

Minutes of the Full Council Meeting

Date: Tuesday 09 September 2025

Time: 7:00 PM

Venue: Town Hall, Bridge Street, Downham Market PE38 9DW

Livestream Link: [YouTube Channel](#)

Present

Chair: The Mayor, Cllr Michael Lane

Councillors Brewer, Cain, Campell -Robb, Daymond, Dickson, Jordan, Lewis, Leivers,
B Moyses, S Moyses, Pegg, Perkin, C Pyatt, J Pyatt, Sims & Wiles (17)

Claire Dornan (Town Clerk)

County Cllr White

2 Members of the public at the start of the meeting

The Chair reminded all present of the emergency evacuation procedure and of the need to keep phones on silent.

1. To Note Apologies for Absence.

Apologies were received from Cllr Buxton (Ill Health), Cllr Hobbs (Personal) and Cllr Leach (Personal)

Apologies were received from Borough Councillors' Bullen, Osborne and Ratcliffe.

Sgt Mike Hopkins gave his apologies on behalf of the Police.

2. To Receive Declarations of Interest and consider requests for Dispensations.

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct.

The following declarations were made:

Cllr Daymond (Item 9), Cllr Jordan (Item 9,11 & 12), Cllr C Pyatt (Item 9) and Cllr Pegg (Item 9)

The Mayor reminded Cllrs that the Deputy Clerk had circulated the Declaration of Interest and Dispensation Flow Chart on 29 August 2025. The Mayor confirmed that no dispensation requests had been received ahead of the meeting.

3. To approve the Minutes of the Full Council Meeting held on the 22 July 2025.

Resolved: The minutes of the Full Council Meeting held on the 22 July 2025 were approved.

Proposed Cllr Sims, seconded Cllr Daymond 16 In Favour. 1 Abstention.

4. Public Forum.

4.1. County Councillor and Borough Councillor

Cllr White advised that he had handed a written report to The Mayor prior to the meeting for circulation.

Cllr Moyses asked Cllr White to review the traffic lights near Wingfields – Agreed.

Cllr Lewis asked Cllr White to review the broken kerbs on the A1122 – Agreed.

Cllr Dickson asked Cllr White to review the parking on Bexwell Road – Agreed.

4.2. Police

Apologies received.

4.3. Public

No members of the public wished to speak.

Cllr Wiles reminded Cllrs that they need to sign in when they visit the Office.

5. Mayor's announcements.

The Mayor gave an overview of his Mayoral Visits:

25 July 2025 – Huntingdon 'Freedom of entry parade.'

08 August 2025 – MADS performance of Charlie and the chocolate factory.

15 August 2025 – VJ Day services

22 August 2025 – Mayor's Quiz Night

02 September 2025 – King's Lynn Youth Advisory Board Meeting

03 September 2025 – Merchant Navy Day Flag Raising

06 September 2025 – Downham Market Library Summer Reading Presentation

08 September 2025 – Swan Youth Project Meeting

The Mayor advised that the next Charity Quiz night is Friday 17 October 2025 at 7pm for 7:30pm start.

The Mayor praised the recent Sunday Makers Markets and Lucie for her organization of the weekly Council markets.

The Mayor reminded attendees of the following events:

Councilor's Surgery – Saturday 13 September 2025

Halloween Fun Day – Free event on Thursday 30 October 2025 running 10am – 2pm

Christmas Lights Switch On Event – Sunday 30 November 2025.

6. To approve the Minutes of the following Committees

6.1 Planning Committee – 01 July & 05 August 2025

Resolved: To accept the minutes of the Planning Committee held on 01 July 202 and 05 August 2025

Proposed Cllr Daymond, seconded Cllr Lane, 16 In Favour. 1 Abstention.

6.2 Property Committee – 02 July 2025 & 23 July 2025

Resolved: To accept the minutes of the Property Committee held on 02 July 2025 and 23 July 2025

Proposed Cllr Jordan, seconded Cllr C Pyatt, 16 In Favour. 1 Abstention.

