

## **DOWNHAM MARKET TOWN COUNCIL**

ACTING TOWN CLERK  
Mrs N Westwood

15 PARADISE ROAD  
DOWNHAM MARKET  
PE38 9HS  
Telephone 01366 387770

Email [info@downhammarkettc.co.uk](mailto:info@downhammarkettc.co.uk)

Dear Member

You are invited to attend the meeting of the Finance & General Purposes Committee to be held on **Tuesday 23 July 2019 at 7.00pm** in the Town Council Offices to discuss the business on the Agenda below:

Yours faithfully



Mrs N Westwood  
Acting Town Clerk  
Date: 16<sup>th</sup> July 2019

**Mobile phones should be either switched off or on silent mode.  
The press and public are welcome to attend**

### **AGENDA**

#### Emergency Evacuation Procedures

1. To receive Members' Apologies for Absence
2. To receive Members' Declarations of Interest
3. To approve the minutes of the meeting held on 25 June 2019 page 6509 – 6514
4. Public Participation – 15 minutes allowed
5. To receive the Clerk's Report
6. To receive Councillors' questions
7. To receive and consider correspondence
8. To approve the Payment of Bills
9. To discuss acceptance of cash for invoices
10. To discuss grant post submission suggestions
11. To receive update from Internal Auditor visit on 22 July 2019
12. To discuss Finance Training
13. To discuss assessment of SLCC / Norfolk ALC cost comparison
14. To discuss and approve Procurement Policy
15. To receive and consider Financial Reports 2019/2020
  - a. To receive and discuss Financial Statements
  - b. To receive Bank reconciliation update
  - c. To receive Monthly Bank Statements
  - d. To receive an update on the Bank Account
  - e. To receive an update on aged debtors
  - f. To receive VAT update
  - g. Update from RFO (Cllr A Pickering)

16. To discuss Financial Risk Assessment
17. To receive an update from Website Implementation Committee
18. To discuss The Ministry of Housing, Councils and Local Government (MHCLG) consultation;  
    **‘LGPS: consultation on changes to the local valuation cycle and management of employer risk’**

**Confidential items**

**Public Bodies (Admission to Meetings) Act 1960 – following the exclusion of the public and press:**

19. To receive and discuss current Lease and Licence negotiations and renewal dates

*Having come out of confidentiality*

20. To receive recommendation

End.