

I give notice of a meeting and summon members to attend a meeting of the Events Committee on Thursday 03 September 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 – 24 August 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 06 August 2026.

5. Budget

To review the event budget and agree any required actions.

6. Event Planning – Halloween

To receive a progress update and consider any decisions required.

7. Event Planning – Remembrance

To receive an update on actions taken since the last meeting and approve security costs.

8. Event Planning – Christmas Lights Switch On

To receive an update on the Christmas Lights Switch On event and approve security and first aid costs.

9. Event Planning – St Winnolds

Agree the format and arrangements for the event.

10. Anglia In Bloom

To consider whether to enter Anglia in Bloom.

11. Martyn's Law

To receive an update following officer training and consider any actions required.

12. Next Meeting

To confirm the date of the next Events Committee meeting.