

DOWNHAM MARKET FINANCE COMMITTEE
MINUTES OF THE MEETING HELD ON TUESDAY 22 NOVEMBER 2022 AT 7:00PM

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

	<p>Present</p> <p>Committee Chair – Cllr Lawson</p> <p>Committee Members - Cllrs Buxton, Marsay, S Moyses, Pyatt and Wiles (6)</p> <p>Non-Committee Attendee – Cllrs Daymond, Incorvaia, Leivers and B Moyses (4)</p> <p>Acting Town Clerk – Ms C Dornan</p> <p>There were three members of the public present.</p>
1	<p><u>To receive Members’ Apologies for Absence</u></p> <p>The following apology was given:</p> <p>Cllr Pegg – Family Commitments</p> <p>*Cllr Pyatt had provided apologies prior to the meeting however the Acting Town Clerk omitted to report this in error, only remembering after the meeting had closed and apologised to the Chair, Cllr Lawson.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p>
3	<p><u>To approve the minutes of the meeting held on 19 October 2022</u></p> <p>Proposed – Cllr Lawson Seconded –Cllr S Moyses</p> <p>‘That the minutes for the meeting held on 19 October 2022 be approved as a true record of the meeting.’</p> <p>All In favour</p>
4	<p><u>Public participation – 15 minutes allowed.</u></p> <p>The members of the public in attendance did not request to speak.</p> <p>The Acting Town Clerk had not been asked to raise any matters prior to the meeting.</p>

5	<p><u>To approve the Payment of Bills</u></p> <p>Proposed – Cllr Lawson Seconded – Cllr Wiles</p> <p>‘That the Bills be approved for payment from 613 – 625.’</p> <p>All In Favour</p> <p>Payment 566 remains under dispute. There had been no response to the inquiry to St John Ambulance.</p>
6	<p><u>To receive the Internal Auditor Report and agree actions</u></p> <p>Members discussed the Internal Audit Report.</p> <p>Members requested HR Committee to review the lieu / over-time position for all employees.</p>
7	<p><u>To receive Bank Statement and Bank Reconciliation to 31 October 2022</u></p> <p>Members had received copies of the Bank Statements prior to the meeting to 17 November 2022.</p> <p>Members viewed the Bank Reconciliation to 31 October 2022.</p> <p>Proposed – Cllr Lawson Seconded – Cllr S Moyses</p> <p>‘That the Chair be authorised to sign the Bank Reconciliation to 31 October 2022 on behalf of the Council.’</p> <p>All In Favour</p>
8	<p><u>To receive VAT position</u></p> <p>Members were advised that the VAT position is up to date.</p> <p>A credit of £5,282.81 was received on 15 November 2022 from HMRC for the period 01 July 2022 – 30 September 2022.</p>
9	<p><u>To agree Direct Debit for NI/PAYE Payments to HMRC</u></p> <p>The Acting Town Clerk suggested that a Direct Debit be set up to HMRC to prevent any missed or late payments.</p> <p>Proposed – Cllr Lawson Seconded – Cllr Marsay</p> <p>‘That the Council have a Direct Debit payable to HMRC to enable payment of all liabilities.’</p>

	All In Favour								
10	<p><u>To agree Direct Debit for UPP Broadband</u></p> <p>Town Hall Committee recommended UPP fibre broadband to be installed in the Town Hall on 05 October 2022.</p> <p>The Acting Town Clerk requested the Committee’s approval to enter into a Direct Debit to prevent monthly manual payments having to be made.</p> <p>Proposed – Cllr Lawson Seconded – Cllr Wiles</p> <p>‘That the Council have a monthly Direct Debit payable to UPP Fibre Broadband.’</p> <p>All In Favour</p>								
11	<p><u>To review budgets against actuals and make recommendations to Full Council on budget amendments for 2022/2023</u></p> <p>Members had received a copy of the budget against actuals to Month 8 prior to the meeting.</p> <p>The salary line was discussed. The Union had negotiated a salary increase for all employees on 02 November 2022 of £1,925 per Spinal Column Point or 4% whichever was higher. Employees were paid back pay to April 2022 in their November 2022 wage slip and therefore payments were higher than usual.</p> <p>The Acting Town Clerk advised that she has authorised £100 + VAT to be spent on the hire of a generator for the Christmas Lights Switch On event as there were concerns whether there would be an electrical surge, which would cause the power to fail, when the lights are switched on, as had happened in 2021, on the Coggles side of the Car Park. This was agreed as it was a health and safety matter.</p> <p>There were no further discussions on this agenda item.</p>								
12	<p><u>To receive and discuss 2023/2024 draft budget suggestions from Committees</u></p> <p><u>Community Development</u></p> <p>The budget request for accepted as presented.</p> <table> <thead> <tr> <th>Event</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Community Fair</td> <td>Nil – Potential income from Tea / Coffee stall hire</td> </tr> <tr> <td>St Georges Day</td> <td>£150 to provide entertainment</td> </tr> <tr> <td>Coronation</td> <td>£3,000 to provide gift for every child, street party (support from BCKLWN to be requested) Obtain approval to live</td> </tr> </tbody> </table>	Event	Budget	Community Fair	Nil – Potential income from Tea / Coffee stall hire	St Georges Day	£150 to provide entertainment	Coronation	£3,000 to provide gift for every child, street party (support from BCKLWN to be requested) Obtain approval to live
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	stream event in the Town Hall
VE Day	Nil– Flag Raising
Armed Forces Day	Nil– Flag Raising
National Pride Day	Nil– Flag Raising
Local Heroes Award Festival	£150 – Potential for event sponsorship £5,000 – Potential for grant funding, local business support, BCKLWN support
Merchant Navy Day	Nil – Flag Raising
Meet the Mayor	Mayor’s Budget
Stone Cross Memorial	Mayor’s Budget
Halloween Fun Day	£600 – Fun Fair Rides, music, gifts
Pause & Remember	£100 – PA System
Remembrance Parade	£750 – Road Closure, if police unable to assist, First Aid
Christmas Lights	£1,500 – Road Closure, First Aid, Santa, Gifts, PA
Craft Fairs	Nil – Income from stall hire
Festival Parade	£200 – Council Float
Kids 1 Mile Run Club	£50 – Medals and refreshments. Donation potential.
Mayors Quiz	Mayor’s Budget
St Winnolds Parade	£1,500 – Horses, PA, entertainer, bacon roll / similar
Mayors at Home	£1,000 – Additional from Mayor’s Budget
Mayor’s Civic Service	Mayor’s Budget for refreshments
Town Crier	£300
Grants	£10,000
Community Cinema	Maximum loss of £600 income v expenditure to be assessed monthly

