

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 12TH FEBRUARY 2013 AT 7.00PM

Present:	The Mayor	Cllr R A Pegg
	The Deputy Mayor	Cllr D J Sharman
	Councillors	Mrs V I Botham
		F E Daymond
		J W Doyle
		M P Ford
		J K Fox
		Mrs R L Judge
		P W Neate
		C Pyatt
		J J Reed
		M C Ross
		A D Stacey
		V F Starling
		M D Starreveld
	County Councillor	Mrs S E L Hutson
	Borough Councillors	A M Lovett
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Minute Secretary	Mr S W Nunn
	Members of Public	1

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council offices.

Those in attendance at the meeting were notified that the meeting was being recorded for the benefit of the Minute Secretary.

2321. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr M Howland (Illness), Cllr Mrs P B Sharp. (Holidays), Cllr Mrs S M Nunn (Holidays), Cllr D P Sutton (Illness) and Borough Councillor Mrs K A Mellish (Illness).

The apologies were accepted.

Cllr J Groom did not attend the meeting.

2322. To receive Members' Declarations of Interest

Cllr Pyatt declared an interest in item 2328 (i) Payment of Bills, Downham Market Town Council.

2323. To approve the minutes

The minutes of the Town Council meetings held on Tuesday, 8th January, 2013 (pages 4116-4122) and Tuesday 29th January, 2013 (pages 4142-4143) were approved and signed as a true and accurate record.

Adjourn meeting for public participation and reports

The Mayor, Cllr Pegg, adjourned the meeting.

Police Representative

There was no representative from the Norfolk Constabulary present.

County Councillor

County Councillor, Mrs S Hutson reported that she was in possession of a plaque from the Norfolk County Construction Fund, to be placed once the Town Hall lift has been completed. The budget meeting for the County Council will be held on Monday 18th February.

Borough Councillor Reports

Cllr A M Lovett had nothing to report.

Public Participation

No members of the public present wished to speak and no Councillors wished to speak as members of the public.

The Mayor, Cllr Pegg, resumed the meeting.

2324. To receive Correspondence

A list of correspondence had been circulated (Appendix 1).

There were no questions.

2325. To receive Councillors' Questions

There were no questions

2326. To Adopt the Standing Committee Minutes

Property Committee

Proposed – Cllr Doyle

Seconded - Cllr Judge

‘That the minutes of the Property Committee meeting of Tuesday 20th November 2012 (pages 4094-4097) be approved.’

All in Favour

Finance Committee

Proposed – Cllr Pyatt

Seconded – Cllr Cllr Ford

‘That the minutes of the Finance Committee meetings of Tuesday 27th November 2012 (pages 4101-4105) and Tuesday 4th December 20-12 (pages 4110-4112) be approved’

All in Favour

Town Hall Committee

Proposed – Cllr Sharman

Seconded - Cllr Stacey

‘That the minutes of the Town Hall Committee meeting of Wednesday 28th November 2012 (pages 4106-4109) be approved.’

All in Favour

Planning & Environmental Committee

‘That the minutes of the Planning & Environmental Committee meetings of Tuesday, 2nd October 2012 (pages 4048-4053), Wednesday, 31st October 2012 (pages 4083-4084), Wednesday, 21st November 2012 (pages 4098-4100) and Wednesday, 19th December 2012 (pages 4113 - 4115) and Wednesday 16th January, 2013 (pages 4129-4131) be approved.’

All in Favour

2327. To receive the Clerk’s Report

The Clerk had nothing to report at this time.

2328. To approve the Payment of Bills

A list of bills had been circulated (Appendix 2).

An extra bill had been received from C & J Electrical for a florescent tube (£8.99)

i. Town Council

Cllr Pyatt had declared an interest in this item.

It was asked if recycling credits were to continue. The Clerk advised that these would continue but would appear differently in the accounts when the Internal Auditor has decided where to include them.

Cllr Ford asked if the account for Rosemary Green could be deferred, as her report had not yet been fully discussed.

Proposed – Cllr Daymond

Seconded – Cllr Stacey

‘That the Town Council bills be paid as per the attached list, with the added bill included, but without the account for Rosemary Green.’

For 14

Against 0

Abstentions 1

ii. Town Hall

Proposed – Cllr Sharman

Seconded – Cllr Stacey

‘That the Town Hall bills be paid as per the attached list.’

