

**Downham Market Town Council
Governance & Finance Committee Meeting
Thursday 19 September 2024 at 7pm**

This meeting was held at:
Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW

	<p>Present</p> <p>Committee Chair – Cllr Brewer</p> <p>Committee Members - Cllrs Buxton, Hobbs, Perkin, J Pyatt & Westrop (Arrived Agenda Item 7) (6)</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present</p>
	<p>The Chair advised the nearest fire exit from the Balcony and the meeting location in the event of the alarm sounding; outside Coggles Funeral Directors.</p> <p>The Chair asked that phones be placed on silent or switched off.</p>
001	<p><u>To receive Members’ apologies for absence</u></p> <p>An apology was received from Cllr Lane due to being on holiday.</p> <p>Cllr Westrop advised that she had an earlier appointment but would do her best to attend the meeting.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr J Pyatt declared an interest in Agenda Item 8 as she is a member of the Property Committee.</p> <p>Cllr Buxton declared an interest in Agenda Item 4.1, 4.6 & 4.8.</p>
003	<p><u>To agree the minutes of the meeting dated 24 July 2024</u></p> <p>Proposed – Cllr Brewer Seconded –Cllr Buxton</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting dated 24 July 2024 be accepted.’</p> <p>All In Favour</p>

004	<u>To receive and agree actions where required:</u>
004.1	<u>July 2024 Bank Reconciliation</u>
	Proposed – Cllr Brewer Seconded –Cllr J Pyatt
	It was resolved:
	‘That the Chair be authorised to sign the July 2024 Bank Reconciliation.’
	6 In Favour Cllr Buxton Abstained
004.2	<u>August 2024 Bank Reconciliation</u>
	Proposed – Cllr Brewer Seconded –Cllr Buxton
	It was resolved:
	‘That the Chair be authorised to sign the August 2024 Bank Reconciliation.’
	All In Favour
004.3	<u>July 2024 Governance Sample</u>
	Cllrs J Pyatt and Westrop completed the sample on 15 August 2024 and found no concerns.
004.4	<u>August 2024 Governance Sample</u>
	Cllrs Buxton and Perkin completed the sample on 19 September 2024 and found no discrepancies.
004.5	<u>Actual V Budget Report to 31 August 2024</u>
	Member discussed the Uniform Budget, Brightpay Budget and Downham In Bloom budget.
004.6	<u>Bills For Payment</u>
	Proposed – Cllr Brewer Seconded –Cllr J Pyatt
	It was resolved:
	‘That the bills for payment, invoices 1 – 485, be authorised, as presented.’
	6 In Favour Cllr Buxton Abstained

004.7	<p><u>Bank Statements</u></p> <p>Members noted the Bank Statements as provided with each Bank Reconciliation.</p>
004.8	<p><u>Receipts List</u></p> <p>Proposed – Cllr Brewer Seconded –Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That the receipts 1 – 377 be accepted, as presented.’</p> <p>All In Favour</p>
005	<p><u>To receive the amended new NALC Model Financial Regulations and agree actions</u></p> <p>Members agreed, that although the new NALC Model Financial Regulations were ready for recommendation to Full Council, that a vote of recommendation would be held in abeyance pending Full Council’s decision on Committee structure.</p>
006	<p><u>To review Bouncy Castle use in Council facilities and agree actions</u></p> <p>Members discussed the draft Bouncy Castle Policy. Members asked that a clause be added that any damage caused to the building by the erection of a Bouncy Castle be the responsibility of the hirer.</p> <p>Proposed – Cllr Buxton Seconded –Cllr J Pyatt</p> <p>It was resolved:</p> <p>‘It be recommended to Full Council that the Bouncy Castle Policy be adopted, with the addition of a clause covering damage caused to the building by a hirer using a Bouncy Castle.’</p> <p>All In Favour</p>
	<p>Cllr Westrop arrived.</p>
007	<p><u>To review Business Continuity and agree actions</u></p> <p>Members agreed that no change was required to the Business Continuity Plan.</p>
008	<p><u>To discuss expenditure requests outside of budget approval and agree actions</u></p> <p>Members discussed the budget requests from Property Committee, including a noticeboard on Park Lane, a car park at the Jubilee Community Centre and a fence at the Jubilee Community Centre.</p>

