

DOWNHAM MARKET FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE MEETING HELD TUESDAY 26th JUNE 2018 AT 7.00PM

Present	The Mayor	Cllr D J Sharman
	The Vice Chairman	Cllr A Pickering
	Councillors	R Hepworth
		D Lawson
		C Pyatt
	Deputy Town Clerk	Mr R A Davidson

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 switched to silent mode or turned off.

1394. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllrs' R Hayes (work), B Hobbs (family), A D Stacey (family) and Mrs Y A Thompson (operation recovery), together with those of the Town Clerk Mrs J M Markwell (holiday).

The apologies were accepted.

1395. To receive Members' Declarations of Interest

There were no such declarations.

Public Participation – 15 minutes allowed

There were no members of the public attending this meeting; accordingly, the Chairman Cllr Pickering moved on to the next agenda item.

1396. To approve the minutes of the meeting held on Tuesday 29th May 2018

Members were advised that although completed, these had not yet been approved for circulation.

1397. To receive the Clerk's Report

There was no Clerk's report.

1398. To receive Councillors' questions

There were no Councillors' questions.

1399. To receive and consider correspondence

The correspondence had been circulated by email.

1400. To approve the Payment of Bills

A list of bills from Town Council had been circulated (Appendix 1).

Proposed – Cllr Lawson

Seconded – The Mayor Cllr Sharman

‘That the Finance and General Purposes Committee bills be paid as per the attached schedule’.

All in favour

The Deputy Clerk reminded members that at the 12th June 2018 Full Council meeting, members had agreed, to ensure greater GDPR compliance, that Council purchase email accounts for individual councillors. Although this had been agreed, it needed to come back to the Finance & General Purposes Committee to make the proposal.

Proposed – Cllr Lawson

Seconded – Cllr Pickering

‘That the Finance and General Purposes Committee purchase Microsoft Office 365 Exchange Online Plan 1 for 20 councillors, installing software and creating email accounts for each councillor at a cost of £1158.00, as agreed at the June Full Council meeting’

All in favour

1401. To receive and consider Financial Reports

a. To discuss Month 2 and review explanation of variances

The Chairman went through Month 2 financial report in detail, highlighting any items which were showing as ‘over budget’ and giving explanations.

1402. To discuss Leases and Rent Reviews

- a. Norfolk County Council – Registry Office
There was nothing to report to this meeting
- b. MIND – Rent Review
There was no further information

Members were keen there should be enquiries made of both matters to allow these to be finalised.

1403. To receive reports from:

a. Standing Orders Working Party

Cllr Pickering reminded members that following the adoption of the NALC Model Standing Orders at the June Full Council meeting, it had been agreed the Model Financial Arrangements be taken back for adoption at the July Full Council meeting. These will be circulated with the agenda papers.

b. Chairs Meetings – Management Arrangements

Cllr Pickering advised members that Cllr Starreveld is yet to call a meeting of the Review of Management Structure working party.

c. Market Working Party

Members were reminded this working party remained under the stewardship of the Property Committee and therefore will no longer be an agenda item.

1404. To discuss confidential items under:

Standing Order 3D, that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the public and/or the press be temporarily excluded, and they are instructed to withdraw.

a. Council owned properties

Proposed - Cllr Pickering

Seconded – Cllr Lawson

‘That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the public and/or the press be temporarily excluded, and they are instructed to withdraw’

All agreed.

The meeting entered confidentiality for discussion.

The meeting came out of confidentiality.

Proposed – Cllr Pickering

Seconded – Cllr Lawson

‘Before coming to a decision on the commercially received proposal, we ascertain where the Town Council is in its negotiations with the current tenant’

All in favour

The Chairman thanked everyone for attending and closed the meeting at 8.06pm

Chairman

Dated