

DEREHAM TOWN COUNCIL

1st June 2021

At a virtual meeting of the **Finance & Governance Committee** held on **Tuesday 1st June 2021**.

Present: Councillors H Clarke, P Duigan, T Monument (Chairman) and P Morton.

Also present: Town Clerk Tony Needham, Councillors H King and C Bunting were in attendance for part of the meeting.

1. **To receive apologies for absence.**
There were no apologies for absence

2. Declaration of Interest.
Councillor H Clarke declared that he was a Town Council allotment tenant and Councillor H King declared that he had connections with the Dereham RBL.

3. **To elect a Chairman.**

Councillor P Morton proposed Councillor T Monument, seconded by Councillor H Clarke. There were no further nominations, it was then agreed that Councillor T Monument continue as Chairman of the Finance & Governance Committee.

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

Councillor P Duigan proposed Councillor P Morton, seconded by Councillor T Monument. There were no further nominations, it was agreed that Councillor P Morton be Vice Chairman of the Finance & Governance Committee.
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5. **To Consider grant applications**

The committee made the following recommendations for grants.

Applicant	Purpose	Amount	Comment
Dereham Theatre Company	Support for restarting the Panto following COVID.	£500	Make clear that this is a one-off exception.
Dereham Royal British Legion	Towards show to commemorate 100 years of the RBL.	£500	
Dereham Bowls Club	Towards cost of CCTV.	£365	

6. **To review expenditure against budget**

The expenditure against budget was reviewed and explanations provided by the Clerk noted.

7. **To receive petty cash expenditure.**

Received and noted.

8. To review ear-marked

The Committee reviewed the expenditure against budget, **and was mindful of the Councils priorities as well as potential risks and made the following recommendations.**

1. That the ear market reserve for Legal Contingency and Planning Advice, accumulated up to 2020, be transferred to General Reserve.
2. That the funds accumulated since 2020 to be allocated to a new ear marked reserve for improving walking and cycling.
3. That half of the currently undesignated earmarked reserve be designated towards climate change initiatives.
4. The remaining undesignated fund will be considered again at the next Finance and Governance Committee when there is likely to be a better understanding of the options around the Queen Mothers Garden.

9. To review 5-year projects and capital budget.

The 5-year projects and capitol budget was reviewed. In addition to the recommendation under agenda item 8. 2, the following was recommended.

The Committee recommended that £20,000 be set aside as the Council's contribution to improvements to the Neatherd track.

10. To review policies.

The following items were reviewed by the committee, with no amendments.

- a) To review Financial and Operational Risks
- b) To review Internal Audit Plan
- c) To review Internal Auditor's Terms of Reference
- d) To receive Internal Auditor's Report

11. To appoint internal Auditor for 2021/22

The Committee recommended that Mr R Goreham be appointed Internal Auditor for financial year 2021/22.

12. To review Year-End reports:

The following items were reviewed by the committee, with no amendments.

- a) Bank Reconciliation.
- b) Income and Expenditure Account
- c) Balance Sheet
- d) Investments and Loans
- e) Movement to and from reserves
The Clerk made Councillors aware that these would need to be amended if recommendations under agenda item 8 are approved.
- f) Annual Return section 2 Accounting Statement
- g) Annual Return section 1 Annual Governance Statement
- h) Explanation of Variances

13. To consider process for paying invoices.

The committee reviewed the way payments have evolved over the last 12 months, with greater emphasis on electronic payment and purchase using the charge card. The Committee considered the risks that could arise from councillors not viewing individual invoices, as would arise with the increase in electronic payments.

The Committee recommended that:

- 1) 'Cheques to be issued' should be renamed 'payments to be made'
- 2) Where possible payments would be made following a full council meeting, but, where necessary, payment could continue to be made between meetings and reported to the next full council as payments made.
- 3) That invoices continue to be paid electronically, where possible.
- 4) That the 'payments to be made' list is prepared for Councillors by a member of staff not responsible for ordering materials.
- 5) Invoices would be available for any Councillor to inspect at any time.
- 6) That the internal auditor be required during the audit, to select two months at random and go through every payment in that month. During the audit the Internal Auditor would check that the invoices match the payment and the invoice matches what is stated on the 'Payments to be made'.
- 7) That the invoices be made available to Councillors and full council meetings.
- 8) Any Councillor could also do an audit at any time.

Chairman