

## **Minutes of the Full Council Meeting**

**Date: Tuesday 04 November 2025**

**Time: 7:00 PM**

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

**Livestream Link: [YouTube Channel](#)**

### **Present**

Chair: The Mayor, Cllr Michael Lane

Councillors Brewer, Cain, Campbell -Robb, Daymond, Hobbs, Jordan, Leach, Lewis, Leivers, B Moyses, S Moyses, Pegg, Perkin, J Pyatt, Sims & Wiles. (17)

Claire Dornan (Town Clerk)

Tina Griffin (Deputy Clerk)

2 Members of the public at the start of the meeting

The Chair reminded all present of the emergency evacuation procedure and of the need to keep phones on silent.

The Council held a minute's silence for Mr Bill Hayes - Allen former Mayor 2003-2004 who served the Town with dedication.

### **1. To Note Apologies for Absence.**

NB – Including Cllr Pegg apologies for 07 October 2025

The Town Clerk advised that apologies had been received from Cllrs C Pyatt & Dickson due to ill health.

Borough Cllrs Bullen, Ratcliffe and Osborne had given their apologies as had County Cllr White.

The Town Clerk apologised to Cllr Pegg for not recording his apologies at the meeting on 07 October 2025 which had been given the same day.

### **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 Lane declared an interest in agenda item relating to Receipts page 3.

Cllr Leivers declared an interest in agenda item 11.4 relating to Discover Downham.

### **3. To approve the Minutes of the Full Council Meeting held on the 07 October 2025.**

**Resolved:** That the minutes of the Full Council Meeting held on 07 October 2025 be approved.

Proposed Cllr Daymond, Seconded Cllr Leach                      16 In Favour    1 Abstention

### **4. Public Forum**

#### **4.1 County Councillor and Borough Councillor**

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**

The members of public who were present did not request to speak at the meeting.

### **5 Mayor's announcements**

Mayor's Engagements

- 08 October 2025 – Circus at Denver
- 10 October 2025 – Councillor Surgery with Cllr Leach
- 12 October 2025 – Civic Service, Hunstanton
- 14 October 2025 – Boys' Brigade meeting (15 boys present)
- 17 October 2025 – Mayor's Quiz (£400 raised)
- 21 October 2025 – Borough Mayor's Charity Trafalgar Day Supper
- 23 October 2025 – Chairman's Coffee Morning, Fenland Council
- 24 October 2025 – Poppy Appeal Launch
- 27 October 2025 – Art Circle 50th Anniversary Exhibition (AM) and Downham Dementia 10th Birthday Celebration (PM)
- 28 October 2025 – Harrington's Performing Arts Show: *The Magic of Musicals*
- 30 October 2025 – Halloween Fun Day (thanks recorded to staff, councillors, family members, and Mr Pumpkin)
- 31 October 2025 – The Grange Halloween Fun Party
- 01 November 2025 – Denver Fireworks with the Deputy Mayor
- 04 November 2025 – Youth Advisory Board meeting

The Mayor announced the following forthcoming events:

- 06 November 2025 and 04 December 2025 – Games Evenings at the Town Hall
- 12 December 2025 – Festive Family Quiz

## **6 To approve the Minutes of the following Committees**

### **6.1 Planning Committee – 24 September 2025**

**Resolved:** That the minutes of the Planning Committee dated 24 September 2025 be approved.

Proposed Cllr Jordan, Seconded Cllr Lewis

All In Favour

### **6.2 Property Committee – 01 October 2025**

**Resolved:** That the minutes of the Property Committee dated 01 October 2025 be approved.

Proposed Cllr Jordan, Seconded Cllr Lewis

All In Favour

### **6.3 Human Resources Committee – 06 August 2025**

The minutes were not approved as they had not received Committee approval.

### **6.4 Governance & Finance Committee – 14 August 2025**

**Resolved:** That the minutes of the Governance & Finance Committee dated 14 August 2025 be approved.

Proposed Cllr Hobbs, Seconded Cllr Lane

15 In Favour 2 Against

## **7. To agree request from Cllr Dickson and Cllr Brewer to join Governance & Finance Committee (3 vacancies)**

**Resolved:** That Cllr Dickson and Cllr Brewer be members of the Governance & Finance Committee.

Proposed Cllr Hobbs, Seconded Cllr Lane

8 In Favour 8 Against

The vote was tied. The Mayor used his casting vote and voted in favour of the proposal.

## **8. To consider grants request and agree response**

### **8.1 West Norfolk Rowing Club**

**Resolved:** That a grant of £500 be provided to West Norfolk Rowing Club.

Proposed Cllr Leivers, Seconded Cllr Leach

All In Favour

## **8.2 Singers Inspired**

**Resolved:** That a grant of £500 be provided to Singers Inspired.

Proposed Cllr Leivers, Seconded Cllr Brewer                      16 In Favour 1 Against

## **8.3 Melody Allsorts of Downham**

**Resolved:** That a grant of £1,000 be provided to Melody Allsorts of Downham.

Proposed Cllr Leivers, Seconded Cllr Lewis                      14 In Favour 3 Against

## **9. To discuss request from Downham Football Club and agree response**

Members discussed the request to sign the Grass Pitch Maintenance Fund - Landlord and Tenant Form.

