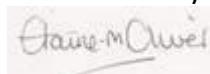


DOWNHAM MARKET TOWN COUNCIL

15 Paradise Road
Downham Market
PE38 9HS
Tel 01366 387770
Email info@downhammarkettc.co.uk

You are summoned to attend a meeting of the FULL COUNCIL to be held on **Tuesday 8th October 2019 at 7.00pm** in the **Town Council Offices** to discuss business on the Agenda below.

Yours faithfully



Elaine Oliver

Town Clerk

2 October 2019

Please note that all mobile phones should be on silent mode or switched off for the duration of meetings.
The Press and Public are welcome to attend.

AGENDA

Emergency evacuation procedures

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| 1 | To receive Members' apologies for absence | 2 mins 7.02 |
| 2 | To receive Members' Declarations of Interest | 2 mins 7.04 |
| 3 | Mayors Announcements | 6 mins 7.10 |
| 4 | To approve the minutes of the <ul style="list-style-type: none">• Full Council Meeting on 10 September 2019 | 2 mins 7.12 |
| 5 | Matters Arising | 5 mins 7.17 |
| | Adjourn the meeting for public participation and reports <ul style="list-style-type: none">• County Councillor report and questions• Borough Councillors reports and questions• Public Participation RESUME MEETING | 15mins 7.32 |
| 7 | To consider use of the gifted new Town Council logo | 5 mins 7.37 |
| 8 | To discuss and agree the refill initiative for Downham Market | 5 mins 7.42 |
| 9 | To discuss and agree dress code for council meetings | 8 mins 7.50 |
| 10 | To discuss the installation of air conditioning units in two downstairs rooms in the Town Hall | 5 mins 7.55 |
| 11 | To discuss and agree schedule of Councillors surgeries | 10 mins |

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|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| | To be circulated before the meeting | 8.05 |
| 12 | To discuss and agree the following recommendation from finance committee “To agree the renewal of the gritting contract with the preferred supplier” | 5 mins 8.10 |
| 13 | To agree and approve terms of reference from the new strategy working groups Town Hall To discuss and formulate a strategic plan for present and future usage and maintenance of the building Environment Downham Market Town Council will encourage and promote the best social and environmental practices for Downham by managing services, assets and the resources of the Town Council for the benefit of the local community | 5 mins 8.15 |
| 14 | To receive any written, previously circulated, reports from the following groups and receive questions from Cllrs. <ul style="list-style-type: none"> • Town Hall strategy • Environment strategy • Neighbourhood Planning strategy • Action Downham • Market strategy • Jubilee Community Centre strategy | 15 mins 8.30 |
| 15 | Policies and Procedures To review and agree <ul style="list-style-type: none"> • Environmental • Lone Worker • Social Media • Community Engagement • Code of Conduct | 5 mins 8.35 |
| 16 | Correspondence <ul style="list-style-type: none"> • Schedule from Calibre for clock works – Cllr Pyatt • Letter from resident re planting trees • Rural Market Towns Group | 5 mins 8.40 |
| 17 | Payment of bills | 5 mins 8.45 |
| 18 | To adopt the Standing Committee Minutes of <ul style="list-style-type: none"> • Planning and Environmental Committee Meetings 3/9/2019 • Town Hall Committee Meetings 26/6/19 & 24/7/19 • Neighbourhood Plan Committee Meetings 8/8/2019 & 12/9/19 | 5 mins 8.50 |
| 19 | Items for the next agenda | 5 mins 8.55 |
| 20 | Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press | |
| 21 | To discuss and agree recommendation from the Neighbourhood Plan strategy Group “The Neighbourhood Plan Strategy Group recommend to Full Council the professional services of the preferred consultant be engaged in the preparation and delivery of a Downham Market Neighbourhood Plan” | 5 mins 9.00 |

