

DEREHAM TOWN COUNCIL

5th September 2023

At a meeting of the **Finance & Governance Committee** held on **Tuesday 5th September 2023**

Present: S Green (Chairman), H Clarke, P Duigan, L Monument, A Greenwood, H King and P Morton.

Also present: Town Clerk Tony Needham and Councillor C Coleman.

1. **To receive apologies for absence.**
There were no apologies for absence.
2. **Declaration of Interest.**
There were no declarations of interest.
3. **To consider grant applications.**
The following recommendations were made:

Organisation	Amount of grant applying for	Amount Recommended	Reason for Grant	Comment
Dereham Rugby Club	£1000	£1000	Shower facilities for the players after matches and training	
Dereham Saint Youth Football Club	£1000	£1000	To fund new water tight flooring and the removal of dilapidated areas of the club hut. Also new boarding for the rear wall of the hut.	
Hope for Tomorrow	£500	£0.00	Funding to help keep a mobile cancer care unit operational.	It was felt that this funding would be to help with the running and everyday costs of the unit and would therefore not meet the grant criteria.
aboutDereham Partnership	£500	£500	To update and print visitor guide leaflets.	

4. **To report on income against expenditure.**
The report with explanations was received, with items identified for checking after the meeting.

5. **To review 4-year Project and Capital budget.**
This was reviewed and discussed.

6. **To review Grant Making Policy.**

The committee recommended that for grant applications over £500 the applicant should demonstrate that they have looked at obtaining match funding from other funding sources and that reference to grants over £1,000 be removed from the policy.

7. **To review feedback from Internal Auditors report.**
The committee received a report from the Clerk detailing actions arising from the internal auditor's report, that the safeguarding risk assessment be circulated with the Full Council agenda. It was also suggested that the Covid risk assessment for the Community Car Scheme be reviewed given the recent increase in Covid cases.

8. **Update on Balanced Score Card Priorities.**
The Clerk updated the committee on progress through the current priorities. There was a discussion around how priorities will be identified in the future, it was felt that it would be beneficial to have more discussion around different issues next time priorities are identified.

9. **Update from the Marketing & Communications Working group.**

The committee received a report from the Marketing and Communications Working group and discussed its progress.

The Committee recommended that:

- 1) A draft questionnaire for internal use to assess the impact and effectiveness of communications utilised at present.
- 2) A possible communications policy be drafted
- 3) A possible communications strategy be drafted

Once drafted these would be brought back to the Committee.

Chairman