



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

You are summoned to attend a meeting of the **Governance Committee** to be held on **Tuesday 13 February 2024 at 10am** to discuss the business on the Agenda below.

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

Members of the public are invited to attend.

Yours faithfully  
*Claire Dornan*

Claire Dornan (Town Clerk)  
06 February 2024

### Agenda

#### **NB - Reminder of Evacuation Procedures to be given prior to the start of the agenda**

1	To receive Members' Apologies for Absence
2	To receive Members' Declarations of Interest
3	Public Participation – 15 minutes allowed
4	To approve the minutes of the meeting held on 09 January 2024
5	To receive draft Sustainability Policy and make recommendation to Full Council
6	To receive draft FOI Publicity Policy and make recommendation to Full Council
7	To receive draft Financial Reserves Policy and make recommendation to Full Council
8	To receive draft Credit Management Policy and make recommendation to Full Council
9	To receive draft Risk Management Policy and make recommendation to Full Council
10	To receive draft Risk Register and make recommendation to Full Council
11	To receive an update following Fire Risk Assessment meeting on 20 December 2023
12	To review overspend requests from Committees (2023/2024)
13	To agree date of next meeting