

6 Market Place, Downham Market, Norfolk PE38 9DE

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 14 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.

The meeting will be recorded and uploaded to YouTube:

<https://www.youtube.com/channel/UCy8Z5I4jHgydpOkOivqgb8g/featured>

Members of the public are invited to attend this meeting.

Yours faithfully

Claire Dornan

Claire Dornan

Town Clerk

08 January 2025

AGENDA

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| 001 | To receive Members' apologies for absence |
| 002 | To receive Members' Declarations of Interest |
| 003 | To receive Town Clerk Report & 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, Osborne, Ratcliffe & Tyler Police Public Participation Correspondence |
| 005 | To approve the minutes of the Full Council meeting held on 05 November 2024 |
| 006 | To accept the recommendations within the minutes for the following Committees: |

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| 006.1 | Business & Tourism Committee – 29 October 2024 |
| 006.2 | Property Committee – 24 October 2024 & 14 November 2024 |
| 006.3 | Planning Committee – 22 October 2024, 06 November 2024, 19 November 2024 & 03 December 2024 |
| 007 | To receive reports: |
| 007.1 | Downham Market & Downham West Joint Burial Board – Cllrs Daymond & Westrop |
| 007.2 | Safer Neighbourhood Action Panel (SNAP) – Cllrs Leivers & Wiles |
| 007.3 | 100 Acre Charity – Cllrs Wiles & Daymond |
| 007.4 | West Norfolk Youth Advisory Board – Cllrs Lane & Westrop |
| 007.5 | Dementia Friendly Town – Cllr Westrop |
| 008 | To agree finance matters for The Mayor’s signature: |
| 008.1 | October 2024 Bank Reconciliation |
| 008.2 | November 2024 Bank Reconciliation |
| 008.3 | December 2024 Bank Reconciliation |
| 008.4 | October 2024 Governance Sample |
| 008.5 | November 2024 Governance Sample |
| 008.6 | Actual V Budget Report to 31 December 2024 |
| 008.7 | Bills For Payment |
| 008.8 | Bank Statements |
| 008.9 | Receipts List |
| 008.10 | Quarter 3 VAT Return |
| 008.11 | Asset Disposal |
| 008.12 | Insurance Policy Amendment |
| 009 | To discuss and agree 2025/2026 Budget |
| 010 | To discuss and agree 2025/2026 Precept |
| 011 | To discuss the interim Internal Auditors report and note actions since receipt |
| 012 | To adopt the following policies: |
| 012.1 | Standing Orders – 1 Year Renewal |
| 012.2 | NALC Model Financial Regulations – 1 Year |
| 012.3 | Freedom of Information Policy – 3 Years |
| 012.4 | CCTV & Surveillance Policy – 3 Years |
| 012.5 | GDPR (Data Protection) Policy – 3 Years |
| 012.6 | Information Security Policy – 3 Years |
| 012.7 | Appraisal Policy – 3 Years |
| 012.8 | Councillor Expectations Statement – 1 Year |
| 013 | To receive CIL correspondence relating to applications for 2025/2026 and agree actions |
| 014 | To receive Councillor Questions |

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| 015 | Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press |
| 015.1 | To receive update relating to legal matters |
| 015.2 | To receive an update on sale of 13 – 15 Paradise Road, Downham Market |
| 016 | To agree any actions required following discussions within confidentiality |
| 017 | To note date of next Full Council meeting – Tuesday 04 February 2025 |

End