



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

You are invited to attend a meeting of the **Property Committee** to be held on **Wednesday 01 June 2022 at 5.30pm** 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

Graham Spark

Graham Spark MBE
Town Clerk
25 May 2022

Agenda

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

1	To elect a Committee Chair
2	To elect a Committee Vice Chair
3	To receive Members' Apologies for Absence
4	To receive Members' Declarations of Interest
5	To approve the minutes of the meeting held on 20 August 2019
6	Public Participation – 15 minutes allowed
7	To discuss and agree actions to be taken following receipt of the valuation on the Town Council Offices, 15 Paradise Road
8	To discuss and agree a licence for Room 2 at the Town Council Offices, 15 Paradise Road
9	To discuss and agree actions to be taken following receipt of the valuation on 4 Market Place, Downham Market
10	To discuss and agree maintenance schedule for Town Council owned Car Parks
11	To discuss and agree electric charging points for Town Council owned Car Parks
12	To receive an update on Property Portfolio and agree any actions required
13	To receive an update on Market attendance and agree any actions required
14	To agree the date of next meeting

End