All in Favour

iii. Jubilee Community Centre

Proposed – Cllr Pyatt

Seconded – Cllr Doyle

‘That the Jubilee Community Centre bills be paid as per the attached list.’

All in Favour

2329. Proposed by the Finance Committee following a recommendation from the Internal Auditors, Price Bailey:

Change to Standing Order 46 c v. “Procurement policies (subject to Annex C) including the setting of values for different procedures where the contract has an estimated value less than £50,000.”

To read: “Procurement policies (subject to Annex C) including the setting of values for different procedures where the contract has an estimated value less than £30,000.”

And to change Annex C – Financial Regulations 11b, 11e, and 11f: £50,000 to read £30,000

(This item was put on the table at the extraordinary meeting of 29th January, 2013 and will be debated and voted upon at this meeting).

Cllr Fox made members aware that the original tendering limit had been set with regard to Model Standing Orders, advised by the National association.

Cllr Ford advised that the internal auditors had recommended an even lower limit than is now proposed.

Proposed – Cllr Starreveld

Seconded – Cllr – Stacey

‘That standing order 46 cv. “Procurement policies (subject to Annex C) including the setting of values for different procedures where the contract has an estimated value less than £50,000.” Be changed to read, “Procurement policies (subject to Annex C) including the setting of values for different procedures where the contract has an estimated value less than £30,000.”

And that Annex C – Financial Regulations 11b, 11e, and 11f: £50,000 be changed, to read £30,000.’

All in Favour

Cllr Fox requested that all Councillors manually change the wording in their copies of standing orders.

2330. To receive report from the Town Hall Committee regarding the Platform Lift.

A report had been circulated (Appendix 3)

Cllr Starreveld reported that lift contractors have been spoken to and a detailed specification would need to be assembled. The Borough Council procurement Officer would deal with supplies and a Quantity Surveyor had been recommended.

2331. Downham Market Festival

Cllr Groom was not at the meeting.

2332. To receive report on the Joint Burial Board

There was no report.

2333. To receive report on the Chamber of Trade

Cllr Daymond reported that as of the February meeting, the Chamber of Trade would be suspending its operations, this is due to lack of volunteers. The Chamber is hoping to still be able to put on the Christmas lights this year.

Cllr Pyatt suggested that this might be an opportunity to set up an organisation, to include Alistair Cox, (Town Centre Manager) and local businesses. Members were happy for the Town Council to arrange an initial meeting. Cllr Fox cautioned against the Town Council getting too deeply involved and making more work for the staff. The Clerk will investigate the possibilities of a meeting.

Clerk

2334. To receive report on the Twinning Club

Cllr Ross reported that the itinerary for the August visit is now complete. The French will be visiting the Town from 28th July – 5th August. The Town Council reception will be on Thursday 1st August.

The annual dinner of the club is taking place in Wretton at a member's residence on 16th March, Councillors are welcome to book.

A visit to Bletchley Park has been arranged for 13th April and the Club's AGM is at the Town Hall on 24th May. Hosts are needed for French people staying in August, language need not be a problem.

2335. To receive report on the Homecoming Parade

The parade will be held on the 28th March, in honour of 9b Squadron from RAF Marham.

The Deputy Clerk will be coordinating the event which, for security reasons, will include a closure of Bridge Street from 11am – 6pm. Shops and businesses which may be affected are being consulted. There are cost implications as a Traffic Company will have to be employed, it is envisaged that funding in the region of £750 will be required. A request for funding will be passed to the Finance Committee for their consideration.

2336. To discuss the future of the Standing Committees - report attached

A report had been circulated (Appendix 4). A letter had also been received from Ms Rachel Bodle (Appendix 5)

The Clerk and Deputy Clerk will shortly be splitting meetings between them.

Cllr Fox explained that until the Community Development Committee starts to meet again, its financial responsibilities would be handled by the Finance Committee.

The proposal will take the Council forward to the new Mayoral year. It was suggested that when employing new staff, they be trained properly before being expected to complete their tasks.

The Sustainability working party will report to the Planning and Environmental Committee.

Proposed – Cllr Fox

Seconded – Cllr Stacey

‘That the recommendations as laid out in appendix 5 be accepted, to take the Council through to the new Mayoral year 2013/2014.’

