



6 Market Place, Downham Market, Norfolk PE38 9DE  
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Town Clerk: Claire Dornan

You are summoned to attend a meeting of the **FULL COUNCIL** to be held on **Tuesday 20 May 2025 at 7.00pm** to discuss the business on the Agenda below.

The meeting will be held at the Town Hall, Bridge Street, Downham Market PE38 9DW.

The meeting will be recorded and uploaded to YouTube:

<https://www.youtube.com/channel/UCy8Z5l4jHgydpOkOivqgb8g/featured>

Members of the public are invited to attend this meeting.

Yours faithfully

*Claire Dornan*

Claire Dornan  
Town Clerk  
14 May 2025

## AGENDA

001	To receive Members' apologies for absence
002	To receive Members' Declarations of Interest
003	To receive Town Clerk Report & Mayor's Announcements
004	Public participation, written reports and written questions
004.1	County Councillor report and questions – Cllr Tony White
004.2	Borough Councillors reports and questions – Cllrs Bullen, Osborne, Ratcliffe & Tyler
004.3	Police
004.4	Public Participation
004.5	Correspondence
005	To approve the minutes of the Annual Town Council meeting held on 13 May 2025
006	To discuss and agree Council response to applications received from the Borough Council:
006.1	25/00723/F Householder: Erection of single storey side extension. at 19 Ryston Close, Downham Market, Norfolk PE38 9BD

<b>007</b>	<b>Receipt of the minutes of the last meeting of a Committee (Standing Order 5 j iii)</b>
<b>007.1</b>	<b>Human Resources Committee – 03 March 2025</b>
<b>007.2</b>	<b>Human Resources Committee – 14 April 2025</b>
<b>008</b>	<b>Consideration of the recommendations made by a committee (Standing Order 5 j iv)</b>
<b>008.1</b>	<p><b>Human Resources Committee</b></p> <p><b>Proposed – Cllr Wiles                      Seconded –Cllr Brewer</b></p> <p>It was resolved:</p> <p><b>‘That the Human Resources Committee, consisting of Cllrs Brewer, Daymond, Leach, Leivers, B Moyses, Sharman &amp; Wiles, following an investigation, into the complaint regarding unlawful Council practice made at Full Council on Tuesday 22 April 2025, against Council employees and the Council, via consultation with ACAS, Norfolk Parish Training &amp; Support and Croner Group, do not find in favour of the complainant and also consider the bullying behaviour to be in breach of employment law.</b></p> <p><b>The following actions are recommended to Full Council for approval:</b></p> <ul style="list-style-type: none"> <li>• <b>A Code of Conduct against the complainant is completed by the Council due to breaches of the Nolan Principles.</b></li> <li>• <b>The statement, prepared by the Committee on 29 April 2025 be read at Full Council and recorded in full within the Full Council meeting minutes.</b></li> <li>• <b>That an apology is requested from the complainant.’</b></li> </ul> <p><b>All In Favour</b></p>
<b>009</b>	<b>Review of delegation arrangements to committees, sub-committees, staff and other local authorities (Standing Order 5 j v)</b>
<b>010</b>	<b>Review of the terms of reference for [existing] committees (Standing Order 5 j vi)</b>
<b>010.1</b>	<b>Community Engagement Committee</b>
<b>010.2</b>	<b>Human Resources Committee</b>
<b>011</b>	<b>Appointment of members to existing committees (Standing Order 5 j vii)</b>
<b>011.1</b>	<b>Community Engagement Committee</b>
<b>011.2</b>	<b>Human Resources Committee</b>
<b>012</b>	<b>Appointment of any new committees in accordance with standing order 4 (Standing Order 5 j viii)</b>
<b>013</b>	<b>Review and adoption of appropriate standing orders and financial regulations (Standing Order 5 j ix)</b>

<b>014</b>	<b>Review of arrangements (including legal agreements) with other local authorities, not-for-profit and businesses (Standing Order 5 j x)</b>
<b>015</b>	<b>Review of representation on or work with external bodies and arrangements for reporting back (Standing Order 5 j xi)</b>
<b>015.1</b>	<b>Safer Neighbourhood Action Panel (SNAP)</b>
<b>015.2</b>	<b>Downham Market &amp; Downham West Joint Burial Board</b>
<b>015.3</b>	<b>Youth Advisory Board</b>
<b>015.4</b>	<b>100 Acre Charity</b>
<b>015.5</b>	<b>Downham Market Twinning Club</b>
<b>016</b>	<b>Review of inventory of land and other assets including buildings and office equipment (Standing Order 5 j xiii)</b>
<b>017</b>	<b>Confirmation of arrangements for insurance cover in respect of all insurable risks (Standing Order 5 j xiv)</b>
<b>018</b>	<b>Review of the Council's and/or staff subscriptions to other bodies (Standing Order 5 j xv)</b>
<b>018.1</b>	<b>Norfolk Parish Training &amp; Support</b>
<b>018.2</b>	<b>Starboard Systems Limited (Scribe)</b>
<b>018.3</b>	<b>Society of Local Council Clerks</b>
<b>018.4</b>	<b>WIX</b>
<b>019</b>	<b>Review of the Council's complaints procedure (Standing Order 5 j xvi)</b>
<b>020</b>	<b>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (Standing Order 5 j xvii)</b>
<b>021</b>	<b>Review of the Council's policy for dealing with the press/media (Standing Order 5 j xviii)</b>
<b>022</b>	<b>Review of the Council's employment policies and procedures (Standing Order 5 j xix)</b>
<b>023</b>	<b>Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence (Standing Order 5 j xx)</b>
<b>024</b>	<b>Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council (Standing Order 5 j xxi)</b>
<b>025</b>	<b>To agree a response to the Downham Market Academy Consultation</b>
<b>026</b>	<b>To note date of next Full Council meeting – Tuesday 27 May 2025</b>