**DOWNHAM MARKET FINANCE & GENERAL PURPOSES COMMITTEE**
**MINUTES OF THE MEETING HELD TUESDAY 28 JANUARY 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*.

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| | Present<br><br>Committee Chair - Cllr Pickering<br>Committee Members - Cllr Hendry, Lawson, McKee & Woodmin<br>Non Committee Members – Cllr Daymond<br>Town Clerk – Mrs E Oliver<br>Senior Administrator – Ms C Dornan | **ACTION** |
| 1 | **To receive Members' Apologies for Absence**<br><br>Apologies were given by Cllr Hayes (Work) and Hepworth (Ill-health) and Cllr Molyneux-Hetherington (Work) | |
| 2 | **To receive Members' Declarations of Interest**<br><br>Cllr Pickering declared an interest in item 9. He is a member of the Downham Market Festival Committee. | |
| 3 | **To approve the Minutes of the Finance & General Purposes Committee meeting held on Tuesday 10th December 2019**<br><br>**Proposed – Cllr Hendry Seconded –Cllr McKee**<br><br>**'That the minutes for the meeting held on Tuesday 10th December 2019 be approved.'**<br><br>**4 in favour 1 abstention - Cllr Lawson was not at the previous meeting** | |
| 4 | **Public participation – 15 minutes allowed**<br><br>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**<br><br>There was no correspondence to consider. | |

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| 6 | **<u>To approve the payment of bills</u>**<br><br>The Senior Administrator provided a commentary on the bill schedule, where required (Appendix 1)<br><br>**Proposed – Cllr Lawson Seconded – Cllr Hendry**<br><br>**'That the bills on the attached schedules be approved for payment'**<br><br>**All in favour** | Senior Admin. |
| 7 | **<u>To discuss meeting protocols with regards to refreshments</u>**<br><br>**Proposed – Cllr Woodmin Seconded – Cllr McKee**<br><br>**'That the reimbursement for the provision of biscuits and cakes be stopped, with immediate effect, for any future Council meetings.'**<br><br>**All in favour** | Senior Admin. |
| 8 | **<u>To discuss and approve purchasing lone worker protection</u>**<br><br>**Proposed – Cllr Pickering Seconded – Cllr Lawson**<br><br>**'That it be recommended to Full Council that a contract be entered into, obtaining two lone worker devices, subject to the devices being available for use by multiple users and not solely registered to one employee per device.'**<br><br>**All in favour** | Town Clerk |
| 9 | **<u>To approve Grant Application from Downham Market Festival Committee</u>**<br><br>**Proposed – Cllr Hendry Seconded – Cllr Woodmin**<br><br>**'That the Grant application from Downham Market Festival Committee for £2,000 be approved by the Finance and General Purposes Committee.'**<br><br>**4 in favour 1 abstention – Cllr Pickering had declared an interest** | Senior Admin. |
| | Meeting closed: 7:25pm | |
| | **SIGNED DATE** | |