

NOTE: In the case of non-members, this agenda is for information only

DEREHAM TOWN COUNCIL

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7th June 2018

Dear Councillor

You are hereby summoned to attend the next meeting of **Dereham Town Council** which will be held in the Council Chamber at the Assembly Rooms, Dereham on **Tuesday 12th June 2018 at 7.30pm** to consider the items on the Agenda below.

Yours faithfully

A N Needham

**Mr A N Needham
Town Clerk**

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.

AGENDA

1. To receive any World War One centenary commemorations.
2. To receive apologies for absence.
3. **Declaration of Interest.**
In accordance with the Localism Act 2011, Members are asked at this stage to declare any Disclosable Pecuniary Interests or Other Registerable Interests; as defined by the Code of Conduct adopted by the Council. Councillors shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of those interests. Failure to disclose any Disclosable Pecuniary interests or to knowingly give false or misleading information is a criminal offence under section 34 of the Localism Act 2011.

Public Speaking - meeting to be adjourned for up to 15 minutes maximum to take questions from members of the public or to allow County and District Councillors to give a report and answer questions.
4. To receive announcements.
5. To receive, confirm as correct and sign the minutes of the **Full Council** meeting held on **Tuesday 8th May 2018.**

6. To receive, confirm as correct and sign the minutes of the **Annual Town Council** meeting held on **Tuesday 15th May 2018**

7. To receive, confirm as correct and sign the minutes of the **Finance and Governance** meeting held on **Tuesday 5th June 2018**

b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

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 web-site 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	

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.

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.

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.
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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.

To Appoint Internal Auditor.

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

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.

8. To receive, confirm as correct and sign the minutes of the **Planning** meeting held on **Tuesday 8th May 2018 and Tuesday 22nd May 2018**
9. **To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.**
10. To agree and sign the Annual Governance Statement 2017/18
11. To agree and sign Accounting Statement 2017/2018.
12. To consider tenders for 58 Norwich Street.

13. To consider contracting Councillor A Bowyer to train staff on maintenance of garden at the Norwich Road Cemetery.
14. To consider grant applications.
15. To consider contributing to the Highways England Transport Model for Dereham.