

6 Market Place, Downham Market, Norfolk PE38 9DE

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Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **FULL COUNCIL** to be held on **Tuesday 02 July 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/UCy8Z5I4jHqydpOkOivqqb8g/featured>

Members of the public are invited to attend this meeting.

Yours faithfully

Claire Dornan

Claire Dornan

Town Clerk

27 June 2024

AGENDA

001	To receive Members' apologies for absence
002	To receive Members' Declarations of Interest
003	To receive a presentation from BCKLWN – Jacob Madlock
004	To receive a presentation from Jenny Groom representing RAF Association relating to the Freedom of the Town Award
005	To receive Town Clerk Report & Mayor's Announcements
006	Public participation, written reports and written questions
006.1	County Councillor report and questions – Cllr Tony White
006.2	Borough Councillors reports and questions – Cllrs Bullen, Osborne, Ratcliffe & Tyler
006.3	Police
006.4	Public Participation
006.5	Correspondence

007	To approve the minutes of the Extraordinary Full Council meeting held on 25 June 2024
008	To discuss correspondence from Ron Bailey, researcher to Lord Foster, regarding Lithium Batteries and agree actions
009	To consider the Committee membership of the Property Committee and agree actions
010	To receive correspondence from the Borough Council relating to Cycle Storage and agree reply
011	To adopt the Terms of Reference for the following Committees
011.1	Business & Tourism Committee
011.2	Governance & Finance Committee
011.3	Property Committee
012	To receive Outside Bodies Reports
012.1	Downham Market & Downham West Joint Burial Board – Cllrs Daymond & Westrop
012.2	Safer Neighbourhood Action Panel (SNAP) – Cllrs Leivers & Wiles
012.3	100 Acre Charity – Cllrs Wiles & Daymond
013	To receive recommendations from Governance & Finance Committee and agree actions:
013.1	‘That the Governance & Finance Committee recommend to Full Council that the Council accept the insurance renewal quote and add defib / blood box cover and cyber insurance.’
013.2	‘That the Governance & Finance Committee recommend to Full Council that the Business & Tourism Committee are provided with the outstanding Community Development Committee budget of £13,084.’
013.3	‘That the Governance & Finance Committee recommend to Full Council that Cllr Wiles be added to the Bank Mandate as a Full Signatory.’
013.4	‘That the Governance & Finance Committee recommend to Full Council a change of auditor to Norfolk Association of Local Councils with the funds being taken from the Professional Fees Budget.’
013.5	‘That the Governance & Finance Committee recommend to Full Council that the current Standing Orders are adopted for a further 5 months to align with the Financial Regulations review period.’
013.6	‘That the Governance & Finance Committee recommend to Full Council that the updated Grant Policy be adopted, with the removal of reference to the Community Development Committee, and acknowledging that all grants will be reviewed by Full Council during 2024/2025.’

<p>014</p> <p>014.1</p>	<p>To consider the request of Property Committee and recommendation from Governance & Finance Committee:</p> <p><u>Property Committee Request</u></p> <p>‘That approval from Full Council be sought to use the funds from the £100,000 Car Park repairs budget, to start the work on the new Jubilee Community Centre Car Park.’</p> <p><u>Governance & Finance Committee Recommendation</u></p> <p>‘That the Governance & Finance Committee recommend Full Council refuse the request of Property Committee to use the Car Park Repair budget to complete the suggested work on the new Jubilee Community Centre car park. The Committee feel that the future of the site must be considered as a whole during 2024/2025 to ensure best value is received for the rate payer. ‘</p>
<p>015</p>	<p>To receive an update on allotments and agree actions</p>
<p>016</p>	<p>To receive an update on Downham In Bloom and agree actions</p>
<p>017</p>	<p>To receive Councillor Questions</p>
<p>018</p>	<p>To note date of next Full Council meeting – 03 September 2024</p>

End