DOWNHAM MARKET FINANCE & GENERAL PURPOSES COMMITTEE
MINUTES OF THE MEETING HELD TUESDAY 25 FEBRUARY 2020 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 Hendry, Hepworth, Lawson, McKee & Woodmin Deputy Mayor – Cllr Groom (Arrived 19:05) Non Committee Members – Cllr Daymond Town Clerk – Mrs E Oliver Senior Administrator – Ms C Dornan	**ACTION**
1	**To receive Members' Apologies for Absence** Apologies were given by Cllr Hayes (Work) and McKee (Ill-health of family member) These apologies were accepted. Cllr Molyneux-Hetherington did not attend.	
2	**To receive Members' Declarations of Interest** Cllr Daymond declared an interest in item 6. Although he has no voting right, he does have a Bill for Payment on the schedule.	
3	**To approve the Minutes of the Finance & General Purposes Committee meeting held on Tuesday 28th January 2020** **Proposed – Cllr Pickering Seconded –Cllr Hendry** **'That the minutes for the meeting held on Tuesday 28th January 2020 be approved.'** **All in favour**	
4	**Public participation – 15 minutes allowed** No members of the public were in attendance and the Chair ascertained no councillor wished to address the committee in such a capacity.	

5	**To receive and consider Correspondence** There was no correspondence to consider.	
6	**To approve the payment of bills** The Senior Administrator provided a commentary on the bill schedule, where required (Appendix 1) The Committee asked that confirmation be received from Foster Property Management Ltd that this is full and final settlement of all debt owing by the Council. **Proposed – Cllr Pickering Seconded – Cllr Lawson** **'That the bills on the attached schedules be approved for payment'** **All in favour**	Senior Admin.
7	**To discuss financial position against budget** Due to staff sickness and annual leave this information was not available. It was agreed this information would be circulated by Friday 06 March 2020.	Senior Admin.
8	**To approve the Grant Application from The Downham Games** **Proposed – Cllr Pickering Seconded – Cllr Hendry** **'That the Grant application from The Downham Games for £500 be approved by the Finance and General Purposes Committee.'** **All in favour**	Senior Admin.
9	**Date of next meeting** The next meeting is booked for 24 March 2020.	
	Meeting closed: 7:21pm	
	SIGNED DATE	