

**Downham Market Town Council
Governance & Finance Committee Meeting
Wednesday 24 July 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, Lane, Perkin & J Pyatt (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> <p>The Chair welcomed Cllr Buxton to the Committee.</p>
001	<p><u>To receive Members’ apologies for absence</u></p> <p>An apology was received from Cllr Westrop due to ill health.</p> <p>This apology was accepted.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Buxton declared an interest in agenda items 005.4, 005.5 & 005.6. Cllr Lane declared an interest in agenda item 005.4. Cllrs Brewer declared an interest in agenda item 006.</p>
003	<p><u>To agree the minutes of the meeting dated 23 May 2024</u></p> <p>Proposed – Cllr Brewer Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting dated 23 May 2024 be accepted.’</p> <p>All In Favour</p>

004	<p><u>To agree the minutes of the meeting dated 26 June 2024</u></p> <p>Proposed – Cllr Brewer Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting dated 26 June 2024 be accepted.’</p> <p>All In Favour</p>
005	<p><u>To receive and agree actions where required:</u></p> <p>005.1 <u>June 2024 Bank Reconciliation</u></p> <p>Proposed – Cllr Brewer Seconded –Cllr Buxton</p> <p>It was resolved:</p> <p>‘That the Chair be authorised to sign the June 2024 Bank Reconciliation.’</p> <p>All In Favour</p> <p>005.2 <u>June 2024 Governance Sample</u></p> <p>Cllrs Brewer and Perkins confirmed that no issues had arisen and there were no concerns.</p> <p>Proposed – Cllr Brewer Seconded –Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That the June 2024 Governance sample of 23 July 2024 be accepted.’</p> <p>All In Favour</p> <p>005.3 <u>Actual V Budget Report to 30 June 2024</u></p> <p>Members had received a copy of the Actual V Budget Report prior to the meeting.</p> <p>It was noted that the budget for cleaning supplies was now at 107% of budget.</p> <p>It was noted that the Brightpay budget line was over budget; £109 v £166.80; but this is required for the payroll package.</p> <p>It was noted that the insurer had raised concerns that the Council’s assets were under insured. The last formal valuation having taken place in 2019. The Town Clerk is to</p>

005.4	<p>arrange a revaluation of assets with the cost coming from the Professional Fees Budget.</p> <p><u>Bills For Payment</u></p> <p>Members had received a copy of the Bills for Payment between numbers 1-351.</p> <p>Cllr Buxton enquired about the payment to Santa. It was confirmed that full payment had been made to Santa. It was noted that the Council had received a donation to cover some of the costs associated with Christmas Lights Switch On.</p> <p>Proposed – Cllr Brewer Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the Bills for Payment be approved, as presented.’</p> <p>5 In Favour</p> <p>Cllr Buxton did not vote.</p>
005.5	<p><u>Bank Statements</u></p> <p>Members had received a copy of the Council’s Bank Statement prior to the meeting and also cross referenced against the Bank Reconciliation up to 30 June 2024.</p> <p>Proposed – Cllr Brewer Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the Bank Statement be accepted, as presented.’</p> <p>5 In Favour</p> <p>Cllr Buxton did not vote.</p>
005.6	<p><u>Receipts List</u></p> <p>Members had received a copy of the Receipts List between numbers 1-259.</p> <p>The receipts were noted.</p>
006	<p><u>Update on sale of Paradise Garage and 15 Paradise Road</u></p> <p>The Town Clerk confirmed that the buyer’s solicitor had been sent the transfer document on 23 July 2024 which included a 99 year overage clause.</p>

007	<p><u>To receive the amended version of Section 1-5 of the new NALC Model Financial Regulations and agree actions</u></p> <p>The Town Clerk advised this item remained outstanding however the aim is to complete the whole document with the Chair and present it to the next meeting of the Committee.</p>
008	<p><u>To discuss expenditure requests outside of budget approval and agree actions</u></p> <p>There were no new requests from Council Committees.</p> <p>Members acknowledged the decision of Council to defer the recommendation of Committee members relating to the Jubilee Community Centre site car park.</p>
009	<p><u>To receive an Accident Record relating to an incident which occurred on 01 July 2024</u></p> <p>Further to the fall by a member of the public on 01 July 2024, members discussed the updated Risk Assessment completed by the Town Clerk following correspondence with the individual involved.</p> <p>Liability is not accepted. It was noted that this is the first reported incident of its nature known to Council.</p> <p>Members were advised that an additional handrail will be added to the wall opposite the existing handrail to provide a secondary choice when descending the stairs.</p> <p>The member of public requested the existing staircase be amended / extended however after referral to the Borough Council, the Conservation Officer has advised:</p> <p>The staircase appears to have some historic significance and the newel post, baluster and the bullnose bottom step are all interesting decorative features. The removal of this staircase would therefore cause harm to the character, fabric and plan form of the building and it's removal would not be authorised.</p> <p>This has been reported back to the member of public.</p> <p>Members supported the Town Clerk in the chosen action.</p>
010	<p><u>To discuss existing policies and procedures and possible new policies and procedures and agree actions including:</u></p> <p>010.1 <u>Mayor Making Procedure</u></p> <p>Cllr Perkin advised that he had been in contact with 22 Town Council and plans to contact 25 in total. It was noted that the Town Council's all vary in their processes.</p> <p>Cllr Perkin will provide a report ahead of the next meeting to allow discussion.</p>

010.2	<p><u>Cllr expectations Policy</u></p> <p>Cllr Westrop advised prior to the meeting that the draft Cllr expectation statement will be available for the next meeting of the Committee.</p>
010.3	<p><u>Council Business Plan</u></p> <p>Members requested that the staffing list on page 1 be amended from 2 Administrators to 1 Administrator and 1 Administrative Assistant.</p> <p>Members requested that ‘Supporting the Downham Market In Bloom campaign’ on page 3 be removed.</p> <p>Proposed – Cllr Brewer Seconded –Cllr Buxton</p> <p>It was resolved:</p> <p>‘That the Governance & Finance Committee recommend to Full Council the adoption of the Council Business Plan with the amendments discussed.’</p> <p>All In Favour</p>
	<p>Members were reminded that the next Committee meeting is scheduled for Thursday 19 September 2024.</p> <p>Cllr Lane gave his apologies for the next Committee meeting as he is on holiday.</p>
	<p>Meeting closed: 7:25pm</p>
	<p>SIGNED</p>
	<p>DATE</p>
<u>Notes</u>	<p>After the meeting had been officially closed by the Chair, members requested the Town Clerk consider the following items for the next agenda:</p> <p>Cllr Buxton - Bouncy Castle Policy review Cllr Hobbs – Town Clerk Succession Planning Cllr Hobbs - Separating the Governance & Finance Committee into a Governance Committee and a Finance Committee Cllr Hobbs - Implementing Committee Chair meetings Cllr Buxton - Introducing a Councillor Mentorship Programme</p>