

DEREHAM TOWN COUNCIL

4th June 2019

At a meeting of the **Finance & Governance Committee** held in the Assembly Rooms on **Tuesday 4th June 2019**.

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

Also in attendance Town Clerk Tony Needham.

1. **To receive apologies for absence.**
Apologies for absence were received from Councillor C Bunting.
2. **Declaration of Interest.**
Councillor S Green declared a personal interest in item 3 as he is a scout leader.

Part 1

3. **Consider Grants.**
Councillor S Green left the meeting when the grant for the Explorer Scouts was being considered.

The following grants were recommended:

Organisation	Amount	Purpose.
Wellspring Family Centre	£1,000	Towards replacement glazing in velux windows, updating lighting, furniture, equipment and décor.
Toftwood Village Hall	£465	New signage to help identify and locate the Hall.
Stag Explorer Scouts Unit	£339.80	Camping stoves and cook sets

Councillors requested that organisations which had received grants of more than £500 be requested to report on the success of the activity and any lessons learnt.

4. **Review Internal Audit plan.**
This was reviewed with no amendments.

5. **Review of Internal Audit Terms of Reference.**

This was reviewed with the following amendments, where the internal auditor needs to write to the Chairman of Finance and Governance and the Mayor, that they also write to the Deputy Chairman and the Deputy Mayor.

6. **Review of Financial and Operational Risks Register.**

These were reviewed; the risk of the Clerk being away from work for extended periods due to ill health was discussed. While the day to day work of the Council would continue other matters could be held, the risk would need to be considered at the time it happens and be dependent on how long the absence is expected and the work to be carried out. The Council should consider this risk the next time it reviews its levels of reserves.

The Committee recommended that the fire risk assessments and all inspections for the Assembly Rooms be reviewed this year as part of the review of risk assessment. The results would be reported back to the finance and governance committee.

7. **Appoint Internal Auditor 2019/20.**
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In considering two options:

The Committee recommended that Mr Robin Goreham be appointed as the internal auditor for 2019/20 at an hourly rate of £16/hr.

8. **Expenditure Against Budget 2018/19.**

The Investment Strategy was reviewed, there were no amendments.

9. **Review Investment Strategy.**

The Investment Strategy was reviewed, there were no amendments.

Part 2

10. **Receive and review end of year documents.**

The committee reviewed the following documents:

- a) Report from Internal Auditor
This was not ready; it would be presented at full Council.
- b) Bank Reconciliation
- c) Year End Adjust
- d) Movement to and From Reserves
- e) Income and Expenditure Account
- f) Balance Sheet
- g) Borrowing and Investment Report
A revised report was issued on the evening with explanation.
- h) Review 5 year budget and building repair budget

11. **Annual Governance and Accountability Return.**

Annual Governance Statement and the Accounting Statement were reviewed prior to them being considered by the whole council.

Chairman