

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 18th April 2023 at 7.00pm at the Town Hall

	<p>Present</p> <p>Chair – Cllr Pyatt</p> <p>Cllrs Buxton, Daymond, Doyle, Hobbs, Jordan, Lane, Leach, Leivers, Lewis, B Moyses, S Moyses, D Pennington, T Pennington and Wiles (15)</p> <p>Town Clerk – Claire Dornan</p> <p>County Councillor – Tony White</p> <p>Borough Councillor – Andy Bullen</p> <p>5 Members of the Public were present</p>
Number	Item
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Pegg – Family Commitment (Standing Apology)</p> <p>Borough Councillor – Josie Ratcliffe</p> <p>Although not advised at the meeting by the Town Clerk, the Town Clerk acknowledges that Cllr Marsay was absence due ill health.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest made.</p>
003	<p><u>Mayors Announcements</u></p> <p>The Mayor advised that he was disappointed in the recent vandalism at the Town Hall and the recent lead theft from the Town Hall roof.</p>

	<p>The Mayor thanked the volunteers, Cllr Michael Lane, Knicat Bakery, Legge Farm, Morrisons, Tesco and the Council staff for their support with the Community Hub.</p> <p>The Mayor thanked the volunteer projectionist, Roy Claydon, for his support with the Community Cinema.</p> <p>The Mayor confirmed that there would not be a Town Council election on 04 May 2023. 19 Councillors had been elected. He advised that anyone interested in being co-opted into the vacancy should contact the Town Clerk.</p>
004	<p><u>Public participation, written reports and written questions</u></p> <p><u>County Councillor report and questions – Cllr Tony White</u></p> <p>Cllr White advised that he was standing for election on 04 May 2023 and therefore would not be presenting a report at this meeting or answering questions but welcomed any questions to be emailed to him.</p> <p><u>Borough Councillors reports and questions</u></p> <p>Cllr Bullen advised that he was standing for election on 04 May 2023 and therefore would not be presenting a report at this meeting or answering questions but welcomed any questions to be emailed to him.</p> <p>There were no Borough Councillor reports received.</p> <p><u>Police report</u></p> <p>There were no Police reports.</p> <p><u>Public Participation</u></p> <p>There were no public questions.</p>
005	<p><u>To approve the minutes of the Full Council meeting held on 21 March 2023</u></p> <p>Proposer: Cllr Daymond Seconder: Cllr Lane</p> <p>‘To approve the minutes of the Full Council meeting on 21 March 2023.’</p> <p>All In Favour</p>

006	<p><u>To accept the recommendation from the following Committees:</u></p>
006.1	<p>Downham In Bloom Committee – 27 February 2023</p> <p>Proposer: Cllr Daymond Seconder: Cllr T Pennington</p> <p>‘To accept the recommendation from the Downham In Bloom Committee meeting held on 27 February 2023.’</p> <p>All In Favour</p>
006.2	<p>Property Committee – 16 March 2023</p> <p>This item was withdrawn as the Committee had not approved the minutes. The next meeting of Property Committee on 20 April 2023 where the minutes are an agenda item.</p>
006.3	<p>Community Development & Events Committee – 07 March 2023</p> <p>Proposer: Cllr Leivers Seconder: Cllr Lane</p> <p>‘To accept the recommendation from the Community Development and Events Committee meeting held on 07 March 2023.’</p> <p>All In Favour</p>
006.4	<p>Human Resources Committee – 24 February 2023 & 24 March 2023</p> <p>Proposer: Cllr Jordan Seconder: Cllr Doyle</p> <p>‘To accept the recommendation from the Human Resources Committee meeting held on 24 February 2023 & 24 March 2023.’</p> <p>14 In Favour 1 Abstention – Cllrs B Moyses</p>
007	<p><u>Councillors Questions</u></p> <p>Cllr Doyle commented that with the scaffolding in place that there is no disabled access to the Town Hall. The Town Clerk confirmed that access was possible via the rear of the building with staff assistance.</p> <p>Cllr S Moyses asked whether an insurance claim could be made for the vandalism and lead theft. The Town Clerk confirmed that the insurance company had advised that they would not cover the cost of security as it was a preventative measure. At present the specific cost of the lead theft was unknown so an insurance claim would</p>

	<p>be reviewed once this was known. It may not be in the public interest to make a claim given the insurance excess and the possible policy impact.</p> <p>The insurance cover of the scaffolding firm was also being reviewed.</p>
008	<p><u>To agree payment of Bills</u></p> <p>The Town Clerk advised that payment 12 did not require approval as it was a duplicate of item 8 for vehicle insurance. Payment 12 would be zeroed. A second payment had not been made. It was an admin error.</p> <p>Proposer: Cllr Daymond Seconder: Cllr Lewis</p> <p>‘That bills 1 – 31, excluding payment 12, be approved for payment.’</p> <p>All In Favour</p>
009	<p><u>To receive Bank Statements</u></p> <p>Councillors had received a copy of the following Bank Statements up to 12 April 2023 prior to the meeting:</p> <p>1 - Business Current Account - £616,403.05 2 - General Reserves Account - £293,079.35 3 - Ear Marked Reserves Account - £109,436.62 4 - Working Balance Account - £139,309.26 5 - Community Defibrillator Account - £1,300.96 To be closed now that Defibrillators have been purchased and all funds allocated 6 - Community Hub Account - £1,699.21 To be closed now that Grant Report submitted and all funds allocated 7 - Community Infrastructure Levy Bank Account - £29,369.99 8 - Credit Card - £32 Debit</p> <p>There were no questions from Councillors.</p>
010	<p>To note vacancy on:</p>
010.1	<p>Planning and Environment Committee – Following resignation of D Lawson</p>
010.2	<p>Finance Committee– Following resignation of D Lawson</p>
010.3	<p>Human Resources Committee – Following resignation from the Committee by Cllr Leivers</p>

