



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

You are invited to attend a meeting of the **Finance Committee** to be held on **Tuesday 02 August 2022 at 7.00pm** to discuss the business on the Agenda below.

The meeting will be held at the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS.

Yours faithfully

Graham Spark

Graham Spark MBE
Town Clerk
26 July 2022

Agenda

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

1	To elect a Chair
2	To elect a Vice Chair
3	To receive Members' Apologies for Absence
4	To receive Members' Declarations of Interest
5	To approve the minutes of the meeting held on 28 June 2022
6	Public Participation – 15 minutes allowed
7	To approve the Payment of Bills
8	To receive an update on the VAT position
9	To receive Bank Statement
10	To receive Bank Reconciliation
11	To review budgets against actuals and make recommendation to Full Council on budget amendments
12	To discuss and agree actions to be taken with overdue accounts
13	To agree the updated Risk Register
14	To agree the date of next meeting

End