

**Downham Market Town Council**

**Events Committee Meeting**

**Wednesday 10 June 2026 at 6pm**

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

**Present**

Committee Members - Cllrs Campbell-Robb, Grover, Lane, Leach (4)

Town Clerk – Claire Dornan

Deputy Clerk – Tina Griffin

There were no members of the public present.

Members were reminded of the evacuation procedures from the Assembly Room. Attendees were asked that all mobile phones be switched off or on silent.

**1. To elect the Chair of the Committee for 2026 – 2027**

**RESOLVED:**

**That Cllr Lane be elected Chair of the Committee for the municipal year.**

Proposed – Cllr Leach                      Seconded – Cllr Campbell-Robb                      All in Favour

**2. To elect the Vice Chair of the Committee for 2026 – 2027**

**RESOLVED:**

**That Cllr Leach be elected Vice Chair of the Committee for the municipal year.**

Proposed – Cllr Lane                      Seconded – Cllr Grover                      All in Favour

**3. To note Apologies for Absence**

Apologies were given by Cllr Daymond (Personal) and Cllr S Moyses (Work).

**4. To receive declarations of interest and consider requests for Dispensations.**

Cllr Lane asked for a dispensation to discuss Halloween and Christmas Lights Switch On. Cllr Lane explained the reason and confirmed that there he receives no personal benefit from the event.

**RESOLVED:**

**That Cllr Lane be given a dispensation for the municipal year.**

Proposed – Cllr Leach                      Seconded – Cllr Campbell-Robb                      3 in Favour

Cllr Lane did not vote.

**5. Public Participation**

There were no members of the public present.

**6. To agree Terms of Reference for recommendation to Full Council.**

**RESOLVED:**

**That the Terms of Reference be accepted and recommended to Full Council for adoption.**

Proposed – Cllr Lane                      Seconded – Cllr Leach                      All in Favour

**7. To update on events planned for 2026-7 and agree actions.**

Members reviewed the list of planned events for 2026/27, which had been previously approved at Full Council on 14 April 2026, Agenda Item 11.

Members noted that, in light of the Deputy Clerk's resignation with an end date of 30 June 2026, it would not be appropriate at this stage to make changes to the agreed events programme for 2026. The events programme therefore remains as previously approved.

Members further considered staffing arrangements and agreed that a recommendation be made to the Human Resources Committee that the Deputy Clerk be engaged to provide additional support for key events during the transition period. This includes support for the Remembrance Parade, where the Town Clerk will be on leave over the weekend, and the Christmas Lights Switch On, being the Council's largest annual event. It was further recommended that the Deputy Clerk assist the new Deputy Clerk and Administrator in the planning and delivery of the Christmas Lights Switch On.

Members discussed the need to strengthen event delivery capacity and agreed that volunteers should be sought from the community to support Council events. It was recognised that appropriate arrangements would need to be put in place, including consideration of Manual Handling training, COSHH awareness, Enhanced DBS checks where appropriate, relevant risk assessments, and compliance with emerging requirements including Martyn's Law.

Members emphasised the importance of recruiting volunteers who are able to support multiple events across the year rather than single-event participation. It was further agreed that a volunteer voucher scheme be introduced, similar to arrangements used at Denver

Fireworks, whereby volunteers would receive a voucher to spend with approved food vendors at events, with the Council reimbursing the cost.

Members also considered the Town Crier budget and agreed to approve a payment of £300, noting that this is donated by the Town Crier to his chosen charity.

Members discussed the 2026/27 events budget and supported the principle of an interchangeable events budget, allowing underspends in one event to be reallocated to another without requiring separate approval, provided overall budget limits are not exceeded. It was further agreed that virements between event budgets should be permitted and all adjustments to be reported to Finance & General Purposes Committee for transparency.

With regard to the St Winnold's Parade, Members noted the Service Level Agreement with the Borough Council of King's Lynn and West Norfolk donating £1,200. Members emphasised that this arrangement cannot be assumed to continue annually and agreed that future development of the event should be explored, including enhancing its profile through additional features such as more animals, a horse-drawn carriage, and a focus on equestrian heritage. Members further agreed that any development proposals would be brought back for consideration, including financial implications and feasibility.

Members considered suggestions to host more of St Winnolds at Discover Downham but agreed that activities should remain focused within the Town Centre, with greater use of the Town Square.

