

I give notice of a meeting and summon members to attend a meeting of the Events Committee on Thursday 06 August 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 - 28 July 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 7 July 2026.

5. Love Your Market Expression of Interest

To receive an update on the Expression of Interest submission:

- a) The Great Downham Market Mystery Trail
- b) Downham Market Gingerbread Saturdays

6. Steele Media

To receive an update following the meeting with Steele Media.

7. CPR and AED Awareness Sessions

To receive an update on the CPR and AED Awareness Session held on 18 July 2026.

8. Event Planning – Armed Forces Day 2026

To receive an update following the recent planning meeting.

9. Event Planning – Halloween

To receive an update on actions taken since the last meeting.

10. Event Planning – Remembrance

To plan the Remembrance event, including:

- the event format and activities;
- budget requirements and available funding;
- volunteer requirements and allocations;
- the event Risk Assessment and Health & Safety requirements;
- publicity, promotion and sponsorship arrangements; and
- actions, responsibilities and timescales.

11. Next Meeting

To confirm the date of the next Events Committee meeting.