



15 Paradise Road, Downham Market, Norfolk PE38 9HS
Tel: (01366) 387770 E-Mail: info@downhammarkettc.co.uk
Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **Finance Committee** to be held on **Wednesday 29 March 2023 at 7.00pm** to discuss the business on the Agenda below.

The meeting will be held at the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS.

Yours faithfully

Claire Dornan

Claire Dornan

Town Clerk

24 March 2023

Agenda

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

1	To receive Members' Apologies for Absence
2	To receive Members' Declarations of Interest
3	To approve the minutes of the meeting held on 31 January 2023
4	Public Participation – 15 minutes allowed
5	To approve the Payment of Bills
6	To receive Bank Statements and Bank Reconciliation
7	To receive VAT position
8	To review actual v budget for 2022/2023
9	To discuss and agree actions to be taken with overdue accounts
10	To agree the Paradise Road Pump Service Contract
11	To receive an update on IT provision discussions with potential providers and note 9% Microsoft price increase
12	To acknowledge letter from Citron Hygiene advising of 20% price increase and minimum service charge
13	To agree the date of next meeting

End