DOWNHAM MARKET TOWN COUNCIL

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 Finance and General Purposes Committee on Tuesday 03 November 2026 at 5:30 pm 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 – 29 October 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 02 September 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 re-review the final draft of the Standing Orders, consider any final amendments, and recommend their adoption to Full Council.

7. Financial Matters
7.1 Bills for Payment
To receive the Bills for Payment schedule.
7.2 Receipts
To receive the Receipts schedule.
7.3 Bank Statements
To receive the bank statements for August and September 2026.

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

7.4 Bank Reconciliations
To receive the bank reconciliations for August and September 2026.
7.5 Lloyds Bank Interest Rate Decrease
To consider the notification regarding the decrease in the interest rate and any recommended action.
7.6 VAT Quarter 2 Submission
To review and approve the Quarter 2 VAT return for submission to HM Revenue & Customs.

8. Phishing Campaign and Usecure Report
To receive and consider the Phishing Campaign and Usecure Report.

9. Investment Strategy
To consider and agree an investment strategy and make a recommendation to Full Council.

10. Skate Park VAT Advice
To note the VAT advice relating to the skate park.

11. Downham Market Twinning Club
To note the advice relating to receipt of a cheque from Downham Market Twinning Club.

12. Social Media Policy
To consider the Social Media Policy.

13. Committee Overspend Request Assessment
To assess Committee overspend requests.

14. Date of Next Meeting
To agree the date and time of the next meeting of the Finance and General Purposes Committee.

END