

**DOWNHAM MARKET TOWN COUNCIL MEETING**

**MINUTES OF MEETING HELD TUESDAY 13<sup>TH</sup> NOVEMBER 2012 AT 7.00PM**

Present:	The Mayor	Cllr R A Pegg
	The Deputy Mayor	Cllr D J Sharman
	Councillors	Mrs V I Botham
		J W Doyle
		M P Ford
		J K Fox
		J Groom
		M Howland
		P W Neate
		Mrs S M Nunn
		C Pyatt
		J J Reed
		M C Ross
		P B Sharp
		A D Stacey
		V F Starling
	Borough Councillors	A M Lovett
	Town Clerk	Mrs J M Markwell
	Minute Secretary	Mr S W Nunn
	Members of Public	4

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

**2277. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllr Mrs R L Judge (Work commitment), Cllr F E Daymond (Tourism meeting), Cllr M D Starreveld (Family commitment), Cllr D P Sutton (Previous Commitment), Borough Councillor Mrs K A Mellish (Family Commitment), County Councillor Mrs S E L Hutson (Prior Meeting), and Inspector Bates from the Norfolk Constabulary.

The apologies were accepted.

**2278. To receive Members' Declarations of Interest**

Cllr Pyatt, Cllr Groom and Cllr Fox declared an interest in item 2284 payment of bills i (Downham Market Town Council).

**2279. To approve the minutes**

Cllr Reed commented that he still felt that the Mayor was out of order with regard to matters discussed at the last meeting. Cllr Fox made the point that the matter had been voted on and should not be discussed further.

The minutes of the meetings held on Tuesday 9<sup>th</sup> October 2012 (pages 4057-4063) and Wednesday 10<sup>th</sup> October 2012 (pages 4064-4065) 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 Police representative present.

### **County Councillor**

County Councillor, Mrs S Hutson was unable to attend the meeting.

### **Borough Councillor Reports**

A M Lovett, no report

### **Public Participation**

Mr R Starling made members aware of a new form of waste disposal which could recycle 94% of black bag waste. The cost to the Borough Council is £55 a tonne, as opposed to £100 a tonne from the proposed Energy for Waste plant. Cllr Mrs Sharp thanked Mr Starling for presenting his report.

Mrs R Bodle reminded Councillors of her offer of help.

The Mayor, Cllr Pegg, resumed the meeting.

## **2280. To receive Correspondence**

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

There were no questions.

## **2281. To receive Councillors' Questions**

Q. Cllr Starling asked if Matt Pyatt, who is a 800 metre champion could have his name added to the honours board at the Leisure Centre.

A. This was considered to be an excellent idea by members.

Q. Cllr Howland enquired as to the status and potential cost of the Mazars enquiry?

A. The Clerk reported that Mazars had requested extra information, it is expected that between four and six hours work will be involved at an hourly rate of £260.

Q. Cllr Doyle noted that the Borough Council had funds within the Norfolk Community Foundation fund; he asked if there was any indication of amounts being channelled to Downham Market?

A. Borough Councillor Lovett will make enquiries.

Q. Cllr Reed wanted to make his views on supposed mismanagement within the HR Committee known to members; he felt that the Council was leaving itself open to claims from previous staff, with no cover from insurers. He wished to disassociate himself from the actions of the Council, particularly in respect of HR, in recent months.

A. Cllr Mrs Sharp replied that she felt that the HR Committee had abided by the Councillors Code of Conduct, at this point the Mayor, Cllr Pegg directed that there should be no further discussion on the matter.

**2282. To Adopt the Standing Committee Minutes**

**Community Development Committee**

**Proposed – Cllr Groom**

**Seconded – Cllr Mrs Nunn**

**‘That the minutes of the Community Development Committee meeting of Tuesday 4th September 2012 (pages 4014-4017) be approved.**

**All in Favour**

**Property Committee**

**Proposed – Cllr Doyle**

**Seconded - Cllr Mrs Botham**

**‘That the minutes of the Property Committee meetings of Tuesday 18<sup>th</sup> September 2012 (pages 4027-4031) and Monday 1<sup>st</sup> October 2012 (pages 4044-4047) be approved.’**

**All in Favour**

**Finance Committee**

**Proposed – Cllr Pyatt**

**Seconded – Cllr Cllr Ford**

**‘That the minutes of the Finance Committee meeting of Tuesday 25<sup>th</sup> September 2012 (pages 4035-4039)) be adopted.’**

**All in Favour**

**Town Hall Committee**

**Proposed – Cllr Sharman**

**Seconded - Cllr Stacey**

**‘That the minutes of the Town Hall Committee meetings of Tuesday 26<sup>th</sup> September 2012 (pages 4040-4043) and Wednesday 3<sup>rd</sup> October 2012 (pages 4054-4056 be approved.’**

**All in Favour**

**2283. To receive the Clerk’s Report**

The Clerk reported that she had received notice of a seminar with regard to ‘Funding for your Playing Field’. (Appendix 2) Would any Councillors wish to attend? Councillors Sharman and Mrs Sharp were willing to attend.

