

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 11TH JUNE 2013 AT 7.00PM

Present:	The Mayor	Cllr D J Sharman
	The Deputy Mayor	Cllr J W Doyle
	Councillors	F E Daymond
		M P Ford
		J K Fox
		M Howland
		Mrs R L Judge
		P W Neate
		Mrs S M Nunn
		R A Pegg
		M C Ross
		A D Stacey
		M D Starreveld
		D P Sutton
	County Councillor	A White
	Borough Councillor	A M Lovett
	Price Bailey	Mr P Cullen
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Minute Secretary	Mr S W Nunn
	Downham Web	Mrs L Pendleton

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.

2413. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr Mrs V I Botham, (illness), Cllr J Groom (Work Commitment), Cllr Mrs P B Sharp (Holidays), Cllr J J Reed (Family Commitment), and Cllr C Pyatt (Family Commitment).

The apologies were accepted.

2414. To receive Members' Declarations of Interest

There were no declarations of interest.

2415. Adjourn meeting for public participation and reports

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

To receive report for the financial year 2012/2013 from Mr P Cullen, Price Bailey.

The report from Mr Cullen had previously been distributed to members. Mr Cullen worked through the main points of the report, and gave a summary of the report's findings.

Mr Cullen explained that Price Bailey fulfilled the role of independent examiner, carrying out tests and reporting to the Town Council. The Council needs to have a robust system of controls in place.

Findings

- Price Bailey considers that the Town Council has a robust system of controls in place.
- The Clerk, Mrs Markwell is very important to control of the Town Council, but segregation is important and with the Deputy Clerk, Mr Richard Davidson now in place, this has been achieved.
- Tax compliance is good, VAT is a very complex tax, and investigations into possible VAT registration by the Town Council should be carried out.
- Cash reserves were in excess of three months expenditure at the year end, this is good.
- Budgeting record is good; income and expenditure are controlled well.
- Lower tendering figures should be considered.
- The asset register should be updated more often.

Cllr Ford thanked Mr Cullen and Price Bailey for all their help.

Mr Cullen left the meeting.

Police Report.

- Inspector Bates reported that five arrests had recently been made in connection with local burglaries of dwellings and that since the arrests the situation was much quieter with only one case in three months.
- Crime figures in general are similar to last year.
- McColl's newsagents have been broken into and cigarettes stolen.
- Two cars in March had number plates stolen.
- Three vehicles were broken into on one night.
- Four cars have been stolen.
- There have been a small number of street fracas.
- Anti social behaviour continues and includes graffiti writing.
- Two cycles have been stolen.
- Shoplifting is still on the increase. Purses are still being stolen.
- The recent shooting incident at Ryston end is being investigated by CID. There are possible leads.
- The next SNAP meeting is on July 3rd.
- A temporary Chief Constable is in place, Mr Simon Bailey.
- Personnel, injuries to officers are causing some short staffing.

- Inspector Bates announced that he will be retiring in July of this year, this will be his last Town Council meeting.
- The Mayor, Cllr Sharman wished Inspector Bates well in his retirement.

Questions.

Norfolk County Councillor White asked the Inspector if he was aware that cars were driving down High Street North the wrong way on occasions, could a 'No Entry' sign be painted on the road.

The Inspector was not aware of this problem.

Norfolk County Councillor White also commented that there were suspected 'money exchanger' fraudsters in Town last weekend.

Inspector Bates left the meeting.

County Councillor

Norfolk County Councillor White reported that white lining will be being carried out over the next few days, if Councillors have any knowledge of specific areas that need this process, please report them to the Clerk.

Potholes were reported by Councillors in Fairfield Road and Wimbotsham Road; all such reports should be made to the Clerk.

Cllr Howland highlighted problems with the pedestrian crossing in Priory Road, which should become a pelican crossing he thought.

Cllr Doyle enquired about progress on the incinerator, Councillor White reported that there is a meeting on Monday 17th June and that he should know more after the meeting.

Borough Councillor

Borough Councillor A M Lovett had nothing to report.

Public Participation

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

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

2416. To receive Correspondence

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

There were no questions.

2417. To receive Councillors' Questions

Q. Cllr J K Fox commented that there was confusion over volunteer help in Downham Market, on the Council Website it states that volunteers are covered by the Town Council's insurance. Another group of helpers, organised via Downham Web might be led to believe that they are being covered by the same insurance. This is of course not the case. Awareness needs to be raised that there are two distinct groups of volunteers.

Q. Cllr R A Pegg raised concerns that Ofsted had reported that Schools in Norfolk were very low in the list of achieving schools and wondered what could be done to retrieve the situation.
Cllr J W Doyle made members aware that Hillcrest Primary School is in the top ten per cent of schools in the country.

Q. Cllr M Howland asked how the volunteer report that Cllr Fox had referred to had been distributed to the local press, Cllr Fox reported that it had been distributed via Downham Web.

