

**DOWNHAM MARKET TOWN COUNCIL**

You are invited to attend a meeting of the **Finance and General Purposes Committee** to be held on **Tuesday 23 February 2021** at 7pm to discuss the business on the Agenda below.

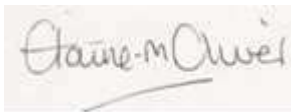
Due to Coronavirus we will be meeting via zoom.

The zoom meeting details are:

Meeting ID: 842 1335 1548

Passcode: 722896

Yours faithfully



Elaine Oliver  
**Town Clerk**  
16 February 2021

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

**SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY,  
LEADERSHIP**

1	To receive Members' Apologies for Absence
2	To receive Members' Declarations of Interest
3	To approve the minutes of the meeting held on 15 December 2020
4	Public Participation – 15 minutes allowed
5	To agree Terms of Reference
6	To approve the Payment of Bills
7	To receive January 2021 Bank Reconciliation
8	To discuss procedure for end of financial year
9	To consider action to be taken regarding invoices in arrears
10	To review 2020/2021
11	To consider the purchase of laptops
12	To consider the schedule of meetings and future dates