6.3 Governance & Finance Committee – 19 June 2025

Cllr Pyatt asked The Mayor to delay this item until after the discussions held under Agenda Item 11 & 12. This was agreed.

6.4 Human Resources Committee – 30 July 2025

Resolved: To accept the minutes of the Human Resources Committee held on 30 July 2025
Proposed Cllr Pegg, seconded Cllr Daymond, 14 In Favour. 1 Against. 2 Abstentions.

7. To fill the vacancies on the following Committees:

7.1 Governance & Finance Committee – 2 vacancies

There was no resolution made as there were no volunteers.

7.2 Human Resources Committee – 3 vacancies

Resolved: That Cllr Dickson & Cllr Sims join the Human Resources Committee.
Proposed Cllr Lane, seconded Cllr Pegg, All In favour.

7.3 Property Committee – 1 vacancy

Resolved: That Cllr Campbell-Robb join the Property Committee.
Proposed Cllr Lane, seconded Cllr Daymond, All in favour.

8. To approve the formation of the following working parties, agree membership and their respective Terms of Reference

8.1 Grounds Maintenance Working Party

Resolved: To form a Grounds Maintenance Working Party with the following Councillors as members; Cllrs Lane, Leivers, Jordan and C Pyatt. The Terms of Reference of the working party to be drafted at the first meeting with referral to Full Council for approval.
Proposed Cllr Leivers, seconded Cllr Campbell - Robb, All In Favour.

8.2 Jubilee Community Centre Site Terms & Conditions Of Use Working Party

Resolved: To form a Jubilee Community Centre Site Terms & Conditions Of Use Working Party with the following Councillors as members; Cllrs C Pyatt, Lane, Lewis, Brewer & Hobbs. The Terms of Reference presented are not approved and the working party is to redraft the Terms of Reference for Full Council approval.
Proposed Cllr Lane, seconded Cllr C Pyatt, All In Favour.

8.3 Jubilee Community Centre Site Business Plan Working Party

Resolved: To form a Jubilee Community Centre Site Business Plan Working Party with the same membership as the Jubilee Community Centre Site Terms & Conditions Of Use Working Party namely Cllrs C Pyatt, Lane, Lewis, Brewer & Hobbs. The Terms of Reference of the working party to be drafted at the first meeting with referral to Full Council for approval.
Proposed Cllr Lane, seconded Cllr Lewis, All In Favour.

8.4 Car Park Orders Working Party

Resolved: To form a Car Park Orders Working Party with the following Councillors as

members; Cllrs C Pyatt, Brewer, Perkin & Pegg. The Terms of Reference of the working party to be drafted at the first meeting with referral to Full Council for approval.
Proposed Cllr Lane, seconded Cllr C Pyatt, 16 In Favour. 1 Against.

8.5 Investments Working Party

Resolved: That an Investments Working Party not be formed. That the Governance & Finance Committee manage all investments on a monthly basis.
Proposed Cllr C Pyatt, seconded Cllr Wiles, All In Favour.

9. To agree Human Resources Committee Terms of Reference

The Town Clerk gave advice on this item as the Terms of Reference have already been rescinded within the past 6 months, namely July 2025 and the Council have not since accepted the Terms of Reference drafted by the Office or the Chair of Human Resources Committee. There is a risk of a legal challenge on this item.

Resolved: To refer the Terms of Reference to the Human Resources Committee so that they produce a draft document for subsequent consideration at Full Council.
Proposed Cllr Pegg, seconded Cllr S Moyses, 12 In Favour. 4 Against. 1 Abstention.

10. To re-consider the Terms of Reference for existing Committees due to overlap concerns

10.1 Property Committee

10.2 Governance & Finance Committee

Resolved: That the Chair of Property Committee and the Chair of Governance & Finance Committee along with The Mayor meet to consider the Terms of Reference for both Committees and refer any amendment suggestions to Full Council for approval.
Proposed Cllr Perkin, seconded Cllr Jordan, All In Favour.

