

# DEREHAM TOWN COUNCIL

6<sup>th</sup> March 2018

At a meeting of the **Finance & Governance Committee** held in the Assembly Rooms on **Tuesday 6<sup>th</sup> March 2018**.

**Present:** Councillor H Bushell (Chairman), H Clark, P Duigan, R Hambidge and L Monument.

Also in attendance Councillors A Bowyer and P Morton and Town Clerk T Needham.

1. **To receive apologies for absence.**  
There were no apologies for absence.
2. **Declaration of Interest.**  
Councillor P Morton declared a personal interest in the Friends of the Memorial Hall grant application, as he is treasurer of that organisation.
3. **To consider grant applications.**  
(Councillor P Morton left the room while the Friends of the Memorial Hall application was discussed)

The committee made the following recommendations:

Organisation	Grant	Purpose of grant	comment
Wellspring Family Centre	£350	Front board and rewiring of fire alarm system	
Dereham Saints Football club	£900	Training Level 1 FA Coaching certificates	Although this was a second grant in 12 months, it is felt that a second grant is justified because of the direct benefit to young people.
CHIPs	£1,200	Summer play scheme	
Le Paradis Commemoration Group	Cost of hall hire	Launch of high profile web-site which will raise the profile of the town.	Unable to give a grant as not an organisation, but it was felt that there would be public benefit in promoting the website. It was suggested that the group contact the Heritage Lottery fund and Norfolk records.
Friends of Dereham Memorial Hall	£600	Towards Older persons tea party and Fringe festival and Open day.	The Council would like to see the group access funding from other sources. The condition

			on this grant would be that they demonstrate how the events could be made financially sustainable.
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4. **To consider WW1 grant applications.**

The committee made the following recommendations:

Organisation	Grant	Purpose of grant	Comment
Mid-Norfolk Singers	£345	Towards cost of concert as part of 1 <sup>st</sup> World War commemoration	
Royal British Legion	£250	To hire Dereham band for evening of 1 <sup>st</sup> World War Music and song.	

5 **To receive expenditure against budget.**

The committee reviewed the net position by cost centre and accepted the Clerk's explanation of variances as follows:

Cost centre	Code	Title	Explanations.
Admin	6	Publications	List of subscriptions enclosed.
Assembly Rooms	61	General Repairs	Desks and chairs for office move
Memorial Hall	75	PRS	This reflects the amount of PRS fees collected. This means that there has been more PRS fees collected.
Memorial Hall	76	Fire Protection/ maintenance	This covered a once in 5 years servicing of the Gas engines.
Norwich street Properties	165	62 Rental Income	Change in tenant, period of no rent and a rent free period was granted to the new tenant to allow for repairs.
Play & Open Spaces	226	Contract Maintenance	Two factors have resulted in this overspend. Firstly, the new cemetery is now come under the Councils maintenance and secondly the warm autumn has resulted in additional cuts in October and November. Each cut costs approximately £900.
	233	Rent for Toftwood Play area	There is some back log of rent because of the rent review. This has been repaid and the new annual rent is £1,200
Street Furniture	103	War Memorial Maintenance	Included installation cost new flag poles
Street	106	Other new street	Includes purchase of new flag poles

Furniture		furniture	
Street Furniture	106	Christmas Lights	Waiting for reimbursement from Carnival committee.

The following points were raised by councillors for the Clerk to check:

- 224 Councillor training - check why no expenditure was listed.
- The heading 'newsletter' be changed to Brochure.

6. **To review 5 year budget.**

The Committee reviewed the 5 year budget with the following comments.

1. Spelling correction cellar
2. For the next finance committee to look at further investments in CCLA

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

The committee reviewed petty cash expenditure and requested that more detail be added to the 'Christmas thank you' items.

8. **To review Asset register.**

This was reviewed with no amendments

9. **To review insurance schedule.**

This was reviewed, the Clerk notified councillors that the item 'laptop' had been changed to desktop computer as the lap top was over 12 years old and had been disposed of and there were now 6 computers in the office.