**2284. To approve the Payment of Bills**

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

The Clerk reported that there was an extra Town Council bill for Swains for the amount of £111.67

**i. Town Council**

Cllrs Pyatt, Groom and Fox had declared an interest in this item.

**Proposed – Cllr Ford**

**Seconded – Cllr Stacey**

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

**For 13**

**Against 0**

**Abstentions 3**

**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**

**2285. Downham Market Festival**

Cllr Groom reported that she was unable to attend the last meeting. With such little support the Festival as such will not be happening in 2013. There will likely be a one day event, which will probably take place in the Town centre. It is hoped that the full Festival will return for its fortieth year in 2014.

**2286. To receive report on the Joint Burial Board**

There was no report. The Joint Burial Board accounts are in the office for members to view if they wish.

**2287. To receive report on the Chamber of Trade**

Members will have noticed that the Christmas lights have been put up around Town. A masked ball had been held in October.

**2288. To receive report on the Twinning Club**

Cllr Ross reported that the Club is run on behalf of the Town Council. She asked if members could be sent the monthly posters, which they could copy and post around Town, this was considered a good idea. With the Festival not happening in 2013, would the Council be likely to allow free use of the bar room in the Town Hall for the club’s cafe day. This should be addressed to the Town Hall Committee.

**2289. To discuss the future of the Standing Committees - report attached**

A report had been circulated (Appendix 4)

A discussion was held with regard to a short term solution to staffing problems, members were keen to see a quick solution to the situation. A working party was formed with Councillors Sharman (Chair) Groom, Pyatt, Stacey, Mrs Nunn and Mrs Sharp. The working party will meet as soon as possible and report back to an extraordinary Full Council meeting.

**2290. To consider applications for the Human Resources Committee**

All Councillors had received copies of the applications (Appendix 5).

It was considered that Cllr Starreveld would rather that Cllr Ross be elected to the Committee. It was decided that Cllr Ross would be the only candidate. An election was held and Cllr Ross was elected.

**2291. To receive report from the Human Resources Committee – Cllr Mrs Sharp to report**

Cllr Mrs Sharp advised that the meeting of HR was held on Monday 12<sup>th</sup> November and therefore this would be a verbal report. (Appendix 6).

**2292. To receive a report from meeting held to discuss the incinerator. – Cllr V F Starling to report.**

A report had been circulated (Appendix 7).

Cllr Starling reported that objections that the Town Council had submitted already could be added to. It was considered that lack of information about alternatives to the incinerator was sufficient reason to add to the previous objections.

**Proposed – Cllr Starling**

**Seconded – Cllr Groom**

**‘That this Council forwards its objections to the incinerator on the grounds that alternative options had not been detailed.’**

**For 15            Against 1            Abstentions 0**

**2293. To discuss any urgent items as agreed by the Mayor**

Cllr Starling reported that she attended the AGM of Norfolk ALC, but there was only thirty representatives present. The candidates for Police Commissioner were in attendance.

A Norfolk ALC cluster meeting had recently been held at Denver Mill.

Details of the Candidates for Police Commissioner are available on the Borough Council website.

Cllr Doyle thanked those Councillors who attended both remembrance events on Sunday.

Cllr Fox made members aware that the next newsletter has a deadline date of 15<sup>th</sup> January 2013, reports are required from all Committee Chairs.

**2294. Mayor's Announcements**

The Mayor, Cllr Pegg had no announcements.

**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**

Members of public, the Clerk and the Minute Secretary left the Council Chamber, at 8.12pm

The Mayor resumed the meeting.

**2295. Human Resources (Confidential item)**

**Proposed – Cllr Mrs Sharp**

**Seconded – Cllr Sharman**

**“This Council proposes in consideration of her wellbeing that the Clerk’s paid lieu hours be limited to a maximum of 7 hours per week until such time as staffing issues are resolved.”**

**For – 15**

**Against – 1**

The Mayor thanked everyone for attending and closed the meeting at 8.35pm.

**Chairman**

**Date**