

**DOWNHAM MARKET TOWN COUNCIL**

**MINUTES OF ANNUAL TOWN COUNCIL MEETING**

**Tuesday 07 May 2024 at 7.00pm at Downham Market Town Hall,**

**Bridge Street, Downham Market, Norfolk PE38 9DW**

	<p><b>Present</b></p> <p>Mayor / Chair until Agenda Item 1– Cllr Doyle</p> <p>Mayor / Chair from conclusion of Agenda Item 1 – Cllr Hobbs</p> <p>Cllrs Brewer, Daymond, Jordan, Lane, Leach, Leivers, Lewis, B Moses, S Moses, Perkin, C Pyatt, J Pyatt, Sharman, Westrop &amp; Wiles (17)</p> <p>Town Clerk – Claire Dornan                      Deputy Clerk – Tina Griffin</p> <p>County Councillor White</p> <p>Borough Councillors Bullen, Osborne &amp; Ratcliffe</p> <p>3 Members of the Public were present (increasing to 4 during the meeting)</p>
<b>Number</b>	<b>Item</b>
001	<p><b><u>Election of Mayor &amp; Declaration of Acceptance of Office</u></b></p> <p>Members were given a ballot form requesting them to select one candidate from the following:</p> <p><b><u>Candidate 1 - Cllr Barry Hobbs</u></b></p> <p>Proposed – Cllr Sharman      Seconder – Cllr Perkin</p> <p><b><u>Candidate 2 - Cllr Michael Lane</u></b></p> <p>Proposed – Cllr Wiles              Seconder – Cllr Leach</p> <p>Candidate 1 received 8 votes; Candidate 2 received 7 votes.</p> <p>2 Members of Council chose not to vote.</p>

	<p>It was resolved:</p> <p><b>‘That Cllr Barry Hobbs be elected Mayor of Downham Market Town Council.’</b></p> <p>Cllr Hobbs signed the Declaration of Acceptance of Office.</p>
002	<p><b><u>Election of Deputy Mayor &amp; Declaration of Acceptance of Office</u></b></p> <p>Members were given a ballot form requesting them to select one candidate from the following:</p> <p><b><u>Candidate 1 - Cllr Michael Lane</u></b></p> <p>Proposed – Cllr Wiles      Seconder – Cllr Leach</p> <p><b><u>Candidate 2 - Cllr David Sharman</u></b></p> <p>Proposed – Cllr Jordan      Seconder – Cllr Lewis</p> <p>Candidate 1 received 9 votes; Candidate 2 received 7 votes.</p> <p>1 Member of Council chose not to vote.</p> <p>It was resolved:</p> <p><b>‘That Cllr Michael Lane be elected Deputy Mayor of Downham Market Town Council.’</b></p> <p>Cllr Lane signed the Declaration of Acceptance of Office.</p>
003	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>There were no apologies for absence as all members were present at the meeting.</p>
004	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>There were no declarations of interest made by members.</p>
005	<p><b><u>To approve the minutes of the extraordinary Full Council meeting held on 02 May 2024</u></b></p> <p>Proposed Cllr Leach      Seconder Cllr J Pyatt</p> <p><b>‘To approve the minutes of the extraordinary Full Council meeting held on 02 May 2024.’</b></p>