Members noted that RAF event arrangements for 13 June 2026 are in place, with Cllr Leivers and Cllr Lane volunteering on the refreshments stand. Members further noted that these arrangements relate to operational attendance only.

Members also noted that Armed Forces Day on 27 June 2026 is already organised and requires operational attendance only.

Members noted that Santa and gifts have been secured for the Christmas Lights Switch On event.

Members considered communication and promotion of Council events. Cllr Grover suggested exploring the use of a public relations consultant to improve attendance and engagement. Members agreed that this proposal be explored further, with costings and options to be brought back for consideration prior to any appointment. Concerns were raised regarding limited engagement with noticeboards and the effectiveness of Facebook in reaching younger audiences. Cllr Campbell-Robb suggested exploring the use of a gov.uk-based survey platform, similar to SurveyMonkey, to support engagement and feedback, subject to data protection and governance requirements.

Following discussion, it was:

**RESOLVED that:**

- 1. The previously approved events programme for 2026/27 (Full Council 14 April 2026, Agenda Item 11) be reaffirmed and no changes be made at this stage.**
- 2. A recommendation be made to the Human Resources Committee that the Deputy Clerk be engaged to provide additional support for the Remembrance Parade and Christmas Lights Switch On events during the transition period, including support to the incoming Deputy Clerk and Events/Administrator.**
- 3. Approval be given in principle to the introduction of a community volunteer scheme for Council events, subject to the development of appropriate safeguarding, training, insurance, and risk management arrangements including Manual Handling, COSHH, Enhanced DBS where required, risk assessments, and compliance with Martyn's Law.**
- 4. A volunteer voucher scheme be developed, allowing volunteers to receive vouchers redeemable with approved food vendors at Council events, with associated costs reimbursed by the Council.**
- 5. A payment of £300 be made to the Town Crier in recognition of services, noting that this is donated to a nominated charity.**
- 6. The principle of an interchangeable events budget be supported, allowing virements between event budgets within the overall approved allocation with all virements to be reported to the appropriate Committee.**
- 7. The development of the St Winnold's Parade be explored, including enhancements to programming and format, noting the current Service Level Agreement donation of £1,200, with any proposals and associated costs to be brought back for consideration.**
- 8. Further consideration be given to improving public engagement and promotion of Council events, including the possible appointment of a PR consultant, with options and costings to be reported back prior to any decision, and the exploration of alternative digital engagement tools, subject to governance and data protection requirements.**
- 9. That the RAF event on 13 June 2026 be noted as operational attendance only, requiring no further substantive approval.**
- 10. That the quotation from JR Light & Sound be accepted for the provision of sound, lighting and associated event support services for the Council's 2026/27 events programme at the following costs (plus VAT where applicable):**
  - Armed Forces Day – 27 June 2026: £38.33**
  - Remembrance Parade – 8 November 2026: £95.00**
  - Pause & Remember – 11 November 2026: £95.00**
  - Halloween Fun Day – 29 October 2026 (sound system with smoke and bubbles): £225.00**
  - Halloween Fun Day – 15 pedestrian barriers: £45.00**
  - Christmas Lights Switch-On – 29 November 2026: £1,567.50**
  - St Winnold's Parade – 20 March 2027: £175.00**

Proposed – Cllr Lane

Seconded – Cllr Campbell-Robb

All in Favour

Members recorded that JR Light & Sound has successfully supported Council events for more than eight years, possesses detailed knowledge of the Council's requirements and event programme, and has demonstrated a commitment to supporting the Council through attendance at meetings and the provision of discounted and complimentary services.

The Town Clerk was authorised to confirm the appointment and make all necessary arrangements for the delivery of the services.

#### **8. To confirm the date of next meeting – tba**

Members considered the date of the next meeting.

It was agreed that the next meeting will be held on 07 July 2026 at 6.00pm in the Town Hall.

Members also considered the forward work programme and agreed the following items for inclusion on future agendas:

- **July 2026:** Sponsorship arrangements and Halloween Fun Day planning
- **August 2026:** Christmas Lights Switch On planning
- **September 2026:** St Winnold's Parade planning and Youth Council matters
- **October 2026:** Events budget and consideration of new ideas and initiatives

The meeting closed at 18:53.