

DOWNHAM MARKET FINANCE & GENERAL PURPOSES COMMITTEE
MINUTES OF THE MEETING HELD TUESDAY 26 APRIL 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>Non-Committee Member - Cllr Daymond</p> <p>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>There were no declarations of interest made</p>	
4	<p><u>To approve the minutes of the meeting held on Tuesday 22 March 2022</u></p> <p>Proposed – Cllr Lawson Seconded –Cllr Pyatt</p> <p>‘That the minutes for the meeting held on Tuesday 22 March 2022 be approved as a true record of the meeting.’</p> <p>All In favour</p>	
	<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>	

5	<p><u>To agree the purchase of additional muffle screens for the Town Hall Balcony</u></p> <p>Proposed – Cllr Lawson Seconded –Cllr Moyses</p> <p>‘That the Town Clerk be provided with a budget of £1,150 including VAT to purchase an additional 3 muffle screens for the Town Hall Balcony.’</p> <p>All In favour</p>	
6	<p><u>To agree a budget for an independent valuation of 4 Market Place, Downham Market</u></p> <p>Proposed – Cllr Lawson Seconded –Cllr Pyatt</p> <p>‘That the Town Clerk be provided with a budget of £1,800 including VAT to arrange an independent valuation of 4 Market Place, Downham Market.’</p> <p>All In favour</p>	
7	<p><u>To approve electrician for Town Hall lights</u></p> <p>Proposed – Cllr Lawson Seconded –Cllr Pyatt</p> <p>‘That the Town Clerk be provided with a budget of £200 to arrange a replacement of the transformer on the stage lighting.’</p> <p>All In favour</p> <p>It was noted that this should be a good quality product and not necessarily the cheapest option.</p>	
8	<p><u>To approve the Payment of Bills</u></p> <p>Proposed – Cllr Pyatt Seconded – Cllr Lawson</p> <p>‘That the Bills be approved for payment from 32 – 70 excluding salaries (38-43).’</p> <p>All In Favour</p>	

14	<p><u>To review and agree audit process for end of year 31 March 2022</u></p> <p>Proposed – Cllr Lawson Seconded – Cllr Moyses</p> <p>‘That the End of Year for 31 March 2022 be completed by Canalbs Ltd. That a half year test in September 2022 be completed by Mapus-Smith & Lemmon LLP at a cost of £1,250.00.’</p> <p>All In Favour</p>	
15	<p><u>To review Financial Regulations</u></p> <p>Proposed – Cllr Lawson Seconded – Cllr Moyses</p> <p>‘That the updated Financial Regulations be recommended to Full Council for adoption.’</p> <p>All In Favour</p>	
16	<p><u>To discuss and agree a change of Bank provision</u></p> <p>The Committee discussed the costs associated with transferring to Unity Trust Bank. The monthly charge was approximately 3 times higher than the Council currently pay to Lloyds Bank. Unity Trust charge for all incoming payments and outgoing payment regardless of whether they are made by electronic payment, cash or cheque. Lloyds only currently charge for cash and cheque transactions.</p> <p>Proposed – Cllr Lawson Seconded – Cllr Moyses</p> <p>‘That the Council decline the Bank transfer to Unity Trust Bank and remain with Lloyds Bank.’</p> <p>All In Favour</p>	
17	<p>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</p> <p>Proposed Cllr Lawson Seconded Cllr Moyses</p> <p>‘That the Press and Public be excluded from this section of the meeting, as per Standing Order 3D, due to the confidentiality of the matter being discussed as it relates to commercially sensitive information’</p> <p>All In Favour</p> <p>The Council went into confidentially at 6:35pm.</p>	

	<p>Council discussed the agenda item and decided that they wished to make proposals.</p> <p>The Council came out of confidentiality at 6:40.</p> <p>To discuss and approve actions to be taken regarding the Town Maintenance Contract</p> <p>Proposed Cllr Pyatt Seconded Cllr Lawson</p> <p>‘That the Council accept the Full and Final Settlement Agreement, negotiated by the Town Clerk, to end the current Town Maintenance Contract.’</p> <p>All In Favour</p>	
16	<p><u>To agree the date of next meeting</u></p> <p>The next Finance and General Purposes Committee meeting was agreed as Tuesday 27 May 2022 at 5pm at the Town Council Offices</p>	
	Meeting closed: 6.50pm	
	SIGNED	DATE