

## DOWNHAM MARKET TOWN COUNCIL

### MINUTES OF TOWN COUNCIL MEETING HELD

**Tuesday 15<sup>th</sup> February 2022 at 7.00pm at the Jubilee Community Centre**

	<p><b>Present</b>  Mayor – Cllr Groom  Deputy Mayor- Cllr Westrop</p> <p>Cllrs Daymond, Doyle, Lawson, Leach, Lewis, Moses, Pegg, Pyatt and Sharman</p> <p>Borough Cllr Ratcliffe</p> <p>Assistant to the Clerk - Graham Spark</p> <p>Senior Administrator – Claire Dornan</p> <p>5 Members of the Public were present within the building</p> <p>3 Reporters / News Camera</p>	ACTION
	The Mayor welcomed everyone to the meeting	
<b>Number</b>	<b>Item</b>	<b>Action</b>
139.21/2	<p><b>To receive Members’ Apologies for Absence</b></p> <p>County Cllr White – Personal Reasons</p>	
	The Mayor announced that she was moving item 155.21/2 forward under Standing Order 11aVi	
155.21/2	<p><b>Mayors Announcements</b></p> <p>The Mayor, Cllr Groom, announced the resignation of the Town Clerk.</p> <p>The Mayor read a resignation statement signed by Cllrs Gomes-Da Costa, Hayes, Hendry, Pickering, J Woodmin and</p>	

	<p>W Woodmin.</p> <p>The Deputy Mayor, Cllr Westrop, read her resignation statement.</p> <p>The Mayor read her resignation statement.</p> <p>Ms Groom and Westrop left the meeting at 7:16pm.</p>	
	<p>The Senior Administrator advised Council that the meeting remained quorate with 9 Cllrs present and they could decide:</p> <p>To appoint a person to preside at the meeting (Standing Order 11av)</p> <p>To adjourn the meeting (Standing Order 11 xvi)</p> <p><b>Proposer Cllr Moyses                      Cllr Leach</b></p> <p><b>‘That Cllr Robin Pegg be appointment to preside over the remainder of the meeting as Chair.’</b></p> <p><b>9 In Favour - Cllrs Daymond, Doyle, Lawson, Leach, Lewis, Moyses, Pegg, Pyatt and Sharman (All In Favour)</b></p> <p>Cllr Pegg made a statement.</p> <p>Cllr Lawson asked for a copy of the Resignation Statements.</p>	Sen. Admin.
139.21/2	<p><b>To receive Members’ Apologies for Absence</b></p> <p>The Senior Administrator apologised as she had not given one apology for absence.</p> <p>Cllr Jordan – Holiday</p> <p>This apology was accepted.</p>	
140.21/2	<p><b>To receive Members’ Declarations of Interest</b></p> <p>Cllr Lewis declared an interest in item 146.21/2 Payment of Bills.</p>	

141.21/2	<p><b>Public Participation, written reports and written questions</b></p> <p>County Cllr White had not provided a report and had given his apologies.</p> <p>Borough Cllr Ratcliffe had submitted a report which had been circulated prior to the meeting and placed on the website. There were no questions.</p> <p>There was no police representation or report provided.</p> <p>There was a representative from Downham Amateur Dramatics Society (DADS) who spoke in relation to item 151.21/2 'To receive a request and presentation from Downham Amateur Dramatics Society and agree response.'</p>	
142.21/2	<p><b>To approve the minutes of the</b></p> <p><b>142.1.21/2 Full Council meeting of 05 October 2021</b></p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Pyatt</b></p> <p><b>'To approve the minutes of the Full Council meeting on 05 October 2021'</b></p> <p><b>All In Favour</b></p> <p><b>142.2.21/2 Full Council meeting of the Full Council meeting on 26 October 2021</b></p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Daymond</b></p> <p><b>'To approve the minutes of the Full Council meeting on 26 October 2021'</b></p> <p><b>All In Favour</b></p> <p><b>142.3.21/2 Full Council meeting of 25 January 2022</b></p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Pegg</b></p> <p><b>'To approve the minutes of the Full Council meeting on 25 January 2022'</b></p> <p><b>All In Favour</b></p>	

143.21/2	<p><b>Matters Arising</b></p> <p>There was nothing Cllrs' wished to raise.</p>	
144.21/22	<p><b>To agree recommendations from Committees and Strategy Groups</b></p> <p><b>144.1.21/2 Town Hall SG – Balcony &amp; Screening</b></p> <p><b>Proposer: Cllr Shaman                      Seconder: Cllr Doyle</b></p> <p><b>'To agree the purchase of tiles, adhesive and screens for the Town Hall Balcony as per quotes provided ahead of the meeting.'</b></p> <p><b>All In Favour</b></p> <p><b>144.21.21/2 Action Downham SG – 09.02.2022</b></p> <p><b>Proposer: Cllr Lewis                      Seconder: Cllr Pyatt</b></p> <p><b>'To agree the recommendations for the St Winnold's Parade and Breakfast, as per the Action Downham Strategy Group notes of 09 February 2022.'</b></p> <p><b>All In Favour</b></p> <p><b>144.3.21/2 Downham In Bloom – Reformation of Committee</b></p> <p><b>Proposer: Cllr Daymond                      Seconder: Cllr Doyle</b></p> <p><b>'To agree to the reformation of the Downham In Bloom Committee for 2022 and accept the following Cllrs as members; Cllrs Daymond, Doyle, Moyses and Sharman.'</b></p> <p><b>All In Favour</b></p>	
145.21/2	<p><b>To discuss the Mask Initiative and agree actions required</b></p> <p><b>As Cllr Pickering was due to present this item and Cllr Pickering was no longer a Cllr or present at the meeting it was agreed to defer this matter to the next meeting so further investigation could be completed on the matter.</b></p>	

