

DOWNHAM MARKET TOWN COUNCIL MEETING

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

Present:	The Mayor	Cllr D J Sharman
	The Deputy Mayor	Cllr J W Doyle
	Councillors	Mrs V I Botham
		Mrs P D Damper
		M P Ford
		J K Fox
		J Groom
		M Howland
		P W Neate
		R A Pegg
		C Pyatt
		J J Reed
		M C Ross
		Mrs P B Sharp
		A D Stacey
		M D Starreveld
		D P Sutton
	Borough Councillor	Cllr Mrs K A Mellish
	Police Representative	Sgt A Crown
	Members of the Public	1
	Town Clerk	Mrs J M Markwell
	Deputy Town Clerk	Mr R A Davidson
	Minute Secretary	Mr S W Nunn

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.

2494. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllrs Mrs R L Judge (Work commitment), Mrs S M Nunn (Holidays), F E Daymond (Tourism Forum)

The apologies were accepted.

Apologies had also been received from, Norfolk County Councillor White and Police Inspector Cant.

2495. To receive Members' Declarations of Interest

There were no declarations of interest

2496. To approve the minutes of the Town Council meeting held on Tuesday 9th July 2013

The minutes of the Town Council meeting held on Tuesday 8th October 2013 (pages 4414-4420) were approved.

2497. Adjourn meeting for public participation and reports

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

Police Representative

Sergeant Crown had produced a report, (Appendix 1) which he read through, there were no questions

Sergeant Crown left the meeting. at 7.10pm.

Borough Councillor report

Borough Councillor Mrs K A Mellish had attended the recent SNAP meeting, there were problems around the Tesco area which the Police Support Officers would be looking at.

Borough Councillor Mrs Mellish asked whether the paper recycling business was still in operation. It was confirmed that this is not the case.

Public Participation

The member of the public present did not wish to address the meeting and no Councillors wished to speak as members of the public.

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

2498. To receive correspondence

A list of correspondence had been circulated (Appendix 2)
There were no questions.

2499. To receive Councillors' Questions

There were no Councillors questions.

2500. To adopt the Standing Committee Minutes

Finance Committee

Proposed – Cllr Pyatt

Seconded – Cllr Ford

'That the minutes of the Finance Committee meeting of Tuesday 24th September, 2013 (pages 4388-4392) be approved'

All in favour

Town Hall Committee

Proposed – Cllr Pegg

Seconded – Cllr Stacey

‘That the minutes of the Town Hall Committee meeting of Wednesday 25th September, 2013 (pages 4393-4397) be approved’

All in favour

Property Committee

Proposed – Cllr Fox

Seconded – Cllr Howland

‘That the minutes of the Property Committee meeting of Tuesday 17th September, 2013 (pages 4379-4384) be approved’

All in favour

Planning & Environmental Committee

Proposed – Cllr Doyle

Seconded – Cllr Mrs Sharp

‘That the minutes of the Planning & Environmental Committee meetings of Tuesday 1st October, 2013 (pages 4398-4404), and Wednesday 16th October, 2013 (pages 4426-4427) be approved’

All in favour

2501. To receive the Clerk’s report

The Clerk’s report had been circulated (Appendix 3).

The Clerk reported that Cllr Starreveld had produced a report, ‘Committees and Council Structure – Draft for Development.’ This is for members to digest and will be an agenda item at the January 2014 Full Council Meeting.

Suggestions have been received for renaming some of the rooms in the Town Hall, these are included in the Clerk’s report, would members give these names their consideration and relay their views to the Deputy Clerk.

2502. To receive update concerning the Lease for the Old Fire Station.

The Clerk reported that the lease should be signed by 30th November 2013 as required.

2503. To receive report from the Town Hall Committee regarding the Platform Lift

a. Update on works Cllr M D Starreveld

Cllr Starreveld reported that the main contract is virtually complete

The Fire Alarm must be upgraded and the cost will be in the region of £1.000.

