Downham Market Town Council

Events Committee Meeting

Held on Wednesday 07 October 2026 at 6pm

This meeting was held at Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW

Present

Chair – Cllr Lane

Committee Members - Daymond, Grover & Leach (4)

Deputy Town Clerk – Darren Martin

There were no members of the public present.

Members were reminded of the evacuation procedures.

Attendees were asked to switch mobile phones off or place them on silent.

1. **Apologies for Absence**
   To receive and note apologies for absence.

No apology was received from Cllr Campbell-Robb.

2. **Declarations of Interest**
   To receive declarations of interest and consider requests for Dispensations.

Cllr Lane declared he had a standing dispensation for the municipal year.

3. **Public Participation** (Maximum of 3 minutes per person, up to 15 minutes)

There were no members of the public present.

4. **Minutes**
   To approve the minutes of the Events Committee held on 03 September 2026

RESOLVED:

'That the minutes of the meeting held on 03 September 2026 be approved as a correct record.'

Proposed – Cllr Leach Seconded –Cllr Grover All In Favour

5. **Budget**

To review the event budget and agree any required actions.

The members reviewed the Events Committee Budget and considered the current position of each budget line. The following updates were noted for the forthcoming events:

Halloween: It was reported that £510 remains in the budget, representing 34% under budget. However, the cost of the children's fun fair rides and Halloween cake still need to be factored in. The final budget position will therefore be subject to these additional costs which will be covered on item 6.

Remembrance Parade and Pause to Remember: It was reported that £35 remains in the budget, representing 3% under budget.

Christmas Lights Switch-On: The Christmas Lights Switch-On is currently 23% over budget, representing an overspend of £581.50. This figure does not yet include the outstanding cost of the security payment. However, these additional costs will be offset by stallholder payments, which have not yet been received.

6. Event Planning – Halloween
To review the event budget and agree any required actions

The Committee reviewed the arrangements for the Halloween event and considered the following matters:

The following suppliers have been booked and paid:

- JR Light and Sound
- Wycomb Pastures Mobile Petting Zoo
- Face Off Art Face Painting
- Children's craft activities, Baker Ross (grant funded)

The following payments remain outstanding:

- Halloween cake: £60 (50% discount from Cream Me Up Scotty)
- Funfair rides: £450

Total outstanding payments: £510 which when paid will bring the event in on budget.

Advertising: Advertising aimed at the public will continue up to the date of the event to maximise public awareness and attendance.

Halloween Cake: The Deputy Town Clerk has contacted the bakers, Cream Me Up Scotty, and has commissioned a Halloween-themed cake for the event with Tesco donating gluten free cakes also.

Halloween Bowling: Cllr Grover supplied 10 3D printed bowling pins to be used indoors, which are to be trailed with the printed bowling balls already supplied. Morrisons have donated a gift card to cover the costs of the pumpkins for the Halloween bowling outside.

Pass the Parcel: A donation of wrapped gifts were received for the Pass the Parcel game.

7. Event Planning – Remembrance
To receive an update on actions taken since the last meeting and security costs.

Members were informed by the Deputy Town Clerk that the final Remembrance Working Party meeting will take place on 21 October at 2.00 pm. Due to the proximity of the next Events Committee meeting to the actual event, any urgent changes from the Working Party Meeting will be forwarded to the Committee members by email.

The Town Hall flagpole is now operational and ready to be used over the period of remembrance. The work was completed free of charge by Mr P Dornan.

Road closures have been booked and arrangements confirmed.

The United States Air Force, RAF Lakenheath, have been contacted and are hoping to provide a representative for the parade, although attendance has not yet been confirmed.

An invitation to attend the parade has also passed on to the representative of Colin Bell. Attendance is hoped for, although he already has two other events scheduled for that day. Confirmation is expected nearer the date.

The Hilgay Silver Band have confirmed their attendance and can provide a bugler to perform the Last Post and Reveille. As a precaution, JR Light and Sound will also be on standby with a recording.

The Horticultural Society has been added to the wreath-laying list as requested at the previous meeting.

