

**06 Market Place, Downham Market, Norfolk PE38 9DE**

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Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **Governance Committee** to be held on  
**Thursday 30 January 2025 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.

Members of the public are invited to attend this meeting.

Yours faithfully

*Claire Dornan*

Claire Dornan

Town Clerk

24 January 2025

## AGENDA

001	To receive Members' apologies for absence
002	To receive Members' Declarations of Interest
003	To agree the minutes of the meeting dated 21 November 2024
004	To discuss the following policies and make recommendations to Full Council, where appropriate:
004.1	Mayor Making
004.2	Risk Register
004.3	Dementia Friendly
004.4	Allotment
005	To receive and agree actions:
005.1	Internal Audit
005.2	Jubilee Community Centre Fire Risk Assessment
005.3	Town Hall Fire Risk Assessment
005.4	Town Hall Council Office Fire Risk Assessment
005.5	Paradise Road Fire Risk Assessment
005.6	Health & Safety Audit
006	To receive update on sale of 13 – 15 Paradise Road and understand management of funds
007	To agree date of next meeting – Scheduled 27 February 2025

End