

DOWNHAM MARKET TOWN COUNCIL
MINUTES OF FULL COUNCIL MEETING HELD
Tuesday 18th July 2023 at 7.00pm at the Town Hall

	<p>Present</p> <p>Mayor / Chair – Cllr Doyle</p> <p>Cllrs Brewer, Buxton, Daymond, Incorvaia, Jordan, Lane, Leach, Leivers, Lewis, Marsay, Perkin, Pyatt, Sharman, Tawfick and Wiles (Arrived 7:01pm)(16)</p> <p>Town Clerk – Claire Dornan</p> <p>Borough Councillors – Osborne and Ratcliffe</p> <p>2 Guest speakers from the Borough Council of King’s Lynn & West Norfolk – Jacob Medlock & Rebekah Bensley -Mills</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 S Moyses Cllr Westrop</p> <p>These apologies were accepted.</p> <p>Borough Cllr Bullen had also given his apologies.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Jordan declared an interest in Agenda Items 10, 12 and 18.</p>
003	<p><u>To receive Town Clerk Report & the Mayor’s Announcements</u></p> <p>The Town Clerk advised:</p> <ul style="list-style-type: none"> • Downham In Bloom judging is due to take place on Friday 21 July 2023

	<ul style="list-style-type: none"> • Leader of Borough Council, Cllr Terry Parish, will be attending the September Full Council Meeting • The auditor PKF Littlejohn had reported no concerns to date <p>The Mayor advised:</p> <ul style="list-style-type: none"> • That the Mayor’s Charity Coffee Morning had raised £100 • That he had attended the Dementia Coffee Morning • That he will be attending the Marham Fun Day • That he had raised the Rainbow Flag • That he had met the leader of the Borough Council with the Town Clerk • That he had attended the Borough Mayors Civic Service • That he will be attending the Downham In Bloom judging day • That he will be holding the Mayor’s Charity Quiz Night next Saturday.
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>County Cllr White was not present and had not submitted a report.</p> <p><u>Borough Councillors reports and questions</u></p> <p>Cllr Bullen had given his apologies.</p> <p>Cllr Osborne advised that he had been selected as Vice Chair for the Corporate Performance Panel at BCKLWN; that he will contact Cllr S Moyses to provide an update on a pedestrian crossing on Bridge Street; that he is part of the Safer Neighbourhood Action Panel; that is working with the Downham Market Leisure Centre; that he hopes the library will re-open on Friday; that the enforcement action above Peacocks had concluded; that he will look at defib for the Police Station; that the Borough Council will have a £5,000,000 funding gap in 3 years’ time; that the Borough Council’s Pay Award had been agreed; that there was support via the Council Tax Support Scheme; that he would look at the toilets; that the Cllrs Grant should continue.</p> <p>Cllr Ratcliffe advised that she had been selected for the Environment & Community Committee; that the Cllr Grant had been approved by cabinet and now needed Full Council’s approval; that there is support available from the Community Energy Scheme.</p> <p>Cllr Tyler was not present.</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. The Town Clerk had received a request for a Children’s ride during the summer to encourage people to visit the Town Centre. The Town Clerk had contacted the provider prior to the meeting.</p>
005	<p><u>To receive a presentation from Housing Standards Officer (Energy Efficiency) Jacob Medlock</u></p> <p>A presentation was given by Jacob Medlock on Energy Efficiency.</p> <p>A presentation was given by Rebekah Bensley-Mills on Ask Lilly.</p> <p>The Town Clerk asked to be added to the distribution list.</p>
006	<p><u>To receive Councillors Questions</u></p> <p>Cllr Perkin asked the Town Council to support to Station Campaign to prevent the closure of the Ticket Office. With the consultation closing in 8 days, Cllr Perkin asked for the Council to reply on behalf of the Town Council stating that the Council were against the closure.</p> <p>As this was not an agenda item, the Councillors did not vote however were in agreement with a reply being made by the Town Clerk.</p>
007	<p><u>To approve the minutes of the Extraordinary Full Council meeting held on 20 June 2023</u></p> <p>The Town Clerk advised that the meeting on 20 June 2023 was not an extraordinary meeting of the Council and therefore any proposal should remove this word.</p> <p>Proposed Cllr Daymond Seconder Cllr Lane</p> <p>‘To approve the minutes of the Full Council meeting held on 20 June 2023.’</p> <p>15 In Favour</p> <p>1 Abstention – Cllr Leivers</p>

