

I give notice of a meeting and summon members to attend a meeting of the Full Council on Tuesday 13 January 2026 at 7pm in Downham Market Town Hall, Bridge Street, Downham Market PE38 9DW.

The meeting will be recorded and uploaded to YouTube:

<https://www.youtube.com/channel/UCy8Z5l4jHqydpOkOivqqb8g/featured>

Members of the public are welcome to attend this meeting.

**Claire Dornan**  
**Town Clerk**  
07 January 2026

### **Agenda**

- 1. To Note Apologies for Absence.**
- 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.
- 3. To approve the Minutes of the Full Council Meeting held on 04 November 2025.**
- 4. To approve the Minutes of the Extraordinary Full Council Meeting held on 09 December 2025**
- 5. Public Forum**
  - 5.1 County Councillor and Borough Councillors**
  - 5.2 Police**
  - 5.3 Public**
- 6. Mayor's announcements**
- 7. To consider the co-option applications received for East Ward vacancy and agree actions**
- 8. To note the resignation of the Deputy Mayor and agree actions**
- 9. To consider the following motion:**

**To consider and agree actions on a vote of no confidence in the Mayor Cllr Lane.**  
**Proposer Cllr Jordan    Seconder Cllr Lewis**

**10. To receive and approve the minutes of the following Committees:**

**10.1 Planning Committee – 08 October 2025, 21 October 2025 & 11 November 2025**

**10.2 Property Committee – 29 October 2025 & 05 November 2025**

**10.3 Human Resources Committee – 18 September 2025, 06 November 2025 & 11 November 2025**

**10.4 Governance & Finance Committee – 16 October 2025, 12 November 2025 & 20 November 2025**

**11. To agree finance matters for the Mayor / Chair's signature:**

**11.1 November 2025 Bank Reconciliation**

**11.2 December 2025 Bank Reconciliation**

**11.3 November 2025 Bank Statements**

**11.4 December 2025 Bank Statements**

**11.5 Bills For Payment**

**11.6 Receipts List**

**12. To discuss and note the External Auditors report 2024/2025**

**13. To discuss and note the interim Internal Auditors report 2025/2026**

**14. To review the Borough Council's decision regarding the 3G Pitch application and agree actions**

**15. To consider request from Property Committee dated 05 November 2025:**

**To request Full Council to allocate the CIL funding to commission a new concrete skatepark**

**16. To consider request from Property Committee dated 26 November 2025:**

**To agree expenditure from the Car Park Ear Marked Reserves for work in excess of £5,000 to complete the Hollies Pavement works.**

**17. To consider a budget for the Memorial Garden for 2025/2026 and agree actions**

**18. To consider a budget for the Market for 2025/2026 to enable the purchase of gazebos and agree actions**

**19. To consider the creation of a Working Party to create a Business Plan for the Town Council**

**20. To discuss and agree a response to a request from a Market Trader to amend the Market Licence to include the ability to take 2 weeks annual leave at no cost to the trader**

**21. To consider and agree a response to a request from Bridge Street Surgery for support for the purchase of a Phlebotomy Chair**

**22. To receive updates from working parties:**

**22.1 Jubilee Community Centre Site Terms & Conditions Of Use Working Party**

**22.2 Jubilee Community Centre Site Business Plan Working Party**

**22.3 Car Park Orders Working Party**

**22.4 Grounds Maintenance Working Party**

**23. To receive outside body reports**

**23.1 Youth Advisory Board**

**23.2 Safer Neighbourhood Action Panel**

**23.3 Downham Market & Downham West Joint Burial Board**

**23.4 100 Acre Charity**

**23.5 West Norfolk Tourism Forum**

**24. To consider a resolution under the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public on the grounds that confidential contract and legal matters will be discussed.**

**24.1 To consider the Gritting Contract**

**25. To agree any actions required following discussions within confidentiality**

**26. To discuss and agree 2026/2027 Budget**

**27. To discuss and agree 2026/2027 Precept**

**28. To note the date of the next meeting – 10 February 2026, 7pm, Town Hall.**