

DOWNHAM MARKET TOWN COUNCIL MEETING

MINUTES OF MEETING HELD TUESDAY 15TH MAY 2012 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
		J Groom
		Mrs K A Mellish
		P W Neate
		Mrs S M Nunn
		C Pyatt
		J J Reed
		M C Ross
		Mrs P B Sharp
		V F Starling
		M D Starreveld
	Town Clerk	Mrs J M Markwell
	Deputy Clerk	Mrs S D Porter
	Minute Secretary	Mr S W Nunn
	Member of the Press	Mrs R Bodle
	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

2179. To receive Members' Apologies for Absence

Apologies for absence had been received from Cllr Mrs R L Judge, (Holiday) and Cllr A D Stacey, (Illness).

The apologies were accepted.

Cllr S C Teverson did not attend the meeting.

2180. To receive Members' Declarations of Interest

Declarations of interest had been received from the Cllr Starling, in item 2186 payment of bills (i) Town Council. Cllr Mrs Mellish, Cllr Groom, Cllr Doyle and Cllr Neate all declared a personal interest in item 2189 to discuss future education needs in Downham Market.

2181. To approve the minutes

Councillors were asked to amend their copies of the minutes as follows:

Item 2148 last paragraph:

Q. Cllr Fox asked if the story of the Howdale Community centre [logo](#) could be forwarded to him for publishing on the Council's website.

Item 2159 **Cllr Fox reported that a letter had gone from the Council's solicitor to the Heritage society for their consideration**

Should read: Cllr Fox reported that an agreement letter, as suggested by the Council's solicitor, had been sent to the Heritage Society concerning their use of the Old Fire Station building as a storage area.

The minutes of the meeting held on Tuesday 10th April 2012 (pages 3854-3860) were approved and signed as a true and accurate record with the agreed amendments.

Adjourn meeting for public participation and reports

The Mayor, Cllr Pegg, adjourned the meeting.

Police Representative

No police representative was present.

County Councillor

County Councillor, Mrs S Hutson reported that she was not aware of the Town Meeting proposal to move the bus stop.

Borough Councillors

Borough Councillor Mrs Mellish reported there was no information at present with regard to the bus stop. Members were advised that Councillor Mrs Mellish would be attending a site meeting with regard to the disposal of the land adjacent to Church Road.

Public Participation

No members of the public or Councillors wished to address the meeting at this time.

The Mayor, Cllr Pegg, resumed the meeting.

2182. To receive Correspondence

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

It was asked if any Councillors would be attending the NALC Joint Summer Conference, Councillors Groom, Daymond and possibly Mrs Sharp would like to attend. The cost is £15 a head.

2183. To receive Councillors' Questions

Q. Cllr Neate asked whether the new Jubilee Community Centre sign would be erected before the Jubilee celebrations.

A. Cllr Pyatt reported that the sign had been ordered from Masson Seeley, Cllr Ford advised that he would speak to the company and ask that the sign be positioned as soon as possible.

2184. To Adopt the Standing Committee Minutes

Town Hall Committee

Proposed – Cllr Fox

Seconded - Cllr Mrs Botham

'That the minutes of the Town Hall Committee meeting of Wednesday 14th March 2012 (pages 3829-3832) be adopted.'

All in favour

Property Committee

Proposed – Cllr Doyle

Seconded - Cllr Pyatt

'That the minutes of the Property Committee meeting of Tuesday 20th March 2012 (pages 3833-3836) be adopted.'

All in favour

Finance Committee

Proposed – Cllr Pyatt

Seconded – Cllr Neate

'That the minutes of the Finance Committee meeting of Tuesday 27th March, 2012 (pages 3840-3844) be adopted.'

All in favour

Community Development Committee

Proposed – Cllr Mrs Nunn

Seconded – Cllr Groom

'That the minutes of the Community Development Committee meeting of Tuesday 6th March, 2012 (pages 3816-3819) be adopted.'

All in favour

2185. To receive the Clerk's Report

The Clerk had nothing to report at this time.

2186. To approve the Payment of Bills

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

i. Town Council

Cllr Starling had declared an interest in this item.

Cllr Pyatt commented that the Town Council needs to have a dialogue with the Norfolk County Council with regard to winter maintenance as the account submitted is high.

