

DOWNHAM MARKET FINANCE & GENERAL PURPOSES COMMITTEE
MINUTES OF THE MEETING HELD TUESDAY 10 DECEMBER 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.

	Present	ACTION
	Committee Chair - Cllr Pickering Committee Members - Cllr Hendry, Hepworth & McKee Non Committee Members – Cllr Daymond, Doyle & Sharman Town Clerk – Mrs E Oliver Senior Administrator – Ms C Dornan	
1	<u>To receive Members' Apologies for Absence</u> Apologies were given by Cllr Hayes, Lawson & Molyneux-Hetherington due to prior work commitments. Cllr Woodmin did not attend.	
2	<u>To receive Members' Declarations of Interest</u> There were no declarations of interest made.	
3	<u>To approve the Minutes of the Finance & General Purposes Committee meeting held on Tuesday 26th November 2019</u> Proposed – Cllr Hendry Seconded –Cllr Pickering 'That the minutes for the meeting held on Tuesday 26th November 2019 be approved.' 3 in favour 1 abstention due to not being present at the meeting	
4	<u>Public participation – 15 minutes allowed</u> No members of the public were in attendance and the Chair ascertained no councillor wished to address the committee in such a capacity.	
5	<u>To receive and consider Correspondence</u> There was no correspondence to consider.	

6	<p><u>To approve the payment of bills</u></p> <p>The Senior Administrator provided a commentary on the bill schedule, where required (Appendix 1)</p> <p>Proposed – Cllr McKee Seconded – Cllr Pickering</p> <p>‘That the bills on the attached schedules be approved for payment’</p> <p>All in favour</p>	Senior Admin.
7	<p><u>To discuss and approve new accounts package</u></p> <p>The Town Clerk provided a commentary on the new proposed accounts package.</p> <p>Proposed – Cllr Pickering Seconded – Cllr Hendry</p> <p>‘That the Council accept the quotation from Scribe Accounts, a trading name of Starboard Systems Ltd, at a cost of £584 plus VAT for the financial year 2020/2021 and cease use of the existing RBS package on 31 March 2020 for 2020/2021 input.</p> <p>All in favour</p>	Senior Admin.
8	<p><u>To consider 2020/2021 budget</u></p> <p>The Chair gave commentary on the proposed budget. Minor amendments were made to the Business Rates, Mayors expenses and Deputy Mayors expenses during discussions.</p> <p>Cllr Sharman and Cllr Doyle asked that serious consideration be given to the Christmas Lights funding. The Chair confirmed they could apply for the necessary funding under the Grants Aid Scheme.</p> <p>The Chair confirmed the surplus of £366.20 from the Christmas Lights Switch on Event 2019 would be paid to Christmas Lights Ltd as previously agreed.</p> <p>Proposed – Cllr Hendry Seconded – Cllr Hepworth</p> <p>‘That the 2020/2021 budget and precept of £519,020.00 be recommended to Full Council for approval.’</p> <p>All in favour</p>	Senior Admin. Town Clerk
9	<p><u>To approve the Grant Policy</u></p> <p>The Chair and Town Clerk gave commentary on the proposed new Grant Policy. Minor amendments were made to the formatting.</p>	

