

# DEREHAM TOWN COUNCIL

4<sup>th</sup> March 2025

At a meeting of the **Finance & Governance Committee** held on **Tuesday 4<sup>th</sup> March 2025** at the Memorial Hall.

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

**Also present:** Councillors Z Flint, H King, C Coleman and Town Clerk T Needham.

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

Apologies for absence were received from Councillor P Morton

2. **Declaration of Interest.**

Councillor S Green declared that his son was a member of 2<sup>nd</sup> Dereham Scout Group. Cllr Green offered to leave the room while the grant was being discussed, the committee were content that he remain.

3. **To consider Grant Applications**

The following recommendation was made:

| <b>Organisation</b>                          | <b>Amount Recommended</b> | <b>Reason for Grant</b>  | <b>Comment</b>   |
|--|---------------------------|--|--|
| Norfolk Citizens Advice                      | £4500                     | To continue to deliver generalist and specialist (crisis, debt, energy) advice to Dereham, and retain Dereham as a volunteer base. | CAB to be made aware that for next year the Council would like to have more information relating to grants CAB receive from parish councils within their catchment, a breakdown of service users by parish and the types of support requested. |
| Dereham/Toftwood 2 <sup>nd</sup> Scout Group | £1000                     | To replace old tables that are falling apart.  |  |
| Dereham Theatre Company                      | £1000                     | To fund new individual microphones for upcoming production.  |  |
| Dereham Band                                 | £500                      | Sponsorship for Summer Sunday afternoon concerts in the Ellenor Fenn garden.   | Cllrs requested to know how many concerts would take place and why the QM Garden is unsuitable.  |

4. **Review expenditure against budget.**

The report on income and expenditure was presented and discussed. In addition to the explanations provided in the report, the Clerk would check the following items and feed back to Councillors.

- 269 – Refuse collection
- 279 – Grounds Maintenance
- 129 – Milage costs
- 74 – General Repairs

5. **To review 5 year projects and capital budget.**

The Committee reviewed projects and capital budget and were content with the amendments since it was last reviewed. The Clerk pointed out that the amount allocated for the Market Place resurfacing would need to be increased by £1,400 to allow for cost of road closure.

The Clerk made the Committee aware that the heating controls at the Memorial Hall needed replacing because the software operated on Windows XP, this is likely to cost around £10,000 and would need to be allowed for when the budget is next reviewed.

6. **To review Insurance Schedule.**

The Committee reviewed the options for reducing the insurance premium.

The Committee recommended that the premium be reduced by removing high value very low risk items from the insurance schedule and to sign an agreement for 3 years.

The reason for the recommendation is that high value, very low risk items such as play equipment, tennis courts and skate park, are unlikely to be stolen and vandalism is unlikely to exceed the £2,000 excess on any claim. In agreeing to the recommendation the Council would be reducing its annual premium by around £6,000 per year.

7. **To Review Asset Register.**

The Asset register was reviewed and the items to be removed were noted.

8. **To consider whether to begin discussions which could lead to Dereham Town Council taking over responsibility for Car Parking from Breckland Council.**

The committee recommended that the Clerk make representation to Breckland Council with a view to taking over the car parking in Dereham. The Town Council would make a decision once heads of terms were known, and once the Clerk had conducted further research on how they could operate, along with the financial and operational risks associated with taking over this service.

9. **To consider a policy relating to highways matters being passed down to Town Council**

The Committee recommended that where members of the public are directed to the Town Council on matters relating to Highways by Norfolk County Council, that the request be passed onto the appropriate County Councillor to deal with as they think fit.

10. **To propose that the Council produces an Annual Report toward the end of the financial year which may then be uploaded to the website along with the year-end accounts. This gives parishioners a chance to understand better the many projects that the council undertakes for our community. (Cllr Coleman)**

The Committee recommended that the Council produces a report containing a summary of the Council's achievements for the year, the Mayor's address/summary of the year, a financial summary and list of grants made. The report would be prepared for the Annual Parish meeting and used for other events/meetings and online to share our work over the previous year.

11. **To propose that the Finance & Governance Committee should meet at least every 2 months. (Cllr Coleman)**

The motion was withdrawn.

12. **Exclusion of press and public**

Proposed by Councillor S Green, it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

13. **To review Balanced Score Card and potential future activities.**  
The Town Clerk gave a verbal update on the Balanced score card, the Committee agreed to remove 2 items from the list.

**Chairman**