

6 Market Place, Downham Market, Norfolk PE38 9DE

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Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **FULL COUNCIL** to be held on **Tuesday 01 October 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/UCy8Z5I4jHqydpOkOivqqb8g/featured>

Members of the public are invited to attend this meeting.

Yours faithfully

Claire Dornan

Claire Dornan

Town Clerk

26 September 2024

AGENDA

001	To receive Members' apologies for absence
002	To receive Members' Declarations of Interest
003	<p>To receive Town Clerk Report & Mayor's Announcements</p> <p>Including: Economic Vision and Strategy for King's Lynn and West Norfolk Survey – Deadline 13.10.24 Anglia In Bloom Result Net Zero Pathway for Downham Market Jubilee Community Centre Public Consultation – 30.09.2024 – 14.10.2024 Mayor's Charity Open Mic Night – 18.10.2024 Halloween Event – 31.10.2024 Christmas Lights Switch On Event – 24.11.2024</p>
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, Osborne, Ratcliffe & Tyler

004.3	Police
004.4	Public Participation
004.5	Correspondence
005	To approve the minutes of the Full Council meeting held on 03 September 2024
006	To accept the recommendations within the minutes for the following Committees:
006.1	Business & Tourism Committee – 16 July 2024
006.2	Governance & Finance Committee – 24 July 2024
006.3	Property Committee – 18 July 2024
006.4	Planning Committee – 06 August 2024
006.5	Human Resources Committee – 20 May 2024
007	To receive Outside Bodies Reports
007.1	Downham Market & Downham West Joint Burial Board – Cllrs Daymond & Westrop
007.2	Safer Neighbourhood Action Panel (SNAP) – Cllrs Leivers & Wiles
007.3	100 Acre Charity – Cllrs Wiles & Daymond
008	To receive Grant Application from Downham Market Christmas Lights Ltd and agree actions
009	To receive Norfolk County Council bus stop proposal for Hollies Service Road and agree actions
010	To receive Parish Partnership correspondence relating to applications for 2025/2026 and agree actions (Deadline 06 December 2024)
011	To discuss Norfolk County Council’s consultation on the speed limit at Ryston End and agree response
012	To receive correspondence from the Monitoring Officer regarding 3 Code of Conducts and agree actions
013	To receive Councillor Questions
014	To receive recommendations from Committees to Full Council relating to the Jubilee Community Centre site and agree actions:
014.1	<u>Property Committee</u> ‘To accept the quote from Next Gen Groundworks to complete the car park covered by 2017 planning permission at a cost of £16,164.50. To obtain 3 quotes and fence down the JCC roadway to a height of 4ft using a 3-rail timber fence including a 2 x 10ft farm gate. To rescind the decision of Council to restrict expenditure at the JCC site in 2024/2025.’

	<p><u>Governance & Finance Committee</u></p> <p>‘It be recommended to Full Council that Full Council rescind the budget decision to restrict expenditure at the JCC site in 2024/2025 as the Committee acknowledges that due to significant changes relating to parking in the surrounding area that the Jubilee Community Centre site will require additional parking to support the use of the facilities on site.</p> <p>It be recommended to Full Council that a cap be placed on additional expenditure to only cover the car park. It be recommended that the cap be £16,164.50 to match the quote from Next Gen Groundworks.</p> <p>It be recommended to Full Council that no work start on the car park until the needs of the Sponsorship Policy are met, namely 2.5 & 3.2. It is essential that the donor be clearly identified, that the breakdown of donation be understood, with details of origin, and that a contract of expectation and acceptance be drawn up and signed by the Town Clerk. ’</p>
<p>015</p>	<p>To receive recommendations from Committees to Full Council relating to Governance & Finance Committee and agree actions:</p> <p><u>Human Resources Committee</u></p> <p>‘It be recommended to Full Council that Finance matters be, once again, discussed within Full Council and the Governance & Finance Committee become the Governance Committee.</p> <p>It be recommended to Full Council that there be no Finance Committee.’</p> <p><u>Governance & Finance Committee</u></p> <p>‘It be recommended to Full Council that the Committee decision relating to Governance & Finance Committee made on 07 May 2024 be rescinded.</p> <p>It be recommended to Full Council that Finance matters once again become a collective responsibility and rename the Governance & Finance Committee to Governance Committee maintaining the same membership.</p> <p>It be recommended to Full Council that there be no Finance Committee to ensure that there is no extra burden on the Responsible Financial Officer.’</p> <p>NB – The Financial Regulations cannot be recommended to Full Council for adoption until this decision is made.</p>
<p>016</p> <p>016.1</p>	<p>To receive recommendation from Governance & Finance Committee and agree actions:</p> <p>‘It be recommended to Full Council that Property Committee be authorised to purchase a replacement noticeboard at Park Lane.’</p>

016.2	'It be recommended to Full Council that the Bouncy Castle Policy be adopted, with the addition of a clause covering damage caused to the building by a hirer using a Bouncy Castle.'
017 017.1 017.2	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press To receive update relating to on-going legal action To receive update relating to on-going matters relating to Section 4 of the Public Order Act 1986 incident on Council Property by member of the public
018	To agree any actions required following discussions within confidentiality
019	To note date of next Full Council meeting – 05 November 2024

End