146.21/2	<p><b>To agree payment of Bills as attached</b></p> <p><b>Proposed Cllr Daymond                      Seconded Cllr Leach</b></p> <p><b>‘To agree the payment of vouchers 555 – 591 excluding salaries’</b></p> <p><b>7 In Favour - Cllrs Daymond, Doyle, Leach, Lewis, Moses, Pegg, Pyatt and Sharman</b></p> <p><b>2 Abstained – Cllr Lewis and Cllr Lawson</b></p> <p>Cllr Lewis has already declared an interest and did not vote</p> <p>Cllr Lawson had not received a copy of the bills as part of his agenda pack and therefore felt unable to vote and therefore abstained.</p>	
147.21/2	<p><b>Election of Chair of Finance and General Purposes Committee</b></p> <p><b>Proposed Cllr Leach                      Seconded Cllr Moses</b></p> <p><b>‘To elect Cllr Lawson as Chair of the Finance and General Purposes Committee.’</b></p> <p><b>All In Favour</b></p>	
148.21/22	<p><b>To note the withdrawal of the proposal from the Howdale Community Association Trustees (JCC)</b></p> <p><b>Proposed Cllr Pyatt                      Seconded Cllr Lawson</b></p> <p><b>‘To accept the withdrawal of the proposal from the Howdale Community Association Trustees.’</b></p> <p><b>All In Favour</b></p>	
149.21/2	<p><b>To receive recommendation from Car Park Management Committee</b></p> <p><b>149.1.21/2 Electric Charging Points</b></p> <p>Cllrs were advised that the Car Park Management Committee had not met and therefore there were no recommendations.</p> <p>This item would be discussed at the next meeting.</p>	

150.21/2	<p><b>To discuss and agree Delegated Authority Levels</b></p> <p>Council advised that following the resignation of the Town Clerk that they would like The Office to continue as they are until further direction is given by Council.</p>	
151.21/2	<p><b>To receive a request and presentation from Downham Amateur Dramatic Society and agree a response</b></p> <p>Council wished to discuss this matter at the end of the Council meeting under confidentiality prior to making a decision. The matter was moved where item 155.21/2 would have been.</p>	
152.21/2	<p><b>To receive request from Discover Downham to replace 2 missing Heritage Plaques in the Town and agree response</b></p> <p>It was noted that the Downham Market Amenity Society, who started the Heritage Plaque trail, were no longer in existence.</p> <p><b>Proposed Cllr Daymond                      Seconded Cllr Lewis</b></p> <p><b>‘That the Heritage Plaques for the Salvation Army Citadel and Nelson House be replaced at a cost of £195.00 including delivery and installation.’</b></p> <p><b>All In Favour</b></p>	
153.21/2	<p><b>To discuss the closure of Downham Market Academy 6<sup>th</sup> Form Site</b></p> <p>The Senior Administrator advised that there had been a parking complaint from a resident on Bexwell Road following the increase in parents parking around the site. This had already been reported to County Councillor Tony White and Highways were aware.</p> <p>The Councillors’ agreed that as this matter related to an Academy, the decision to close the Ryston site was a private matter for the school and outside the remit of the Town Council.</p>	
154.21/2	<p><b>To receive an update from the Town Team – Cllr Groom</b></p> <p>Since The Mayor had resigned and there was report, this matter was not discussed.</p>	

155.21/2	<p><b>To receive Mayor's Announcements</b></p> <p>See earlier in the minutes</p>	
	<p><b>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press.</b></p> <p><b>Proposed Cllr Doyle                      Seconded Cllr Lawson</b></p> <p><b>'That the Press and Public be excluded from this section of the meeting, as per Standing Order 3D, due to the confidentiality of the matter being discussed as it relates to a private Society – Downham Amateur Dramatic Society (DADS).'</b></p> <p><b>All In Favour</b></p> <p>The Council went into confidentiality at 7:59pm.</p> <p>A discussion occurred regarding previous hire by DADS of the Town Hall.</p> <p>The Council came out of confidentiality at 8:29pm.</p>	
151.21/2	<p><b>To receive a request and presentation from Downham Amateur Dramatic Society and agree a response</b></p> <p><b>Proposed Cllr Doyle                      Seconded Cllr Sharman</b></p> <p><b>'That Downham Amateur Dramatic Society (DADS) be offered the Town Hall with a 50% discount for any hire in excess of 4 days to allow them to book and perform a play of their choice. DADS must sign an agreement that they or their contractor may not make any changes to the electrics prior or during the hire and all appropriate equipment must be Portable Appliance Tested. The Maintenance Team must have the ability to make a daily inspection on electrical equipment.'</b></p> <p><b>All In Favour</b></p> <p>Cllr Pegg asked for a copy of the Town Hall Terms and Conditions to be sent to him for further review.</p>	Sen. Admin.

	<p><b>Proposed Cllr Pegg                      Seconded Cllr Moyses</b></p> <p><b>‘That a grant of £500 be made to Downham Amateur Dramatic Society (DADS) for 2021/2022.’</b></p> <p><b>All In Favour</b></p>	
	<p>Cllr Pegg asked that it be recorded that the Council are very grateful for all the work of The Office and the Maintenance Team during these turbulent times.</p>	
156.21/2	<p><b>To submit items for the next agenda</b></p> <p>No items were submitted</p>	
157.21/2	<p><b>To agree the date of the next meeting</b></p> <p>15 March 2022 at 7pm at Town Hall</p>	
	<p><b>Meeting closed: 8:34pm</b></p>	
	<p><b>SIGNED</b></p>	
	<p><b>DATE</b></p>	