last paragraph insert the words "paper tenders" after the word "All"

Then to insert a new paragraph to read:

Where tenders are to be received electronically, a locked email account would be created for this purpose. The account would only be unlocked after the deadline by the Council's IT providers.

8. To review Standing Orders

Recommendations from Cllr L Monument and the Clerk were agreed, these will be incorporated into Standing Orders, in red type, and will be circulated for approval.

9. To review Insurance Schedule.

The Committee reviewed the insurance schedule, and requested additional information relating to the potential liability for removing certain items from the insurance schedule, particularly with regards to public liability.

10. To Review Asset Register

The Asset Register was reviewed.

11. To consider changes to machinery fleet

On considering the merits of purchasing a new 'budget' tractor over a second hand quality tractor, it was felt that a second hand quality tractor would be best value taking into consideration the aftersales support, servicing and spares.

It was recommended that the Council sell the Pick-up truck, Digger and Scag mower and using the proceeds along with an addition £10,000 set aside for a new digger, purchase a second hand mini tractor from Ben Burgess along with a grader box, transport box and tipper trailer.

12. Exclusion of press and public

A resolution was passed to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

13. To consider Nutrient Neutrality Credits

The committee considered the possibility of selling nutrient neutrality credits and the potential issues to be negotiated. The Committee considered value for money and were content that given the circumstances of this specific situation, the offer being negotiated is good value.

It was recommended that the Council agree the broad heads of terms with the final contract to be brought to full council at a later date.

Chairman