

I hereby give notice of and summon members to attend a meeting of Full Council on Tuesday 14 July 2026 at 7pm at Downham Market Town Hall, Bridge Street, Downham Market PE38 9DW.

The meeting will be recorded and uploaded to YouTube:

<https://www.youtube.com/channel/UCy8Z5l4jHqydpOkOivqgb8g/featured>

Members of the public are welcome to attend this meeting.

Signed - Claire Dornan

Role - Town Clerk

Date of Issue – 09 July 2026

Agenda

1. Apologies for Absence

To receive and note apologies for absence.

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.

a) To consider a dispensation request from Cllr Campbell-Robb relating to the College of West Anglia and Persimmon Homes.

3. Public Forum

3.1 County Councillor and Borough Councillors

3.2 Members of the Public

(Three minutes per person, maximum 15-minute session.)

4. Chair's Report

To receive the Chair's Report.

5. Presentation – West Norfolk Deaf Association

To receive a presentation from the West Norfolk Deaf Association.

6. Minutes

To approve the minutes of the Extraordinary Full Council Meeting held on 25 June 2026.

7. Committee Minutes

a) To note the minutes of the Planning Committee held on 20 May 2026 and 17 June 2026.

b) To note the minutes of the Property Committee held on 3 June 2026.

c) To note the minutes of the Human Resources Committee held on 20 March 2026, 23 April 2026, 6 May 2026, 27 May 2026, 11 June 2026 and 30 June 2026.

d) To note the minutes of the Events Committee held on 10 June 2026.

8. Resolution of Full Council – 9 June 2026

To consider rescinding the resolution passed by Full Council on 9 June 2026 relating to Councillor Brewer (motion proposed by Cllrs Pegg, Lewis, Leivers, Jordan and Wiles).

The resolution was:

"That the Council notes that complaints were submitted regarding Councillor Brewer and that the relevant process has now concluded with the complaints not being upheld; and further notes that such matters may have an impact on the individual concerned, including in relation to reputation and personal wellbeing; and that the Council respectfully requests that those Councillors involved in submitting the complaints consider issuing a formal apology to Councillor Brewer in relation to the allegations made and any reputational and emotional harm that may have arisen as a result."

9. Grade II Listed Town Clock – Cleaning and Restoration Works

To consider increasing the refurbishment budget by £5,000.

10. Grounds Maintenance Contract

To consider the tenders received for the Grounds Maintenance Contract and award the contract.

11. Discover Downham

To consider a request from Discover Downham to vary the rent payable under the Heads of Terms.

12. Committee Vacancies

To appoint Members to fill the following vacancies:

- a) Property Committee
- b) Finance & General Purposes Committee
- c) Jubilee Community Centre Business Plan Committee

13. Norfolk and Suffolk Integrated Care Board

To consider lobbying the Norfolk and Suffolk Integrated Care Board regarding matters affecting healthcare provision in Downham Market and the surrounding area.

14. West Norfolk Prosperity Funding Partnership Group

To consider appointing a Council representative.

15. Grant Application

To consider the following grant application and determine whether to award funding:

- a) Melody Allsorts of Downham

16. Market Governance

To consider whether Full Council should continue to be responsible for market decisions.

17. Human Resources Committee – 7 July 2026

To consider the recommendation from the Human Resources Committee to approve the Data Protection Policy, with delegated authority to the Town Clerk to make future updates as required, recognising that the policy remains under continual review.

18. Events Committee – 7 July 2026

To consider the recommendation from the Events Committee to allocate £3,600 from General Reserves to fund an initial 12-month marketing support package with Steele Media, at a cost of £300 per month, with the effectiveness of the arrangement to be reviewed after 12 months.

19. Police Initiative / Shop Watch

To consider participation in the Police Initiative / Shop Watch scheme and any associated funding options.

20. Training

- a) To note Code of Conduct Training – 30 September 2026.
- b) To note Grant Funding Training – 6 October 2026.

21. Flags of the Fen

To consider participation in the Flags of the Fen initiative and determine the Council's involvement.

22. Outside Body Reports

To receive reports from Council representatives on the following outside bodies:

- a) Fen Line Users Association (FLUA)
- b) Safer Neighbourhood Action Panel (SNAP)
- c) Downham Market & Downham West Joint Burial Board
- d) 100 Acre Charity

23. Councillors' Questions and Future Agenda Items

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

24. Date of Next Meeting

To note that the next meeting of the Full Council will be held on Tuesday 15 September 2026.

End.