

# DEREHAM TOWN COUNCIL

2<sup>nd</sup> March 2021

At a virtual meeting of the Finance & Governance Committee held on **Tuesday 2<sup>nd</sup> March 2021**.

**Present:** Councillors H Clarke, P Duigan, T Monument, P Morton and S Green.

**Also present:** Town Clerk Tony Needham and Councillor H King.

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

There were no apologies for absence.

2. **Declaration of Interest.**

Councillor H Clarke declared that he was an allotment tenant and would not participate if allotments were discussed.

3. **To elect a Chairman.**

It was agreed that Councillor T Monument would be Chairman until the next meeting of the Committee.
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4. **To elect a Vice Chairman.**

It was agreed that Councillor P Morton would be vice Chairman until the next meeting of the Committee.
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5. **To review interim report from Internal Auditor and consider any recommendations.**

The report from the internal Auditor was reviewed.

6. **To review expenditure against budget.**

The committee reviewed the expenditure against budget along with notes and explanation from the Clerk. The Clerk made Councillors aware of the need to replace the Skate Park lights and that the 30 year old boiler in the Assembly Rooms is now beyond repair, options would be brought forward.

The committee would like to review the cleaning of the public toilets once the non-domestic rates have been removed.

The Committee recommended that any underspend in the Grants budget be carried forward into the 2021/2022 financial year to provide additional financial support to voluntary and community groups to bounce back after the COVID crisis.
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7. **To review 5 year projects and capital budget.**

The 5 year projects and capital budget was reviewed, the Committee asked the Clerk to review the budget headings in light of the Council's evolving

priorities and bids to the Parish Partnership scheme and bring suggestions back to the next Finance and Governance Committee meeting.

8. **To review Financial Regulations.**

The committee reviewed the Financial regulations, the Clerk was asked to check the relevance of the 2013 Financial Regulations, and agreed to amend reference to computer records being backed up on tapes to computer records being backed up via the web-based systems.

The Committee recommended that financial regulations relating to receiving formal tenders, be amended to include time-locked email in-boxes, which would receive email tenders but would be locked until after the deadline for receiving tenders.
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9. **To review Asset Register.**

This was reviewed, the Clerk was asked to check the situation with the shops at 62 Norwich Street.

10. **To review Insurance Schedule.**

This was reviewed with shops at 62 Norwich Street checked.

11. **To report petty cash expenditure to Council.**

This was reviewed.

12. **To review office arrangements**

The Committee considered the current arrangements alongside an alternative proposal, with consideration given to functionality, effectiveness and staff welfare.

The Committee recommended that the current office be moved to the current committee room, and that a new community meeting room be created in half of the existing office.
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The Committee also requested options to be brought forward which would enable live streaming of Council meetings to continue when face to face meetings resume.

**Chairman**