## DOWNHAM MARKET FINANCE COMMITTEE MINUTES OF THE MEETING HELD TUESDAY 02 AUGUST 2022 AT 7:00PM

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

	Present	ACTION
	Committee Members - Cllrs Buxton, S Moyses, Pegg, Pyatt and Wiles	
	Town Clerk – Mr G Spark Deputy Clerk – Ms C Dornan	
	There was one member of the public present	
	Cllr Pyatt as Mayor, requested to Chair the meeting.	
1	To elect a Chair	
	This item was postponed at the request of Cllr Pyatt and the agreement of the Committee.	
	Cllr Lawson had previously indicated he wished to continue as Chair of Finance and the Committee indicated that they were happy with this offer however a vote could not take place in the absence of Cllr Lawson.	
2	To elect a Vice Chair	
	Proposed – Cllr Pyatt Seconded –Cllr Wiles	
	'That Cllr S Moyses be elected as Vice Chair of the Finance Committee.'	
	All In favour	
3	To receive Members' Apologies for Absence	
	Cllr Lawson gave his apologies due to work commitments.	
4	To receive Members' Declarations of Interest	
	Cllr Pyatt made a declaration of interest under agenda item 7 – To approve the Payment of Bills	
5	To approve the minutes of the meeting held on Tuesday 28 June 2022	
	Proposed – Cllr Wiles Seconded –Cllr Buxton	

	'That the minutes for the meeting held on Tuesday 28 June 2022 be approved as a true record of the meeting.'	
	4 In favour	
	Cllr Pegg abstained as he was not present at the meeting on 28 June 2022	
6	Public participation – 15 minutes allowed.	
	The member of the public did not wish to speak.	
7	To approve the Payment of Bills	
	Proposed – Cllr Wiles Seconded – Cllr S Moyses	
	'That the Bills be approved for payment from 258 – 309, excluding salaries.'	
	4 In Favour	
	Cllr Pyatt did not vote as he had declared an interest.	
8	To receive a update on the VAT position	
	The Deputy Clerk confirmed that the HMRC access issues had been resolved and the historic submissions had been made. A VAT refund payment of £22,862.40 had been received from HMRC on 18 July 2022.	
	The Deputy Clerk confirmed that the VAT submission for the period 01 April 2022 to 30 June 2022 had been submitted to HMRC on 02 August 2022. A refund of £3,749.96 is expected for this period.	
9	To receive Bank Statement	
	The members received a copy of the Bank Statements up to 22 July 2022.	
	No concerns were raised.	
10	To receive Bank Reconciliation	
	The Chair reviewed a copy of the Bank Reconciliation from 01 April 2021 to 30 June 2022 and 01 April 2021 to 31 July 2022. An overview was given to the Committee.	
	The Bank Reconciliation balanced.	
	The Committee had no concerns and accepted the Bank Reconciliation.	

	The Bank Reconciliation was signed by the Responsible Financial Officer (RFO), Graham Spark and Chair, Cllr Pyatt with the Committees agreement.	
11	To review budgets against actuals and make recommendations to Full Council on budget amendments	
	The Deputy Clerk gave an overview of the budgets against actuals reviewing all lines over budget or nearing the budget.	
	All Committee received a copy of the budget against actuals report.	
	Members were happy with the current position. Members did not make a proposal to Full Council.	
	An overview of Community Cinema budget was discussed in detail. The current budget may not allow Community Cinema to take place in January 2023 – March 2023 without agreement from Full Council to increase the budget line. This is to be reviewed again in September 2022 following a review of attendance figures to the showing of Downton Abbey on 15 September 2022.	CD
	Cllr Pyatt noted that he was unable to volunteer on 15 September 2022 and an alternative volunteer would need to be found for this showing.	CD
12	To discuss and agree actions to be taken with overdue accounts	
	Members discussed the invoice which was subject to the potential Small Claims Court Action. Companies House records to be reviewed.	
	It was resolved:	
	Proposed – Cllr Pyatt Seconded – Cllr Pegg	
	'That the Small Claims Court Action should proceed and the notice be issued.'	GS
	All In Favour	
13	To agree the updated Risk Register	
	In the absence of Cllr Lawson who was the author of the draft Risk Register, it was decided to postpone this item to the September 2022 meeting.	
	To agree the date of next meeting	
	The next Finance Committee meeting was agreed as Tuesday 27 September 2022 at 6pm.	

The Town Clerk and Deputy Clerk were requested to request an initial budget for 2023/2024 from Committee Chairs.	GS/CD
Meeting closed: 7.29pm	
SIGNED DATE	