

Minutes of the Extraordinary Full Council Meeting

Date: Wednesday 21 January 2026

Time: 6:00 PM

Venue: Town Hall, Bridge Street, Downham Market PE38 9DW

Livestream Link: [YouTube Channel](#)

Present

Councillors Brewer, Cain, Campbell -Robb, Dickson, Grover, Jordan, Lane, Lewis, Leach, Leivers, Perkin, C Pyatt & Sims.

Cllr Daymond and Cllr Wiles arrived at 6:08pm. (16)

Claire Dornan (Town Clerk)

1 Member of the public at the start of the meeting

Cllr C Pyatt asked members whether they were content for him to Chair the meeting.

All Councillors indicated their agreement by a show of hands, and Cllr C Pyatt was confirmed as Chair.

1. To Note Apologies for Absence.

There were no apologies received by the Town Clerk ahead of the meeting.

Cllr C Pyatt advised that he had received from County Cllr Tony White.

Cllr C Pyatt reminded all present of the emergency evacuation procedure and of the need to keep phones on silent.

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.

Cllr Jordan declared an interest in agenda item 5 in relation to holding the Gritting Contract.

3. To approve the Minutes of the Full Council Meeting held on 13 January 2026.

Resolved: That the minutes of the Full Council Meeting held on 13 January 2026 be approved.

Proposed Cllr Lane, Seconded Cllr Campbell-Robb

All In Favour

Cllr C Pyatt signed and dated each page of the minutes.

4. Public Forum

4.1 County Councillor and Borough Councillors

There was no County Cllr or Borough Cllrs present at the meeting.

4.2 Police

There was no representative from the Police present at the meeting.

4.3 Public

There were no requests from members of the public to speak at the meeting.

Cllrs Daymond and Wiles joined the meeting.

5. To discuss and agree 2026/2027 Budget

Cllrs discussed the draft budget, which included all Committee requests and the recommendations for adjustments from the Governance & Finance Committee. The Council decided, in the main, to reject the recommendations of the Governance & Finance Committee.

It was agreed to remove the £1,000 budget allocation for the Heritage Open Day, as it had been confirmed that there would not be a 2026 event.

The Council also agreed to remove the £2,000 budget for the LED upgrade work at the Jubilee Community Centre. However, the £2,000 from the 2025/2026 budget will be transferred to Ear-Marked Reserves to prevent the budget line being requested over multiple years.

An additional £25,000 was agreed to be added to the Town Hall Windows Ear-Marked Reserves.

The Ear Marked Reserves was agreed to be:

Item	Amount (£)
Skate Park	£203,765.19
Car Park Repairs	£60,000 plus unused allocation from 2025/2026 *
Architects Fees	£13,748.43
Town Hall Window Renovation	£50,000
Town Hall Floor Renovation	£15,000
Town Hall Amp, Speakers, Drapes, Projector Upgrade	£10,000
John Doyle Memorial	£1,800
Town Hall Table & Chair replacement	£10,000
Information Point Upgrade	£3,200
JCC Boiler	£4,000
Paradise Road Pump Relocation (Car Park Repairs Budget available to complete work)	£15,000
Council Van Replacement	£5,000
Tree Maintenance	£2,000
Memorial Garden Gates	£200
Total	£393,713.62 + 2025/2026 Car Park Repairs allocation

* The budget for Car Park Repairs for 2025/2026 was £60,000. To date, £4,490.38 has been spent, leaving £55,509.62 outstanding. However, there are still pending works, not limited to kerbing at the Jubilee Community Centre and the resurfacing at the Hollies, for which payments are yet to be made.

The budget was agreed as follows:

Expenditure

Property Committee

Item	Amount (£)
All Legionella	1,000.00
Town Square – Lighting LED Upgrade	3,500.00
Paradise Road – Business Rates	6,930.00
Car Park Signage	3,500.00
Hollies Car Park – Business Rates	11,550.00
Priory Road Car Park – Business Rates	4,340.00
Priory Road – Defibrillator	300.00

