

DEREHAM TOWN COUNCIL

2nd June 2020

At a virtual meeting of the Finance & Governance Committee held on **Tuesday 2nd June 2020**.

Present: Councillors H Bushell (Chairman), H Clarke, P Duigan, S Green, A Grey, L Monument and P Morton.

Also present: Town Clerk Tony Needham.

1. **To receive apologies for absence.**
Apologies for absence were received from Councillors T Monument and A Brooks.
2. **Declaration of Interest.**
There were no declarations of interest.
3. **Consider Grants.**
There was one grant application from Citizens Advice.

The Committee recommended that £4,500 be awarded which is the grant from 2019/20 financial year and that it would budget for a grant of £5,000 for Financial year 2020/21 provided that the application was made before the end of 2020 calendar year.

4. **To review expenditure against budget and petty cash expenditure.**
The Committee reviewed the expenditure against budget with explanations and requested detailed breakdown on budgets:
 - Publications and subscriptions.
 - Staff Costs including the income identified in staff costs.
 - Christmas Lights
5. **Review 5 year projects and capital budget.**
This was reviewed along with the building capital repairs.
6. **To receive and review end of year reports.**
The following were reviewed
 - a) Bank Reconciliation
 - b) Income and Expenditure Account
 - Clerk to check why Staff costs were so different between the I&E Account and box 4 of Section 2 of the Annual return in 2019/20 but they were very similar in 2018/19.
 - c) Details of movement to and from reserves
 - d) Balance Sheet
 - e) Details of payments to Public Works Load Board
 - Clerk to provide an explanation of repayments.

- f) Details of CCLA investments
 - Link to the CCLA web-site to be sent to Councillors.
- g) Section 1 and section 2 of the Annual Return.
- h) Internal Auditor's report.

7. **To review Internal Audit Plan** .

This was agreed subject to minor correction.

8. **To review internal Auditor's terms of reference**

This was reviewed and agreed.

9. **To appoint the Internal Auditor for 2020/21**

The Committee recommended that Robin Goreham be appointed as the Internal Auditor for 2020/21 financial year.

10. **To review Financial and Operational risks**

These were reviewed and agreed with the following inclusions:

Risk 1 – digitizing documents would be looked at alongside safe storage.

Risk 8 – a review of the recruitment and selection process would take place.

General Covid-19 risks –

It was agreed that the Clerk had delegated authority to purchase laptops for staff working from home, it was suggested that a spare computer be purchased in case a councillor was unable to attend a virtual meeting due. That staff working and office arrangements be kept under review, no parts of the buildings to be off-limits in the review and that expert advice could be brought in as required. The priority would be to accommodate staff safely in the office, as soon as it would be safe to do so. Short term and long-term solutions would be looked at and when greater levels of certainty were known.

FRMA4 – update balancing bank accounts to ensure that the Council is not exposed to risks of banking collapse, and include details BACs payments.

FRMA5 – it was noted that this was currently under review with regard to Covid-19 risks of staff collecting rents.

FRMA6 – to include details of administering the PAYE through external accountants.

11. **To consider operating the Community Car Scheme bank account as a Council Bank account.**

The Committee recommended that the Community Car Scheme bank account be included within the scope of the audit of Town Council accounts. For simplicity, this would take place once the Dereham Cares grant has been fully paid out.
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Chairman

