

I give notice of a meeting and summon members to attend a meeting of the Full Council on Tuesday 14 April 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/UCy8Z5l4jHqydpOkOivqgb8g/featured>

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan
Role - Town Clerk
Date of Issue – 09 April 2026

Agenda

- 1. Apologies for Absence**
To receive and note apologies for absence.
- 2. Declarations of Interest**
To receive Declarations of Interest and consider any requests for Dispensations. Members are reminded to declare any interests, including Disclosable Pecuniary Interests, in accordance with the Town Council's Code of Conduct.
- 3. Public Forum**
 - 3.1 County Councillor and Borough Councillors
 - 3.2 Police
 - 3.3 Members of the Public (3 minutes per person, maximum of 15-minute session)
- 4. Chair's Report**
To receive the Chair's Report including an overview of the Annual Town Meeting.
- 5. Co-option – Old Town Ward Vacancy**
To consider applications received for the Old Town Ward vacancy and agree the appointment.
- 6. Presentation – West Norfolk Deaf Association**
To receive a presentation from West Norfolk Deaf Association
- 7. Minutes**
 - 7.1 To approve the minutes of the Extraordinary Full Council Meeting held on 17 March 2026.
 - 7.2 To approve the minutes of the Extraordinary Full Council Meeting held on 01 April 2026.
- 8. Committee Minutes**
 - 8.1 To note the minutes of the Planning Committee – 03 February 2026 & 24 February 2026.
 - 8.2 To note the minutes of the Property Committee – 14 January 2026, 18 February 2026 & 25 February 2026
 - 8.3 To note the minutes of the Human Resources Committee – 17 December 2025, 22 January 2026 & 19 February 2026

9. Grant Applications

9.1 To approve or refuse the application from Downham Market Christmas Lights Limited and agree grant amount

9.2 To approve or refuse the application from East of England Ambulance Service NHS Trust Charitable Funds and agree grant amount

10. Jubilee Community Centre Site

10.1 To approve the amended draft Jubilee Community Centre site licence in favour of Downham Town Football Club. (Proposed Cllr Lane Seconded Cllr Grover)

10.2 To agree an invoice in excess of £5,000 for boundary works. (Financial Regs. 4.1)

10.3 To receive a report from the Jubilee Community Centre Site Business Plan Working Party and consider approval of expenditure for professional services, including architect, quantity surveyor, and VAT advice.

11. Community Events Report

To consider the report prepared by the Deputy Clerk for the period April 2026 – March 2027 and agree any actions.

12. Car Park Orders Working Party Membership

To consider the appointment of Cllr Grover to the Car Park Orders Working Party.

13. End of Year Bank Reconciliation

To receive the bank reconciliation and bank statements for March 2026 and authorise the Chair to sign the End of Year Report on behalf of the Council.

14. Market Licence

To consider updated Market Licence and agree any actions.

15. Energy Performance Certificates (EPC)

15.1 To receive the EPC for Howdale Pax Building

15.2 To receive the EPC for the Jubilee Sports Centre (aka Boxing Hut)

15.3 To receive the EPC for the Jubilee Community Centre

15.4 To receive the EPC for the Town Hall

16. Discover Downham Lease

To consider request for lease amendments following approval of Planning Permission and determine a response.

17. Tenders

17.1 To receive and consider the Grounds Maintenance Tender recommendation from the Grounds Maintenance Working Party.

17.2 To receive and consider the re-surfacing of car parks at Paradise Road & Hollies 2 aka Morrisons Car Park Tender recommendation from the Property Committee.

18. Finance & General Purposes Committee

18.1 To consider and approve the Terms of Reference.

18.2 To consider the Policy Spreadsheet and which committees should be responsible.

18.3 To receive an update on the Council's Insurance Policy

19. Risk Register

To review and approve the Risk Register

20. HR Consultancy

To consider and approve the appointment of an HR Consultant to support the Council.

21. New Year's Eve Party

To receive an update following research into this proposal and agree any actions.

22. Biodiversity Policy

To consider allocation to an appropriate committee or working party for development of a Biodiversity Policy.

23. Councillors' Questions and Future Agenda Items

To receive Councillors' questions and suggestions for future agenda items.

24. Date of Next Meeting

To note that the following meetings:

Annual Town Council Meeting – 12 May 2026

Full Council Meeting - 19 May 2026