

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF THE COMMUNITY DEVELOPMENT AND EVENTS COMMITTEE

14 FEBRUARY 2023 AT 6pm

In the Town Council offices

	<p>Present Cllrs: Leivers (Chair), Buxton, Lane, Lewis, Daymond Tina Griffin - Administrator</p>
Number	Item
1	<p>To receive Members' Apologies for Absence Apologies were received and accepted from Cllr Bet Moyses. The Chair reminded members they should always forward apologies to the office.</p>
2	<p>To receive Members' Declarations of Interest There were no declarations of interest.</p>
3	<p>To approve the minutes of the previous meeting of the committee held on 10 January 2023</p> <p>Proposed: Cllr Lane Seconded: Cllr Lewis All In Favour 'That the minutes of the Community Development & Events Committee meeting held on 10th January 2023 be approved'</p>
4	<p>Public Participation – 15 minutes allowed There were no members of the public present. Cllr Daymond expressed his regret that the St George's Day event had not made the list of events but appreciated that the decision had been taken due to a lack of volunteers and office time.</p>
5	<p>To review the budget allocation and finalise events list for 2023-4 Members were advised that the budget allocation for the committee for 2023-4 is as requested at the last meeting.</p> <p>Proposed Cllr Lewis Seconded Cllr Leivers All in favour 'To confirm the list of events as minuted at the Community Development & Events meeting of 10th January 2023'</p>
6	<p>To discuss the Running Club and agree actions – Cllr Lane Cllr Lane expressed his wish to look again at providing a weekly after school Running Club. After some discussion it was agreed that Cllr Lane would do some more research into the practicalities of providing a Running Club. It was noted that the budget did not allow for funding to be provided by the Council, and that no responsibility for its organisation can be taken on by the office.</p> <p>Proposed Cllr Lane Seconded Cllr Leivers All in favour 'That this would be carried forward as an agenda item for the next meeting to discuss Cllr Lane's findings</p>

7	<p>To receive an update on progress with Civic events planned for this financial year – St Winnolds, Mayor’s At Home</p> <p>The Administrator updated members with the plans and progress with the Civic events, mentioning that the Meet the Mayor/Cllrs event is to be held the following evening.</p> <p>Mayors At Home 8 March 2023 – catering and entertainment is booked, and approx. 80 people have so far confirmed attendance.</p> <p>St Winnolds 17 March 2023 – all the essential participants have confirmed attendance. An informal breakfast will be offered and quotes are being gathered for this.</p>
8	<p>To discuss initial ideas and convene a working party if necessary to co-ordinate plans for the Coronation</p> <p>Members offered several ideas and discussed a request from the Eternity Church/Foodbank to hold a picnic event on the Town Square in association with the Council.</p> <p>Proposed Cllr Daymond Seconded Cllr Buxton All in favour</p> <p>‘That a working party consisting of all members of this committee be convened asap to decide the plans for the Coronation weekend.’</p>
9	<p>To receive feedback from meeting with Blackfield Creative and agree any actions – Chair</p> <p>The Chair updated members on this project following a presentation to Full Council by the Youth Advisory Group and Blackfield Creative. Their suggestion of a meadow-type display of flowers made from plastic bottles to spotlight recycling, was discussed and further questions were generated. It was felt that the students had not had a chance to express their passion for the project at the presentation and members wished to hear more from them and to discuss the practicalities involved.</p> <p>Proposed Cllr Leivers Seconded Cllr Lane All in favour</p> <p>‘That the students involved in the project be invited to the next meeting of this committee (7th March) to explain further how it would work in practice and what role the Council would play’</p>
10	<p>To receive feedback from the meeting with Borough Tourism officer and agree actions – Chair</p> <p>The Chair outlined the very positive meeting she and the Town Clerk had had with Philip Eke, the Borough Tourism Officer. She referred to a follow-up email from him, which had been circulated to all Cllrs, and his recommendations were discussed.</p> <p>Proposed Cllr Leivers Seconded Cllr Lane All in favour</p> <p>‘That Cllrs and staff team follow up the short term actions suggested:</p> <ul style="list-style-type: none"> • Administrator to contact Tourism Officer about live tweeting the St Winnold’s parade and to issue a press release about the event. • Administrator to liaise with Tourism Officer about the offer of a new town map. • To recommend to the Property Committee that a deep clean of the welcome stones (Bridge St, and High Streets North and South) be carried out, and the black wording refreshed. That lighting in the Information Point at the Hollies Car Park be considered for improvement.

	<ul style="list-style-type: none"> That if not already addressed, that the vertical flags be put back into position outside the Town Hall.'
11	<p>To receive an update from the Social Media working party – Cllr Buxton Cllr Buxton outlined the project so far and explained that she would propose to the new Council in May/June that a separate Facebook page be created (with links to Instagram and Twitter), advertising events, businesses, charities etc – a one stop page for information about the town, a little like a virtual tourist information point. It would be promoted through the Council’s existing social media but administrated by the working party Cllrs.</p> <p>She said she would hope to work with as many local organisations as possible, and is already compiling a list of charities and businesses. The working party was thanked for its work so far.</p>
12	<p>To discuss event donations and agree actions The Administrator explained that for reasons of transparency, the Council would be unable to accept donations from anonymous donors, and this included those from Cllrs. Committees need to minute when a donation towards, say an event, has been offered although the name of the donor would be a matter for internal information only.</p>
13	<p>To discuss a donation request from Age UK and agree actions A request for a grant/donation had been received and after consideration it was Proposed Cllr Leivers Seconded Cllr Lane All in favour ‘That as the request had come from a national organisation the request falls outside the scope of the DMTC Grants Policy, and therefore Council could not offer a donation’</p>
14	<p>To consider a request for a volunteer for the Older Persons or Younger Persons Sounding Board and agree actions The information received about this initiative was circulated and discussed, however, no Cllr wished to volunteer at this stage.</p>
15	<p>To note January cinema attendance figures Members were advised that the matinee performance of ‘Fisherman’s Friends 2’ had seen 42 attendees, with 31 at the evening performance. Members recognised that these figures may reflect that the films were offered free of charge as part of the Community Hub initiative. <i>(Follow up – the February free showing of ‘Railway Children Return’ on 15.2.23 attracted approx. 85 attendees across both the matinee and evening performances)</i></p>
16	<p>Date of next meeting The next meeting is at 6pm on Tuesday 7th March 2023</p>
	<p>Signed (Chair)..... Dated</p>