

I give notice of a meeting and summon members to attend a meeting of the Finance and General Purposes Committee on Wednesday 01 July 2026 at 6pm in Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW.

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date of Issue – 24 June 2026

Agenda

1. To elect the Chair of the Committee for 2026/2027

2. Welcome, Apologies, and Health & Safety Notices (Chair)

To receive apologies for absence.

To note the location of fire exits.

To remind attendees that mobile phones should be switched to silent.

3. Declarations of Interest

To receive any declarations of personal or pecuniary interests relating to items on the agenda.

4. To elect the Vice Chair of the Committee for 2026/2027

5. Public Participation

Members of the public may speak on matters on the agenda (maximum of 3 minutes per person, at the Chair's discretion).

6. Minutes

To approve the minutes of the meeting held on 30 April 2026.

7. Financial Regulations

To continue reviewing the draft Financial Regulations

To discuss and agree any amendments.

To recommend the Financial Regulations for formal adoption.

8. Financial Matters

8.1 To receive the Bills for Payment schedule.

8.2 To receive the Receipts schedule.

8.3 To receive the May 2026 Bank Statements.

8.4 To receive the May 2026 Bank Reconciliation.

- 8.5 To receive the outcome of the monthly Councillor checks.
- 8.6 To receive the Actual V Budget Report for May 2026.
- 8.7 To confirm the inter account sweep requirements
- 8.8 To confirm the Bank Account signatory list and any amendments required.
- 8.9 To note the attendees at the Finance Training - Thursday 14 May 2026.

9. Standing Orders

- To review the draft Standing Orders
- To discuss and agree any amendments.
- To recommend the Standing Orders for formal adoption.

10. Next Meeting

- To agree the next meeting of the Finance & General Purposes Committee.

END