

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 invited to attend the meeting of the Town Hall Committee to be held on
Wednesday 29th May 2019 at 7:00pm in the Town Council Offices to discuss the business on the
Agenda below:

Yours faithfully



Nikki Westwood
Acting Town Clerk
Date: 15 May 2019

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

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. Election of Chair
4. Election of Vice Chair
5. To approve the minutes of the meeting held on Wednesday 24th April 2019 (pages 6435 – 6439)
6. Public Participation – 15 minutes allowed
7. To receive Clerks report
8. To receive Councillors' Questions
9. To approve the payment of the Town Hall Committee bills
10. To discuss security arrangements during hire periods
11. To receive and consider Financial Report and aged debtor report
12. To discuss and consider BT quote
13. To receive update on Town Hall parking consideration
14. To discuss request from the Direct Pizza Company regarding parking
15. To receive an update from Human Resources Committee regarding Lone Working considerations
16. To discuss on-going maintenance, repairs schedules, legionella report and fire inspection
17. To receive and consider the quote for replacing the ceiling rose on the stage
18. To receive kitchen refurbishment quotations – Cllr Lightfoot
19. To receive an update on usage of the Town Hall and feedback forms
20. To receive update on Cinema attendance at showing in April 2019 & May 2019

END