Item	Amount (£)
Town Hall Car Park – Business Rates	2,310.00
Town Hall Car Park – Defibrillator / Bleed Kit	300.00
Car Park Winter Maintenance (Gritting)	8,000.00
Car Park Lighting – Maintenance	6,500.00
Paradise Road Lower Car Park – Pump Inspection & Maintenance	500.00
Town Maintenance Contract	20,000.00
Town signs & Town Noticeboards & Maintenance	4,000.00
Seating	5,000.00
Jetting Contract & Maintenance	5,000.00
Vehicle – Maintenance / Service / MOT	1,000.00
Vehicle – Insurance	900.00
Vehicle – Tax	400.00
Vehicle – Fuel	400.00
SAM2 – Maintenance	1,000.00
Town Cycle Racks	100.00
Council Insurance – Main Policy	28,000.00
Jubilee Community Centre – Business Rates	8,085.00
Jubilee Community Centre - Fire Alarm & Intruder Alarm	500.00
Jubilee Community Centre – Fire Inspection	200.00
Jubilee Community Centre – Fire Extinguisher & Blanket inspection	150.00
Jubilee Community Centre – CCTV	3,000.00
Jubilee Community Centre – Electricity	3,500.00
Jubilee Community Centre – Gas	3,500.00
Jubilee Community Centre – Gas Safety Inspection	250.00
Jubilee Community Centre & Sports Centre – Water Rates	1,200.00
Jubilee Community Centre – Window Cleaning	200.00
Jubilee Community Centre – Defibrillator	300.00
Jubilee Community Centre – Maintenance	22,000.00
Jubilee Sports Centre – Electricity	1,750.00
Jubilee Sports Centre – Fire Inspection	200.00
Jubilee Sports Centre – Fire Extinguishers inspection	100.00
Town Hall – Business Rates	10,395.00
Town Hall - Fire Alarm & Intruder Alarm	1,500.00
Town Hall - Fire Inspection	200.00

Item	Amount (£)
Town Hall – Fire Extinguishers	300.00
Town Hall – CCTV	500.00
Town Hall – Lighting Upgrade to LED	1,000.00
Town Hall – Electricity	7,350.00
Town Hall – Gas	11,550.00
Town Hall – Gas Safety Inspection	400.00
Town Hall – Water Rates	4,000.00
Town Hall – Window Cleaning	500.00
Town Hall – First Aid	100.00
Town Hall – Maintenance & Repairs	21,000.00
Town Hall – Equipment / Tools	1,000.00
Town Hall – Cleaning Supplies	2,000.00
Town Hall – Sanitary Collections	1,500.00
Town Hall – Waste	1,500.00
Town Hall – Lift	1,600.00
Town Hall - PPL & PRS Licence	500.00
Town Hall – Drapes Cleaning	10,000.00
Town Hall & No. 6 – Broadband	2,500.00
No. 6 furniture	500.00
Outdoor Gym Equipment & Skate Park	10,000.00
Total	£249,360

Mayor / Deputy Mayor Allowance

Mayor	1,500
Deputy Mayor	750
Total	£2,250

Events

Town Crier Grant	300
Mayors At Home	1500
Mayor Making Ceremony	1000
Stone Cross Memorial Wreath	Mayors Budget
Remembrance Parade	1000

Pause & Remember	200
Halloween Fun Day	1500
Christmas Lights Switch On	2500
St Winnolds	2000
New Event	2750
Total	£12,750.00

Human Resources Committee

Salaries	305709.03
Pension	61341.70
Training	5500
Occupational Health	2200
HR Advice	3126.55
Brightpay – Payroll Service	200
Uniform	1100
Travel & Expenses (Including Planning Committee)	550
Refreshments	550
Recruitment	1100
Cllr Vacancy Expenses	1100
SLCC Membership	440
Total	£382,917.28

Full Council

Grants	5000
Total	£5,000

Administration

Professional Fees - Legal / Audit	15000
Website Management	500
Stationery	500
IT Services	6500
Live Streaming	3300
Telephone	1500
Photocopier	1000
Bank Charges	150

Health & Safety Contract - Renewal July	2500
Postage	100
Clock Maintenance	1000
Total	£32,050.00

Downham Market & Downham West Joint Burial Board

Precept	30,000
Total	£30,000

Debt

Public Works Loan Board	24,000
Total	£24,000

Total Budgeted Expenditure £738,327.28

Income

Town Hall	25000
Jubilee Community Centre	8000
Market	22000
Town Square	4250
Cousins Court	13500
Hollies Turning Circle	9720
Old Fire Station	250
Jubilee Sports Centre AKA Boxing Hut	1200
Bar Income	250
Bank Interest	15000
Howdale Pax	10.00
Total	£99,180

Budget Requirement

Expenditure	738,327.28
Less: Income	99,180
Add: New Ear Marked Reserves – Town Hall Windows	-25,000
Net Budget Requirement	£64,147.28

Resolved: That a budget of £664,147.28 be agreed.

Proposed Cllr Daymond, Seconded Cllr Campbell-Robb

15 In Favour 1 Against

6. To discuss and agree 2026/2027 Precept

Resolved: That the precept for the financial year 2026/2027 be set at the same level as the approved budget figure.

Proposed Cllr Leivers, Seconded Cllr Wiles

15 In Favour 1 Against

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

This was agreed.

Meeting ended: 7:03pm