	<p>Proposed – Cllr Hobbs Seconded –Cllr Westrop</p> <p>It was resolved:</p> <p>‘It be recommended to Full Council that Full Council rescind the budget decision to restrict expenditure at the JCC site in 2024/2025 as the Committee acknowledges that due to significant changes relating to parking in the surrounding area that the Jubilee Community Centre site will require additional parking to support the use of the facilities on site.</p> <p>It be recommended to Full Council that a cap be placed on additional expenditure to only cover the car park. It be recommended that the cap be £16,164.50 to match the quote from Next Gen Groundworks.</p> <p>It be recommended to Full Council that no work start on the car park until the needs of the Sponsorship Policy are met, namely 2.5 & 3.2. It is essential that the donor be clearly identified, that the breakdown of donation be understood, with details of origin, and that a contract of expectation and acceptance be drawn up and signed by the Town Clerk.’</p> <p>3 In Favour – Cllrs Hobbs, Perkin & Westrop 2 Against – Cllrs Brewers & Buxton 1 Abstention – Cllr J Pyatt</p> <p>Proposed – Cllr Brewer Seconded –Cllr Westrop</p> <p>It was resolved:</p> <p>‘It be recommended to Full Council that Property Committee be authorised to purchase a replacement noticeboard at Park Lane.’</p> <p>All In Favour</p>
009	<p><u>To discuss separating the Governance & Finance Committee into two Committees</u></p> <p>Proposed – Cllr Brewer Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘It be recommended to Full Council that the Committee decision relating to Governance & Finance Committee made on 07 May 2024 be rescinded.</p> <p>It be recommended to Full Council that Finance matters once again become a collective responsibility and rename the Governance & Finance Committee to Governance Committee maintaining the same membership.</p>

	<p>It be recommended to Full Council that there be no Finance Committee to ensure that there is no extra burden on the Responsible Financial Officer.'</p> <p>All In Favour</p> <p>NB – The Financial Regulations cannot be recommended to Full Council for adoption until this decision is made.</p>
010	<p><u>To discuss implementing a Mayor Making Procedure and agree actions</u></p> <p>It was suggested:</p> <p>That The Mayor should have been a Cllr for a minimum of 3 years and the Deputy Mayor should have been a Cllr for a minimum of 2 years.</p> <p>That The Mayor and Deputy Mayor should have a meeting attendance record of 80% or higher over the past year.</p> <p>That The Mayor and Deputy Mayor should have attended at least 80% of all Council training offered over the past year.</p> <p>That a nomination must be made no less than 4 weeks prior to Mayor Making.</p> <p>That nominees are expected to make a speech at the Mayor Making meeting.</p> <p>That the Mayor Making meeting should be separate to a Full Council meeting which should be held at least a week later than Mayor Making.</p> <p>That Mayor Making should be followed by an event after the vote to celebrate.</p> <p>That The Mayor / Deputy Mayor may only serve a maximum of 2 consecutive terms.</p> <p>It was agreed that Cllr Perkin will draft a policy to be considered by the Committee.</p>
011	<p><u>To discuss a Cllr Expectations Statement and agree actions</u></p> <p>Cllr Westrop had drafted a document based on the Good Cllr Guide.</p> <p>Members discussed including the Cllr Expectations Statement in the Cllr Induction Programme.</p> <p>It was suggested that if a Cllr wishes to sit on the Human Resources Committee that they should have at least a year of Cllr experience and be willing to attend HR specific training.</p> <p>It was noted that the Cllr Expectations Statement should include day to day expectations of the Cllrs and the staffing team.</p>

	It was agreed that Cllr Westrop will draft a policy to be considered by the Committee.
	<p>Proposed – Cllr Brewer Seconded –Cllr Westrop</p> <p>It was resolved:</p> <p>‘That Standing Order 3x be suspended to allow agenda item 12 to be transacted.’</p> <p>All In Favour</p>
012	<p><u>To discuss the Council’s Business Plan and agree actions</u></p> <p>Members agreed:</p> <p>That the Business Plan requires the addition of page numbers.</p> <p>That car park charges should refer to EV Charging Points to make it clear that the Council is looking to offset the cost of providing the electricity, maintaining the charging point and the provision of the specific parking space.</p> <p>That financial management should include a return on Property Income, Market Income and Hire Income.</p> <p>That reference to the Neighbourhood Plan should be removed.</p> <p>That limitations on expenditure at the Jubilee Community Centre should be removed.</p> <p>Proposed – Cllr Brewer Seconded –Cllr J Pyatt</p> <p>It was resolved:</p> <p>‘That the amended Business Plan should be recommended to Full Council for adoption.’</p> <p>All In Favour</p>
	Meeting closed: 9:03pm
	SIGNED
	DATE