

# DEREHAM TOWN COUNCIL

1<sup>st</sup> December 2020

At a virtual meeting of the Finance & Governance Committee held on **Tuesday 1<sup>st</sup> December 2020**.

**Present:** Councillors H Bushell (Chairman) H Clarke, P Duigan, A Grey, T Monument, P Morton and S Green (as Mayor)

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

1. **To receive apologies for absence.**  
There were no apologies for absence.
2. **Declaration of Interest.**  
Councillor H Clarke declared a personal interest in item 7 as he has an allotment.
3. **To review expenditure against budget.**  
The expenditure against budget was reviewed, explanations of variance was provided and specific items discussed.

The committee recommended that the underspend in the budget for Memorial Hall brochures in 20/21 be rolled over into 21/22 financial year.
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4. **To receive petty cash report.**  
This was received and reviewed.
5. **To consider draft revenue budget for 2021/22.**  
The draft revenue budget was reviewed with the following additions:
  - Increase Civic Expenses by £576 – to continue to live stream remembrance Sunday.
  - Increase Etling Green conservation to £1,000 to cover cost of Japanese Knot Weed eradication.
  - Reduce budgeted income from CCLA by £500 to cover risk of economic down turn.
6. **To consider 5-year Project and Capital budget and precept for 2021/22.**  
The Committee resolved to defer this to an additional Finance and Governance meeting to be held on the 5<sup>th</sup> January 2021. Options would be produced looking at implications of a 0%, 2%,4% and 6% increase in Council Tax.
7. **To consider increasing fees and Charges for 2021/22.**  
The Committee resolved to defer this to an additional Finance and Governance meeting to be held on the 5<sup>th</sup> January 2021.

8. **To consider extending contract for painting and decorating.**

The Committee recommended that the decorating contract for the Cemetery external timber be extended to paint the Memorial Hall, front elevation and ground floor Assembly Rooms window frames and doors.

The reason for the recommendation is that these were good quality decorators they were the lowest tender for the work at the cemetery.

9. **To consider process for prioritising Council projects and activities.**

The Committee recommended that a 'balanced score card' approach be adopted as a way of considering what work the Council should prioritise. Council projects and activities would be grouped into the following categories.

<b>Public Facing - Short term (less than 4 years)</b>  e.g. a new play area	<b>Inward Facing Maintenance</b>  e.g. repairs to building, boundary disputes etc.
<b>Public Facing Long term (more than 4 years)</b>  e.g. resolving shortage of sports pitches, walking and cycling strategy.	<b>Inward Facing Policy</b>  e.g. reviewing staff handbook, reviewing recruitment processes.

Some of the issues are quite complex it is therefore recommended that a meeting be held to discuss the issues around each topic, before voting by email. Each councillor would have one vote to select the top two priorities in each category.

10. **To Review Standing Orders.**

It was agreed that standing orders would be reviewed later in the year.

11. **Review Risk Assessment.**

The Clerk made Councillors aware that it is intended to have a full review of all risk assessment and inspection regimes when the Facilities Manager returns to duties.

**Chairman**

