

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

You are summoned to attend a meeting of the **FULL COUNCIL** to be held on **Tuesday 23 April 2024 at 7.00pm** to discuss the business on the Agenda below.

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

The meeting will be recorded and uploaded to YouTube:

<https://www.youtube.com/channel/UCy8Z5l4jHqydpOkOivqgb8g/featured>

Members of the public are invited to attend this meeting.

Yours faithfully

Claire Dornan

Claire Dornan
Town Clerk
18 April 2024

AGENDA

001	To receive Members' apologies for absence
002	To receive Members' Declarations of Interest
003	To receive Town Clerk Report & Mayor's Announcements
004	Public participation, written reports and written questions
004.1	County Councillor report and questions – Cllr Tony White
004.2	Borough Councillors reports and questions – Cllrs Bullen, Osbourne, Ratcliffe & Tyler
004.3	Police
004.4	Public Participation
004.5	Correspondence
005	To receive a report from Jacob Medlock, Housing Standards Officer, BCKLWN
006	To approve the minutes of the Full Council meeting held on 19 March 2024
007	To accept recommendations within the minutes from the following Committees:
007.1	Planning Committee – 28 February 2024 & 26 March 2024

007.2	Property Committee – 29 February 2024
007.3	Human Resources Committee – 29 February 2024
008	To agree Council Finance Documents:
008.1	March 2024 Bank Reconciliation
008.2	March 2024 Governance Sample
008.3	Actual V Budget Report to 18 April 2024
008.4	Bills For Payment – Financial Years 2023/2024 & 2024/2025
008.5	Bank Statements - Financial Years 2023/2024 & 2024/2025
008.6	Receipts List - Financial Years 2023/2024 & 2024/2025
008.7	Q4 VAT Return
009	To receive an update on discussions regarding access to cash in Downham Market and agree action
010	To receive an update on Lynn Road Crossing Request and agree action
011	To receive recommendation from Property Committee and agree action: ‘That Downham Market Town Council investigate the sale of the land and building known as Paradise Garage, Paradise Road, Downham Market, Norfolk PE38 9HS to the current leaseholder.’
012	To receive recommendation from Property Committee and agree action: ‘That Downham Market Town Council amend the Disposable BBQ and Lighting of fires policy to allow managed / professional BBQs on Council property.’
013	To receive the copy of the contract from ABZAG Ltd relating to completing the work on the Neighbourhood Plan and agree action
014	To receive a report from Downham Market & Downham West Joint Burial Board and agree action
015	To receive Councillor Questions
016	To submit items for next agenda
017	To confirm the date of the next two meetings: Annual Town Council Meeting including Mayor Making – Tuesday 07 May 2024 Full Council – Tuesday 14 May 2024

End