

I give notice of a meeting and summon members to attend a meeting of the Governance & Finance Committee on Thursday 20 November 2025 at 7pm in Downham Market Town Hall, Bridge Street.

Members of the public are welcome to attend this meeting.

Claire Dornan
Town Clerk
13 November 2025

Agenda

1. **To note apologies for absence**
2. **To receive declarations of interest and consider requests for dispensations**
3. **To approve the minutes of the meeting held on 12 November 2025**
4. **To discuss Committee budget requests for 2026/2027 and make recommendation to Full Council**
5. **To review over-budget spend requests and make recommendation to Full Council**
6. **To review Interim Internal Audit Report from meeting on 23 October 2025 and make recommendations to Full Council**
7. **To review finance papers for Chair's signature**
 - 7.1 October 2025 Bank Reconciliation
 - 7.2 Bills for payment
 - 7.3 Bank statements
 - 7.4 Receipts list
8. **To agree date for 10% finance check for October 2025**
9. **Review General Reserves and make recommendation to Full Council**
10. **Review Investments and make recommendation to Full Council**
11. **To review and update the asset register**
 - A00521 New Laptop (Admin)
 - 000387 User Change (Was Admin, now Maintenance)
 - 000169 Old Maintenance Laptop (Disposal)
12. **To review draft Standing Orders from 12 November 2025 and make recommendation to Full Council**
13. **Review Risk Register and make recommendation to Full Council**