	<p><b>14 in Favour</b></p> <p><b>3 Abstentions – Cllrs Brewer, Jordan &amp; Westrop – Not present at the meeting</b></p>
006	<p><b><u>To note the resignation of Anna Incorvaia and Casual Vacancy (North Ward)</u></b></p> <p>The Town Clerk advised that in addition to Anna Incorvaia, Ali Buxton and Eve Tawfick has resigned from the Council.</p> <p>There is currently one vacancy in North Ward and two vacancies in East Ward.</p>
007	<p><b><u>To welcome a representative from East Anglian Air Ambulance Charity</u></b></p> <p>Mr Roy Swain, on behalf of the East Anglian Air Ambulance, accepted a cheque from Cllr John Doyle for £1,700. The money raised was collected via donations at events during the last Mayoral year.</p> <p>Mr Swain thanked the Town for their donations. He explained that the charity expect to attend 3000 incidents during 2024 and the funds will be used to support this work.</p>
008	<p><b><u>Public Participation</u></b></p> <p>No members of the public wished to speak, nor did the County Cllr or Borough Cllrs.</p>
009	<p><b><u>To note Full Council meeting schedule from May 2024 – April 2025</u></b></p> <p>14 May 2024 / 04 June 2024 (To include AGAR Approval) / 02 July 2024 / 03 September 2024 / 01 October 2024 / 05 November 2024 (Budget Meeting) / 14 January 2025 (Budget &amp; Precept Setting) / 04 February 2025 / 04 March 2025 / 01 April 2025</p> <p>These dates were noted by members.</p>
010	<p><b><u>To appoint members to Committees</u></b></p>
010.1	<p><b><u>Planning Committee</u></b></p> <p><b>Proposed Cllr Brewer      Seconder Cllr Wiles</b></p> <p><b>‘To appoint Cllrs Brewer, Daymond, Leach, Leivers, Lewis, Westrop &amp; Wiles to the Planning Committee.’</b></p> <p><b>15 In Favour</b></p> <p><b>1 Against – Cllr Leivers</b></p>

010.2	<p><b>1 Abstention – Cllr Doyle</b></p> <p><b><u>Property Committee (to exclude the Market)</u></b></p> <p><b>Proposed Cllr Leach    Seconder Cllr Perkin</b></p> <p><b>‘To appoint Cllrs Doyle, Leach, Lewis, S Moyses, J Pyatt, Sharman &amp; North Downham Ward Candidate to Property Committee.</b></p> <p><b>Cllr Jordan to act in a consultancy role with the ability to speak throughout the meeting however holding no voting rights.’</b></p> <p><b>14 In Favour</b></p> <p><b>1 Against – Cllr C Pyatt</b></p> <p><b>2 Abstentions – Cllrs J Pyatt &amp; Westrop</b></p>
010.3	<p><b><u>Human Resources Committee</u></b></p> <p><b>Proposed Cllr Doyle    Seconder Cllr Leivers</b></p> <p><b>‘To allow 7 members to the Committee instead of the suggested 5.’</b></p> <p><b>9 In Favour</b></p> <p><b>5 Against – Cllrs Brewer, Perkin, C Pyatt, J Pyatt &amp; Westrop</b></p> <p><b>3 Abstentions – Cllrs Hobbs, Jordan &amp; Lane</b></p> <p><b>Proposed Cllr B Moyses    Seconder Cllr Leivers</b></p> <p><b>‘To appoint Cllrs Brewer, Daymond, Leach, Leivers, B Moyses, Sharman &amp; Wiles to Human Resources Committee.’</b></p> <p><b>12 In Favour</b></p> <p><b>3 Against – Cllrs Brewer, C Pyatt &amp; J Pyatt</b></p> <p><b>2 Abstentions – Cllrs Lane &amp; Westrop</b></p>
010.4	<p><b><u>Governance &amp; Finance Committee</u></b></p> <p><b>Proposed Cllr Brewer    Seconder Cllr Perkin</b></p>

