DOWNHAM MARKET TOWN COUNCIL

6 Market Place, Downham Market, Norfolk PE38 9DE
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Town Clerk: Claire Dornan

I give notice of a meeting and summon members to attend a joint meeting of the Events Committee & Human Resources Committee on Thursday 29 October 2026 at 5:30pm 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 – 23 October 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. To consider the implementation of the grant-funded project, including budget allocations, recruitment arrangements and delegated authority
To consider the arrangements required to deliver the grant-funded project, including:

- The allocation of funding within the Council's budget to cover employment costs not met by the grant, including PAYE and DBS checks.
- The proposed employment of casual staff on a 12-month fixed-term basis, including the proposed working hours and number of sessions.
- The recruitment process and timescales to enable the project to commence in January 2027.
- Whether delegated authority should be granted to the relevant officers to manage the recruitment process and conduct interviews, subject to the appropriate approvals and procedures.

To agree the next steps for implementation of the project.

End