008	<p><u>To accept the minutes from the following Committees:</u></p>
008.1	<p><u>Downham In Bloom Committee – 26 June 2023</u></p> <p>Proposed Cllr Daymond Seconder Cllr Lane</p> <p>‘To accept the minutes of the meeting from Downham In Bloom Committee dated 26 June 2023.’</p> <p>All In Favour</p>
008.2	<p><u>Property Committee – 25 May 2023, 15 June 2023 & 29 June 2023</u></p> <p>Proposed Cllr Jordan Seconder Cllr Lewis</p> <p>‘To accept the minutes of the meeting from Property Committee dated 25 May 2023, 15 June 2023 & 29 June 2023.’</p> <p>15 In Favour</p> <p>2 Abstentions – Cllrs S Moyses and Wiles</p>
008.3	<p><u>Community Development & Events Committee (Now Community Development Committee) – 06 June 2023</u></p> <p>Proposed Cllr Buxton Seconder Cllr Leivers</p> <p>‘To accept the minutes of the meeting from Community Development & Events Committee dated 06 June 2023.’</p> <p>All In Favour</p>
008.4	<p><u>Human Resources Committee –20 June 2023</u></p> <p>Proposed Cllr Marsay Seconder Cllr Buxton</p> <p>‘To accept the minutes of the meeting from Human Resources Committee dated 20 June.’</p> <p>All In Favour</p>
008.5	<p><u>Planning Committee – 31 May 2023</u></p> <p>Proposed Cllr Daymond Seconder Cllr Brewer</p>

008.6	<p>‘To accept the minutes of the meeting from Planning Committee dated 31 May 2023.’</p> <p>All In Favour</p> <p><u>Governance Committee – 20 June & 04 July 2023</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘To accept the minutes of the meeting from Governance Committee dated 23 May 2023 and 06 June 2023.’</p> <p>All In Favour</p>
009	<p><u>To adopt the recommendations from the Governance Committee</u></p>
009.1	<p><u>Abusive, Persistent or Vexatious Complaints Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Perkin</p> <p>‘To adopt the Abusive, Persistent or Vexatious Complaints Policy.’</p> <p>All In Favour</p>
009.2	<p><u>General Data Protection Regulations (GDPR) Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘To adopt the General Data Protection Regulations (GDPR) Policy.’</p> <p>All In Favour</p>
009.3	<p><u>Bully & Harassment Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Wiles</p> <p>‘To adopt the Bullying & Harassment Policy.’</p> <p>All In Favour</p>

009.4	<p><u>Media Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Buxton</p> <p>‘To adopt the Media Policy.’</p> <p>All In Favour</p>
009.5	<p><u>Staff Training & Development Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Marsay</p> <p>‘To adopt the Staff Training & Development Policy.’</p> <p>All In Favour</p>
009.6	<p><u>Document Retention Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Tawfick</p> <p>‘To adopt the Document Retention Policy.’</p> <p>All In Favour</p>
009.7	<p><u>Privacy Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Wiles</p> <p>‘To adopt the Privacy Policy.’</p> <p>All In Favour</p>
009.8	<p><u>Special / Compassionate Leave Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Perkin</p> <p>‘To adopt the Special / Compassionate Leave Policy.’</p> <p>All In Favour</p>

009.9	<p><u>BBQ & Open Fire Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Wiles</p> <p>‘To adopt the BBQ & Open Fire Policy.’</p> <p>All In Favour</p> <p>It was agreed that a sign would be needed at the site and that all hirers should be made aware of the new Policy.</p>
009.10	<p><u>Cash Handling Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘To adopt the Cash Handling Policy.’</p> <p>15 In Favour</p> <p>1 Against – Cllr Daymond</p>
010	<p><u>To agree payment of Bills</u></p> <p>Proposed Cllr Lane Seconder Cllr Incorvaia</p> <p>‘To agree the payment of bills 1 – 278, as presented.’</p> <p>15 In Favour</p> <p>Cllr Jordan did not vote as he had declared a pecuniary interest.</p>
011	<p><u>To receive Finance Update</u></p>
011.1	<p><u>Statements for all accounts</u></p> <p>Cllrs confirmed that they had received a copy of the statements and no questions were raised.</p> <p>Proposed Cllr Lane Seconder Cllr Incorvaia</p> <p>‘To accept Bank Statements for all Downham Market Town Council accounts, as presented.’</p> <p>All In Favour</p>

011.2	<p><u>List of Receipts</u></p> <p>Proposed Cllr Lane Seconder Cllr Buxton</p> <p>‘To accept the list of receipts, 1- 242, as presented.’</p> <p>All In Favour</p>
011.3	<p><u>VAT Update</u></p> <p>Proposed Cllr Lane Seconder Cllr Daymond</p> <p>‘To accept the VAT position, as presented.’</p> <p>All In Favour</p>
011.4	<p><u>Governance sample</u></p> <p>Cllr Incorvaia advised that a Governance sample had been completed by Cllrs Lane and Buxton on 18 July 2023 covering the period of 01 June 2023 – 17 July 2023 and no issues had been found. A signed copy had been distributed.</p> <p>Proposed Cllr Lane Seconder Cllr Daymond</p> <p>‘To accept the Governance sample, as presented.’</p> <p>All In Favour</p>
011.5	<p><u>Insurance</u></p> <p>Proposed Cllr Lane Seconder Cllr Incorvaia</p> <p>‘To accept the renewal premium recommended by James Hallum at a cost of £18,408.56 with a 3 year contact, including a 5% escalator clause.’</p> <p>All In Favour</p>
012	<p><u>To allocate the 6 Market Place, Downham Market renovations work</u></p> <p>2 tenders had been received. One from Nigel Smith and the other from Smart Refurbishment.</p> <p>Cllr Wiles noted that there was a difference of £51,000 between the quotes.</p>

