

## DEREHAM TOWN COUNCIL

7<sup>th</sup> June 2022

At a meeting of the **Finance & Governance Committee** held on **Tuesday 7<sup>th</sup> June 2022**.

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

**Also present:** Town Clerk Tony Needham and Councillor H Jones-Seymour

1. **To receive apologies for absence.**  
Apologies for absence were received from Councillors S Green and H Clarke.
2. **Declaration of Interest.**  
There were no declarations of interest.
3. **To elect a Chairman.**

Proposed by Councillor P Morton seconded by Councillor H King, it was agreed that Councillor S Green be Chairman of the Finance and Governance Committee.
-----------------------------------------------------------------------------------------------------------------------------------------------------------

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

Proposed by Councillor H King, seconded by Councillor P King, it was agreed that Councillor P Morton be Vice Chairman of the Finance and Governance Committee.
----------------------------------------------------------------------------------------------------------------------------------------------------------------

5. **To consider grant applications**  
The following grant was recommended:

Organisation	Purpose	Amount	Comment
Dereham Saints Youth Football Club	Repair Pavilion	£1,000	

The following grant was refused:

Organisation	Purpose	Amount	Comment
Dereham Heritage Trust	To use dendrochronology to establish date of timbers in museum.	£1,500	The committee considered the Heritage Trusts application but felt it did not have the legal powers to give such a grant.

6. **To review expenditure against budget**

The committee reviewed expenditure against budget any questions the Clerk was unable to answer within the meeting would be followed up after the meeting.

The following points were raised, in addition:

That the 'income' identified from closing the Community Car Scheme bank account be shown in an ear-marked reserve and that the CAB grant budget be carried forward into 2022-23.

7. **To review ear-marked**

The ear-marked reserves were reviewed.

8. **To review 4-year projects and capital budgets.**

This was reviewed it was agreed to include the full value of the CCLA investments and make a note of the potential swings in valuation between years, so that it can be taken into consideration when the level of reserves is next considered.

9. **To review policies.**

**1. Financial Risks**

FMRA1 – should be rewritten to reflect gender neutral multiskilled staff – and brought back to the next Finance & Governance Committee meeting.

FMRA2 – to be rewritten to reflect current practices - and brought back to the next Finance & Governance Committee meeting.

FMRA 4 The Committee recommended that the Deputy Clerk and one other Administrator be set up to make payments on line up to a value of £10,000 per day. A review of similar sized councils be carried out to see what mechanisms they have in place with online payments, with further options brought back to the next Finance and Governance meeting to consider.
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**2. Operational Risks**

These were reviewed and suggested that the fire rated filing cabinet (Risk 1), be purchased and a review of banking options (Risk 9) be carried out, with options brought back to the next Finance and Governance Committee.

**3. Internal Audit Plan**

This was agreed

**4. Internal Auditor's Terms of Reference**

This was reviewed

10. **To receive Internal Auditor's Report**

The internal Auditor's report was reviewed.

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

The Committee recommended that Mr Robin Goreham be appointed internal
-----------------------------------------------------------------------

auditor for 2023/24

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

The following documents were reviewed.

- a) Bank Reconciliation.
- b) Income and Expenditure Account
- c) Balance Sheet
- d) Investments and Loans
- e) Movement to and from reserves
- f) Asset Register

13. **To review Annual Return for 2021/22**

The Clerk explained the process of approving the annual return and that it would need to be considered by the whole Council at its next meeting.

**Chairman**