

DOWNHAM MARKET TOWN COUNCIL MEETING
MINUTES OF ANNUAL MEETING HELD TUESDAY 08th MAY 2018 AT 7.00PM

Present:	The Mayor	Cllr F E Daymond
	Councillors	J W Doyle
		J K Fox
		J Groom
		Mrs R A C Hepworth
		B M Hobbs
		D Lawson
		R A Pegg
		A Pickering
		C Pyatt
		D J Sharman
		A D Stacey
		R Turner
		R Horne
	Town Clerk	Mrs J M Markwell
	Assistant to the Clerk	Mrs N Westwood
	Members of Public	2

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices. Those present were asked to ensure that their mobile telephones were either switched off or on silent mode.

3598. Election of Mayor

The Clerk advised the council that only one application had been received for Mayor from Cllr Mrs Y A Thompson and one application for Deputy Mayor from Cllr D J Sharman. Unfortunately, Cllr Mrs Thompson has had to withdraw her application to put all her energy into her post-operative recovery.

Standing Order Annex E, section 1a states; *“For Mayoral and Deputy Mayoral elections, candidates will submit, in writing, to the Clerk, their intentions to stand together with the names of the proposer and seconder, two weeks before the election date.”* The Clerk advised that the Election of Mayor and Deputy Mayor should be postponed until the next opportunity with the current Mayor continuing the role until his successor is elected.

Cllr Mrs Hepworth said that it was a great shame that Cllr Mrs Thompson will not be continuing with her application stating, Cllr Mrs Thompson works very hard for the council, works exceptionally well with the staff and she is appreciated by all. Cllr Doyle agreed and suggested a letter of thanks be sent to Cllr Mrs Thompson.

Cllr Stacey advised members that Annex E, section 1a is not a legal requirement, it is a rule that could be temporarily withdrawn to enable the process to move ahead more quickly.

Proposed – Cllr Doyle

Seconded – Cllr Lawson

‘That Annex E, section 1a “For Mayoral and Deputy Mayoral elections, candidates will submit, in writing, to the Clerk, their intentions to stand together with the names of the proposer and seconder, two weeks before the election date” be temporarily suspended.’

All in favour

Cont...

Members were advised that applications for Mayor and Deputy Mayor must be received in writing with the name of the proposer and seconder by 12noon on Friday, 11th May 2018 to enable applications to be circulated to members. An agenda will be circulated on Wednesday, 9th May for the Full Council meeting on Tuesday, 15th May 2018.

Proposed – Cllr Fox

Seconded – Cllr Stacey

‘That due to the election of Mayor & Deputy Mayor being postponed until Tuesday, 15th May item 3362 also be postponed in order to complete further business on the agenda.’

All in favour

3599. Mayor Making and Declaration of Acceptance of Office

Item postponed until Tuesday, 15th May 2018.

3600. To receive Members’ Apologies for Absence

Apologies for absence had been received from Cllrs’ R L Hayes (holiday), J J Reed (unwell), and Mrs Y A Thompson (operation recovery).

Proposed – Cllr Fox

Seconded – Cllr Turner

‘That the apologies be accepted.’

All in favour

Cllrs’ J Lofthouse, M C Ross and M D Starreveld did not attend.

Cllr Fox would like to comment that Cllr Lofthouse has scarcely been present at council meetings and is not always giving apologies.

3601. To receive Members’ Declarations of Interest

There were no declarations of interest.

Public Participation

The Mayor, Cllr Daymond, adjourned the meeting for public participation.

No members of the public wished to address the Council nor did any councillor wish to address the Council in that capacity.

Accordingly, the Mayor, Cllr Daymond, resumed the meeting.

3602. Election of Deputy Mayor

Item postponed until Tuesday, 15th May 2018.

3603. Appointment of Standing Committees

The Clerk advised members that all councillors had been assigned to the committees they requested. Due to this, the Community Development Committee is under subscribed at 6 members and the Property and Planning & Environmental Committees are over subscribed at 10 members on each. Cllr Horne & Cllr Turner would like to be transferred from the Property Committee to the Community Development Committee.

