

Minutes of the Finance & General Purposes Committee Meeting

Date: Wednesday 01 July 2026

Time: 6:00pm

Venue: Town Hall, Bridge Street, Downham Market PE38 9DW

Present

Councillors Campbell-Robb (Joined the meeting at 6:17pm), Dickson, Grover, Lane, Leivers, Pegg & Perkin (7)

Non-Committee Member –The Mayor, Councillor Wiles

Claire Dornan (Town Clerk)

There were no members of the public present.

The Mayor chaired item 1.

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

RESOLVED:

That Cllr Lane be elected Chair of the Committee for the municipal year.

Proposed – Cllr Dickson

Seconded – Cllr Grover

All in Favour

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.

Apologies were received from Cllr Brewer (Personal reasons) and Cllr Jordan (Work commitments).

The Chair reminded members of the Health & Safety requirements.

3. Declarations of Interest

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

There were no declarations of interest made.

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

RESOLVED:

That Cllr Dickson be elected Vice Chair of the Committee for the municipal year.

Proposed – Cllr Lane Seconded – Cllr Grover All in Favour

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).

There were no members of the public present. There was no correspondence to receive.

6. Minutes

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

RESOLVED:

That the minutes of the meeting held on 30 April 2026 are a true and accurate record.

Proposed: Cllr Pegg Seconded: Cllr Leivers All In Favour

7. Financial Regulations

To continue reviewing the draft Financial Regulations

To discuss and agree any amendments.

To recommend the Financial Regulations for formal adoption.

Members reviewed the NALC Model Financial Regulations for Local Councils line by line from Section 6 through to the end of the document.

The Town Clerk was requested to incorporate the agreed amendments and present the revised document at the next meeting for final review, prior to recommending its adoption to Full Council.

Cllr Campbell-Robb joined the meeting at 6:17 pm, during consideration of this item.

8. Financial Matters

8.1 To receive the Bills for Payment schedule.

RESOLVED:

That payments 38–203 from the 2026/2027 financial year be approved.

Proposed: Cllr Dickson Seconded: Cllr Pegg All In Favour

8.2 To receive the Receipts schedule.

RESOLVED:

That receipts 72–268 from the 2026/2027 financial year be approved.

Proposed: Cllr Lane Seconded: Cllr Dickson All In Favour

8.3 To receive the May 2026 Bank Statements.

RESOLVED:

That the May 2026 Bank Statements be received, approved, and signed off by the Chair.

Proposed: Cllr Pegg Seconded: Cllr Lane 6 In Favour, 1 Abstention

8.4 To receive the May 2026 Bank Reconciliation.

RESOLVED:

That the May 2026 Bank Reconciliation be received, approved, and signed off by the Chair.

Proposed: Cllr Lane Seconded: Cllr Dickson 6 In Favour, 1 Abstention

8.5 To receive the outcome of the monthly Councillor checks.

Cllrs Leivers & Perkin confirmed that they had completed the checks for March and April 2026 and had found no issues.

RESOLVED:

That the report from Cllrs Leivers & Perkin be accepted.

Proposed: Cllr Leivers Seconded: Cllr Perkin All In Favour

8.6 To receive the Actual V Budget Report for May 2026.

The Town Clerk had withdrawn this item as there were some Cost Code changes required. The first quarter report will be submitted for the next meeting.

8.7 To confirm the inter account sweep requirements

RESOLVED:

That the Town Clerk be authorised to maintain sufficient funds in the Town Council's Current Account to enable payments and Direct Debits to be processed and be authorised to transfer (sweep) up to £50,000 per day from the Precept Holding Account to the Town Council's Current Account as required.

Proposed: Cllr Lane Seconded: Cllr Campbell-Robb All In Favour

8.8 To confirm the Bank Account signatory list and any amendments required.

RESOLVED:

That the authorised bank account signatories be confirmed as follows:

- **The former Deputy Clerk be removed as an authorised signatory following their retirement.**
- **The new Deputy Clerk be added as an authorised signatory with effect from 3 August 2026.**
- **The following continue as authorised bank signatories: Councillors Daymond, Jordan, Lane, Perkin, Sims and Wiles, together with the Town Clerk.**
- **All payments require three authorised signatories, comprising the Town Clerk or Deputy Clerk, together with two Councillors.**
- **Bank account administrators be authorised to retain view-only access to all Town Council bank accounts.**

Proposed: Cllr Lane Seconded: Cllr Campbell-Robb All In Favour

8.9 To note the attendees at the Finance Training - Thursday 14 May 2026.

Members noted the attendance at the Finance Training held on Thursday 14 May 2026. Those in attendance were Councillors Brewer, Campbell-Robb, Grover, Lane, Leivers, Perkin, C. Pyatt, J. Pyatt and Sims, together with the Town Clerk.

Apologies for absence were received from Councillor Pegg (Medical reasons) and Councillor Wiles (Attendance at the Borough Council of King's Lynn & West Norfolk Mayor Making).

Members were reminded of the importance of undertaking finance training, as the Annual Governance and Accountability Return (AGAR) requires the Council to confirm that those responsible for making financial decisions have received appropriate financial training.

Councillor Dickson requested details of the next available online finance training course.

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

Members reviewed the draft Standing Orders and considered the proposed amendments up to Section 5(i).

During the review, Members discussed whether decisions currently scheduled for the Annual Town Council Meeting in May could instead be distributed throughout the municipal year to help balance the Council's workload. Members agreed to consider this approach ahead of the next meeting.

The review of the Standing Orders will continue at the next meeting, following which a recommendation will be made to Full Council for their formal adoption.

10. Next Meeting**To agree the next meeting of the Finance & General Purposes Committee.**

It was agreed that the next meeting of the Committee would be held on Tuesday 11 August 2026 at 6.00 pm.

Meeting closed: 8:00 pm