

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 13th December 2022 at 7.00pm at the Town Hall

	<p>Present</p> <p>Chair – Cllr Pyatt</p> <p>Cllrs Buxton, Daymond, Doyle, Hobbs, Incorvaia, Jordan, Lane, Lawson, Leach, Leivers, Lewis, B Moyses, S Moyses, Pegg and Wiles (16)</p> <p>Town Clerk – Claire Dornan</p> <p>County Councillor – Tony White</p> <p>Borough Councillor – Josie Ratcliffe</p> <p>4 Members of the Public were present</p>
Number	Item
001	<p>To receive Members’ Apologies for Absence</p> <p>Apologies were received from:</p> <p>Cllr Sharman– Family Commitment Cllr D Pennington – Family Commitment Cllr T Pennington – Family Commitment Cllr Marsay – Work</p> <p>These apologies were accepted.</p>
002	<p>To receive Members’ Declarations of Interest</p> <p>There were no declarations made.</p>
003	<p>Mayors Announcements</p> <p>See Appendix 1</p>

004	<p>To confirm the appointment of the Town Clerk</p> <p>Cllr Jordan, Vice Chair of Human Resources Committee advised that as per minute item 16 on 15 November 2022 that the Human Resources Committee had interviewed and appointed the successful candidate, Claire Dornan, to the role of Town Clerk.</p>
005	<p>Public participation, written reports and written questions</p> <p>County Councillor report and questions – Cllr Tony White</p> <p>Cllr White confirmed that he was awaiting a reply on funding for the defibrillator and that there were no other outstanding matters.</p> <p>Borough Councillors reports and questions</p> <p>There were no Borough Reports.</p> <p>There were no questions from Cllr Ratcliffe. Cllr Leach thanked Cllr Ratcliffe for the assistance provided in returning the toilets on Bridge Street to fully functional.</p> <p>Police report</p> <p>There were no Police Reports.</p> <p>Public Participation</p> <p>There were no members of the public who requested to speak. There were no written questions received by the Town Clerk.</p>
006 006.1	<p>To approve the minutes of the Extraordinary Full Council meetings held on:</p> <p>29 November 2022</p> <p>Proposer: Cllr Lane Seconder: Cllr Daymond</p> <p>‘To approve the minutes of the Extraordinary Full Council meeting on 29 November 2022.’</p> <p>15 In Favour</p> <p>1 Abstention - Cllr Pegg abstained as he was not present at the meeting</p>

006.2	<p>06 December 2022</p> <p>Proposer: Cllr Lawson Seconder: Cllr Daymond</p> <p>‘To approve the minutes of the Extraordinary Full Council meeting on 06 December 2022.’</p> <p>14 In Favour</p> <p>2 Abstentions - Cllr Lewis and Cllr Pegg abstained as they had not been present at the meeting</p>
007	<p>Councillors Questions</p> <p>There were no questions.</p>
008	<p>To agree payment of Bills excluding salaries</p> <p>Council received a bills list from payment 626 - 684</p> <p>Council resolved:</p> <p>Proposer: Cllr Lane Seconder: Cllr Doyle</p> <p>‘To agree payment of Bills items 626 – 684, with the exclusion of 647, until the issue with the Town Hall redecoration has been resolved.’</p> <p>All In Favour</p>
009	<p>To consider the White Ribbon Accreditation and agree actions</p> <p>Cllrs considered the White Ribbon Accreditation.</p> <p>Council resolved:</p> <p>Proposer: Cllr Wiles Seconder: Cllr Lawson</p> <p>‘That the Town Council adopt the White Ribbon Accreditation.’</p> <p>All In Favour</p>

010	<p>To consider the request for the purchase of a Downham Market Webcam and agree actions</p> <p>Cllrs discussed the request from a Borough Cllr and a number of residents for the Town Council to take on the Town webcam which was previously run by Lingo Design.</p> <p>Council resolved:</p> <p>Proposer: Cllr Leivers Seconder: Cllr Wiles ‘That the Town Clerk perform a cost v benefit analysis on the web cam initiative and revert back to Council with the information for a decision to be made as to whether to proceed.’</p> <p>13 In Favour</p> <p>3 Against – Cllrs Incorvaia, Lane and Pyatt</p>
011	<p>To discuss the Full Council recording budget for January 2023 – March 2023 and agree actions</p> <p>Cllrs considered whether to proceed with the monthly recording of Full Council meetings.</p> <p>Council resolved:</p> <p>Proposer: Cllr Incorvaia Seconder: Cllr Doyle</p> <p>‘That the Town Council continue recording one Full Council meeting a month from January 2023 to March 2023 at the same monthly cost as previously agreed with the supplier.’</p> <p>14 In Favour</p> <p>1 Against – Cllr Jordan</p> <p>1 Abstention – Cllr Pegg</p>
012 012.1	<p>To discuss quotes and agree actions</p> <p>Town Hall PA System</p> <p>Cllrs discussed the quotes received. The Town Clerk was requested to go back and request a revised quote to include a 7:1 surround sound system.</p>

