

I hereby give notice of and summon members to attend a meeting of Full Council on Tuesday 09 June 2026 at 7pm at 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 – 04 June 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. Presentation – West Norfolk Deaf Association

To receive a presentation from West Norfolk Deaf Association

6. Minutes

To approve the minutes of the Full Council Meeting held on 19 May 2026.

7. Committee Minutes

To note the minutes of the Planning Committee – 05 May 2026.

To note the minutes of the Property Committee – 13 May 2026.

8. Motion Proposed by Cllr Grover / Seconded by Cllr Campbell-Robb

That the Council notes that complaints were submitted regarding Councillor Brewer and that the relevant process has now concluded with the complaints not being upheld; and further notes that such matters may have an impact on the individual concerned, including in relation to reputation and personal wellbeing; and that the Council respectfully requests that those Councillors involved in submitting the complaints consider issuing a formal apology to Councillor Brewer in relation to the allegations made and any reputational and emotional harm that may have arisen as a result.

9. Code of Conduct Complaints Letter

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

10. Planning Application – Re-consultation 25/00961/OM

Full Council to determine response to outline planning application with all matters reserved apart from access for up to 260 dwellings, associated facilities and infrastructure, car parking, open space provision and access at Land At E561665 N302569 Nightingale Lane Downham Market, Norfolk

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

To consider approval of the Planning Protocol

12. Appointment of members to existing committees (Standing Order 5 j vii) namely Finance & General Purposes Committee

Full Council to determine the method of appointment and appoint members to the Finance & General Purposes Committee.

13. Jubilee Community Centre Working Parties – Merger

To consider and agree the merger of the Jubilee Community Centre Business Plan Working Party and the Jubilee Community Centre Terms and Conditions of Use Working Party, with all current members transferring to the Jubilee Community Centre Business Plan Working Party.

14. Howdale Community Association (Charity Number 1081788) - Update

To note that the Charity Commission has confirmed that Howdale Community Association (Charity No. 1081788) has been removed from the Central Register of Charities. This change will be reflected on the public Register of Charities within the next five days.

15. Car Park Orders – Commencement of Legal Process and Appointment of Specialist Consultant

To consider commencing the preparation of new Car Park Orders and appointing a specialist consultant to support the process.

16. Bank Reconciliation and Bank Statements – April 2026

To receive, approve, and sign off the bank reconciliation for April 2026 and to note and sign off the associated bank statements.

17. Internal Audit Visit and AGAR Preparation – Update and Sign-Off

To receive an update on the Internal Auditor's visit and the preparation of the Annual Governance and Accountability Return (AGAR), and to consider and approve the relevant documentation for sign-off, where appropriate.

18. Jubilee Community Centre – Container Purchase and Budget Approval

To consider a recommendation from the Property Committee to approve the purchase of container(s) for use by the football club, including a budget of £10,000 for purchase, installation, security and associated costs, and to agree that any arrangement will be by way of rental or licence agreement.

19. Grade II Listed Town Clock – Cleaning and Restoration Works

To consider a recommendation from the Property Committee to approve specialist cleaning and restoration works to the Town's Grade II listed heritage clock and to allocate a budget of up to £10,000 to cover the works, contingency, and any associated costs.

20. Live Streaming of Committee Meetings

To consider whether to live streaming of Committee meetings.

21. Councillors' Questions and Future Agenda Items

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

22. Date of Next Meeting

To note that the next Full Council Meeting – 14 July 2026.

End