

**DOWNHAM MARKET FINANCE & GENERAL PURPOSES COMMITTEE**  
**MINUTES OF THE MEETING HELD TUESDAY 26 NOVEMBER 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	<b>ACTION</b>
	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	
1	<b><u>To receive Members’ Apologies for Absence</u></b>  Cllr McKee had given her apologies by email however these were not received until after the meeting at the email was sent outside office hours.	
2	<b><u>To receive Members’ Declarations of Interest</u></b>  Cllr Hayes & Cllr Daymond declared an interest in item 6.  Cllr Molyneux-Hetherington declared an interest in item 11.	
3	<b><u>To approve the Minutes of the Finance &amp; General Purposes Committee meeting held on Tuesday 22nd October 2019</u></b>  <b>Proposed – Cllr Hendry                      Seconded –Cllr Hayes</b>  <b>‘That the minutes for the meeting held on Tuesday 22nd October 2019 be approved.’</b>  <b>7 in favour</b>	
4	<b><u>Public participation – 15 minutes allowed</u></b>  No members of the public were in attendance and the Chair ascertained no councillor wished to address the committee in such a capacity.	
5	<b><u>To receive and consider Correspondence</u></b>  There was no correspondence to consider.	

6	<p><b><u>To approve the payment of bills</u></b></p> <p>The Senior Administrator provided a commentary on the bill schedule (Appendix 1)</p> <p><b>Proposed – Cllr Woodmin                      Seconded – Cllr Hendry</b></p> <p><b>‘That the bills on the attached schedules be approved for payment’</b></p> <p><b>6 in favour      1 abstained due to declaration of interest</b></p>	Senior Admin.
7	<p><b><u>To discuss budget process for 2020/2021</u></b></p> <p>An update was given by the Town Clerk on the budget preparations to date.</p> <p>The Senior Administrator was asked to email all Councillors to invite them to submit budget suggestions ahead of the Finance &amp; GP Committee meeting on Tuesday 10 December 2019.</p>	Senior Admin.
8	<p><b><u>To receive and consider Financial Reports 2019/2020:</u></b></p> <p><b>a. To receive and discuss Financial Statements</b> The Chair gave commentary.</p> <p><b>b. To receive Bank reconciliation update</b> The Chair signed the Bank Statements after reviewing the Bank reconciliation.</p> <p><b>c. To receive Monthly Bank Statements</b> The Senior Administrator presented the main Bank statement to 31 October 2019. All other Bank statements were presented to when they were last issued.</p>	
9	<p><b><u>To receive update from Downham Market Twinning Club</u></b></p> <p>The Senior Administrator advised that the Downham Market Twinning Club had sent a letter of thanks to the Council following receipt of the Grant Application approval.</p> <p>Downham Market Twinning Club confirmed that they currently have 84 paid members and had hosted 29 visitors from Civray in 2019.</p>	
10	<p><b><u>To review Financial Regulations</u></b></p> <p><b>Proposed – Cllr Pickering                      Seconded –Cllr Hayes</b></p> <p><b>‘That the Financial Regulations be recommended to Full Council for approval.’</b></p> <p><b>All in favour</b></p>	

