

DEREHAM TOWN COUNCIL

4th December 2018

At a meeting of the **Finance & Governance Committee** held in the Assembly Rooms on **Tuesday 4th December 2018**.

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

Also in attendance the Town Clerk Tony Needham and Councillors S Green and P Morton

1. **To receive apologies for absence.**

Apologies for absence were received from Councillor H Clarke.

2. **Declaration of Interest.**

Councillor P Morton declared a personal interest in agenda items 5 and 6 as he is a CAB trustee and Councillor L Monument agenda item 11 as her son has stall on market.

3. **To consider grant applications.**

Organisation	Recommended grant	Total cost	Reason for grant	Comments
Norfolk and Suffolk 4x4 response	£152	£7,295	Provide members with new communications system	Recognition of grant required
Dereham Band	£350	£420	Two summer Sunday concerts in Queen Mothers Garden	Recognition of grant required

4. **To consider grant applications for WW1Commeration.**

The committee recommended that a grant of £2,500 go towards the Dereham Carnival Crafters to commemorate Peace day on the 20th July 2019. For such a large grant the Council would expect an exceptional level of recognition.

5. **To consider paying CAB grant retrospectively.**

On considering the reason why the grant was not applied for in the 2015/16 financial year;

In recognition that it was an error on CABs side that the grant for 2015/16 was not applied for, the Committee recommended that because it would

support CABs financial stability that the grant be awarded retrospectively to the level of the budgeted grant for 2015/16.

6. **To consider grant for CAB 2018/19**

On considering the grant and reviewing the annual report and financial records.

The Committee recommended that a grant of £4,500 be awarded to CAB for Financial year 2018/19 and that the budgeted grant be increased to £4,500 for 2019/20.

The Committee expressed the view that next year it would like to have more information regarding contributions from other parishes and that CAB give a presentation to the committee in June.

7. **To review expenditure against budget and petty cash expenditure.**

The committee reviewed these reports and noted the Clerks comments in the report.

8. **To consider Revenue Budgets 2019-20.**

The committee recommended the budget attached to these minutes. With the suggestion that the Council starts planting spruce trees at a suitable location to provide a supply of Christmas trees for the market place in the future.

The committee recommended – that for one year the Council does not join NALC and SLCC and use the funding towards legal advice from NPLaw and planning advice from Andrea Long - planning consultant, to the same value membership of SLCC and NALC.

9. **To consider the 5 year Capital/ Project Budget.**

The committee noted the amendments to the budget for 2019/20, and recommended that two reserves be set up one to cover the cost of challenging planning applications £5,000 per year and the second of £15,000 per year to go towards future improvements to the town centre and Market Place.

10. **To consider Precept Requirements 2019-20.**

On considering the budgetary requirements for 2019/20 and following years the Committee recommended that a precept be set at £877,002. This would be a 5.9% increase on a band D property.

11. **To consider increases in fees and charges for 2019/20.**

Councillor L Monument declared that she would not participate in the discussion regarding this agenda item.

The committee recommended that fees and charges be increased by 2.2% across the board with the exception of Market Tolls which would remain the same.

12. **Update on Council decision to identify additional land for Outdoor Playing Space.**

In order to build a significant reserve towards additional open space the committee recommended that any budgetary underspend in 2018/19 be moved into the earmarked reserve for purchase of additional open space.

13. **To review Standing Orders.**

Standing Orders were reviewed with no changes

14. **Review of Risk Assessments.**

The Clerk updated the meeting that two risk assessments that had been reviewed; these were street furniture and cleaning public toilets. The Clerk stated that the review of risk assessment is an ongoing process with two areas being reviewed each year, if any Councillor would like a particular risk reviewed they could request this.

15. **To consider fire security cabinet.**

The committee considered that there was a need for fire security cabinet to protect council documents, and recommended that the purchase goes ahead recognising that the cost would be around £2,500.

16. **Exclusion of Press & Public**

Proposed by Councillor H Bushell seconded by Councillor P Duigan it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest

17. **To consider further agenda item.**

The subject discussed would be brought back as an agenda item in 6 months' time.

Chairman