

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 the **Annual Town Council Meeting** to be held on
Tuesday 17 May 2022 at 7.00pm to discuss the business on the Agenda below.

The meeting will be held at the Town Hall, 6 Market Place, Downham Market PE38 9DW.

ANY QUESTIONS TO BE SUBMITTED IN WRITING TO INFO@DOWNHAMMARKETTC.CO.UK
 BEFORE 12.00PM ON MONDAY 16 MAY 2022. THESE CAN BE PRESENTED TO THE COUNCIL WITH DUE
 NOTIFICATION

THE MEETING WILL BE STREAMED LIVE VIA
 YOUTUBE :<https://www.youtube.com/channel/UCy8Z5l4jHqydpOkOivqqb8g/featured>

Yours faithfully



Graham Spark
 Town Clerk
 10 May 2022

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

AGENDA

001	Election of Mayor Mayor Making and Declaration of Acceptance of Office
002	Election of Deputy Mayor Declaration of Acceptance of Office
003	To receive Members' apologies for absence
004	To receive Members' Declarations of Interest
005	Mayors Announcements
006	Public participation, written reports and written questions

	<ul style="list-style-type: none"> • County Councillor report and questions – Cllr Tony White • Borough Councillors reports and questions – Cllrs Bullen, Ratcliffe & Tyler (Apologies received from Cllr Patel) • Police if present • Public Participation
007	To approve the minutes of the Full Council meeting on 19 April 2022
008	Councillors Questions
009	<p>To appoint members to Committees</p> <p>009.1 Neighbourhood Plan Committee 009.2 Planning and Environment Committee 009.3 Town Hall Committee 009.4 Community Development and Events Committee 009.5 Property Committee (to include the Market) 009.6 Finance Committee 009.7 Car Park Management Committee 009.8 Human Resources Committee</p> <p>Note – Downham In Bloom Committee to remain as set</p>
010	To appoint Representatives to Outside Bodies
011	To appoint bank signatories
012	To receive an update from the Annual Town Meeting
013	To discuss and approve the updated Financial Regulations Policy
014	To discuss and approve St John Trod Path Match Funding
015	To provide an update on events
016	To agree payment of Bills excluding salaries
017	<p>To accept the recommendation from the minutes of following Committees</p> <p>017.1 Finance and General Purposes Committee – 22 March 2022 017.2 Planning Committee – 10 March 2020 & 05 April 2022 017.3 Human Resources Committee – 26 April 2022 017.4 Downham In Bloom – 25 April 2022</p>
018	To discuss and agree projects and response to offer of £50,000 for Town Centre improvements from Lidl GB
019	To discuss and agree NHS Pop Up Vaccination Centre Sept-Jan 2023 in DMTC Car Park
020	To discuss and agree response to market trader requests from meeting on 11 May 2022

021	To submit items for next agenda
022	<p>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</p> <p>022.1 To discuss and approve new Town Maintenance Contract provider 022.2 To accept the recommendation from the Human Resources Committee 022.3 To discuss and approve actions to be taken regarding the potential purchase of a property in Downham Market 022.4 To discuss and approve actions to be taken regarding Allotment Provision</p>
023	To confirm the date of the next Full Council meeting (as per approved schedule)

END