	<p>The Town Clerk suggested that the vacancies not be filled as the Committees had sufficient membership to remain quorate and there would be a new Council in May 2023 where Committee structure and membership would be agreed.</p> <p>Proposer: Cllr Doyle Seconder: Cllr Buxton</p> <p>‘That the Council do not co-opt to fill Committee vacancies as the new Council are due to review all Committees at the Annual Town Council meeting in May 2023.’</p> <p>All In Favour</p>
011	<p><u>To receive correspondence from Lloyds Bank – Downham Market Branch</u></p> <p>Proposer: Cllr Daymond Seconder: Cllr Buxton</p> <p>‘That the Council send a letter expressing their disappointment at the Branch closure, requesting that the Bank Hub be set-up prior to the Branch closure. A request to be made that the Bank Hub includes representation from a Building Society.’</p> <p>All In Favour</p>
012	<p><u>To receive correspondence from NatWest Bank – Wymondham Branch</u></p> <p>Proposer: Cllr Pyatt Seconder: Cllr Wiles</p> <p>‘That the Council send a letter expressing their disappointment at the Wymondham Branch closure.’</p> <p>All In Favour</p>
013	<p><u>To discuss and agree actions for broadband services at the Town Council offices</u></p> <p>The Town Clerk advised that due to an error by the provider of the broadband services at the Town Council Offices, that the broadband had been switched off. A meeting on 31 January 2023 with the Account Manager had confirmed the services required which included the main phone line and the broadband.</p> <p>The provider had advised that it would take 4-6 weeks to reconnect as they were reliant on Open Reach completing the connection and although they would contribute to some of the reconnection cost, they would not pay the balance in its entirety. To continue with them, the Council would need to sign a two-year contract.</p>

	<p>The Town Clerk suggested that as the Council were planning to move over to the Town Hall in 2023 that a 2 year contract would saddle the Council with a contract where no service was being provided but a monthly payment made.</p> <p>Other suppliers had been contacted and they could not provide a quicker connection than 4 weeks and also required a 2/3 year contract. UPP who supply the Town Hall with fibre did not currently have the network in place at Paradise Road.</p> <p>3 suggestions were made to the Council.</p> <p>1 – A router box be purchased at approximately £45 with a monthly rolling £20 unlimited data contract, which would allow a phone like signal to the ground floor level of the Town Council Office. It would be unlikely that the Town Clerk could work in the office upstairs.</p> <p>2 – Purchase a stronger router at a cost of £700 and then sign up to the unlimited data contract.</p> <p>3 – Hire a stronger router, including data, at a cost of £100 +VAT per month for a 2 month period or £50 + VAT per month rolling for 3 months plus, which would provide ongoing technical support.</p> <p>Proposer: Cllr Lane Seconder: Cllr Buxton</p> <p>‘That the Town Clerk be authorised to sign a contract on the basis of Option 3.’</p> <p>All In Favour</p>
014	<p><u>To discuss staff appraisals and agree SCP for 2023/2024</u></p> <p>Cllr Jordan advised that all appraisals were satisfactory and inline with expectations.</p> <p>Proposer: Cllr Jordan Seconder: Cllr Doyle</p> <p>‘That all staff receive an annual increase of one Spinal Column Point as per their contract and as budgeted, with the exception of the Deputy Town Clerk who will maintain the level agreed at appointment.’</p> <p>All In Favour</p>

015	<p><u>To consider an application for grant funding from ‘Dice and Decks’ and agree actions</u></p> <p>Proposer: Cllr Pyatt Seconder: Cllr Lane</p> <p>‘That the grant application be rejected on the basis that the group had received prior funding from Cambridgeshire County Council and therefore did not require support from Downham Market Town Council.’</p> <p>All In Favour</p>
016	<p><u>To discuss projects suitable for the UKSPF West Norfolk Grant Scheme and agree actions</u></p> <p>Councillors discussed sports provision including SEN provision, the Town Plan, Vision for the Town, CCTV, sports course provision and local heritage.</p> <p>Proposer: Cllr Daymond Seconder: Cllr Lewis</p> <p>‘That an application for £10,000 be made under Town Centre Improvements option, to provide an outdoor adult gym set to be located at the Jubilee Community Centre site.</p> <p>All In Favour</p>
017	<p><u>To submit items for next agenda</u></p> <p>Cllr Daymond asked that the new Council consider a review of CCTV covering Town Council facilities.</p>
013	<p><u>To confirm the date of the next Full Council meeting</u></p> <p>The meeting date was confirmed as Tuesday 16 May 2023 at 7pm in the Town Hall.</p> <p>This will be the Annual Town Council meeting also known as Mayor Making.</p>
	Meeting closed: 7:38pm
	SIGNED
	DATE