Downham In Bloom Committee

Cllr Daymond gave an overview of the Downham In Bloom budget request:

- 1 £500 – Ancillary funds for weather and other damage to bring the town back to status quo.
- 2 £259 – To replace dead & dying trees removed from Hollies car parks 1 & 2 and the Town Hall car park. Seven in total.
- 3 £520 – 40 hours of secretarial work based on a £13 – 00 per hour.
- 4 £450 – Travel and seminar expenses.
- 5 £325 – Community Orchard Autumn Pruning Day, , Restoration And Dry Weather Plants. New sensory planters

It was agreed that item 3 was accounted for in the Human Resources budget and was not required.

Human Resources

To discuss at their next meeting on Friday 02 December 2022.

	<p><u>Property Committee</u></p> <p>To discuss at their next meeting on Thursday 24 November 2022</p> <p><u>Mayor / Deputy Mayor Budget</u></p> <p>Members discussed a budget of £1,500 and £750 respectively.</p>
13	<p><u>To discuss and agree actions to be taken with overdue accounts</u></p> <p>There were no accounts that required discussion.</p>
14	<p><u>To discuss and agree the updated Risk Register</u></p> <p>Proposed – Cllr Lawson Seconded – Cllr Buxton</p> <p>‘That the updated Risk Register be adopted for review in March 2023.’</p> <p>All In Favour</p>
15	<p><u>To agree the 365 annual renewal package and agree IT Support Package</u></p> <p>Members had received the quotes from Norfolk Computer Services (NCS):</p> <p>Pay annually: Business Basic £54 per year per license Business Standard £112.80 per year per license</p> <p>Pay monthly with annual commitment: Business Basic £4.50 per month per license Business Standard £9.40 per month per license</p> <p>Pay monthly with no commitment: Business Basic £5.40 per month per license Business Standard £11.30 per month per license</p> <p>All prices are excluding VAT</p> <p>The Acting Town Clerk had been promised a copy of the contract with Norfolk Computer Services on 15 November 2022 however it had not been received.</p> <p>It was agreed that Council needed to understand:</p> <p>Who the licences belonged to - Was it DMTC or NCS? Could the licences be transferred if there was a change of provider?</p>

	<p>Would a new licence be required if the email account changed to .gov?</p> <p>Council was also awaiting the quote for a new laptop and docking stations which had been requested over a month ago.</p> <p>The Acting Town Clerk was asked to follow these items up with NCS to enable Full Council to decide on 13 December 2022 prior to the current licences expiring at the end of December 2022.</p>
16	<p><u>To agree the Legionella and Pseudo Water Test contract for December 2022</u></p> <p>Further to the Acting Town Clerk's update training on Legionella and Legionnaires Disease, the trainer had advised that landlords are responsible for ensuring that water tests are conducted on all their commercial properties. The members discussed whether this was a legal requirement when there was a full repairing lease in place.</p> <p>Proposed – Cllr Lawson Seconded – Cllr Buxton</p> <p>'That the Acting Town Clerk be provided with a budget of £500 +VAT to enable Water Tests to be completed on the Town Council Offices, Town Hall, Jubilee Community Centre, Jubilee Sports Centre and Water Fountain. That properties leased on full repairing terms to remain responsible for this health and safety requirement.'</p> <p>All In Favour</p>
17	<p><u>To agree the Paradise Road Pump Service Contract for February 2023</u></p> <p>The quote had not been received so the item could not be discussed.</p>
18	<p><u>To agree the date of next meeting</u></p> <p>The next Finance Committee meeting was agreed as Tuesday 24 January 2023 at 6pm at the Town Council Offices.</p>
	Meeting closed: 7.53pm
	<p>SIGNED DATE</p>