



**15 Paradise Road, Downham Market, Norfolk PE38 9HS**  
Tel: (01366) 387770 E-Mail: info@downhammarkettc.co.uk  
Town Clerk: Elaine Oliver

You are invited to attend a meeting of the **Finance and General Purposes Committee** to be held on **Tuesday 07 December 2021 at 7.00pm** to discuss the business on the Agenda below.

The meeting will be held at the Jubilee Community Centre, 106 Howdale Road, Downham Market, Norfolk PE38 9AH observing all COVID safety regulations.

CLLrs attending will be compliant with full Covid precautions.

Yours faithfully

Elaine Oliver  
**Town Clerk**  
02 December 2021

*Mobile phones should be either switched off or on silent mode.*

**SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY,  
LEADERSHIP**

1	To elect a Chair
2	To receive Members' Apologies for Absence
3	To receive Members' Declarations of Interest
4	To approve the minutes of the meeting held on 30 March 2021
5	Public Participation – 15 minutes allowed
6	To approve the Payment of Bills
7	To discuss and agree Grant Allocation (2 <sup>nd</sup> Tranche)
8	To discuss and agree response regarding Electric Vehicle Charging Points Offer
9	To agree the Utilities Renewal for the Town Council Offices and Town Hall
10	To consider the budget 2022/2023
11	Date of Next meeting