

I give notice of a meeting and summon members to attend a meeting of the Finance and General Purposes Committee on Monday 23 March 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 - 17 March 2026

Agenda

1. Election of Chair

Elect the Chair of the Committee.

2. Welcome, Apologies, and Health & Safety Notices

Receive apologies for absence.

Note the location of fire exits.

Reminder Mobile phones should be switched to silent.

3. Declarations of Interest

Members are invited to declare any personal or pecuniary interests relating to items on the agenda.

4. Election of Vice Chair

Elect the Vice Chair of the Committee.

5. Public Participation

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

6. Terms of Reference

Review the draft Terms of Reference for the Committee.

Discuss and agree any amendments.

Recommend the Terms of Reference to Full Council for formal adoption.

7. Schedule of Meetings

Agree dates for future meetings.

8. Priority Areas

Discuss and agree the Committee's key priority areas for 2026.

9. Financial Matters

Receive Bank Reconciliation for February 2026.

Make recommendation to Full Council on adoption of the Bank Reconciliation.