

I give notice of a meeting and summon members to attend a meeting of the Finance and General Purposes Committee on Tuesday 26 May 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 – 19 May 2026

## Agenda

### **1. To elect the Chair of the Committee for 2026/2027**

### **2. 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.

### **3. Declarations of Interest**

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

### **4. To elect the Vice Chair of the Committee for 2026/2027**

### **5. Public Participation**

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

### **6. Minutes**

To approve the minutes of the meeting held on 30 April 2026.

### **7. Financial Regulations**

To continue reviewing the draft Financial Regulations

To discuss and agree any amendments.

To recommend the Financial Regulations for formal adoption.

### **8. Standing Orders**

To review the draft Standing Orders

To discuss and agree any amendments.

To recommend the Standing Orders for formal adoption.

### **9. Policy Schedule**

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

### **10. 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.

### **11. Financial Matters**

- 11.1 To receive the Bills for Payment schedule.
- 11.2 To receive the Receipts schedule.
- 11.3 To receive the April 2026 Bank Statements.
- 11.4 To receive the April 2026 Bank Reconciliation.
- 11.5 To receive the outcome of the monthly Councillor checks.
- 11.6 To receive the Actual V Budget Report for April 2026.

### **12. Training**

To note the attendees at the Finance Training – Thursday 14 May 2026.

### **13. Next Meeting**

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