



6 Market Place, Downham Market, Norfolk PE38 9DE
Tel: (01366) 387770 E-Mail: info@downhammarkettc.co.uk
Town Clerk: Claire Dornan

I give notice of a meeting and summon members to attend a meeting of the Governance & Finance Committee on Wednesday 12 November 2025 at 6pm in Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DE.

Members of the public are welcome to attend this meeting.

Claire Dornan
Town Clerk
06 November 2025

Agenda

1. **To note apologies for absence**
2. **To receive declarations of interest and consider requests for dispensations**
3. **To approve the minutes of the meeting held on 16 October 2025**
4. **To review Committee Terms of Reference following resolution made by Full Council on 04 November 2025**
5. **To review Standing Orders and make recommendations to Full Council**
6. **To review Procurement Policy (Preferred supplier list out of date) and make recommendations to Full Council**
7. **To review Interim Internal Audit Report from meeting on 23 October 2025 and make recommendations to Full Council**