

DOWNHAM MARKET FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE MEETING HELD TUESDAY 24th JULY 2018 AT 7.00PM

Present	The Mayor	Cllr D J Sharman
	Deputy Mayor	Cllr J W Doyle
	Acting Chairman	Cllr Y A Thompson
	Councillors	R Hepworth
		D Lawson
		C Pyatt
		A D Stacey
	Town Clerk	Mrs J M Markwell

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.

1405. To appoint a Chairman for the meeting

Proposed – Cllr Sharman

Seconded – Cllr Hepworth

‘That Cllr Mrs Thompson be appointed as Chairman for this meeting’

All in favour

1406. To receive Members’ Apologies for Absence

Apologies for absence had been received from Cllrs’ R Hayes (work) and Cllr A Pickering (family)

The apologies were accepted.

1407. To receive Members’ Declarations of Interest

The Mayor, Cllr Sharman declared an interest in item 1412, Payment of Bills

Public Participation – 15 minutes allowed

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

1408. To approve the minutes of the meeting held on Tuesday 24th July 2018

Proposed – Cllr Stacey

Seconded – Cllr Hepworth

‘That the minutes for the meeting held on Tuesday 26th June 2018 be approved’

For – 6

Abstention - 1

1409. To receive the Clerk’s Report

There was no Clerk’s report.

1410. To receive Councillors' questions

Q: Cllr Lawson asked if there was funding within the HR Budget to cover the employment of new staff due to the recent resignations?

A: This had been discussed at a recent HR Committee meeting and there should be sufficient budgetary availability for new staff. When preparing budgets for this financial year, staff changes were taken into consideration and additional funding was allocated.

1411. To receive and consider correspondence

The correspondence had been circulated by email.

1412. To approve the Payment of Bills

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

The Mayor, Cllr Sharman declared an interest in this item.

Proposed – Cllr Stacey

Seconded – Cllr R Hepworth

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

For - 6

Declared Interest - 1

1413. To receive and consider Financial Reports

a. To discuss Month 3 and review explanation of variances

The Clerk went through Month 3 financial report in detail, highlighting any items which were showing as ‘over budget’ and giving explanations.

1414. Responsible Financial Officer

It was agreed that during this period of recruiting new staff and the Acting Town Clerk being new to post it would be beneficial if Cllr Pickering became Responsible Financial Officer.

Proposed – Cllr Pyatt

Seconded – The Mayor, Cllr Sharman

‘That Cllr A Pickering is Responsible Financial Officer (RFO) for the immediate future, until a permanent RFO is appointed’

All in favour

1415. 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

1416. To receive reports from:

a. Standing Orders Working Party

There was no report for this meeting

b. Management Arrangements

Cllr Starreveld had advised the Clerk that one meeting has been held and another one has been scheduled for August.

1417. 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 Mrs Thompson

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.

There were discussions on Council owned properties, but no propositions were made.

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

Chairman

Dated