

DOWNHAM MARKET FINANCE & GENERAL PURPOSES COMMITTEE
MINUTES OF THE MEETING HELD TUESDAY 22 MARCH 2022 AT 5:00PM

This meeting was held at 15 Paradise Road, Downham Market PE38 9HS

	Present	ACTION
1	<p>Committee Chair - Cllr Lawson</p> <p>Committee Members - Cllrs Moyses and Pyatt</p> <p>Acting Town Clerk – Mr G Spark</p> <p>Senior Administrator – Ms C Dornan</p> <p>There were no members of the public present</p>	
2	<p><u>To receive Members’ Apologies for Absence</u></p> <p>All members were present and therefore there were no apologies due.</p>	
3	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Moyses declared an interest in discussions regarding market invoices.</p>	
4	<p><u>To approve the minutes of the meeting held on Tuesday 07 December 2021</u></p> <p>Proposed – Cllr Lawson Seconded –Cllr Pyatt</p> <p>‘That the minutes for the meeting held on Tuesday 07 December 2021 be approved as a true record of the meeting.’</p> <p>2 In favour – Cllr Lawson and Cllr Pyatt</p> <p>1 Abstention – Cllr Moyses was not present at the meeting</p>	
5	<p><u>Public participation – 15 minutes allowed.</u></p> <p>There were no members of the public present at the meeting and no Cllr wished to speak as a member of the public.</p>	
	<p><u>To approve the Payment of Bills</u></p> <p>Proposed – Cllr Lawson Seconded – Cllr Pyatt</p> <p>‘That the Bills be approved for payment from 671 – 703 excluding salaries.’</p> <p>All In Favour</p>	

Cllrs discussed the overdue payment of bills owed to the Council

Proposed – Cllr Pyatt

Seconded – Cllr Moyses

‘That invoice 449 (£92), 425 (£92), 397 (£92) and 371 (£92) be pursued again as the trader did trade during the invoice periods. The trader continues to trade within West Norfolk. It is agreed that the addressee be sent another Pre-action County Court letter with 30 days’ notice. If no response is received, the Committee members provide authorisation to the Acting Town Clerk to submit a County Court Judgement Application.’

All In Favour

Proposed – Cllr Lawson

Seconded – Cllr Pyatt

‘That invoice 614 (£61), 589 (£140), 553 (£18) be written off as the trader did not attend the market. It is recognised that the trader was subject to the invoices as per the licence signed however it is not in the public interest to pursue the debt. The trader is no longer welcome to attend the market’

All In Favour

Proposed – Cllr Lawson

Seconded – Cllr Pyatt

‘That invoice 554 (£120) be written off. The Office receipted 585 instead of 554 in error however the invoice related to a period that the trader did not attend the market as the stock was not available. It is recognised that the trader was subject to the invoices as per the licence signed however as a gesture of goodwill the month is to be zeroed as the stock issue was an import issue and not a trader choice.’

All In Favour

Proposed – Cllr Lawson

Seconded – Cllr Pyatt

‘That invoice 592 (£140) be written off as the company ceased trading on 16 December 2021 and there is no company to pursue.’

All In Favour

Proposed – Cllr Lawson

Seconded – Cllr Pyatt

‘That invoice 529 (£30) be written off as the trader did not attend the Twilight Market. It is recognised that the trader had signed an application and committed to the market however it is not in the public interest to pursue the debt. The trader will not be welcomed back to the market.’

All In Favour

7	<p><u>To discuss and agree website management contract</u></p> <p>Proposed – Cllr Lawson Seconded – Cllr Pyatt</p> <p>‘That a contract between Steve Jackman and Downham Market Town Contract be agreed for a period of 1 year at a cost of £180 to support the update of the Council’s website. The contract is to start from 01 April 2022.’</p> <p>All in favour</p>	
8	<p><u>To receive Bank Statement for February 2022</u></p> <p>The members received a copy of the Bank Statement for February 2022.</p> <p>There were no questions raised.</p>	
9	<p><u>To receive Bank Reconciliation to December 2021</u></p> <p>The members received a copy of the Bank Reconciliation from 01 April 2021 to 31 December 2021.</p> <p>The Senior Administrator explained the unrepresented receipts and confirmed that the items relating to April 2021 had been queried with Scribe. The items were debts that had occurred in March 2021 via Credit Card (£78 & £4.99) but had not been debited until 06 April 2021 and therefore crossed the year end and showed as a mismatch. Another item was Petty Cash (£97.50) had been banked but showed as a mismatch.</p> <p>The Senior Administrator explained the unrepresented payments and confirmed that Norfolk Computer Services had confirmed that the invoice for £187.80 was no longer due and could be deleted and the Baco Compact Invoice for £31.31 had been input in error and was a JCC payment that required deletion.</p> <p>Members were happy with the Bank Reconciliation and the actions being taken.</p>	
10	<p><u>To review budgets against actuals</u></p> <p>The budget against actuals was not available to members in a useable format.</p> <p>It was agreed The Office would review and present by 31 March 2022.</p>	
11	<p><u>To review lease between DMTC and Paradise Garage</u></p> <p>Paradise Garage had requested that the lease increase which occurred in January 2022 had been enforced without negotiation. The members agreed to review the increase as it had not been approved by Full Council or the Finance and General Purposes Committee. It had merely been mentioned in the budget meeting that negotiations were underway.</p>	

	Ear Marked Reserves. The unused balance sat in the Working Balance account will be swept into the General Reserves account.	
15	<p><u>To review Financial Regulations</u></p> <p>Each member was given a copy of the current Financial Regulations.</p> <p>It was agreed that recommended changes would be brought to the next meeting.</p> <p>The Senior Administrator suggested changing to Unity Trust as this is a Bank that specialises in Council's and understands Standing Orders plus allows for up to 3 authorisers on Internet Banking Payments which is in line with the cheque mandate. The members agreed that a proposal should be brought to the next meeting to include cost comparisons with the existing banker, Lloyds.</p>	
16	<p><u>To agree the date of next meeting</u></p> <p>Tuesday 26 April 2022 at 5pm</p>	
	Meeting closed: 6.31pm	
	SIGNED	DATE