It was agreed that the Jubilee Community Centre Terms and Conditions of Use Working Party should review this request.

## **10. To consider the following motion:**

**Cllr. Lane, Cllr. Hobbs, Cllr. Perkin, Cllr. Dickson & Cllr. Campbell-Robb**

**No member of the Council shall enter into any new contract with the Council or any of its committees, either directly or indirectly, for the supply of goods, materials, or services, or for the execution of any works, while they remain a member of the Council.**

Members debated the motion, raising concerns around public perception, procurement law, and existing governance arrangements.

The motion was initially proposed by Cllr Perkin and Seconded by Cllr Brewer to allow debated however this was revoked when a decision as made to seek further legal advice.

## **11. To consider recommendations from Governance & Finance Committee and agree actions**

**11.1 That the existing Terms of Reference for Governance & Finance Committee be amended to show that all decisions relating to contracts, leases, and licences be ratified by Full Council following recommendation from members.**

**Proposed: Cllr Lane, Seconded: Cllr Hobbs, All in Favour.**

Members noted a potential conflict with agenda item 12.1 and discussed whether decisions, particularly in relation to contracts, should be ratified by Full Council. Concerns were raised about overlap between the Governance & Finance and Property Committees, their respective powers, expertise, and approval processes. It was agreed that the Terms of Reference for the Governance & Finance Committee should be reviewed further.

No resolution was made.

**11.2 That it be recommended to Full Council that the Town Council accept the offer\* of the Borough Council.**

**Proposed: Cllr Lane, Seconded: Cllr Perkin, All in Favour.**

**\* 80% contribution towards gazebo and table purchase for community event use.**

**Resolved:** That the recommendation by Governance & Finance Committee be supported.

Proposed Cllr Daymond, Seconded Cllr Wiles

All In Favour

**11.3 That the new contract for the provision of bar services and Designated Premises Supervisor at the Town Hall be awarded to J&K Event Bars (Downham Market), on the agreement that the existing provider be permitted to fulfil any events already confirmed in the diary prior to the changeover.**

**Proposed: Cllr Hobbs, Seconded: Cllr Perkin, All in Favour.**

**Resolved:** That the recommendation by Governance & Finance Committee be supported.

Proposed Cllr Leach, Seconded Cllr Leivers

All In Favour

**11.4 That it be recommended to Full Council that Council approve the lease amendment\*, along with a lease extension, subject to planning permission being obtained and legal terms being agreed.**

**Proposed: Cllr Perkin, Seconded: Cllr Lane, All in Favour.**

**\* For Discover Downham**

Cllr Leivers supported the recommendation but raised concerns regarding the lease amendment details and suggested that a contribution towards the cost of the lease change be requested.

**Resolved:** That the recommendation by Governance & Finance Committee be supported and that Discover Downham should be asked for a contribution towards the cost of the lease change.

Proposed Cllr Hobbs, Seconded Cllr Leach

15 In Favour 1 Against

Cllr Leivers asked to abstain from the vote.

**Cllr Wiles left the meeting.**

**11.5 That Full Council does not proceed with the proposed twinning arrangement with San Lorenzo Nuovo Council.**

**Proposed: Cllr Hobbs, Seconded: Cllr Lane, All in Favour.**

**Resolved:** That the recommendation by Governance & Finance Committee be supported.

Proposed Cllr Pegg, Seconded Cllr Lane

All In Favour

**11.6 That the Governance & Finance Committee recommends to Full Council that the quote from Norfolk Computer Services be accepted to carry out penetration testing as part of the Town Council's ongoing IT security measures, to identify vulnerabilities, protect sensitive data, and strengthen cyber resilience.**

**Proposed: Cllr Perkin, Seconded: Cllr Lane, All in Favour.**

**Resolved:** That the recommendation by Governance & Finance Committee be supported.

Proposed Cllr Perkin, Seconded Cllr Daymond

All In Favour

**Cllr Wiles returned to the meeting.**

**11.7 It is recommended that Full Council approves the funding of high-quality, hand-made replacement curtains for the Assembly Room, as the existing curtains are damaged and no longer fit for purpose. It is further proposed that the cost be met from the Ear Marked Reserve budget originally allocated for Electric Vehicle Charging, as this reserve is no longer required for its intended purpose.**

**Proposed: Cllr Hobbs, Seconded: Cllr Lane, All in Favour.**

**Resolved:** That the recommendation by Governance & Finance Committee be supported.

Proposed Cllr Daymond, Seconded Cllr Leivers

All In Favour

**11.8 That it be recommended to Full Council that additional members of the Governance & Finance Committee be added as bank signatories, and that the 10% audit check be updated to allow verification by one signatory and one non-signatory.**

**Proposed: Cllr Hobbs, Seconded: Cllr Lane, All in Favour.**

**Resolved:** That Cllrs Hobbs, Cllr Perkin and Cllr Sims be added to the Bank Mandate.

Proposed Cllr Cain, Seconded Cllr Daymond

All In Favour

## **12. To consider recommendations from Property Committee and agree actions**

**12.1 To recommend to Full Council amendments to the Terms of Reference to include all matters relating to the Council's Property assets, encompassing contracts, leases and licenses.**

**Proposed Cllr Jordan Seconded Cllr C Pyatt, All in favour.**

**Resolved:** That the Property Committee Terms of Reference be approved, as presented.

Proposed Cllr Daymond, Seconded Cllr Pegg

15 In Favour 2 Against

### **13. To review the Halloween Fun Day**

The Town Clerk had sent a report ahead of the meeting.

