

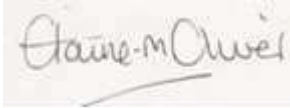
DOWNHAM MARKET TOWN COUNCIL

Dear Members

You are invited to attend a meeting of the **Town Hall Strategy Group** to be held on **Friday 30 October 2020** at **10am** to discuss the business on the Agenda below.

The meeting will be held remotely via Zoom.

Yours faithfully



Elaine Oliver
Town Clerk
23 October 2020

Mobile phones should be either switched off or on silent mode.

Zoom Procedures

Statement of purpose

Discuss and formulate a strategic plan for present and future usage and maintenance of the building

**SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY,
LEADERSHIP**

1	To receive apologies for absence
2	To receive declarations of interest
3	To approve the notes of the meeting on 23rd September 2020
4	To discuss conservation work on the Town Hall window frames
5	To receive an update on maintenance works at the Town Hall
6	To discuss future events at the Town Hall
7	To discuss and agree budget submission to Finance and General Purposes Committee
8	To discuss potential grant opportunities
9	To agree the date of next meeting