

I give notice of a meeting and summon members to attend a meeting of the Finance and General Purposes Committee on Tuesday 11 August 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 – 06 August 2026

Agenda

1. 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.

2. Declarations of Interest

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

3. Public Participation

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

4. Minutes

To approve the minutes of the meeting held on 01 July 2026.

5. Financial Regulations

To review the final draft of the Financial Regulations, consider any final amendments, and recommend their adoption to Full Council.

6. Standing Orders

To continue reviewing the draft Standing Orders from Section 5(i), consider any amendments, and recommend the Standing Orders to Full Council for adoption.

7. Financial Matters

7.1 To receive the Bills for Payment schedule.

7.2 To receive the Receipts schedule.

7.3 To receive the June 2026 & July 2026 Bank Statements.

7.4 To receive the June 2026 & July 2026 Bank Reconciliation.

7.5 To receive the outcome of the monthly Councillor checks.

7.6 To receive the Actual V Budget Report for June & July 2026.

7.7 To receive and approve the Quarter 1 VAT Return.

7.8 To receive an update on the Bank Mandate.

8. Internal Auditor

To consider quotations received for the appointment of the Council's Internal Auditor for the 2026/2027 financial year and to make a recommendation to Full Council.

9. Phishing Campaign & Usecure Report

To receive the Phishing Campaign and Usecure Report.

10. Financial Advice Report

To receive the Financial Advice Report and make a recommendation to Full Council.

11. Risk Register

To review the Risk Register, consider any proposed amendments, and make a recommendation to Full Council.

12. Market Licence

To review the Market Licence in accordance with the resolution of Full Council (Minute 14, Tuesday 14 April 2026), consider any proposed amendments, and make a recommendation to Full Council.

13. Next Meeting

To agree the date and time of the next meeting of the Finance and General Purposes Committee.

END