	<p>Proposed Cllr Daymond Seconder Cllr Lewis</p> <p>‘To accept the quote from Nigel Smith at a cost of £78,450 with allowance being made for an £8,000 contingency fund which, if required, will need the approval of 3 Cllrs and the Town Clerk before allocation.’</p> <p>13 In Favour</p> <p>2 Against – Cllrs Buxton & Marsay</p> <p>Cllr Jordan did not vote.</p>
013	<p><u>To allocate the Town Hall kitchen renovation work</u></p> <p>Prior to the meeting, Council had been advised that the Deputy Clerk had been unable to obtain 3 quotes.</p> <p>She had been turned down by Bexwell Kitchens, JS Interiors and a national company called Swift had requested £900 deposit just to visit the site.</p> <p>Quotes had been received from Steven Seals Builder Ltd at £35,892 + VAT and Smart Refurbishments at £32,680 + VAT.</p> <p>Proposed Cllr Incorvaia Seconder Cllr Leach</p> <p>‘To accept the quote from Smart Refurbishment.’</p> <p>11 In Favour</p> <p>5 Against – Cllrs Lane, Leivers, Lewis, Jordan & Tawfick</p>
014	<p><u>To approve the Town Maintenance tender document</u></p> <p>The draft Town Maintenance tender document had been forwarded to Council prior to the meeting following recommendation from Property Committee.</p> <p>Proposed Cllr Lane Seconder Cllr Pyatt</p> <p>‘To accept the draft Town Maintenance tender document, as presented.’</p> <p>15 In Favour</p> <p>1 Against – Cllr Daymond</p>

015	<p><u>To discuss the White Ribbon Accreditation approved December 2022</u></p> <p>Cllr Incorvaia presented the recommendation from Governance Committee that the Council become a White Ribbon Supporter at a cost of £150 over an accredited organisation which costs in the region of £1,000. The Council had not achieved accreditation at this point and therefore it was possible to change the direction of the Council's involvement.</p> <p>It is suggested by the organisation that the support is led by a male role model.</p> <p>Proposed Cllr Lane Seconder Cllr Wiles</p> <p>'That the Council become a supporter organisation with Cllr Lane as the male lead.'</p> <p>15 In Favour</p> <p>1 Against – Cllr Brewer</p>
016	<p><u>To commit to the Armed Forces Pledge</u></p> <p>Proposed Cllr Doyle Seconder Cllr Marsay</p> <p>'To apply for a bronze award as an employer that pledges, demonstrates and advocates support to defence and the armed forces community, and align their values with the Armed Forces Covenant.'</p> <p>All In Favour</p>
017	<p><u>To discuss the Rural England Prosperity Fund</u></p> <p>No proposal was made.</p>
018	<p><u>To receive SAM2 post quote and agree action</u></p> <p>Cllrs were advised that Community Speed Watch was being organised by Borough Cllr Bullen and Cllr Pyatt. Other Cllrs were encouraged to join.</p> <p>It was suggested that the SAM2 be located on Bennett Street however as this is a 20mph zone, it is not an approved location.</p> <p>Following the approval of the additional SAM2, the Town Clerk had received approval from Norfolk County Council Highways for 3 new approved sites; Launditch Road / Wimbotsham Road; Brothercross Way / Wimbotsham Road; Willow Road / Wimbotsham Road</p>

	<p>The Council now needed to approve the posts for the SAM2.</p> <p>3 quotes for 3 posts had been received:</p> <p>£563 + VAT – D A Jordan Groundworks £583 + VAT (£195 + VAT Per post) - Westcotec £600 + VAT – Nigel Smith T/A N S Paving</p> <p>Proposed Cllr Leivers Seconder Cllr Wiles</p> <p>‘To the Town Clerk be provided with a budget of £600 + VAT to complete the works.’</p> <p>13 In Favour</p> <p>2 Against – Cllrs Lane & Pyatt</p> <p>Cllr Jordan did not vote as he had submitted a quote.</p>
019	<p><u>To receive an update on staff recruitment</u></p> <p>The Town Clerk advised that the Human Resources Committee had met prior to this meeting and selected a candidate for recruitment. The name would not be provided as the appointment was subject to an Enhanced DBS, references and a medical certificate. The start date is anticipated to be by 01 September 2023.</p>
020	<p><u>To submit items for next agenda</u></p> <p>Cllrs requested the following items to be on the next agenda:</p> <ul style="list-style-type: none"> • Parish Partnership • Live Streaming
021	<p><u>To confirm the date of the next Full Council meeting – 19 September 2023</u></p> <p>The meeting date was confirmed as Tuesday 19 September 2023 at 7pm in the Town Hall.</p>
	Meeting closed: 8:21pm
	SIGNED
	DATE