

16th March 2025

An ORDINARY meeting of Sheringham Town Council **Finance & Governance Committee** will take place on **Thursday 26th March 2026** in Sheringham Community Centre at **7pm** and the following business will be transacted. All Committee Members are summoned to attend. Members of the press and public are welcome.

Town Clerk - Michelle Barron

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AGENDA

1.	APOLOGIES Committee to receive and approve apologies and reasons for absence.
2.	DECLARATIONS OF INTEREST and DISPENSATIONS With reference to items on the agenda Committee Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.
3.	APPROVAL OF MINUTES Committee to approve and sign the minutes of the Finance & Governance Committee meeting held on 07.08.2025
4.	OPEN MEETING Public participation: Members of the public will be invited to speak and/or question the Town Council on issues relating to this agenda or raise issues for future consideration. The Chair will consider if the subject matter breaches the confidentiality of an individual, and if it is assisting the Council in its processes. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.
5.	FINANCE & ACCOUNTS A. To note current bank balances. B. To note the Provisional Year End report submitted by the Clerk. C. To note and agree the receipts and payments summary report. D. To note that the Chair has signed the bank reconciliations. E. To note earmarked reserves. F. To remove the Locum Clerk from all bank accounts G. To add the Office Manager Sophie Creasey to all bank accounts. H. To consider delegating of March approval of payments to the Clerk for year End.
6.	VAT To note that Larking Gowen attended on Monday 2 nd March 2026. The Clerk will provide an update on findings.
7.	REVENUE SHORTFALLS a) To consider a proposal by Cllr Phil Bailey to monitor any revenue shortfalls for the Allotments, Cemetery and Community Centre. b) To consider a proposal by Cllr Phil Bailey to monitor staff costs as a percentage of the precept.
8.	DATE OF NEXT MEETING To note that the date of the next Finance and Governance Committee meeting will be Thursday 11 th June 2026.