Cllr Brewer thanked everyone behind the scenes. Cllr Lane gave his thanks. Cllr Cain thanked all the well behaved children who attended.

### **14. To discuss Remembrance Sunday contingency plan in case of inability to access London Road War Memorial and agree actions**

The Deputy Clerk gave a report following the visit from the building inspector.

The Town Clerk thanked the Deputy Clerk

### **15. To discuss Christmas Lights Switch On stewarding requirements and agree actions**

The Town Clerk had sent a report ahead of the meeting which stated that the Council needed more stewards to ensure that the event remained safe.

Cllr Leivers reminded members that there had been an underspend on the VE Day commemorations.

**Resolved:** That the recommendation by the Town Clerk to employ additional trained stewards from Excalibur at a cost of £884.65 be supported.

Proposed Cllr Campbell-Robb, Seconded Cllr Leivers

All In Favour

### **16. To discuss events schedule and event budget for 2026/2027 in the absence of a Community Development Committee and provide direction to Governance & Finance Committee**

Cllr Leivers questioned where the grant budget would be maintained. It was noted that this would be Full Council.

**Resolved:** That Full Council support the draft events schedule and budget

Proposed Cllr Lane, Seconded Cllr Leivers

All In Favour

**The Mayor changed the order of the agenda. Items 17–19 were taken after item 23**

## **20. To receive updates from working parties**

### **20.1 Jubilee Community Centre Site Terms & Conditions Of Use Working Party**

Members advised that there had been no meeting.

### **20.2 Jubilee Community Centre Site Business Plan Working Party**

Members advised that there had been no meeting.

### **20.3 Car Park Orders Working Party**

Members advised that there had been no meeting.

### **20.4 Grounds Maintenance Working Party**

Members advised that there had been no meeting.

## **21. To receive outside body reports**

### **21.1 Youth Advisory Board**

Members were advised that the Youth Council were in the process of arranging an event in 2026 for which they had created a survey.

Members were also given an update on the Games Evenings.

### **21.2 Safer Neighbourhood Action Panel**

Cllr Wiles reported on the Safer Neighbourhood Action Panel meeting held on 13 October 2025.

Members were advised that two additional beat officers are now operating in Downham Market.

Information was shared on anonymous reporting via Crimestoppers, alongside reminders regarding the appropriate use of 101 and 999.

An overview was provided on local issues including cycle marking events, theft, parking concerns on Bexwell Road, drugs, and speeding.

The next SNAP meeting will take place on 20 January 2026 at 7.00pm in the Town Hall.

### **21.3 Downham Market & Downham West Joint Burial Board**

The Town Clerk advised that a report had been circulated. There were no Cllr questions.



## **21.4 100 Acre Charity**

Members were advised that there is a meeting due to take place within the next 2 weeks.

## **21.5 West Norfolk Tourism Forum**

Cllrs were advised that the forum have not met.

## **22. To receive an update on 20mph zone request**

The Town Clerk read an email from Norfolk County Council which had been circulated to Cllrs on 28 October 2025 which stated:

‘The cost of providing pedestrian crossings is prohibitive and therefore not something we would consider and this also goes for extending the 20mph speed limit which would not meet the criteria under our speed management strategy.’

## **23. To receive an update from Network Rail on the signal box**

The Town Clerk read out an email which had been received in August 2025 which stated:

‘On the refurbishment of the signal box itself, we do have plans to repaint the signal box in 2026/27. The delay is down to getting access to the track as of course we can only do this when the line is closed.

I'm sorry this might be disappointing news but I'm happy to update you once we have a firm timeline for the works.’

## **17. To discuss Live Streaming in 2026/2027 and agree actions (Cllr J Pyatt)**

**Resolved:** That Live Streaming continue in 2026/2027.

Proposed Cllr Campbell-Robb, Seconded Cllr Daymond      16 In Favour   1 Against

## **18. To discuss a New Residents Welcome Pack and agree actions (Cllr B Hobbs)**

This item was not discussed as there was insufficient time to debate the matter.

## **19. To discuss prettifying the Town and agree actions (Cllr B Hobbs)**

This item was not discussed as there was insufficient time to debate the matter.

## **24. Councillors’ Questions and to receive suggestions for future agenda items.**

Cllr B Moses asked for the Mayoral Policy to be reviewed.

Cllr Leivers asked that the Council consider joining Fen Line Users Association (FLUA)

**25. To note the date of the next meeting – 13 January 2026, 7pm, Town Hall.**

This was agreed.

Meeting ended: 8:49pm