

DOWNHAM MARKET TOWN COUNCIL

ACTING TOWN CLERK
Mrs N Westwood

15 PARADISE ROAD
DOWNHAM MARKET
PE38 9HS
Telephone 01366 387770
Email info@downhammarkettc.co.uk

Dear Member

You are hereby summoned to attend the meeting of the Full Council to be held on **Tuesday 21st May 2019** at **7.00pm** in the Town Council Offices to discuss the business on the Agenda below:

Yours faithfully



Mrs Nikki Westwood
Acting Town Clerk
Date: 15th May 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

1. To receive Members' Apologies for Absence
2. To receive Members' Declarations of Interest
3. To approve the minutes of the Full Council meeting on Tuesday 09th April 2019 (pages 6416 – 6421)

Adjourn meeting for public participation and reports

Police report

County Councillor report and questions

Borough Councillors reports and questions

Public Participation

Resume meeting following reports

4. To receive Councillors' Questions
5. To adopt the Standing Committee Minutes of:

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Community Development Committee meeting of Wednesday 03rd April 2019 (pages 6412 – 6415) – as approved

Finance & General Purposes Committee extraordinary meeting of Monday 11th March (pages 6386 – 6387) and meeting of Tuesday 26th March 2019 (pages 6399 - 6402) – as approved

Property Committee meeting of Tuesday 19th March 2019 (pages 6395 – 6398) – as approved

6. Payment of Bills
7. Clerk's Report
8. To receive update regarding the Town Crier
9. To discuss Deputy Mayoral nominations process
10. To agree Town Council bank reconciliation
11. To discuss Norfolk & VE day 75 initiative
12. To receive applications and appoint Human Resources Committee
13. To receive update from the Neighbourhood Plan Committee
14. To receive report from the Network Improvement Strategy Working Party – Cllr Hendry
15. To report from the Website Implementation Sub Committee – Cllr Hendry
16. To receive report on the Downham Market Festival - Cllr Pickering
17. To receive report on the Joint Burial Board
18. To receive report on the Twinning Club – Cllr Groom
19. To receive report on the Jubilee Community Centre - Cllr Sharman
20. Human Resources Committee

Verbal Report

21. Mayor's Announcements

Confidential items

Public Bodies (Admission to Meetings) Act 1960 – following the exclusion of the public and press:

22. To receive confidential update on Acting Clerk/Town Clerk position