Cllr Stacey questioned if the chairman of committees need to be elected this evening? No, the chairman is elected at the first committee meeting.

Cllr Horne questioned as to who will be on the HR committee? The HR committee will be selected next week at the Full Council meeting.

The Standing Committees were appointed as follows:

Finance	Property	Town Hall	Community Development	Planning & Environmental
Cllr Mrs Hepworth Cllr Hayes Cllr Lofthouse Cllr Lawson Cllr Pickering Cllr Pyatt Cllr Stacey Cllr Mrs Thompson	Cllr Daymond Cllr Doyle Cllr Fox Cllr Hayes Cllr Pegg Cllr Pyatt Cllr Sharman Cllr Starreveld	Cllr Daymond Cllr Doyle Cllr Fox Cllr Pegg Cllr Sharman Cllr Stacey Cllr Turner	Cllr Groom Cllr Hobbs Cllr Horne Cllr Lofthouse Cllr Pickering Cllr Reed Cllr Ross Cllr Turner	Cllr Fox Cllr Groom Cllr Mrs Hepworth Cllr Hobbs Cllr Horne Cllr Lawson Cllr Reed Cllr Ross Cllr Starreveld Cllr Mrs Thompson

3604. Appointment of Representatives to Outside Bodies

The representatives to the various outside bodies were appointed as follows:

Downham Market Sports Federation – *Cllr Pyatt advised that the Sports Federation has folded and is now under Alive Leisure, therefore a representative is not required.*

West Norfolk Community Sports Committee - *Cllr Pyatt advised that the West Norfolk Community Sports Committee has folded and is now under Alive Leisure, therefore a representative is not required.*

Festival Committee

Cllr A Pickering & Cllr M C Ross

Joint Burial Board – *Cllr Fox has contacted all representatives and they are happy to continue.*

Mr R J R Baker MBE, Mr M J Coles, Cllr J K Fox, Mr S W Nunn and Mr C T Sampson

Joint Remembrance Day Committee – *Cllr Doyle requested that Father Mather be included in the representatives list.*

Cllr J W Doyle, Cllr J Groom, Cllr R A Pegg, Cllr D J Sharman, Mr P Mouncer & Father J Mather (Cllr A D Stacey is RAFA representative)

Norfolk Association of Local Councils

Cllr D Lawson

Safer Neighbourhood Area Partnership

Cllr D J Sharman

Silverdale Centre

Cllr J W Doyle and Cllr R Turner

West Norfolk Arts Forum

Cllr J Groom

Cont...

West Norfolk Local Action Group – *Mrs Sharp has been contacted and she is happy to continue to be a representative.*

Mrs P B Sharp

West Norfolk MIND – *Cllr Sharman advised that he has not been invited to any meetings. The Clerk will contact MIND and ask for Cllr Sharman to be added to the meeting invite list.*

Cllr D J Sharman

West Norfolk Tourism Forum

The Mayor Cllr F E Daymond and Cllr M C Ross

Charities:

100 Acre

The Mayor Cllr F E Daymond, Mrs J Day and Mr C T Sampson

Retreat Almshouses

Cllr J K Fox and Cllr B Hobbs

3605. To inspect the Deeds, Leases and Agreements held on behalf of the Council

The Mayor, Cllr Daymond, advised that a folder was available in the office for councillors to inspect which held copies of all deeds, leases and agreements for the properties and agreements that the Council has.

3606. To fix the dates and times of Standing Committee meetings for the coming year

Members were circulated a diary sheet. Cllr Fox would like to bring the events on the second page to members attention.

Proposed – Cllr Doyle

Seconded – Cllr Groom

‘That the diary dates for 2018/2019 be accepted.’

All in favour

3607. To confirm bank signatories – Cllrs’ Doyle, Fox, Pegg, Pyatt, Stacey and Mrs Thompson

Proposed – Cllr Lawson

Seconded – Cllr Turner

‘That the 2018/2019 Council bank signatories are Cllrs’ Doyle, Fox, Pegg, Pyatt, Stacey and Mrs Thompson’.

All in favour

The Mayor thanked everyone for attending and closed the meeting at 7.28pm.

Chairman

Date