10. **To review Financial Regulations.**

Financial Regulations were reviewed with no amendments.

11. **Update on internal Auditor.**

The Clerk updated the Committee that Doug Harrow was due to retire at the end of this financial year. Mr Harrow charged £490 for the internal audit. Other organisations had been approached the cost of these companies is in the region of £2,500, which seems a high price for the work that is required.

The Clerk informed councillors that an internal auditor is still be sought but the council may have to go with a more expensive company if no other solution could be found.

Councillor Hambidge thought he may know of a retired accountant who may be interested and would contact him.

12. **Update on Assembly Rooms ownership.**

The Clerk informed councillors that The Assembly Rooms are in the ownership of the Town Council but the old Headborough building is vested in the custodian of trustees which means that the Council could not dispose of the building without the consent of the Charity Commission.

This means that there is not a landlord - tenant relationship between

Headborough and the Town Council. Therefore the Headborough income can be applied to any aspect of maintaining the Headborough part of the building.

13. **To consider external painting of Assembly Rooms.**

The Clerk informed the Committee that the ground floor woodwork was painted last summer. Three quotes have been obtained for painting all other timber, and that all the quotes were very close to each other and within a few hundred pounds.

The Committee recommended that:

- 1) the contract for painting of the Assembly Rooms timber be awarded to the quote that was comprehensive.
- 2) An estimate is made of the percentage of the work that relates to the Headbrough building and that the Headborough Trust contributes a fair proportion.

14. **To consider contracting our PAYE admin.**

The committee recommended that the administration of the PAYE be contracted out at one off cost of £150 and a monthly fee of £60.

The reason for the recommendation is that it would be more cost effective than doing the work in-house.

15. **To discuss General Data Protection Regulation 2018.**

The Clerk notified councillors of the new regulations coming into force May 2018.

The Clerk noted that there was some confusion regarding the regulations with NALC suggesting that a person independent of the Clerk needs to be appointed to audit the Councils data protection, yet other bodies suggest that it can be the Clerk. Given that there are 9000 parish councils in the country there are unlikely to be sufficient number of suitably qualified people to act as independent advisors.

The committee recommended that rather than spend a lot of time looking into the General Data Protection Regulations 2018 that the Council continues to keep personal information secure and wait for 6 months for guidance to be produced on the Regulations.

16. **To consider purchasing tracking system for the digger.**

The Committee agreed to recommend that the Council purchase a tracking system for the digger at a purchase price of approximately £500 and an annual monitoring fee of £200.

Locating the digger at the new cemetery leaves it more exposed than at the old cemetery, which increases the risk of theft.

17. **To discuss Taylor Wimpey drainage scheme.**

The Clerk informed the meeting that the Town Council has the option to adopt the surface water drainage scheme from the Taylor Wimpey at Norwich Road. If the Town Council adopted the scheme it would make a charge to each property to cover the cost of maintaining.

On reviewing the scheme an unexpected consequence of taking over the drainage has been identified which was not anticipated when originally looking at the taking this scheme on.

The Town Council is currently able to reclaim all the VAT on its expenditure, but this is conditioned that the Council does not exceed a certain threshold of 'business' activity. Business activities include: hire tennis courts, commercial lets and letting the Memorial Hall. If the Council goes over this threshold then it cannot recover any of its VAT.

The Council is currently close to its threshold and adopting the surface water drainage scheme would take it over the threshold.

<p>The Committee recommended that the Council does not adopt the surface water drainage scheme from Taylor Wimpey at Etling View, but to pursue the option of the Internal Drainage Board taking over the scheme as this would be preferable to a management company.</p>
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18. **Update on Create Consulting.**

The Clerk updated the meeting on the situation with Create, that there was still the intention to claim against Create, but there was no suggestion from Create that they would pursue outstanding invoices for work which the Council felt was unacceptable.

**Chairman**