012.2	<p>Town Hall Roof</p> <p>Cllrs discussed the first quote received for re-roofing the back half of the Town Hall to include the flat roof which totalled approximately £70,000.</p> <p>Council resolved:</p> <p>Proposer: Cllr Daymond Seconder: Cllr Lane ‘That the Town Council form a working party to create a tender document with the Town Clerk to be formed of Cllrs Lane, Jordan and Daymond, and Cllr Sharman should he be available during working hours.’</p> <p>All In Favour</p> <p>Town Hall Ventilation</p>
012.3	<p>Cllrs discussed the first quote however Cllr Daymond felt that the quote did not meet the requirement to increase air flow in the Town Hall and was simply an air conditioning system. Cllrs requested Cllr Daymond and the Town Clerk to work together to obtain a suitable quote document.</p>
013	<p>To receive the following proposal:</p> <p>Proposer Cllr Doyle Seconder Cllr Incorvaia</p> <p>‘That Downham Market Town Council terminate by notice under the Landlord and Tenant Act 1954 the lease that the Howdale Community Association holds on the site and takes full control of the site at 106 Howdale Road, Downham Market.’</p> <p>Cllr S Moyses requested a named vote.</p> <p>9 In Favour – Cllrs Buxton, Doyle, Hobbs, Incorvaia, Jordan, Lane, Leach, Pyatt and Lewis</p> <p>7 Against – Cllrs Daymond, Lawson, Leivers, B Moyses, S Moyses, Pegg and Wiles</p> <p>The motioned passed subject to the Town Clerk obtaining legal advice on how to proceed.</p>
014	<p>To consider the 2023/2024 Budget and Precept request and agree actions</p> <p>Cllrs discussed the budget in some detail.</p> <p>It was noted that the SSE fixed contracts expire in January 2024 and therefore it was difficult to budget for electricity and gas past the expiry dates.</p>

	<p>It was noted that the salary budget does not allow for a cost of living percentage increase, only 3%. It also did not allow for any overtime expenditure. There was no allocation for staff event cover at weekends.</p> <p>It was suggested that the music, drink, food festival be deferred for a year given the Coronation was already occurring in May 2023. Other Cllrs defended the event stating that the residents needed something to look forward to in these difficult times. It also encouraged tourism.</p> <p>It was suggested that the £10,000 grant allocation be reduced to £5,000. It was suggested that in lieu of the reduction, charities receive a 25% Town Hall hire discount. A few Cllrs disagreed with this suggestion and suggested a reduction to £8,000.</p> <p>It was suggested that the Town Hall Clock Room Carpet budget be removed.</p> <p>There was discussion over whether the Town Square handrails are required.</p> <p>Cllr Leach suggested that the Council sell advertising space to raise income.</p> <p>It was agreed that Committees should review their budgets again ahead of the next January 2023 Full Council meeting. Where possible Committees should meet during the daytime to prevent additional staff overtime accumulating.</p>
015	<p>To submit items for next agenda</p> <p>It was requested that the budget be added to the next agenda.</p>
016	<p>To confirm the date of the next Full Council meeting</p> <p>The next meeting of Full Council was confirmed as Tuesday 17 January 2023 at 7pm in the Town Hall.</p> <p>Some Cllrs stated that they are not receiving all of the emails sent from The Office. The Town Clerk agreed to send a test email to all Cllrs to confirm receipt and liaise with Norfolk Computer Services should there be any issues identified.</p>
017	<p>To censure Cllr Lawson</p> <p>The Mayor read the censure. See Appendix 2</p> <p>Cllr Lawson was then provided with a copy of the censure.</p> <p>Cllr Lawson requested that it be minuted that The Mayor had made dishonest marks during the censure.</p>

	Meeting closed: 8:15pm
	SIGNED
	DATE