All in Favour

As a result of the proposal, The Planning and Environmental Committee will now conduct a full meeting on the first Tuesday or Wednesday of the month. A Mini Planning meeting will then take place two weeks later.

The Mayor, Cllr Pegg commented that the letter from Mrs Bodle was constructive and helpful.

Cllr Fox was of the opinion that a decision should be made about a permanent system of Committees for the Council before the new Mayoral year started. Cllr Stacey favoured returning to the system that prevailed before the staffing problems arose.

It was decided that the Committee considering the Committee system should meet regularly.

2337. To receive a statement from Cllr J J Reed concerning the Standards Committee

Cllr Reed commented:

Not all Councillors are aware that complaints have been made to the Standards Board by members of this Council. Unfortunately these have been dealt with by what could be termed a quango in a rather laborious and slow manner, involving a lot of time and considerable paperwork, not only to the complainant, but also to officers of this Council, the Borough Council and to members of the Standards Board. So I have taken it upon myself to make a brief statement regarding this in an attempt to bring closure to the whole episode. This statement has been produced with input and discussion from a gentleman called Alex Oram, who is the Independent Person, as it is termed, who has been appointed to liaise between Complainants, those complained about and the Board. Under the new regime, matters are dealt with by the Standards Board of the Borough Council. This statement I am making has also been considered and it has been approved and signed by Nicola Leader, Legal Services Manager of the Borough Council.

Cllr Reed read his statement, (Appendix 6), There were no comments from Councillors.

2338. Bank Signatories – to agree that Mr R Davidson, the Deputy Clerk be a bank signatory

Proposed – Cllr Fox

Seconded Cllr Sharman

‘That the Deputy Clerk, Mr R Davidson be added to the list of bank signatories.’

2339. To discuss request from the Heritage Society to extend the period allowed to sign the lease for the Old Fire Station building. Currently the date is the 28th April, 2013; the request is to extend it by 6 months.

A letter from the Heritage Society had been circulated. (Appendix 7)

Cllr Fox explained that the Heritage Society (HS) had received an initial grant. This is to prepare an application for the major grant. It is considered likely that once the initial grant has been awarded that the main grant is somewhat likely to follow. If awarded, the main grant should be received around August 2013. The HS need an extension of time, before signing the lease on the Old Fire Station.

Cllr Neate suggested that a rent could be levied if the HS could not sign the lease by the proposed extension in October.

Cllr Mrs Judge enquired about costs to the Town Council; the HS pay all utility bills.

It was made clear that the extension is only for signing of the lease.

When the platform lift is being installed in the Town Hall, the Heritage Centre will be closed.

Cllr Starreveld asked if the HS had an alternate plan if the grant was not forthcoming, apparently this is not the case.

Proposed – Cllr Doyle

Seconded – Cllr Fox

‘That the Heritage Society be granted an extension to the signing of their lease on the Old Fire Station of six months.’

All in Favour

2340. To receive report from the Human Resources Committee – Cllr Ford to report

A report was read out by Cllr Ford (Appendix 8)

It is proposed that an experienced administrator be employed. The Clerk and Deputy Clerk will be concentrating on the accounts.

Civic events will be organised by current staff and the new administrator.

Cllr Pyatt commented that this was a good progression. Also, there is considerable paperwork to be completed for the Jubilee Community Centre.

Proposed – Cllr Ford

Seconded – Cllr Mrs Judge

‘That an Administrator be employed by the Town Council for thirty hours per week.’

All in Favour

2341. To discuss any urgent items as agreed by the Mayor

There were no urgent items.

2342. Mayor's Announcements

The Civic Service is on Sunday 10th March, members were asked to attend if possible.

St Winnold's Parade is being held on Friday 15th March, members were asked to attend if they are available.

There is a Tea Dance at the High School on 14th February, Cllr Neate asked members to attend and support High School events if available.

Cllr Fox announced that the Newsletter is printed and will be delivered towards the end of next week.

There is a coffee morning at the Town Hall on Friday 15th February.

Chinese New Year celebrations went very well on Monday, children were very excited. Pictures are available at [www.mustard tv.co.uk](http://www.mustardtv.co.uk)

The Mayor thanked everyone for attending and closed the meeting at 8.08pm.

Chairman

Date