2418. To Adopt the Standing Committee Minutes

Finance Committee

Proposed – Cllr M P Ford

Seconded – P W Neate

‘That the minutes of the Finance Committee meetings of Tuesday 2nd April 2013 (pages 4206-4207) and Tuesday 23rd April 2013 (pages 4231-4235) be approved’

All in Favour

Town Hall Committee

Proposed – Cllr R A Pegg

Seconded - Cllr J K Fox

‘That the minutes of the Town Hall Committee meeting of Wednesday 24th April 2013 (pages 4236-4240) be approved.’

All in Favour

Planning and Environmental Committee

Proposed – Cllr F E Daymond

Seconded - Cllr M C Ross

‘That the minutes of the Planning and Environmental Committee meetings of Tuesday 7th May 2013 (pages 4241-4245) and Wednesday 22nd May 2013 (pages 4260-4262) be approved.’

All in Favour

2419. To receive the Clerk’s Report

The Clerk’s report had been circulated, (Appendix 2).
There were no questions

2420. To approve the Payment of Bills

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

i. Town Council

Proposed – Cllr M P Ford

Seconded – Cllr R A Pegg

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

All in Favour

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 R A Pegg

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

All in favour

2421. Approval of Town Council Accounts for financial year 2012/2013

All members had received a full set of the accounts. Cllr M P Ford worked through the accounts. Cllr M P Ford commented that all Councillors and staff had performed very well in the past year.

Cllr J W Doyle proposed a vote of thanks to the Finance Committee for all their hard work.

Proposed – Cllr M P Ford

Seconded – Cllr R A Pegg

‘That the Town Council accepts the accounts for the financial year 2012/2013.’

All in Favour.

2422. Approval of Annual Governance Statement

All members had received a copy of the Annual Governance Statement.

Proposed – Cllr M P Ford

Seconded – Cllr P W Neate

‘That the Town Council accepts the Annual Governance Statement.’

All in Favour.

2423. To receive report from the Town Hall Committee regarding the Platform Lift.

Cllr M D Starreveld had prepared a report, which was distributed to members, (Appendix 4)

Cllr M D Starreveld reported that thirty tender requests had been received to date. There is a bidders conference at the Town Hall tomorrow.

Cllr P W Neate asked if the Project Manager's insurance should be included in the main budget.

2424. To discuss Community Recycling in Downham Market – Cllr Starreveld

Cllr M D Starreveld had prepared a report which was submitted to members. (Appendix 5).

It was suggested that a working party be formed to consider this subject, Cllr M P Ford asked which Committee the working party would report to, but it was considered that it should report to Full Council.

The working party will consist of Cllr Mrs S M Nunn (Chairman), Cllr Mrs P B Sharp, Cllr Mrs R L Judge and Cllr M C Ross.

Borough Councillor, Mr A M Lovett advised speaking to Mr Brian Long, portfolio holder for waste management at the Borough Council before taking on any waste management responsibilities.

2425. Downham Market Festival

Cllr F E Daymond reported that the Festival had gone well.

2426. To receive report on the Joint Burial Board

There was nothing to report at this time.

2427. To receive report on the Twinning Club

Cllr Ross reported that the French Cafe Day had raised £230, £100 of which had been donated to the Festival Committee. She commented that as the event had been organised at a late stage, there was no provision for selling wine or beer and that this may have affected profitability.

The next meeting is a talk by Mr Nigel Davis, a local gamekeeper.

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.

2428. To approve upgrades of Downham Market Town Council Standing Orders and Financial Regulations etc, following advice from Mazars (External Auditors)

Cllr A D Stacey made members aware that this change to standing orders does not cover the advice received regarding levels of financial reserves. This will appear on a subsequent agenda.

The proposed update was printed on the agenda and will be voted on at the July Full Council meeting.

Cllr J K Fox asked that all Committees be asked to discuss appendix E to standing orders, this should be placed on Committee agendas.

Proposed – Cllr Stacey

Seconded – Cllr Fox

All proposed alterations shown in red

<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.
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.

This proposal shall be made at the Town Council Meeting of June 11th 2013 and then placed on the Table until the Meeting of July 9th 2013 when it may be debated and will be voted upon.

2429. To receive verbal report from the Human Resources Committee – Cllr M P Ford

A report was read out by Cllr M P Ford (Appendix 6)

2430. To discuss any urgent items as agreed by the Mayor

The Mayor, Cllr D J Sharman reported that a very helpful meeting had been held with a representative of Morrison’s Supermarkets with regard to car parking. An outcome to the meeting is awaited but the Mayor considered this a step forward in the Council’s relations with the Supermarket Company.

An email had been received from a member of the public, complaining that the lady who was a major benefactor for the new Town Sign had not been given sufficient recognition. The Mayor, Cllr D J Sharman considered that some of the information in the email must have come from someone within the Council chamber and asked that members be careful what they say outside of the Council chamber.

It was confirmed that the lady in question had actually requested no publicity at all. Mrs Pendleton, (Downham Web) commented that comments had been posted on social networking sites.

2431. Mayor's Announcements

There were no Mayor's announcements.

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

Chairman

Date