Proposed – Cllr Pyatt

Seconded – Cllr Ford

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

For – 16

Against – 0

Abstentions – 1

ii. Town Hall

Proposed – Cllr Fox

Seconded – Cllr Botham

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

All in favour

iii. Howdale Community Centre

Proposed – Cllr Doyle

Seconded – Cllr Pyatt

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

All in favour

2187. To approve the accounts for the financial year 2011/12

All members had received a copy of the final accounts for the financial year 2011/12. (Appendix 3) The Clerk advised that the Internal Auditor had approved the accounts and signed section 4 of the Annual Return. It was noted that the variance between the brought forward figure of £156414 and the carry forward figure of £93701 was mainly due to payments towards Town Hall roof repairs of approximately £24000 and payment for the Howdale Community Centre of £20000.

Proposed – Cllr Pyatt

Seconded – Cllr Ford

‘That the Annual Accounts for the financial year 2011/12 be approved’

For – 16

Against – 0

Abstention – 1

2188. To approve the Annual Governance Statement

All members had received a copy of the Annual Governance Statement. (Appendix 4)

Proposed – Cllr Starling

Seconded – Cllr Daymond

For – 16

Against – 0

Abstention – 1

2189. Downham Market Festival

Cllr Groom reported that the Festival Committee is very small and the Town Councillors are welcome to attend any of the meetings. The programme has been launched and is for sale in local businesses. There are only two or three floats booked so far, if any Councillors know of an organisation that might require a float, please let her know.

2190. Newsletters

Cllr Fox is preparing the annual report and next newsletter; more copy would however have been welcome.

2191. To discuss future education needs within Downham Market

Cllrs Mrs Mellish, Groom, Neate and Doyle had declared a personal interest in this item.

Nothing more had been received from the Norfolk County Council, County Councillor Mrs Hutson reported that Mr Richard Snowdon, who is dealing with this matter, is unwell at present.

2192. To receive report from the subcommittee for taking forward the recommendation from the Full Audit

A report had been circulated (Appendix 5).

Cllr Mrs Mellish asked for details of the NorfolkALC finance course that the Clerk and Deputy Clerk attended. The Clerk reported that it was very informative and items covered related to the year end Annual Return. It was asked if the Clerk would be completing the year end for 2012/13, the Clerk responded that she would take instruction from the Finance Committee.

2193. To receive report from the Press Policy Working Party (Councillors Mrs P B Sharp (Chair), J Groom, Mrs S M Nunn, J J Reed and M D Starreveld.

A report had been circulated (Appendix 6).

The Chairman, Cllr Mrs Sharp reported that the working party had downloaded a master policy from NALC and tailored it for the Town Council.

A discussion was held with members being of the opinion that items 3.2, 5.2 and 5.3 all needed rewording.

The document was referred back to the working party for further consideration.

2194. To receive report on the Joint Burial Board

There was nothing to report.

2195. To receive report on the Old Fire Station Building

Cllr Fox reported that the letter sent to the Heritage Society regarding the rental of the property been signed and returned. It is thought that the Society is now using the building as a storage area. The Borough Council would be contacted to advise that the Downham Market & District Heritage Society would now be responsible for the business rates.

2196. To elect members of the Human Resources Committee.

Letters from potential candidates had been circulated to members.

Members were advised to disregard Cllr Sharman's name, because as Deputy Mayor he cannot be a member of this committee.

Members elected by an absolute majority vote of those attending the meeting were: Cllrs Doyle, Mrs Judge, Mrs Nunn and Mrs Sharp.

2197. To discuss any urgent items as agreed by the Mayor

There were no urgent items.

2198. Mayor's Announcements

The Mayor, Cllr Pegg gave the following announcements:

25 th May	Coffee Morning at the Town Hall
26 th May	Official opening of the Skate Park, 12.00 Noon
27 th May	Downham Games at the War Memorial Playing Field
3rd June	Festival Flag Raising 11.30am
5 th June	Jubilee Street Party in Town Centre 11.00am.

Proposed – The Mayor Cllr Pegg

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

The Borough and County Councillors, members of public and press correspondent left the Council Chamber at 7.59pm.

2199. To receive report from the Human Resources Committee

(See Confidential Report)

2200. To receive information from Councillor V F Starling

(See Confidential Report)

The Mayor resumed the meeting

Cllr Pyatt apologised for not being at the last Full Council meeting and confirmed that he would still wish to remain a Council representative on the West Norfolk Sports Council.

The Mayor thanked everyone for attending and closed the meeting at 8.10pm.

Chairman

Date