

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 19 March 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
12 March 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 27 February 2024
007	To accept recommendations within the minutes from the following Committees:
007.1	Downham In Bloom Committee – 12 February 2024

007.2	Planning Committee – 13 February 2024
007.3	Governance Committee – 09 January 2024 & 13 February 2024
007.4	Property Committee – 08 February 2024
007.5	Community Development Committee – 06 February 2024
007.6	Human Resources Committee – 08 February 2024
008	To agree Council Finance Reports:
008.1	January 2024 Bank Reconciliation
008.2	February 2024 Bank Reconciliation
008.3	January 2024 Governance Committee Sample Report
008.4	Bills For Payment
008.5	Bank Statements
008.6	Receipts List
009	To adopt the recommendations from Governance Committee:
009.1	Risk Register
009.2	Sponsorship Policy
009.3	Workers Protection Act 2023
009.4	Freedom of the Town
009.5	Enhanced DBS Check Policy Statement
009.6	Audit Control Changes
010	To agree the recommendation from Property Committee: ‘That Downham Market Town Council sell the land and building known as the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS.’
011	To discuss and agree Council response to applications received from the Borough Council: 24/00229/F Proposed extension to main football stands and dugouts with new keyclamp fence. at War Memorial Playing Field, Lynn Road, Downham Market, Norfolk
012	To receive correspondence from Napier Parking regarding the Priory Road Car Park and agree actions
013	To discuss an increase in budget in order to complete the Neighbourhood Plan and agree action
014	To receive Outside Bodies Reports from representatives and agree any actions:
014.1	West Norfolk Tourism Forum
014.2	Safer Neighbourhood Action Panel
014.3	Downham Market & Downham West Joint Burial Board
014.4	Hundred Acre Common Charity
015	To receive Councillor Questions

016	To submit items for next agenda
017	To confirm the date of the next Full Council meeting – Tuesday 23 April 2024

End