

**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 12 December 2023 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  
06 December 2023

## AGENDA

001	To receive Members' apologies for absence
002	To receive Members' Declarations of Interest
003	To receive Town Clerk Report & the Mayor's Announcements
004	Public participation, written reports and written questions  County Councillor report and questions – Cllr Tony White Borough Councillors reports and questions – Cllrs Bullen, Osbourne, Ratcliffe & Tyler Police if present Public Participation Correspondence
005	To approve the minutes of extraordinary Full Council meeting held on 06 December 2023
006	To accept recommendations within the minutes from the following Committees:
006.1	Downham In Bloom Committee – 13 November 2023
006.2	Human Resources Committee – 13 November 2023

006.3	Planning Committee – 24 October 2023
006.4	Governance Committee – 07 November 2023
006.5	Property Committee – 19 October 2023
007	To adopt the policy recommendations from the Governance Committees:
007.1	Health & Safety Policy
007.2	Biodiversity Policy – Statutory Duty under Environment Act 2021, Section 102
007.3	Eye Test Policy
008	To agree payment of Bills
009	To discuss the possible transfer of ownership of the Community Orchard from the Borough Council of King’s Lynn & West Norfolk to the Town Council
010	To discuss budget requests:
010.1	Community Development Committee
010.2	Downham In Bloom Committee
010.3	Human Resources Committee
010.4	Property Committee
010.5	Mayor / Deputy Mayor
010.6	General Administration
010.7	3G Pitch
010.8	Jubilee Community Centre Site – Car Park / Changing Rooms
010.9	Car Park Management
010.10	Downham Market & Downham West Joint Burial Board
010.11	Match funding for CIL Applications
010.12	Match funding for Parish Partnership Applications
010.13	Match funding for Levelling Up Applications ie. Jubilee Sport Centre (AKA Boxing Hut)
010.14	Biodiversity Audit
010.15	Sustainability Funding
010.16	Allotment Provision
010.17	Community Orchard Maintenance
010.18	Any other projects for 2024/2025
011	To receive Councillor Questions
012	To submit items for next agenda
013	To confirm the date of the next Full Council meeting – 23 January 2024

End