

DEREHAM TOWN COUNCIL

5th June 2018

At a meeting of the **Finance & Governance Committee** held in the Assembly Rooms on **Tuesday 5th June 2018**.

Present: Councillors H Bushell (Chairman), A Bowyer, P Morton (substitute for R Hambidge) and L Monument.

Also in attendance the Town Clerk Tony Needham.

1. **To receive apologies for absence.**
Apologies for absence were received from Councillors H Clarke, P Duigan and R Hambidge.
2. **Declaration of Interest.**
Councillors A Bowyer and P Morton declared personal interest in grant applications as they are members of the Caudebec Twinning Association. Councillor L Monument declared a personal interest in the grant applications as she is a member of the Ruthen Twinning Association.

3. **To elect a Chairman.**

Councillor L Monument proposed Councillor H Bushell, this was seconded by Councillor P Morton. There were no further nominations, Councillor H Bushell was therefore elected Chairman for the year 2018/19.

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

Councillor H Bushell proposed Councillor L Monument, this was seconded by Councillor A Bowyer. There were no further nominations, Councillor L Monument was therefore elected Vice Chairman for the year 2018/19.

5. **To consider Grants.**

The following grants were recommended:

Organisation	Amount	Purpose	Comments.
Dereham Carnival Committee	£1,400	Toilets for carnival	The committee requested that recognition of the Town Council's contribution is placed prominently on the Carnival Web-site for a minimum of 12 months, as well as the programme. The committee would like to see the Carnival build up a contingency reserve and would like to see evidence of

			this when future funding requests are made to the Town Council.
About Dereham Partnership	£500	Set up costs – new organisation	It was suggested that the website domain name is changed as the “about Dereham” does not immediately come to the top of the search list. “Dereham about Dereham” was suggested as an alternative.
William Cowper pre-School Nursery	£500	Towards new windows	

6. **To consider First World War Grants.**

The grants were deferred to full Council without recommendations.

7. **To consider celebrations for the commemoration 100th anniversary of the RAF as part of the anniversary of the Battle of Britain.**

As this would be a one off event,

The committee recommended that an additional £1,000 be set aside to the Battle of Britain parade in order to mark and celebrate the 100th anniversary of the forming of the RAF.

8. **To review final expenditure against budget.**

The committee reviewed expenditure against budget along with explanations provided by the Clerk in his report. Members of the Committee asked additional questions which the Clerk was able to provide satisfactory answers.

9. **To agree to carry over underspend from Christmas Lights to new financial year.**

The committee recommended the underspend in the following budgets to be carried forward in to the 2018/19 financial year:

Budget	Amount	Reason
News Letter	£550	Extra had been allocated to the Brochure but not all was used.
Christmas Lights	£1,249.80	Invoice for tree erecting and removal was not invoiced in 2017/18.
Windmill Maintenance	£327	This should have been allocated to earmarked reserves.

10. **To review end of year financial documents**

The committee reviewed the following documents.

- 1) Bank reconciliation – this confirms that the bank account balances agree with the accounts.
- 2) Income and expenditure account – including movements to and from earmarked reserves.
- 3) Balance sheet
- 4) Statement of Council Borrowing and CCLA investments.
- 5) To review audit plan 2018/19

11. **To review Risk Matrix and Financial and Management Risks.**

The committee recommended the following amendments:

FMRA 2	Amend internal controls so that Cemeteries are inspected weekly.
FMRA 3	Delete reference to purchase orders as the Council does not operate a PO system. External controls delete words after Internal Auditor and insert reference to the Internal Auditor’s terms of reference.
FMRA 4	In third paragraph after “Financial Regulations” , insert: <i>Invoices first checked by Administrative Officer and listed for payment; list checked monthly by full Council; cheques are signed by 2 councillors who also initial cheque counterfoil and relevant invoices; list of payments made forms part of financial matters item on agenda for checking by next meeting of Full Council.</i> And remove the rest of the paragraph.
FRMA6	Remove the word “significant” as it relates to terms and conditions – so that all changes to contracts are brought to Council. Insert reference to Internal Auditor checking salaries of Clerk and Deputy Clerk.

The Risk Matrix was discussed; the committee asked that tenants should be checked to make sure all equipment belonging to the tenant has been PAT tested.

The committee recommended that for Risk 1, that a fire proof filing cabinet be purchased to store important Council documents.

12. **Annual Governance Statement and Accounting Statement**

This was discussed and referred to full Council.

13. **To review terms of reference for the internal auditor.**

The committee recommended the following amendment:

That the internal Auditor will check that the Council has met its responsibilities with regard to the following charities: Headborough Estate, Recreation Ground and Bishop Bonners Cottages.

14. **To Appoint Internal Auditor.**

The committee recommended that Mr D Harrow be appointed internal Auditor for the years 2018/19

The Committee discussed the need to identify a new internal auditor for 2019/20 and that this is proving to be a problem.

15. **To review 5 year Projects budget and Building Capital Repairs budget.**

This was reviewed and discussed; the committee asked that because tree surveys are now carried out every three years that this should be reflected in the budgets.

16. **To consider new Council Investment strategy.**

The Committee recommended that the following be the Council's investment Strategy.

Financial Investment Strategy.

This Strategy aims to meet the requirements of section 15(1) of the Local Government Act 2003.

Purpose of investments.

To invest an appropriate proportion of the Council's reserves to obtain a higher level of income than could be obtained through bank deposit account and provide long term capital appreciation, with low risk.

The Town Council currently only invests in the CCLA Local Authority Property Fund. The fund is a low risk investment designed for local authorities to provide a secure investment with reasonable returns and exposes investments to the level of risk appropriate for local authorities investing public funds.

Reporting.

At the end of each financial year the fund's performance is reported to the Council. The performance report is available to the public, upon request, free of charge and will be published on the Council's web-site along with other end of year documents.

Review.

This Strategy will be reviewed annually and prior to any new investment being considered.

17. **Update on GDPR.**

The Clerk updated members of the committee on the work being carried out to audit the personal data held by the Council, to check the basis for holding the data and how the data was used. The process had identified some records that were no longer required and these have been destroyed.

18. **Update on Registering Council owned land.**

The Clerk informed the committee that a project had been started to look at registering all land owned by the Council with the Land Registry.

Chairman