010.5	<p><b>‘To appoint Cllrs Brewer, Hobbs, Lane, Perkin, J Pyatt, Westrop &amp; East Downham Ward Candidate to Governance &amp; Finance Committee.’</b></p> <p><b>All In Favour</b></p> <p><b><u>Business &amp; Tourism Committee</u></b></p> <p><b>Proposed Cllr S Moyses      Seconder Cllr Wiles</b></p> <p><b>‘To appoint Cllrs Hobbs, Leivers, B Moyses, S Moyses, Wiles, East Downham Ward 1 &amp; 2 to Business &amp; Tourism Committee.’</b></p> <p><b>All In Favour</b></p> <p><u>Note</u> It is suggested that: Chair and Vice Chair to be agree by the relevant Committee Town Clerk / Deputy Clerk to plan schedule of meetings Market &amp; Car Parking to be aligned to Full Council only Ad hoc events to be arranged via working party as directed by Full Council. Office to arrange all civic events, St Winnolds, Halloween, Remembrance &amp; Christmas Lights Switch On.</p>
011  011.1         011.2	<p><b><u>To appoint Representative to Outside Bodies</u></b></p> <p><b><u>West Norfolk Tourism Forum</u></b></p> <p><b>Proposed Cllr Leach      Seconder Cllr Daymond</b></p> <p><b>‘To appoint Cllr Leivers as the Downham Market Town Council representative on the West Norfolk Tourism Forum.’</b></p> <p><b>16 In Favour</b></p> <p><b>1 Against – Cllr Pyatt</b></p> <p><b><u>Downham Market &amp; Downham West Joint Burial Board</u></b></p> <p><b>Proposed Cllr Perkin      Seconder Cllr Brewer</b></p> <p><b>‘To appoint Cllr Westrop as the Downham Market Town Council representative on Downham Market &amp; Downham West Joint Burial Board.’</b></p> <p><b>16 In Favour</b></p>

011.3	<p><b>1 Abstention – Cllr Daymond</b></p> <p>Note – Cllr Daymond is already elected to the Board as a representative.</p> <p><b><u>Safer Neighbourhood Area Partnership (SNAP)</u></b></p> <p><b>Proposed Cllr Leach    Seconder Cllr Daymond</b></p> <p><b>‘To appoint Cllrs Leivers &amp; Wiles as the Downham Market Town Council representative on Safer Neighbourhood Area Partnership.’</b></p> <p><b>All In Favour</b></p>
011.4	<p><b><u>100 Acre Charity - Trustee</u></b></p> <p><b>Proposed Cllr Lewis    Seconder Cllr Westrop</b></p> <p><b>‘To support Cllr Wiles continuing as the Downham Market Town Council representative on 100 Acre Charity as a Trustee.’</b></p> <p><b>All In Favour</b></p>
012	<p><b><u>To appoint bank signatories</u></b></p> <p>Note - Current signatories:</p> <p>Town Clerk / Deputy Clerk Cllr Buxton / Cllr Pyatt / Cllr Doyle / Cllr Lane / Cllr Daymond</p> <p>Rule = 1 Town Clerk / Deputy Clerk + 2 Cllrs</p> <p><b>Proposed Cllr Wiles    Seconder Cllr S Moyses</b></p> <p><b>‘To appoint Cllr Sharman as a replacement to Cllr Buxton on the Bank Mandate.’</b></p> <p><b>All In Favour</b></p>
013	<p><b><u>To appoint credit card signatories</u></b></p> <p>Note – Currently Town Clerk</p> <p><b>Proposed Cllr Lane    Seconder Cllr C Pyatt</b></p> <p><b>‘To continue with the Town Clerk as the appointed signatory on the Lloyds Credit Card account.’</b></p> <p><b>16 In Favour</b></p>

	<b>1 Abstention – Cllr S Moyses</b>
014	<p><b><u>To confirm list of Direct Debits for Financial Year 2024/2025</u></b></p> <p><b>Proposed Cllr Daymond    Seconder Cllr Doyle</b></p> <p><b>‘To agree to the following Direct Debits for Financial Year 2024/2025:</b></p> <p><b>Lloyds Bank plc - Credit Card / Business Card; Borough Council of King’s Lynn &amp; West Norfolk – Business Rates; Croner Group Ltd – HR Contract; Grenke Leasing Limited – Photocopier hire; Officeflow – Photocopier contract; HM Revenue &amp; Customs – PAYE &amp; VAT; Norfolk Computer Services – IT Support; OneCom Ltd – Telephone line at Town Council Office &amp; Jubilee Community Centre; PHS Group – Sanitary Waste Collection Service; Telecoms World – Broadband at the Town Hall; Vodafone – Mobile Telephone contract – some contracts due to end August 2024; Wave T/A Anglian Water Business (National) Ltd – Water contract; Wavenet Ltd – Old telephone line at Town Council Office – due to end.’</b></p> <p><b>All In Favour</b></p>
	Meeting closed: 7:32pm
	<b>SIGNED</b>
	<b>DATE</b>