

I give notice of a meeting and summon members to attend a meeting of the Full Council on Tuesday 10 February 2026 at 7pm in Downham Market Town Hall, Bridge Street, Downham Market PE38 9DW.

The meeting will be recorded and uploaded to YouTube:

<https://www.youtube.com/channel/UCy8Z5I4jHqydpOkOivqgb8g/featured>

Members of the public are welcome to attend this meeting.

Claire Dornan

Town Clerk

04 February 2026

Agenda

1. To elect a Chair to fill the casual vacancy arising under Section 88 of the Local Government Act 1972

Note: A casual vacancy has arisen in the office of Chair. Under Section 88 of the Local Government Act 1972, the Council is required to elect a new Chair from among its members to serve for the remainder of the term. This item will be considered first in the meeting, and the elected Chair will preside for the remainder of the meeting and term.

2. To elect a Vice Chair

3. To Note Apologies for Absence

4. To Receive Declarations of Interest and consider requests for Dispensations.

Note: Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct.

5. To approve the Minutes of the extraordinary Full Council Meeting held on 21 January 2026

6. Public Forum

6.1 County Councillor and Borough Councillors

6.2 Police

6.3 Public

7. To approve Terms of Reference for the following working parties:

7.1 Jubilee Community Centre Site Terms & Conditions Of Use Working Party

7.2 Jubilee Community Centre Site Business Plan Working Party

7.3 Car Park Orders Working Party

7.4 Grounds Maintenance Working Party

8. To consider a report along with recommendation from Jubilee Community Centre Site Terms & Conditions Of Use Working Party regarding site use by Downham Town Football Club (*Previously discussed Agenda Item 9 – 4 November 2025*)

9. To consider the creation of a Working Party to create a Business Plan for the Council (*Previously discussed Agenda Item 19 – 13 January 2026*)

10. To consider filling vacancies with new members on the Governance & Finance Committee

11. To consider recommendations from Governance & Finance Committee:

11.1 That the updated Terms of Reference be recommended to Full Council for approval.

11.2 That the amended Risk Register be recommended to Full Council for adoption.

11.3 That the updated Procurement Policy be recommended to Full Council for approval.

11.4 That Full Council governance training be recommended to Full Council, to be delivered through Norfolk Parish Training & Support via James Corrigan.

11.5 That Security Awareness Training be recommended to Full Council, to be delivered by Norfolk Computer Services.

11.6 That the updated Freedom of Information Policy be recommended to Full Council for approval.

11.7 That Full Council approve the purchase of 20 Past Mayors' pins at a cost of £3,780 excluding VAT.

11.8 That the updated Financial Regulations, with the amendments discussed, be recommended to Full Council for adoption.

12. To receive and approve the minutes of the following Committees:

12.1 Planning Committee – 20 January 2026

12.2 Property Committee – 26 November 2025 & 10 December 2025

12.3 Governance & Finance Committee – 21 January 2026

13. To agree finance matters for the Mayor / Chair's signature:

13.1 January 2026 Bank Reconciliation

13.2 January 2026 Bank Statements

13.3 Bills For Payment

13.4 Receipts List

13.5 Q3 VAT Return

13.6 Actual V Budget to 31 January 2026

14. To agree who will complete the 10% audit check

15. To consider allocation budget for Mayor's Regalia

(Previously discussed Agenda Item 9.1 - 15 July 2025)

16. To consider request from Downham Market Twinning Club to issue joint invitations to the 50th Celebration on 15 May 2026 at the Crown Motel, Upwell

(Previously discussed Agenda Item 8.1 - 22 July 2025)

17. To discuss Corporate Membership of FLUA (Fen Line Users Association) and a representative from the Council (*Previously discussed Agenda Item 14 - 22 July 2025*)

18. To receive outside body reports:

18.1 Safer Neighbourhood Action Panel

18.2 Downham Market & Downham West Joint Burial Board

18.3 100 Acre Charity

18.4 West Norfolk Tourism Forum

19. Councillors' Questions and to receive suggestions for future agenda items

20. To note the date of the next meeting – 03 March 2026, 7pm, Town Hall