

I give notice of a meeting and summon members to attend a meeting of the Full Council on Tuesday 19 May 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 – 14 May 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.

### **5. Co-option – Old Town Ward Vacancy**

To consider applications received for the Old Town Ward vacancy and agree the appointment.

### **6. Code of Conduct Complaints Letter**

To formally receive the letter dated 11 May 2026 from the Deputy Monitoring Officer and agree next steps.

### **7. Minutes (Standing Order 5jii)**

To approve the minutes of the Annual Town Council Meeting held on 12 May 2026.

### **8. Receipt of the minutes of the last meeting of a Committee (Standing Order 5 j iii)**

8.1 To note the minutes of the Planning Committee – 10 March 2026, 25 March 2026, 21 April 2026.

8.2 To note the minutes of the Property Committee – 18 March 2026 & 15 April 2026.

8.3 To note the minutes of the Finance & General Purposes Committee – 23 March 2026.

8.4 To note the minutes of the Human Resources Committee – 20 March 2026 & 23 April 2026.

## **9. Grant Applications**

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

9.2 To approve or refuse the application from Swan Youth Project (Norfolk) Ltd and agree grant amount.

## **10. Review of delegation arrangements to committees, sub-committees, staff and other local authorities (Standing Order 5 j v)**

10.1 To undertake the annual reapproval of the Planning Protocol.

10.2 To undertake the annual reapproval of the Scheme of Delegation.

## **11. Review of the terms of reference for [existing] committees (Standing Order 5 j vi)**

11.1 To undertake the annual reapproval of the Terms of Reference for the Planning Committee.

11.2 To undertake the annual reapproval of the Terms of Reference for Property Committee

11.3 To consider and approve the Terms of Reference for Finance & General Purposes Committee.

11.4 To undertake the annual reapproval of the Terms of Reference for Human Resources Committee.

## **12. Appointment of members to existing committees (Standing Order 5 j vii)**

12.1 Planning Committee

12.2 Property Committee

12.3 Finance & General Purposes Committee

12.4 Human Resources Committee

## **13. Appointment of any new committees in accordance with standing order 4 (Standing Order 5 j viii)**

To consider any new committees the Council may wish to form.

## **14. Review and adoption of appropriate standing orders and financial regulations (Standing Order 5 j ix)**

To note these are under review by Finance & General Purposes Committee and will be forwarded to Full Council under recommendation at the earliest opportunity.

## **15. Review of arrangements (including legal agreements) with other local authorities, not-for-profit and businesses (Standing Order 5 j x)**

To note that this Standing Order is currently delegated to Property Committee.

## **16. Review of representation on or work with external bodies and arrangements for reporting back (Standing Order 5 j xi)**

16.1 Neighbourhood (Formally SNAP)

16.2 Downham Market & Downham West Joint Burial Board

16.3 100 Acre Charity

## **17. Review of inventory of land and other assets including buildings and office equipment (Standing Order 5 j xiii)**

To note that this Standing Order is currently delegated to Finance & General Purposes Committee for review.

## **18. Confirmation of arrangements for insurance cover in respect of all insurable risks (Standing Order 5 j xiv)**

To note this is currently under Tender and being managed by the Town Clerk.

**19. Review of the Council's and/or staff subscriptions to other bodies (Standing Order 5 j xv)**

- 19.1 Norfolk Parish Training & Support (NPTS)
- 19.2 Starboard Systems Limited (Scribe)
- 19.3 Society of Local Council Clerks (SLCC)
- 19.4 WIX
- 19.5 Norfolk Association of Local Councils (NALC)

**20. Review of the Council's complaints procedure (Standing Order 5 j xvi)**

To note this is delegated to Human Resources Committee for review.

**21. 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)**

21.1 To note that the Freedom of Information Policy was last reviewed February 2026

21.2 To note that the Data Protection is currently delegated to the Finance & General Purposes Committee for review.

**22. Review of the Council's policy for dealing with the press/media (Standing Order 5 j xviii)**

To note that the Data Protection Policy is currently delegated to the Finance & General Purposes Committee for review.

**23. Review of the Council's employment policies and procedures (Standing Order 5 j xix)**

To note that this is currently delegated to the Human Resources Committee for review.

**24. 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)**

To note that the Council has the General Power of Competence.

**25. To determine 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)**

To note the dates already agreed under the Live Streaming contract for 2026/2027.

**26. Jubilee Community Centre Business Plan Working Party**

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

**27. HR Consultancy**

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

**28. New Year's Eve Party**

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

**29. Councillors' Questions and Future Agenda Items**

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

**30. Date of Next Meeting**

To note that the next Full Council Meeting – 09 June 2026.