

I give notice of a meeting and summon members to attend a meeting of the Governance & Finance Committee on Thursday 16 October 2025 at 6pm in Downham Market Town Hall, Bridge Street.

Members of the public are welcome to attend this meeting.

Claire Dornan
Town Clerk
09 October 2025

Agenda

1. **To note apologies for absence and resignations**
2. **To receive declarations of interest and consider requests for dispensations**
3. **To approve the minutes of the meeting held on 14 August 2025**
4. **To review correspondence from Melody Allsorts of Downham and receive representation from members of the group**
5. **To discuss Borough Council funding opportunity and make recommendation to Full Council**
6. **To receive tenders for Town Hall Bar contract and make recommendation to Full Council**
7. **To discuss lease amendment request from Discover Downham and make recommendation to Full Council**
8. **To discuss a twinning opportunity in Italy and make recommendation to Full Council**
9. **To review recommendations from Norfolk Computer Services**
 - 9.1 Replacement laptop
 - 9.2 Penetration testing
10. **To discuss budget planning for 2026/2027 and agree process**
11. **To review Property Committee over-budget spend request for curtains in the Assembly Room and make recommendation to Full Council**
12. **To receive an update on Howdale Pax lease renewal**
13. **To plan review of Standing Orders**
14. **To plan review of Financial Regulations**, including Property Committee request to increase Committee expenditure from £5,000 to £10,000 per item
15. **To review current legal cover and confirm if it remains appropriate, including consideration of alternative quotes and make recommendation to Full Council**
16. **To note the Conclusion of Audit from PKF Littlejohn**
17. **To review finance papers for Chair's signature**
 - 17.1 August 2025 bank reconciliation
 - 17.2 September 2025 bank reconciliation

- 17.3 Actual vs Budget Report to 30 September 2025
- 17.4 Bills for payment
- 17.5 Bank statements
- 17.6 Receipts list
- 17.7 Quarter 2 VAT return
- 18. To agree date for 10% finance check for August 2025 and September 2025**
- 19. To update the asset register**
 - 19.1 Bench disposal x 2 – Hollies Service Road
 - 19.2 Happy To Chat bench sign – Paradise Road
- 20. To review suggested amendments to Terms of Reference following Chair's meeting recommendation to Full Council**
- 21. To review Council Bank Signatory requirements and make recommendation to Full Council**