

## Minutes of the Full Council Meeting

Date: Tuesday 19 May 2026

Time: 7:00 PM

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

Livestream Link: [YouTube Channel](#)

### Present

Mayor – Cllr Wiles

Councillors Cain, Campbell - Robb, Dickson, Grover, Jordan, Lane, Leach, Lewis, Leivers, B.

Moyses, S. Moyses, Pegg, Perkin, C Pyatt, J Pyatt & Sims

Cllr Webb joined the meeting after item 5. (19)

Tina Griffin (Deputy Clerk)

12 Members of the public were present at the start of the meeting.

#### 1. Apologies for Absence

Apologies were received and noted for Cllr Brewer, health reasons.

Borough Cllrs Ratcliffe and Osborne also sent their apologies.

#### 2. Declarations of Interest

To receive Declarations of Interest and consider any requests for Dispensations.

Members are reminded to declare any interests, including Disclosable Pecuniary Interests, in accordance with the Town Council's Code of Conduct.

There were no declarations of interest made.

#### 3. Public Forum

3.1 County Councillor and Borough Councillors

Borough Cllr Andy Bullen said he was pleased to attend the opening of the new children's playpark at the Memorial Field.

3.2 Police – there were no police in attendance.

3.3 Members of the Public (3 minutes per person, maximum of 15-minute session)

The Community First Responders spoke about the service they provide to residents of West Norfolk and Downham Market in particular. There will be a dedicated member of their team covering the town once training is complete.

#### 4. Chair's Report

The Mayor, Cllr Wiles outlined the following recent engagements:

Ely Cathedral Mayor's Civic Service

Borough Council Local Hero Awards

Hunstanton's Mayor's Ukrainian evening

BBQ hosted by the Mayor of Thetford

Kings Lynn & West Norfolk Borough Council Mayor Making.









**19.5 Norfolk Association of Local Councils (NALC)**

The majority of Cllrs indicated, by a show of hands, their agreement to this subscription.

**20. Review of the Council's complaints procedure (Standing Order 5 j xvi)**

To note this is delegated to Human Resources Committee for review.

The majority of Cllrs indicated, by a show of hands, their agreement to this arrangement.

**21. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (Standing Order 5 j xvii)**

**21.1** To note that the Freedom of Information Policy was last reviewed February 2026.

The majority of Cllrs indicated, by a show of hands, their continued approval of the existing Freedom of Information Policy.

**21.2** To note that the Data Protection is currently delegated to the Finance & General Purposes Committee for review.

The majority of Cllrs indicated, by a show of hands, their agreement to this arrangement.

**22. Review of the Council's policy for dealing with the press/media (Standing Order 5 j xviii)**

To note that the Media Policy is currently delegated to the Finance & General Purposes Committee for review.

The majority of Cllrs indicated, by a show of hands, their agreement to this arrangement.

**23. Review of the Council's employment policies and procedures (Standing Order 5 j xix)**

To note that this is currently delegated to the Human Resources Committee for review.

The majority of Cllrs indicated, by a show of hands, their agreement to this arrangement.

**24. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence (Standing Order 5 j xx)**

To note that the Council has the General Power of Competence.

The majority of Cllrs indicated, by a show of hands, their agreement to continued General Power of Competence.

**25. To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council (Standing Order 5 j xxi)**

To note the dates already agreed under the Live Streaming contract for 2026/2027.

The majority of Cllrs indicated, by a show of hands, their agreement to the dates under the live streaming contract.

## **26. Jubilee Community Centre Business Plan Working Party**

To consider the appointment of Cllr Sims to the Jubilee Community Centre Business Plan Working Party.

**Resolved:** That Cllr Sims be appointed to the Jubilee Community Centre Business Plan Working Party.

Proposed Cllr Wiles

Seconded Cllr Lane

All in favour

## **27. HR Consultancy**

To consider and approve the appointment of an HR Consultant to support the Council.

After a detailed discussion it was confirmed that the contract with MAD HR is only to resolve specific ongoing casework. Cllrs were advised by Cllr Pegg that the Council is unable to contract with two HR consultancies at the same time. He confirmed that should the Town Clerk require HR advice in relation to her staff management responsibilities, she could consult with MAD HR on an hourly charge basis. In response to a Cllr question, Cllr Pegg was unable to predict how long the casework will take to resolve.

It was agreed that at the end of the current specific casework, Full Council will consider the range of alternative providers previously circulated, which could also include MAD HR, and appoint an HR Consultancy for a longer term contract to support both Council and the Town Clerk.

Carried forward to the next meeting.

## **28. New Year's Eve Party**

To receive an update following research into this proposal and agree any actions.

It was reported that regular bar providers have already been booked elsewhere. A social media appeal for anyone who wished to run a New Year's Eve party at the Town Hall had not attracted interest. Cllr Leivers acknowledged that unfortunately her proposal could not therefore go forward.

## **29. Councillors' Questions and Future Agenda Items**

To receive Councillors' questions and suggestions for future agenda items.

Cllr Leivers asked about training for the Council, and specifically for the new events committee on Martyn's Law so Cllrs can better understand their responsibilities. The Deputy Clerk confirmed that the staff had received this training.

## **6. Code of Conduct Complaints Letter**

To formally receive the letter dated 11 May 2026 from the Deputy Monitoring Officer and agree next steps.

The Mayor read out the following statement:

*Councillors, we now move to the next item on the agenda: to formally receive the letter dated 11 May 2026 from the Deputy Monitoring Officer and to consider any next steps arising from it.*

*This matter relates to the handling of 7 Code of Conduct complaints and the Borough Council's comments regarding process, governance, and the potential need for mediation and further training.*

*Before opening for discussion, I would remind Members that this item is not an opportunity to revisit individual complaints or to make personal remarks about any councillor or individual involved. The focus tonight is strictly on governance, process, and any actions this Council may need to take in response.*

*I can also confirm that training has already been arranged in relation to GDPR, which will take place on Tuesday 16 June 2026 at 6pm in the Town Hall. This forms part of an ongoing programme of Member training, and it is considered appropriate to bring this session forward at this stage.*

*In addition, the Deputy Monitoring Officer has been contacted to request clarification on what procedural steps would be required should the Council decide this evening to proceed with mediation. That information has not yet been received, but has been requested to enable mediation to move forward quickly, should Members be minded to agree to it.*

*Finally, I must remind Members that I will be monitoring the discussion closely. If at any point the debate becomes disorderly or strays into personal, inappropriate, or non-relevant matters, I will suspend the meeting to ensure proper order is maintained.*

*We will take the letter as read, and I will then invite comments strictly on the implications of the correspondence and any proposed next steps for the Council.*

It was noted that training for all Cllrs on GDPR had already been planned but has been brought forward to 16 June 2026 at 6pm.

Discussion took place and the following points were raised by individual Cllrs:

- The value of mediation as a way forward.
- The need to follow internal policies and procedures.
- How to ensure compliance to DMTC policies and procedures.
- The content of the letter should be seriously concerning for the Council.
- That bullying needs to be taken seriously.
- That Council does need to update itself in relation to GDPR.

The discussion was interrupted by the Mayor as the meeting had run out of time. To be continued at the next Full Council meeting.

**30. Date of Next Meeting** - 09 June 2026 at 7pm.

The Mayor closed the meeting at 9pm