11. To consider rescinding the following motion

Proposers: Cllr C Pyatt, Cllr R Pegg, Cllr F Daymond, Cllr J Lewis, Cllr J Pyatt

To rescind the resolution made by Governance and Finance Committee on Thursday 19 June 2025. Agenda item: To review contracts 14.2 Gritting Contract

Resolved: That the gritting contract for the 2025/2026, 2026/2027, and 2027/2028 seasons be offered to Nationwide Gritting.

Resolved: To accept the motion in full.
10 In Favour. 6 Against. 1 Abstentions.

12. To consider the following motion

Proposers: Cllr C Pyatt, Cllr R Pegg, Cllr F Daymond, Cllr J Lewis, Cllr J Pyatt

It is recommended to Full Council that the gritting contract be scrutinised by the Property Committee with all available documents including quotes, and then a recommendation is made to Full Council for further scrutiny and agreement.

Resolved: To accept the motion in full.

10 In Favour. 4 Against. 3 Abstentions.

13. To reconsider the Overspend Referral Procedure in light of concerns that it may be slowing decision-making

Cllrs were happy with the procedure and did not wish to vote on any amendments.

14. To adopt the following policies and procedures

14.1 Investment Policy

Resolved: To accept the recommend of Governance & Finance Committee and adopt the new policy with amendments to match Agenda Item 8.5.

Proposed Cllr C Pyatt, seconded Cllr Jordan, 16 In Favour. 1 Abstention.

14.2 General Reserves Policy

Resolved: To accept the recommend of Governance & Finance Committee and adopt the new policy.

Proposed Cllr C Pyatt, seconded Cllr Perkin, All In Favour.

14.3 Pension Policy

Resolved: To accept the recommend of Governance & Finance Committee and adopt the Norfolk Pension Fund Town Council Pension Policy (LGPS – Norfolk Model).

Proposed Cllr C Pyatt, seconded Cllr Dickson, All In Favour.

15. To consider overspend referrals

15.1 Mayor's Board

Resolved: To accept the recommend of Governance & Finance Committee and Property Committee.

Proposed Cllr Jordan, seconded Cllr Lane, All In Favour.

16. To consider options for appointing an external HR consultancy and agree actions

The Deputy Clerk provided 4 options ahead of the meeting.

Cllrs noted that as the Council is under contract with Croner Group for HR advice until February 2026 therefore this item did not require discussion at this meeting.

Cllr Pegg also stated that he is using Norfolk ALC for HR advice.

17. To seek Council's decision on whether to permit busking activities within the Town Square.

Resolved: To agree to busking in principle and refer to Governance & Finance Committee for policy to be drafted.

Proposed Cllr Perkin, seconded Cllr Wiles, All In Favour.

18. To agree the recommendation of Governance & Finance Committee

RESOLVED – That Jimmy Miller be recommended to Full Council for appointment as Internal Auditor for 2025/2026.

Resolved: To accept the recommend of Governance & Finance Committee.

Proposed Cllr Perkin, seconded Cllr C Pyatt, All In Favour.

19. To agree the recommendation of Property Committee to spend £8,850+VAT

***Financial Regulation 4.1**

RESOLVED: To appoint Neville Godfrey to carry out the kerbing work at the edge of the Jubilee Community Centre, as per their quote. To include the patching of holes in the tarmac as part of the job.

Resolved: To accept the recommend of Property Committee.

Proposed Cllr C Pyatt, seconded Cllr Pegg, All In Favour.

20. Councillors' Questions and to receive suggestions for future agenda items

Question - When is Full Council to consider the solicitor contract.

Answer - This is due to be discussed at the Governance & Finance Committee meeting next week for onwards recommendation to Full Council. (Town Clerk)

Cllr Campbell-Robb asked that Council consider Public Participation being at the beginning and end of an agenda.

21. To note the date of the next meeting – 23 September 2025, 7pm, Town Hall

This was agreed.

Meeting ended: 8:55pm