

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF EXTRAORDINARY FULL COUNCIL MEETING HELD

Tuesday 25 June 2024 at 6.30pm at Downham Market Town Hall

Bridge Street, Downham Market, Norfolk PE38 9DW

	<p>Present</p> <p>Mayor / Chair – Cllr Hobbs</p> <p>Cllrs Brewer, Daymond, Lane, Leach, Leivers, Lewis, S Moyses, Perkin, Sharman, Westrop & Wiles (12)</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present at the meeting.</p>
	<p>The Mayor reminded attendees of the Fire Evacuation procedures and to turn mobile phones to silent mode.</p>
Number	Item
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Doyle – In Hospital Cllr Jordan – Work Cllr B Moyses – Personal Commitment Cllr C Pyatt – Holiday Cllr J Pyatt - Holiday</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made by Councillors.</p>
003	<p><u>To approve the minutes of the Full Council meeting held on 04 June 2024</u></p> <p>Proposed Cllr Hobbs Seconder Cllr Lane</p> <p>‘To approve the minutes of the Full Council meeting held on 04 June 2024.’</p>

	All In Favour
004	<p><u>To receive and note the Annual Internal Audit Report</u></p> <p>The draft version of the Internal Auditor Report had been circulated with the agenda however the final version was only received on the day of the meeting.</p> <p>The only change was the input of the account balances and the planned dates for the arrangements for the exercise of public rights and therefore the report was noted.</p>
005	<p><u>To approve the Annual Governance Statement (Section 1)</u></p> <p>The Town Clerk reminded Cllrs that number 2 had been ticked as ‘No’ as had number 9.</p> <p>The reason for number 2 was because the Q3 VAT submission had reported overdue. The VAT submission was due by 07 February 2024 however it was submitted late on 19 February 2024 as the Town Clerk / RFO was on unplanned compassionate leave.</p> <p>Proposed Cllr Hobbs Seconder Cllr Brewer</p> <p>‘That the Annual Governance Statement 2023/24 be agreed and is authorised to be signed by The Mayor, on behalf of Downham Market Town Council.’</p> <p>All in Favour</p>
006	<p><u>To approve the Accounting Statement (Section 2)</u></p> <p>The Town Clerk advised that the significant difference between 2023 & 2024 on number 3, ‘Total other receipts,’ included a £2,000 grant from BCKLWN for the Coronation, two CIL receipts totalling £6,885.57, BCKLWN Kitchen Grant of £20,000, BCKLWN Memorial Pathway Grant of £15,000 and the transfer of £35,000 from the Howdale Community Association following the issuance of the dilapidation notice.</p> <p>The significant difference between 2023 & 2024 on number 6, ‘All other payments’ was due to the project work completed by the Council within the financial year ending 31 March 2024. These projects included the Town Hall roof replacement, the accessible slop in the Hollies Car Park, the Town Hall Kitchen upgrade, the conversion of the store room in the Town Hall to the new Town Council Offices, the intruder alarm and fire alarm upgrade work at the Town Hall, the new roadway at the Jubilee Community Centre, the upgrade to the existing entrance road at the Jubilee Community Centre, the installation of CCTV at the Town Hall, the purchase of a new SAM2 unit, the Mag Lock on the Town Hall entrance door, the new adult gym equipment on the Jubilee Community Centre site and the upgrade to the Jubilee Community Centre front door and windows.</p>

	<p>Proposed Cllr Daymond Seconder Cllr Lane</p> <p>‘That the Accounting Statement 2023/24 be agreed and is authorised to be signed by The Mayor, on behalf of Downham Market Town Council.’</p> <p>All In Favour</p>
007	<p><u>To agree the arrangements for the exercise of public rights</u></p> <p>The Town Clerk recommended the notice be placed on the Town Council Noticeboard on 28 June 2024 so that the period for the exercise of public rights between 01 July 2024 until 09 August 2024 is met.</p> <p>Proposed Cllr Hobbs Seconder Cllr Westrop</p> <p>‘That the exercise of public rights be advertised on 28 June 2024 to cover the period of 01 July 2024 to 09 August 2024.’</p> <p>All In Favour</p>
	Meeting closed: 6:38pm
	SIGNED
	DATE