



15 Paradise Road, Downham Market, Norfolk PE38 9HS
Tel: (01366) 387770 E-Mail: info@downhammarkettc.co.uk
Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **Finance Committee** to be held on **Tuesday 31 January 2023 at 7.00pm** to discuss the business on the Agenda below.

The meeting will be held at the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS.

Yours faithfully

Claire Dornan

Claire Dornan

Town Clerk

24 January 2023

Agenda

Mobile phones should be either switched off or on silent mode.

1	To receive Members' Apologies for Absence
2	To receive Members' Declarations of Interest
3	To approve the minutes of the meeting held on 22 November 2022
4	Public Participation – 15 minutes allowed
5	To approve the Payment of Bills
6	To receive Bank Statements and Bank Reconciliation
7	To receive VAT position
8	To review actual v budget for 2022/2023
9	To discuss and agree budget for Freedom of Information requests
10	To discuss Full Council's request to review IT provision and agree actions
11	To discuss Full Council's request to review legal provision
12	To discuss and agree actions to be taken with overdue accounts
13	To agree the Paradise Road Pump Service Contract for February 2023
14	To discuss End of Financial Year preparations and agree actions
15	To discuss and agree new Bank Signatories following resignation of 2 signatories
16	To agree the date of next meeting

End