

# DEREHAM TOWN COUNCIL

4<sup>th</sup> June 2024

At a meeting of the **Finance & Governance Committee** held on **Tuesday 4<sup>th</sup> June 2024**

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

**Also present:** Town Clerk Tony Needham.

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

There were no apologies for absence.

2. **Declaration of Interest.**

Councillors H King and L Monument declared a personal interest in being members of the Royal British Legion, who had applied for a grant.

3. **To elect a Chairman.**

Councillor L Monument proposed Councillor S Green, seconded by Councillor A Greenwood; there were no other nominations. It was agreed that Councillor S Green be appointed Chairman of the Finance & Governance Committee 2023/24.

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

Councillor S Green proposed Councillor A Greenwood, seconded by Councillor H Clarke; there were no other nominations. It was agreed that Councillor A Greenwood be appointed Vice Chairman of the Finance & Governance Committee 2023/24.

5. **To consider grant applications.**

The Committee recommended the following grants

Organisation	Amount of grant recommended	Reason for Grant
Dereham Cancer Care	£449	HP Laptop. As a result of a successful Lottery Community Fund Bid, Cancer Care have recruited a part-time Administrative Assistant, the lap top will also be used by volunteers to access information for service users. The lap top will help improve services.
Dereham Does Pride	£500	To help with the cost of printing leaflets and Dereham's Pride Guide.
Friends of St Nicholas Church	£500	To hold a 3 day Flower Festival in collaboration with Dereham Flower Club, this will be held in August at St Nicholas Church. The request for funding is towards the purchase of flowers and the printing of promotional material.
Mid Norfolk Family History	£200	The printing of a publicity leaflet for the upcoming Heritage Open Days in September.

Society		Last year, HODS in the town had its best year to date and they want to improve on visitor numbers in 2024. To do that, they would like to distribute publicity more widely to encourage even more people to get out and visit the places opened specifically for this event.
Toftwood Village Hall	£500	The paved area from the rear of the hall and alongside is used as a fire escape, but the paving is lifting and has become a trip hazard. It needs to be lifted and re-laid flat.
Royal British Legion	£500	For a reception to commemorate the 80 <sup>th</sup> Anniversary of D Day.

Councillor P Duigan joined the meeting.

6. **To review income against expenditure**

The Committee reviewed the income and expenditure and discussed the explanations and variances with the Clerk.

7. **To review Memorial Hall Bar income/cost analysis.**

The committee reviewed the analysis and noted that the benefits of providing a bar directly was more than the profit made at the bar.

8. **To review 4 year project and capital.**

This was reviewed and amendments made by the Clerk to reflect commitments made by the Council, noted.

9. **To review Internal Audit Plan.**

This was reviewed and rolled forward into the new financial year.

10. **To review Internal Auditors Terms of Reference.**

This was reviewed with no amendments.

11. **To review Financial and Operational Risk and Risk Register.**

These were reviewed with the following suggestions that the price of a sprinkler system at the toilets at Barwell Court be investigated along with simpler measures to reduce the risk of any fire spreading.

It was also suggested that the fire evacuation notices be checked at the Assembly Rooms.

12. **To appoint Internal Auditor.**

The Committee recommended that Robin Goreham be appointed as Internal Auditor for 2024/25 financial year.
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13. **To review Year end Documents**

a) **To review Internal Auditor's Report.**

This was received and the Clerk informed the committee the Safeguarding Policy was a risk based policy, the greatest risk being vulnerable adults using the Community Car Scheme. These Policies would be reviewed by the Social and Welfare Committee.

- b) To receive all bank reconciliation**
- c) To review borrowing and CCLA investments**
- d) To review movement to and from reserves**

This was reviewed with the following noted.

- Underspend in allotment maintenance transferred to reserves.
- Cemetery Fund and Major Refurbishment of TC asset transferred to GF for Cemetery Lodge
- £4,000 from Climate change initiatives towards LED lighting at Memorial Hall.

- e) To review income and expenditure account**
- f) To review explanation of variances**
- g) To review balance sheet**
- h) AGAR section 1 and section 2 prior to being presented at full Council**

**14. To review Financial Regulations.**

**Financial regulations were reviewed and the following recommendations made.**

It was recommended that the monthly spending limit on the charge card be increased from £2,500 to £4,000, to cover the increased use of the charge card over cheques.

That in 2024/25 the Financial Regulations are compared to the new NALC Model Financial Regulation.

**Chairman**