

DEREHAM TOWN COUNCIL

5th December 2023

At a meeting of the **Finance & Governance Committee** held on **Tuesday 5th December 2023**

Present: S Green (Chairman), H Clarke, P Duigan, L Monument, A Greenwood, P Morton and H King.

Also present: Deputy Town Clerk Jillian Barron and Councillor C Coleman.

- 1. To receive apologies for absence.**
There were no apologies for absence.
- 2. Declaration of Interest.**
Councillor H Clarke declared an interest as he is a District Councillor and Councillor P Duigan declared an interest as he is a County Councillor.
- 3. To consider Grant Applications**
The following recommendation was made:

Organisation	Amount of Grant Applying for	Amount Recommended	Reason for Grant	Comment
Dereham Blues Festival	£1000	£1000	To put on a variety of workshops in conjunction with the annual Blues Festival.	This would be a one-off grant and would not be repeated year on year.

- 4. Review expenditure against budget**
The report on income and expenditure was presented and discussed.
- 5. Budget Proposal and Estimates for 2024/25.**
The budget proposal and estimates for 2024/25 was reviewed:

The Committee recommended that the budget proposal and estimates for 2024/25 that was presented be approved.
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- 6. To consider 5-year project and capital budgets.**
The Projects and Capital budget was considered and agreed.
- 7. To consider Precept for 2024/25**
On considering the revenue budget, 4-year budget and risks facing the Council.

The Committee recommended that the Precept for 2024/25 be set at £1,168,362. This would mean an increase in a Band D Council Tax of £9.15 per year or 4.9%.

8. **To consider increase in fees and charges.**

It was agreed that both the Markets & Building Committee and the Recreation Committee should review their charges.

The committee recommended the following increases in fees and charges from April 2024:
Allotments – 5%
Cemetery - 4.5%
Memorial Hall – 3%
Markets – 1%
Assembly Rooms – 3%
Tennis Courts - 0%

9. **To review Standing Orders.**

It was agreed that Standing Orders should be reviewed mid-year at a separate meeting and that more planning meeting should take place in order that new councillors could gain more experience on planning matter.

10. **To consider engaging an outside consultant to complete a very focused Neighbourhood Plan.**

The committee recommended that the Neighbourhood plan be handed over to a consultant to complete the work so there is minimal impact on staff time.

11. **To consider having official Mayors Cadets.**

The Mayor, Councillor H King explained the role of the Mayors Cadets saying that there are lots of organisations that can be involved and that it does not have to be just military organisations.

The committee recommended that the Town Council have official Mayors Cadets but the council must ensure that safe guarding is in place.

12. **Update Balanced Score Card.**

The Council discussed the balanced score card and agreed that it should be reviewed early in the New Year.

13. **To consider recommendations from the Marketing and Communications Strategy.**

The committee agreed that the Marketing and Communications Strategy required further work and that Councillor C Coleman work with the Town Clerk bringing a draft copy back to the next Finance and Governance meeting.

The Marketing and Communications Group asked the committee to consider the establishment of a sub-committee to review communications and the council's strategy for events.

The committee recommended that a sub-committee should be formed to review communications and the council's strategy for events and that Terms of Reference should be drawn up for this sub-committee.

14. **To consider allocating £10,000 towards a bridge to open up RB3.**

This item was deferred to a later meeting.

15. **To consider access request for Meadow Way, Etling Green.**
The committee deferred this item to the next Full Council meeting as it wanted clarity on what rights the residents of Meadow Way already have and what exactly what it is they are asking for.

Chairman