

# DEREHAM TOWN COUNCIL

5<sup>th</sup> March 2019

At a meeting of the **Finance & Governance Committee** held in the Assembly Rooms on **Tuesday 5<sup>th</sup> March 2019**.

**Present:** Councillors H Bushell (Chairman), H Clarke, P Duigan, and L Monument.

Also in attendance the Town Clerk Tony Needham and Councillor S Green.

1. **To receive apologies for absence.**

Apologies for absence were received from Councillor R Hambidge.

2. **Declaration of Interest.**

Councillor P Duigan declared a personal interest in Dereham Carnival Crafters as he is participating in the event.

Councillor L Monument declared a personal interest in the Dereham Carnival Crafters as her son was participating in the event.

3. **To consider Grant Applications.**

The following grants were recommended:

Organisation	Amount	Purpose	Comment
Dereham's Men's Shed	£1,250	Contribution to set up costs	The Mayor be invited to present the cheque, is photographed and a press release is issued to raise the profile of the group.
CHIPS	£1,300	Running costs of summer activity scheme	

4. **To consider Application for the WW1 grants.**

The following Grants were recommended:

Organisation	Amount	Purpose
Royal British Legion	£500	Band concert and Choir for peace after conflict
Dereham Carnival Crafters	£500	To help with celebrations for centenary of Peace Day July 2019

5. **To review expenditure against budget.**  
This was reviewed and the report on variances was reviewed and discussed.

6. **To review five year Project budget.**  
This was reviewed.

7. **To consider work on Toftwood Recreation Ground changing room.**  
The Clerk explained the difficulties with the Football Foundation, that they would not fund materials if the work was being carried out by volunteer. The Clerk explained that in consultation with the football club it was felt that a separate welfare unit containing toilets and possibly a kitchen would be a better solution and existing container made weather tight and used for storage.

It was agreed to recommend that for the Toftwood Recreation Ground, that a welfare unit containing toilets and possibly a kitchen be purchased rather than refurbishing the existing changing rooms. That the existing structure be made weather tight. The welfare unit to cost less than £4,000 and £1,000 on materials to make the existing unit weather tight. The football club would do the work on the existing structure.

The Clerk would check whether this project would fit the Breckland Market Town Initiative.

8. **To review building repair budget.**  
Questions were asked regarding the speed humps on the Neatherd and when they would be reinstalled. The Clerk reported that there had been problems communicating with the company that he had been working with i.e. not responding to emails. This was the same company that was being used for the Neatherd pond. The Clerk felt that because of the lack of interest from the company that it may be better that a new company is instructed, but this would incur some design costs already laid out with the original company. The Committee acknowledged this and felt that although it was not ideal, it may be the best way of getting the work completed.
9. **To receive petty cash report.**  
The report was reviewed.
10. **To review Asset register.**  
The Asset Register was reviewed and discussed.

11. **To review Insurance schedule.**

The Clerk reported that the buildings insurance valuation is based on a QS valuation carried out in 2011 with 3% added to the figure annually (this is added automatically by Zurich insurance). The insurance valuation is based on a complete site clearance and rebuild i.e. the worst case scenario. To be 100% certain that none of the buildings are underinsured the Clerk suggested that it may be prudent to ask G C Baxters to review their 2011 valuation and check that a 3% annual inflation increase on the rebuild cost over the last 8 years is a good approximation.

The committee recommended that G C Baxters be asked to review the building costs inflation for the last 8 years and to check that the 3% annual inflation assumption is an accurate approximation.

12. **To review Financial Regulations.**

Because the Clerk and the RFO are a combined roles, it created an anomaly at paragraph 5.2 in the Financial regulations, where the Clerk was signing off their own work.

The committee recommended that paragraph 5.2 of the Financial Regulations at the end of the last sentence should read ....'or in their absence, any such other member authorised by the council to sign'

13. **To consider Council representative and Civic and public events.**

The Committee discussed this item and agreed that it would be beneficial having a description of the role and expectations for the Councillor Information Pack. The description should also include details of the Mayors Allowance and the Civic budgets relevant to the role of Mayor.

The Committee discussed issues around somebody who worked potentially having difficulties committing to a large number of civic events – the committee felt that this could be managed by the extending use of the role of Assistant Mayor and this could be the previous year's Mayor.

It was felt that attending 8 civic events as a minimum would be a reasonable expectation for any Mayor and that Breckland area civic events should be the priority.

It was agreed that the Clerk would draft a description of the role of Mayor and circulate this to members of the committee for revision before bringing it to full Council for approval.

14. **Update on internal Auditor.**

The Clerk updated the committee regarding the internal auditor and that there is likely to be an opportunity to appoint a new internal auditor at the June committee.

In discussing the internal audit, Councillors requested that a review of contracts with legal firms be conducted at a future Finance and Governance Committee.

Chairman