DOWNHAM MARKET FINANCE & GENERAL PURPOSES COMMITTEE
MINUTES OF THE MEETING HELD TUESDAY 22 OCTOBER 2019 AT 7:00PM

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices. Members were asked to ensure that their mobile telephones were either turned off or switched to silent mode.

	Present Committee Chair - Cllr Pickering Committee Members - Cllr Hayes, Hendry, Hepworth, Lawson, Molyneux-Hetherington & Woodmin Non Committee Members – Cllr Daymond Town Clerk – Mrs E Oliver Senior Administrator – Ms C Dornan	**ACTION**
1	**To receive Members' Apologies for Absence** All members were present.	
2	**To receive Members' Declarations of Interest** There were no declarations of interest.	
3	**To approve the Minutes of the Finance & General Purposes Committee meeting held on Tuesday 27th August 2019** **Proposed – Cllr Hayes Seconded –Cllr Hendry** **'That the minutes for the meeting held on Tuesday 27th August 2019 be approved.'** **5 in favour 2 abstained due to absence from the meeting**	
4	**To approve the Minutes of the Finance & General Purposes Committee meeting held on Tuesday 24th September 2019** **Proposed – Cllr Hayes Seconded –Cllr Hendry** **'That the minutes for the meeting held on Tuesday 24th September 2019 be approved.'** **5 in favour 1 abstained due to absence from the meeting**	
5	**Public participation** No members of the public were in attendance and the Chair ascertained no councillor wished to address the committee in such a capacity.	

6	**<u>To receive and consider Correspondence</u>** There was no correspondence to consider.	
7	**<u>To approve the payment of bills</u>** The Senior Administrator provided a commentary on the bill schedule (Appendix 1) **Proposed – Cllr Pickering Seconded – Cllr Hayes** **'That the bills on the attached schedules be approved for payment'** **All in favour**	Deputy Clerk
8	**<u>To discuss budget process for 2020/2021</u>** The Town Clerk advised that she had been working on the budget and is due to meet with Cllr Pickering to discuss further. The December 2019 Finance & GP Committee meeting will be to scrutinise the budget suggestions with the plan for it to be presented to Full Council in January 2020 for approval. Cllr Hendry reminded the Town Clerk that she wished the Mayor and Deputy Mayor's allowances to be reviewed. This had already been noted. The Town Clerk also confirmed that she was reviewing the Grant procedures for 2020/2021 with view to providing one Grant pot for all to apply.	Town Clerk
9	**<u>To discuss Internal Auditor recommendations</u>** The Town Clerk gave an overview of her recent discussions with Price Bailey, our existing Internal Auditor. The Town Clerk had identified two local auditors who were specialised with Local Government audit. The Town Clerk will bring her recommendations to the November 2019 meeting.	Town Clerk
10	**<u>To receive and consider Financial Reports 2019/2020:</u>** **a. To receive and discuss Financial Statements** **b. To receive Bank reconciliation update** Due to the sickness of three members of the team these were not available ahead of the meeting and will be presented in November 2019.	Senior Admin.

	c. To receive Monthly Bank Statements Statement for September 2019 was presented to the Committee and signed by the Chair.	
11	**<u>To discuss and agree response to Grant Applications:</u>** a. Downham Market Twinning Club **Proposed – Cllr Pickering** **Seconded –Cllr Hayes** **'That the Grant Application of £750.00 from Downham Market Twinning Club be approved.'** **All in favour** The Senior Administrator was asked to liaise with the Secretary of the Club to ascertain how many visitors participated in the exchange programme this year, provide a programme of the events and obtain details of how many members are currently registered with the Downham Market Twinning Club. b. Norfolk Citizens Advice The Senior Administrator had e-mailed the Norfolk Citizens Advice two weeks prior to this meeting to understand how funding from the Town Council would be used to benefit Downham Market residents. A reply had not been received. **Proposed – Cllr Hendry** **Seconded –Cllr Pickering** **'That the Grant Application from Norfolk Citizens Advice be rejected as the application does not meet current policy requirements.'** **All in favour** The Senior Administrator to advise Norfolk Citizens Advice of the outcome and advise that the Council would welcome an application in 2020/2021 if details of the benefits to Downham Market residents is presented. c. Jubilee Community Centre **Proposed – Cllr Pickering** **Seconded –Cllr Lawson** **'That the Grant Application of £5,000 from Jubilee Community Centre be approved as budgeted.'** **All in favour** The Senior Administrator to advise the Jubilee Management Committee	Senior Admin. Senior Admin. Senior Admin.

12	**<u>To discuss and agree electrical sockets installation at Town Council Offices</u>** A quote from M W Electrical Services was presented to the Committee for the installation of 2 double sockets at desk level into the new office area. **Proposed – Cllr Hendry** **Seconded –Cllr Pickering** **'That the quote from M W Electrical Services to install two double sockets into the new office area be accepted, as presented at a cost of £95.00.'** **All in favour**	Senior Admin.
13	**<u>To discuss and agree fuse board installation at the Town Hall</u>** 2 quotes from M W Electrical Services were presented to the Committee for the installation of a fuse board at the Town Hall. **Proposed – Cllr Hendry** **Seconded –Cllr Pickering** **'That the quote from M W Electrical Services to install a lighting fuse board with consumer unit C/W MCB be accepted, as presented, at a cost of £195.00.'** **All in favour** The Town Clerk advised the Committee that the existing lighting rig in the Town Hall had been removed as it failed current Health and Safety requirements.	Senior Admin.
14	**<u>To discuss and agree new computer for Maintenance Supervisor</u>** The Town Clerk explained to the Committee that the Desktop at the Town Hall had failed and a replacement was required. It was discussed that instead of a new desktop that two 2nd hand iPad's be purchased so that the Supervisor had one and the Maintenance Officers had one to share. This would allow checklists to be completed without the need for paper copies, time critical deficiencies could be raised with the aid of photographs to The Clerk immediately and training could be completed concurrently without the need for computer sharing. **Proposed – Cllr Pickering** **Seconded –Cllr Molyneaux-Hetherington** **'That two ipads be purchased within a budget of £500 plus VAT. In addition, heavy duty covers to be purchased at a cost of £9.99 plus delivery.'** **All in favour**	Senior Admin.
15	**<u>To discuss and agree water heater installation at the Town Hall (kitchen)</u>** The removal of the urns at the Town Hall was discussed.	

	Proposed – Cllr Woodmin Seconded –Cllr Hayes **'That a Burco Autofill Wall Mounted Water Heater be purchased at a cost of £262.99 plus VAT.'** **All in favour**	Senior Admin.
	Meeting closed: 7:52pm	
	SIGNED DATE	