

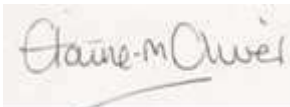
**DOWNHAM MARKET TOWN COUNCIL**

Dear Members

You are invited to attend a meeting of the **Town Hall Strategy Group** to be held on **Wednesday 10 November 2021** at **10am** to discuss the business on the Agenda below.

The meeting will be held at the Jubilee Community Centre, 106 Howdale Road, Downham Market, Norfolk PE38 9AH.

Yours faithfully



Elaine Oliver  
**Town Clerk**  
03 November 2021

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

If you wish to attend, please notify The Clerk of your attendance to allow us to safely manage numbers within the building and adhere to Council's Covid Risk Assessment

<b>Statement of purpose</b>
<b>Discuss and formulate a strategic plan for present and future usage and maintenance of the building</b>

**SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY,  
LEADERSHIP**

1	To receive apologies for absence
2	To receive declarations of interest
3	To approve the notes of the meeting on 06 October 2021
4	To discuss and agree the vision document
5	To discuss and agree the Town Hall Lift contract
6	To confirm the date of the next meeting

End