

6 Market Place, Downham Market, Norfolk PE38 9DE

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 05 November 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/UCy8Z5I4jHgydpOkOivqgb8g/featured>

Members of the public are invited to attend this meeting.

Yours faithfully

Claire Dornan

Claire Dornan

Town Clerk

25 October 2024

AGENDA

001	To receive Members' apologies for absence
002	To receive Members' Declarations of Interest
003	To receive co-option nominations for East Ward vacancy and vote to co-opt a new Councillor
004	To receive Town Clerk Report & Mayor's Announcements
005	Public participation, written reports and written questions
005.1	County Councillor report and questions – Cllr Tony White
005.2	Borough Councillors reports and questions – Cllrs Bullen, Osborne, Ratcliffe & Tyler
005.3	Police
005.4	Public Participation
005.5	Correspondence

006	To receive representation from Downham Town Football Club relating to funding opportunity and agree actions
007	To approve the minutes of the Full Council meeting held on 01 October 2024
008	To accept the recommendations within the minutes for the following Committees:
008.1	Business & Tourism Committee – 27 August 2024
008.2	Governance & Finance Committee – 19 September 2024
008.3	Property Committee – 12 September 2024
008.4	Planning Committee – 17 September 2024 & 08 October 2024
008.5	Human Resources Committee – 16 September 2024
009	To rescind the decision to form a Business & Tourism Committee on 07 May 2024 and create a Community Engagement Committee with the same membership and similar Terms of Reference only amending to include events. Requested by Cllrs Buxton, Daymond, Hobbs, Leivers and Wiles
010	To receive Outside Bodies Reports
010.1	Downham Market & Downham West Joint Burial Board – Cllrs Daymond & Westrop
010.2	Safer Neighbourhood Action Panel (SNAP) – Cllrs Leivers & Wiles
010.3	100 Acre Charity – Cllrs Wiles & Daymond
011	To agree that Cllr Lane and Cllr Westrop be a West Norfolk Youth Advisory Board representative on behalf of the Town Council
012	To accept the Love Your Town grants from Norfolk County Council and agree expenditure
013	To agree finance matters:
013.1	September 2024 Bank Reconciliation
013.2	September 2024 Governance Sample
013.3	Actual V Budget Report to 30 September 2024
013.4	Bills For Payment
013.5	Bank Statements
013.6	Receipts List
013.7	VAT Return
013.8	Business Credit Card
013.9	Water Contract
014	To receive an update on 2025/2026 budget requests:
014.1	Business & Tourism Committee / Community Engagement Committee
014.2	Governance Committee
014.3	Property Committee
014.4	Planning Committee
014.5	Human Resources Committee

015	To accept the External Auditors report
016	To adopt the following policies:
016.1	Standing Orders – 1 Year
016.2	NALC Model Financial Regulations – 1 Year
016.3	Freedom of Information Policy – 3 Years
016.4	CCTV & Surveillance Policy – 3 Years
016.5	Data Protection Policy – 3 Years
016.6	Information Security Policy – 3 Years
016.7	Freedom of Information Policy – 3 Years
016.8	Appraisal Policy – 3 Years
016.9	Mayor Making Policy – 3 Years
017	To receive Parish Partnership correspondence relating to applications for 2025/2026 and agree actions (Deadline 06 December 2024)
018	To discuss how the Council can assist Downham Market becoming a Dementia friendly town and agree actions (Cllr Westrop)
019	To receive Councillor Questions
020	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press
020.1	To receive update relating to on-going legal action
020.2	To receive an update on sale of 13 – 15 Paradise Road, Downham Market
020.3	To receive an update on staffing matters
021	To agree any actions required following discussions within confidentiality
022	To note date of next Full Council meeting – Tuesday 14 January 2025

End