

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 9TH JULY 2013 AT 7.00PM

Present:	The Mayor	Cllr D J Sharman
	The Deputy Mayor	Cllr J W Doyle
	Councillors	Cllr Mrs V I Botham
		F E Daymond
		M P Ford
		J K Fox
		M Howland
		J Groom
		P W Neate
		Mrs S M Nunn
		R A Pegg
		C Pyatt
		M C Ross
		Mrs P B Sharp
		A D Stacey
		M D Starreveld
		D P Sutton
	County Councillor	A White
	Borough Councillor	Mrs K A Mellish
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson

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 those taking the minutes.

Those in attendance at the meeting were notified that mobile telephones should be turned off or switched to silent mode for the duration of the meeting.

2432. To receive Members' Apologies for Absence

Apologies for absence had been received from, Mrs R L Judge (work commitment) and Cllr J J Reed (family commitment)

The apologies were accepted.

2433. To receive Members' Declarations of Interest

The Mayor, Cllr D J Sharman declared an interest in Item 2441 Payment of Bills (Town Council)

The Deputy Mayor, Cllr J W Doyle declared an interest in Item 2441 Payment of Bills (Town Council)

2434. To approve the minutes of the Town Council meetings held on Tuesday 14th May, 2013 (pages 4246-4253a), Tuesday 21st May, 2013 (pages 4254-4259) and Tuesday 11th June, 2013 (pages 4284-4291)

The minutes were approved and signed as a true record.

2435. Adjourn meeting for public participation and reports

The Mayor, Cllr D J Sharman, adjourned the meeting.

Police Report – There was no Police report

County Councillor

Norfolk County Councillor White reported that a member of the public had commented on the new landscaping at Cannon Square. It was stated that there had been initial problems when a telephone line had been cut, although this was rectified. It was also suggested that there should be a litter bin in the area. This is currently being discussed and it hoped one will be sited there soon.

It was reported that the belisha beacons at the crossing on Priory Road (adjacent Tesco) had been switched off because of a complaint, but had now been switched back on again. It was being investigated by NCC Highways if this zebra crossing could be changed to a pelican crossing. Cllr White would keep the Council informed of the progress of this.

Cllr Mrs Sharp thanked Cllr White for arranging for the Rangers to visit Downham Market just prior to the Downham in Bloom judging, they had done an excellent job.

There is an area of overgrown grass/weeds on the right hand bend in Nile Road opposite Hamilton Way. Cllr White was asked if he could ask NCC Highways if they could anything to help with the cutting and tidying of this area.

Borough Councillor

Borough Councillor (BC) Mrs Mellish advised members that there is provision for the Borough Council to serve a tidy up notice to the owner of the land in Nile Road.

It was also stated that the newly planted area in Lynn Road should be given time to settle in before judgement is made.

BC Mrs Mellish is gathering information regarding the Skate Board Park and advised the Town Council that they would be kept fully informed.

The SNAP meeting had been very well attended and it had been stated that Denver Parish Council had obtained a SAM unit which had worked well with traffic calming and therefore this could be considered for use on the Howdale.

Public Participation

It was noted that at a recent Councillor surgery a member of the public had congratulated the Town Council for it's work.

The Mayor, Cllr D J Sharman, resumed the meeting.

2436. To Co-opt new member for Downham Old Town Ward

Two letters (Appendix 1) had been circulated to members from residents who wished to be considered for the vacancy in Downham Old Town Ward.

A paper vote was taken and Mrs P Damper was voted onto the Town Council.

2437. To receive Correspondence

A list of correspondence had been circulated (Appendix2).

It was agreed that any correspondence emailed to members should be noted on the correspondence list with the letter 'e' adjacent to it.

2438. To receive Councillors' Questions

Q: Cllr Doyle – Can ownership of the piece of land between Hamilton Way and Kensington Gardens be investigated.

A: Yes

Q: Cllr Stacey asked if all members were aware that Mr Eric Wright has passed away recently. Mr Wright had spent many years looking after the Town Sign.

A: This was noted

Q: Cllr Pyatt stated that tyres were being dumped at the War Memorial Playing Field beside the entrance from the new estate.

A: This would be reported to the Borough Council

Q: Cllr Pegg had been made aware that the toilets on the Howdale are in a terrible condition.

A: These had been cleaned within the last 24hrs

2439. To Adopt the Standing Committee Minutes

Finance Committee

Proposed – Cllr C Pyatt

Seconded – Cllr M P Ford

‘That the minutes of the Finance Committee meeting of Tuesday 28th May 2013 (pages 4263-4267)

All in Favour

Town Hall Committee

Proposed – Cllr R A Pegg

Seconded - Cllr A D Stacey

‘That the minutes of the Town Hall Committee meeting of Wednesday 29th May 2013 (pages 4268-4274) be approved.’

All in Favour

Property Committee

Proposed – Cllr J K Fox

Seconded - Cllr M Howland

‘That the minutes of the Planning and Environmental Committee meeting of Tuesday 16th April 2013 (pages 4222-4227) be approved.’

All in Favour

2440. To receive the Clerk's Report

There was no Clerk's Report

2441. To approve the Payment of Bills

A list of bills had been circulated (Appendix 3).

