Downham Market Town Council

Joint Events Committee & Human Resources Committee Meeting

Held on Thursday 29 October 2026 at 5:30 pm

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

Present

Events Committee - Cllrs Campbell-Robb, Daymond*, Grover, Lane & Leach (5)

Human Resources Committee – Cllrs Pegg, C Pyatt, Webb (3)

NB – Cllr Daymond is a member of both Committees but counted as one in attendance.

Town Clerk – Claire Dornan

Deputy Clerk – Darren Martin

There were no members of the public present.

Members were reminded of the evacuation procedures and asked to place their phones on silent.

The Town Clerk asked Councillors to vote a Chair for the meeting.

Resolved:

'Cllr Lane be elected Chair for this joint Committee meeting.'

Proposed – Cllr Leach Seconded – Cllr Pegg

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

Apologies were received from:

Cllr Cain – Holiday (Human Resources Committee)

Cllr Jordan – Personal Commitment (Human Resources Committee)

Cllr B Moyses – Work Commitment (Human Resources Committee)

2. Declarations of Interest
To receive declarations of interest and consider any requests for dispensations.

No declarations of interest were received.

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

There were no members of the public present and no correspondence was received for consideration under this item.

4. To consider the implementation of the grant-funded project, including budget allocations, recruitment arrangements and delegated authority

To consider the arrangements required to deliver the grant-funded project, including:

- **The allocation of funding within the Council's budget to cover employment costs not met by the grant, including PAYE and DBS checks.**
- **The proposed employment of casual staff on a 12-month fixed-term basis, including the proposed working hours and number of sessions.**
- **The recruitment process and timescales to enable the project to commence in January 2027.**
- **Whether delegated authority should be granted to the relevant officers to manage the recruitment process and conduct interviews, subject to the appropriate approvals and procedures.**

To agree the next steps for implementation of the project.

Members discussed the successful application to the Love Your Market Town Grant 2026/2027 for the Downham Market Gingerbread Saturdays project. The Council had applied for £4,000 and had been awarded £2,085.

Members noted the grant panel's comments that casual employment costs could not be claimed against the grant. It was agreed that employment costs not covered by the grant, including PAYE, DBS checks and any applicable Statutory Sick Pay, would be met from the Council's New Events Budget and not the Human Resources Committee budget.

Members noted that two employees would need to be recruited on 12-month fixed-term contracts to support the delivery of the project, which is scheduled to commence on 1 January 2027. The employees would be paid at the applicable National Minimum Wage rate for workers aged 21 and over, subject to the statutory rate in force when the work is undertaken.

It is anticipated that the employees' earnings would be below the automatic enrolment earnings threshold for workplace pensions. The Council would assess each employee's eligibility in accordance with its statutory workplace pension obligations.

The proposed session arrangements were discussed. Activities will run from 10.00 am to 12 noon, with 30 minutes allocated for set-up before each session and 30 minutes for set-down afterwards, making a total of three hours per session. Activities will be available to children aged over eight and under 18, with a maximum of 20 participants per session and a proposed staffing ratio of one employee to 10 participants (1:10).

Members discussed the arrangements required to address participants' individual support needs and identified allergy risks, including parental attendance where required by the agreed arrangements and relevant risk assessments.

Members considered the recruitment timescales and the arrangements necessary to enable the project to commence in January 2027. It was agreed that the Town Clerk and Deputy Clerk should be authorised to advertise the positions, conduct interviews, appoint two employees and organise the project activities without further approval from the Events Committee or Human Resources Committee, subject to the Council's applicable employment policies, financial regulations and statutory obligations.

RESOLVED:

'To approve the proposed arrangements for the delivery of the Downham Market Gingerbread Saturdays project, funded in part by the Love Your Market Town Grant 2026/2027; to meet employment costs not covered by the grant from the Council's New Events Budget and not the Human Resources Committee budget; and to delegate authority to the Town Clerk and Deputy Clerk to advertise, interview and appoint two employees on 12-month fixed-term contracts and organise the project activities without further approval from the Events Committee or Human Resources Committee, subject to the Council's applicable policies, financial regulations and statutory obligations.'

Proposed – Cllr Lane Seconded – Cllr Pegg

The meeting closed at 5:52.