



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 09 January 2024 at 10am** to discuss the business on the Agenda below.

The meeting will be held at the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS.

Members of the public are invited to attend.

Yours faithfully  
*Claire Dornan*

Claire Dornan (Town Clerk)  
03 January 2024

**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 05 December 2023
5	To receive draft Gifts Policy and make recommendation to Full Council
6	To form a Sustainability Policy and make recommendation to Full Council
7	To review Cllr attendance at Committee meetings
8	To receive an update following Legionella Risk Assessment meeting on 14 December 2023
9	To receive an update following Fire Risk Assessment meeting on 20 December 2023
10	To receive correspondence from Internal Auditor and agree actions
11	To agree financial review schedule
12	To review overspend requests from Committees (2023/2024)
13	To agree schedule of meetings until end of April 2024