The Mayor, Cllr Sharman and the Deputy Mayor, Cllr Doyle declared an interest in this item.

The Clerk reported that an additional bill had been received from Anglia IT Solutions.

i. Town Council

Proposed – Cllr C Pyatt

Seconded – Cllr J K Fox

‘That the Town Council bills be paid as per the attached list with the addition of the bill from Anglia IT Solutions.’

For – 15

Abstentions - 2

ii. Town Hall

Proposed – Cllr R A Pegg

Seconded – Cllr A D Stacey

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

All in Favour

iii. Jubilee Community Centre

Proposed – Cllr J W Doyle

Seconded – Cllr F E Daymond

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

All in favour

2442. To receive report on Registration of VAT

Cllr Ford advised members that after receiving advice from the Internal Auditor it had been agreed to investigate whether this Council should register for VAT. A meeting had been held with VAT Consultants (Elysian Associates) who advised that in their view it was essential that this was done. The Council does have the ability to ‘opt in’ the Town Hall in order that the VAT can be reclaimed on the new lift. The down side to this is that all lettings will have to incur a charge for VAT. The decision would have to be made as to whether the Town Hall absorbs the 20% increase or it is phased in over a number of year.

A full, detailed discussion took place and it was agreed that this Council should register for VAT. It was also agreed that at this time the option with regard to the Town Hall should be further investigated before a final decision is made, but this would have to be decided prior to entering into the contract for the installation of the platform lift.

Proposed – Cllr M P Ford

Seconded – Cllr Mrs P B Sharp

‘That this Council registers for VAT’

All in favour

2443. To receive report from the Town Hall Committee regarding the Platform Lift.

Cllr Starreveld gave a brief verbal report on the progress of the platform lift. There had been interviews with preferred contractors who were asked a variety of questions on how the work would proceed and if there could be any cost savings. Further information is expected to be received Monday 15th July, 2013. It was stated that it may be necessary to hold additional meetings in order to progress the implementation of the contract.

2444. To discuss Community Recycling in Downham Market – Working Party Cllrs Mrs Nunn (Chairman), Mrs Sharp, Judge and Ross

The Chairman advised that information had been asked for from the Borough Council and once this was received then there would be a further meeting.

2445. Downham Market Festival

There was nothing to report at this time.

2446. To receive report on the Joint Burial Board

There was nothing to report at this time.

2447. To receive report on the Twinning Club

Cllr Ross gave a report on the itinerary of the French visitors when they arrive late July. There will be a Mayor's reception on Thursday 1st August in the Town Hall and all Councillors were invited to attend.

A jazz picnic is being held at the Chairman's house on 21st July with the Nar Valley Jazz Band appearing. All are welcome; tickets are £5 in advance and £6 on the day.

2448. To approve upgrades of Downham Market Town Council Standing Orders and Financial Regulations etc, following advice from Mazars (External Auditors)

Cllr Stacey advised that the amendments had now been on the table since the last meeting. There were no questions.

<u>Standing Order No</u>	<u>Proposed Update</u>
Annex C 2d	The annual budgets shall form the basis of financial control for the ensuing financial year delegated to the relevant Committee which requested that budget, subject to Standing Order 33b.
SO 33b	(Note: The Chairmen should be aware that it is appropriate that major or controversial items should be taken to Full Council). i) Each Standing Committee is responsible for authorising expenditure within its annual budget. ii) Expenditure in excess of £5,000 is to be reported to the Finance Committee. iii) Where there is a likelihood of contentious debate the matter is to be referred to the Full Council. iv) Any proposed spending outside the budget provisions will be referred to the Finance Committee.
Annex C 11g (making current "g" become "h")	Where the Council has difficulty identifying any contractors for specialist services, it should consider approaching either the Borough Council or County Council to ascertain whether they have any suitable contractors on their approved supplier lists who could be contacted.

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Annex C 11d iii	Tenders are to be sent to the Town Clerk by a stated date and time in a sealed envelope marked “Restricted Commercial – Tender No. XXX for (title of work or service)” ; envelope, to the Clerk by a stated date and time;
Standing Order 47d	The timescale for keeping all tender and quotation documents should be in accordance with the Statute of Limitations.
Annex E 5b vii	vii Legal, compliance with statutory requirements, accountancy and audit responsibility including a review of the internal and external auditors findings.

Proposed – Cllr A D Stacey

Seconded – Cllr J K Fox

‘That the proposed alterations to the Standing Orders shown in red are agreed’

All in favour

2449. To discuss Annex F – Guidelines – 1. Dress code – b. At standing committee meetings the dress code is ‘smart casual’

There was a short discussion on the definition of ‘smart casual’. When this had first been put into Standing Orders it was agreed that would mean that the gentlemen wear a tie. As with all things times have moved on and the majority of members did not now agree that it is necessary to wear a tie at Standing Committee meetings.

2450. To receive verbal report from the Human Resources Committee – Cllr M P Ford

A report was read out by Cllr Ford (Appendix 4)

2451. To discuss any urgent items as agreed by the Mayor

There were no urgent items

2452. Mayor’s Announcements

There were no Mayor’s announcements.

The Mayor thanked everyone for attending and closed the meeting at 8.25pm.

Chairman

Date