

I give notice of a meeting and summon members to attend a meeting of the Finance and General Purposes Committee on Thursday 30 April 2026 at 6:30pm 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 – 24 April 2026

Agenda

1. Welcome, Apologies, and Health & Safety Notices

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 23 March 2026.

5. Terms of Reference

To review the draft Terms of Reference for the Committee.

To discuss and agree any amendments.

To recommend the Terms of Reference to Full Council for formal adoption.

6. Financial Regulations

To review the draft Financial Regulations

To discuss and agree any amendments.

To recommend the Financial Regulations for formal adoption.

7. Standing Orders

To review the draft Standing Orders

To discuss and agree any amendments.

To recommend the Standing Orders for formal adoption.

8. Policy Schedule

To review the Policy Schedule referred by Full Council on 14 April 2026.
To agree review priority and process for review.

9. Risk Register

To discuss the draft Risk Register submitted by Cllr Sims.
To discuss and agree any amendments.
To recommend the Risk Register for formal adoption.

10. Financial Matters

10.1 Receive the Bills for Payment schedule.
10.2 Receive the Receipts schedule.
10.3 Receive the Q4 VAT report.

11. Training

To note the scheduled Finance Training – Thursday 14 May 2026.

12. Audit

12.1 To note the scheduled Internal Audit – Thursday 21 May 2026.
12.2 To receive an update on the AGAR for 2025/2026.

13. Next Meeting

To agree the next meeting of the Finance & General Purposes Committee.