Father Mather has been contacted and has confirmed his participation. A response regarding the proposed order of service is still awaited.

Invitations have been sent to all dignitaries. An attendance and wreath-laying response matrix has now been created to monitor and record replies.

A response is awaited from the Rotary Club regarding attendance.

We are still awaiting a corrected invoice from the security firm selected for the event. Originally, they had sent one invoice that covered both the Remembrance and Christmas light Switch On events, and they were requested to supply us with two separate invoices which we have now received. The invoice for the Remembrance event was found to have increased by £400.00 from the previous year. When queried with the security firm it transpired that they had undercharged us the previous year, to this end they are reducing the amount for this year and will submit another invoice showing this, but going forward there will be a cost increase in future years for the same amount of cover. Their indemnity has been received, and we are still awaiting the risk assessment.

8. Poppy Display
To receive an update on arrangements for the Remembrance poppy display, including installation, maintenance, removal and any associated costs, and to agree any actions required.

The poppy display nets for the Town Hall and Town Clock are due to be collected from the Downham & District Branch of the Royal British Legion on 08 October2026.

J.R. Light & Sound have been contacted about undertaking the installation and subsequent removal of the poppies, for which a fee will be payable. He will supply a Cherry Picker and two personnel to carry out the works. As this is the first time this installation has been carried out, he could not give an exact quote as to the costings of the work. Instead, he will work to an hourly rate the anticipated cost is not expected to exceed £500.

Approval was sought for this expenditure.

RESOLVED:

'That a budget of up to £500.00 from the New Event Budget is approved for the installation and removal of the Town Square Poppy Display.'

Proposed – Cllr Leach Seconded –Cllr Daymond All In Favour

9. Event Planning – Christmas Lights Switch On
To receive an update on the Christmas Lights Switch On event.

The road closure for this event has been booked.

The security firm has been contacted, although invoicing and risk assessment matters remain outstanding as per item 7.

Stallholders will begin to be contacted from 09 October 2026 with reference to billing for pitches.

The following bookings have been accounted for within the budget:

- Father Christmas
- Reindeer
- JR Light and Sound
- Security

More local businesses have been contacted to enquire about interest in their inclusion in the proposed Festival of Christmas Trees, all of which agreed in principle.

This will take place in the Grand Hall.

Invitations will be sent to local businesses, charities and organisations, inviting them to provide an artificial Christmas tree of up to eight feet in height.

The trees will be installed in the Grand Hall between 14 and 17 December.

Members of the public will be invited to view the displays on 18 and 19 December.

Participating organisations will be responsible for removing their trees on 21 December.

The application paperwork has been completed and is ready for distribution.

Steele Media have been contacted to undertake advertising for the event.

Cllr Grover suggested entering a tree from the Town Council and he could supply 3D printed decorations with a Town Council logo on; these could be used on the Town Square tree also.

Cllr Leach asked that Steele Media be contacted to arrange advertising for the Christmas Eve Market and stated that he would be willing to do the market take down as the Council staff are due to break for the Christmas holidays at midday on the 24 December 2026.

10. Event Planning – St Winnolds
To receive an update on the St Winnolds event.

The Deputy Town Clerk advised that there were no further updates on this event at present.

11. Anglia In Bloom
To receive an update on the St Winnolds event.

The Deputy Town Clerk advised that some photographs of the floral displays had already been taken, and this would continue. The Deputy Town Clerk is to contact Holly Landscapes to enquire if they have any photographs that they may have taken when the displays were being installed.

12. Martyn's Law
To receive an update following officer training and consider any actions required.

The Committee was advised that the Town Clerk had attended a consultation meeting hosted by the Home Office on 17 September 2026. The meeting covered the implementation of Martyn's Law and the implications for the management and delivery of security at Council run events. As our external events are not ticketed, they will not fall under the remit of the new regulations. Both the Town Hall and JCC will be Standard Tier.

13. Next Meeting
To confirm the date of the next Events Committee meeting.

Members agreed the next meeting would be held on Wednesday 04 November 2026 at 6pm.

The meeting closed at 7:17.