

# DEREHAM TOWN COUNCIL

30<sup>th</sup> May 2023

At a meeting of the **Finance & Governance Committee** held on **Tuesday 30<sup>th</sup> May 2023**

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

**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.**

Councillor P Morton declared that he was a member of Walkers are Welcome

3. **To elect a Chairman.**

The Committee agreed to appoint Councillor S Green as Chairman.

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

The Committee agreed to appoint Councillor A Greenwood as Vice Chairman.

5. **To consider grant applications.**

The following recommendations were made:

Organisation	Purpose	Amount Recommended	Comment
Cowper Memorial Church	Roof repairs	£1,000	£1,000 is the maximum grant under this scheme and is awarded in recognition of the wider public benefit.
Dereham Walkers are Welcome	Printing Walks Booklet.	£500	

6. **To review expenditure against budget**

The committee reviewed expenditure against budget with the Clerks explanations.

7. **To review policies.**

**Financial Risks** – the Committee recommended that for:

**FMRA 2** - be reworded to reflect current practices and circulated at Full-Council.

**FMRA 4** – amend the amount requiring Councillors' to authorise be increased to £50,000.

**FRMA 5** – deleted, as cash is no longer taken from traders.

**Operational Risks** - the Committee recommended that, if not already on the balanced score card, risk 7 (risk assessments and inspection records) be placed on the balanced score card and for risk 9 (banking collapse) a check would be made to see how much work would be involved to mitigate this risk and report back at the next Finance Committee.

**Internal Audit Plan** – the Committee recommended that update on progress on the priorities list be presented quarterly at Finance Meetings.

**Internal Auditor’s Terms of Reference**

This was approved without amendments.

**8. To appoint internal Auditor for 2023/24.**

The Committee recommended that Mr Robin Goreham be reappointed as Internal Auditor for the 2023/24 financial year.

**9. To review internal Auditor’s report.**

This had not been completed and would be presented at Full-Council

**10. To review Year-End reports:**

The following reports were reviewed by the Committee.

- Bank Reconciliation.
- Income and Expenditure Account
- Balance Sheet
- Investments and Loans
- Movement to and from reserves

**11. To review 5-year projects and capital budgets.**

The Committee reviewed the projects and capital budgets and were content with the minor amendments suggested by the Clerk and highlighted in yellow in the report.

**12. To review Annual Return for 2022/23**

The Clerk made the Committee aware that the whole Council needed to approve section 1 and section 2 of the Accounting Statement, presenting the draft documents now allowed time for any Councillor raise any questions before the Council meeting.

**13. To consider request for parking at rear of Memorial Hall.**

The committee considered the request from Dereham Men’s Shed for parking at the rear of the Memorial Hall. The Committee carefully considered issues and how these might impact on the functioning of the Memorial Hall alongside the options available.

The Committee recommended that Dereham Men’s Shed be allocated a single disabled parking space adjacent to the gates. This would be a licence only for the days when the organisation meets and initially for 6 months. Anybody making use of the space must display their blue badge.

**14. Exclusion of press and public**

It was agreed to pass a resolution 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.

**15. To consider actions regarding boundary at Cherry Lane Allotments**

The Clerk updated the Committee on the boundary dispute, and were content for the Clerk to continue to instruct a surveyor. Once more information was available to report back to the Council.

Chairman