

I give notice of a meeting and summon members to attend a meeting of the Events Committee on Wednesday 07 October 2026 at 6pm in the Town Hall, Bridge Street, Downham Market PE38 9DW.

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date of Issue – 30 September 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.

3. Public Participation (*Maximum of 3 minutes per person, up to 15 minutes*)

4. Minutes

To approve the minutes of the Events Committee meeting held on 03 September 2026.

5. Budget

To review the event budget and agree any required actions.

6. Event Planning – Halloween

To receive a progress update for Halloween, review outstanding arrangements and consider any decisions required before the event.

7. Event Planning – Remembrance

To receive a progress update on both the Remembrance Parade and Pause to Remember events, review outstanding arrangements and consider any decisions required before the event.

8. Poppy Display

To receive an update on arrangements for the Remembrance poppy display, including installation, maintenance, removal and any associated costs, and to agree any actions required.

9. Event Planning – Christmas Lights Switch On

To receive a progress update on the Christmas Lights Switch On, review outstanding arrangements and consider any decisions required before the event.

10. Event Planning – St Winnolds

To receive a progress update on the St Winnolds Fair, review outstanding arrangements and consider any decisions required before the event.

11. Anglia In Bloom

To receive a progress update on Anglia in Bloom, review outstanding arrangements and consider any decisions required before the event.

12. Martyn's Law

To receive an update following consultation meeting from the Home Office and consider any actions required.

13. Mayor's Events and Fundraising Activities

To receive an update on forthcoming Mayor's at Home and Mayor's fundraising events for information and Committee oversight, and to note any implications for the Events Committee's programme, resources or support.

14. Grant Applications and Training

To receive an update on grant applications submitted, pending and approved, and to receive feedback on learning and key points from the Grant Training held on 06 October 2026, including any actions required.

15. Potential New Event – 2027

To discuss the possibility of holding a new event in 2027, including ideas, potential costs, resources and next steps.

16. Next Meeting

To confirm the date of the next Events Committee meeting.