

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 24th July 2019** at **10:00am** in the **Town Hall (Assembly Room)** to discuss the business on the Agenda below:

Yours faithfully



Nikki Westwood
Acting Town Clerk
Date: 16 July 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. To approve the minutes of the meeting held on 26th June 2019 (pages 6515 – 6520)
4. Public Participation – 15 minutes allowed
5. To receive Clerks report
6. To receive Councillors' Questions
7. To approve the payment of the Town Hall Committee bills
8. To receive and consider Financial Report and aged debtor report
9. To receive an update from Human Resources Committee regarding Lone Working Considerations and staff training
10. To discuss on-going maintenance, repairs schedules and fire inspection report
11. To discuss alternatives to fire alarm contract
12. To receive an update on mixed recycling bin trial
13. To receive downstairs kitchen refurbishment quotations – Cllr Lightfoot
14. To discuss upstairs kitchen refurbishment quotation and funding donation – Cllr Lightfoot
15. To discuss future Music Event – Cllr Lightfoot
16. To receive an update on usage of the Town Hall and feedback forms
17. To discuss user focus group
18. To discuss grant funding – Cllr Lightfoot
19. To confirm proposal for a recycling bin at the Town Hall

END