There will be a set of detailed accounts at the end of the project.

The next payment to contractors Fosters is now due, in the amount of £32,981.02 plus VAT

Proposed – Cllr Pegg

Seconded – Cllr Mrs Botham

‘That the invoice for the contractors Fosters in the amount of £32,981.02 plus VAT be paid.’

All in favour

Proposed – Cllr Starreveld

Seconded – Cllr Pegg

‘That the quotation from the contractors, Fosters to upgrade the Fire Alarm System to L1 status, in line with Fire Officer and building control requirements be accepted.’

All in favour

b. Official Opening, - The Mayor, Cllr D J Sharman

The Mayor, Cllr Sharman invited members to the official opening at 2.00pm on 6th December 2013. Dignitaries have been invited and representatives of the contractors Fosters.

2504. To receive report on the transfer of lease for the Garage Premises

The completion of the transfer of the lease for the garage premises is scheduled for 31st December 2013.

2505. To agree the proposition from the Planning and Environmental committee that the Town Council Maintenance Contract:

‘That the contract for the Town Maintenance: January 2014 to December 2015 be awarded to Holly Services.’

Proposed – Cllr Starreveld

Seconded – Cllr Pegg

‘That the contract for the Town Maintenance: January 2014 to December 2015 be awarded to Holly Services.’

All in favour

2506. To receive report on the Downham Market Festival

There was nothing to report.

2507. To receive report on the Joint Burial Committee

There was nothing to report

2508. To receive report on the Twinning Club

Cllr M C Ross reported that the Winter Social meeting of the Twinning Club would be held on 6th December 2013, starting at 7.00pm.

Cllr Ross commented that there had been a poor attendance of the public at the Community Fair, advertising had been poor and the public were not sure of what a 'Community Fair' involves. Cllr Doyle thought that exhibitors at the fair should have been networking together. Cllr Mrs Sharp reported that the event had been included in the 'what's on' columns of local newspapers.

2509. Update on future Town events

The Deputy Mayor, Cllr J W Doyle, gave a report, future events are:

- Christmas Lights switch on is the 24th November 2013. The organisation of this event is progressing.
- Carol Singing with choirs from local schools on the Town Square.
- Chinese New Year.

2510. To receive verbal report from the Human Resources Committee

Cllr Ford reported that Trevor Goodrum had returned to work at the Town Hall on light duties only. Good feedback had been received from the most recent staff meeting. Councillors are asked not to distract front office staff.

2511. To discuss any urgent items as agreed by the Mayor

No such items had been agreed.

2512. Mayor's Announcements

The Mayor, Cllr Sharman, reminded members about the opening of the Town Hall Lift.

2513. Confidential Items

To receive confidential reports from the Events Committee and the Human Resources Committee

Proposed – The Mayor Cllr Sharman

Seconded – Cllr Fox

'To invoke Standing Order 6a, that in the view of the confidential nature of the business about to be transacted, it is advisable in the public interest, that the public and/or the press be temporarily excluded and they are instructed to withdraw.'

All in favour

Borough Councillor Mrs K A Mellish and the member of the public left the meeting.

The Mayor, Cllr Sharman resumed the meeting.

Within confidentiality discussion was held with regards to prices received from Dragon Boat providers for future Water Festivals (Events Committee) and staff arrangements (Human Resources Committee).

Proposed – The Deputy Mayor, Cllr Doyle

Seconded – Cllr Groom

‘That Gable Events provide three boats and ancillary services at a fixed annual cost of £5177.00 for the 2014 and 2015 Water Festivals’.

All in favour.

Proposed – Cllr Ford

Seconded – Cllr Groom

‘That the weekly hours for the Office Administrator post be increased to 37.5 hours with immediate effect’

All in favour.

The Mayor thanked everyone for attending and closed the meeting at 7.46pm.

Chairman

Date