

Dereham Town Council

Finance & Governance Committee 6th March 2018

Agenda Notes

3. To Consider Grants

Applications enclosed

4. To consider WW1 Grants

Applications enclosed

5. To receive expenditure against budget

The Net Position by cost centre is enclosed.

Explanations of variances

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 has 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 Furniture	106	Other new street furniture	Includes purchase of new flag poles
Street Furniture	106	Christmas Lights	Waiting for reimbursement from Carnival committee.

A review of the unmetered power supplies is still outstanding.

6. To review 5 year budget

5 year budget is attached with no major changes.

7. To receive petty cash expenditure

Copy enclosed.

8. To review Asset register

Copy of asset register enclosed

9. To review insurance schedule

Insurance schedule enclosed

10. To review Financial Regulations.

Financial Regulations enclosed.

11. Update on internal Auditor

Doug Harrow has notified the Council that he intends to retire at the end of this financial year. Mr Harrow charges £490 for the internal audit. Other organisations have been approached the cost of these companies is in the region of £2,500. Commercial companies want to carry out a full audit equivalent to the External Audit. The External Audit costs less than the commercial companies charge for an internal audit.

The guidance for the Internal Audit is attached as can be seen it isn't a complex process and not equivalent to a full audit.

An alternative to Mr Harrow (at similar rates to Mr Harrow) will be sought but it may be the case that there may be the need to pay for a more expensive audit next year.

12. Update on Assembly Rooms ownership

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.

The Headborough account currently stands at £71,754.

13. To consider external painting of Assembly Rooms

The ground floor woodwork was painted last summer. Quotes have been obtained for painting all other timber. Quotes have been obtained and will be brought to the meeting.

14. Contracting out PAYE admin.

One off £150

£60 per month

15. General Data Protection Regulation 2018.

This new legislation is coming into force May 2018. There is a lot of hysteria associated with this new regulation. Protecting peoples personal data as is legislated for currently is still the underlying principle. The new regulation brings in a number of new rights and duties, one is to check the legal basis for holding data another is to be more open about what data we hold and allow people to see what data is held. One of the requirements of the new Regulation is that every organisation must appoint a Data Protection Officer to check that the organisation is compliant.

NALC have been suggesting that this can not be the Clerk, other bodies suggest that it can be the Clerk. Given that there are 9000 parish councils in the country there are unlikely to be a sufficient number of suitably qualified people to act as independent advisors.

Rather than spend a lot of time looking into this it is suggested that the Council continues to keep personal information secure and wait for 6 months for guidance to be produced.

The most sensitive data held by the council is

- The electoral roll
- Personnel records
- Community car driver DBS records
- Allotment holders
- CCTV images (stored for a month)

16. To consider purchasing tracking system for Digger

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

Systems can be purchased to locate vehicles if they are stolen, these can come with Geofencing and curfew limits to detect unauthorised usage.

The cost of such a system is approximately £500 plus £200 annual monitoring fee.

While the digger is insured there is the loss of use in the time it takes to purchase another digger. The Council mini digger was adapted when purchased to enable digging deeper than a standard mini digger.

17. Taylor Wimpey Drainage scheme.

The Town Council has the option to adopt the surface water drainage scheme from the Taylor Wimpey. 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, there could be an unexpected consequence that 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.

It is therefore recommended that the Council does not adopt the surface water drainage scheme. The Internal Drainage Board have expressed an interest in adopting the scheme and this is being actively pursued as it is felt that it would be a better solution than having a management company.

18. Update on Create Consulting.

Verbal update