

**DOWNHAM MARKET TOWN COUNCIL**

**MINUTES OF THE FULL COUNCIL MEETING HELD**

**Tuesday 21<sup>st</sup> June 2022 at 7.00pm at the Town Hall**

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|     | <p><b>Present</b></p> <p>Cllrs Buxton, Daymond, Doyle, Incorvaia, Jordan, Lawson, Leach, Leivers, Lewis, B Moyses, S Moyses, Pyatt, Sharman and Wiles (14)</p> <p>Cllrs D Pennington &amp; T Pennington joined the meeting at 7:03pm</p> <p>Borough Cllr Bullen</p> <p>Town Clerk - Graham Spark      Deputy Clerk – Claire Dornan</p> <p>11 Members of the Public were present</p> | ACTION |
| 001 | <p><b>To receive Members’ apologies for absence</b></p> <p>An apology was received from:</p> <p>Cllr Hobbs – Family Commitments</p> <p>This apology was accepted.</p> <p>Apologies were also received from Borough Cllrs Patel &amp; Ratcliffe and County Cllr White</p>  |        |
| 002 | <p><b>To receive Members’ Declarations of Interest</b></p> <p>Cllr Lewis declared an interest in Payment of Bills – Item 11</p>   |        |
| 003 | <p><b>Mayors Announcements</b></p> <p>See Appendix 1</p> <p>Cllr D Pennington &amp; Cllr T Pennington joined the meeting.</p>   |        |
| 004 | <p><b>Public participation – 15 minutes allowed</b></p> <p>See Appendix 2</p> <p>There was insufficient time for all questions to be read at the meeting. These will be read at the next meeting of Full Council.</p>   |        |

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| 005 | <p><b>To approve the minutes of the extraordinary Full Council meeting on 31 May 2022</b></p> <p><b>Proposer: Cllr Doyle                      Seconder: Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>‘To approve the minutes of the extraordinary Full Council meeting on 31 May 2022.’</b></p> <p><b>All In Favour</b></p>  |  |
| 006 | <p><b>Councillor Questions</b></p> <p>Cllr D Pennington asked for an update on the future of the old 6<sup>th</sup> Form site.</p> <p>Cllr D Pennington was advised that there was no new information to share with Councillors and that Downham Market Town Council are on the stakeholder list and should be informed of any developments.</p>   |  |
| 007 | <p><b>To discuss and approve grant requests received:</b></p> <p><b>007.1 Howdale Community Association General Management Committee</b></p> <p><b>Proposer: Cllr Pegg                      Seconder: Cllr Daymond</b></p> <p>It was resolved:</p> <p><b>‘To approve a grant of £5,000 in favour of Howdale Community Association for the purpose of the Jubilee Community Centre.’</b></p> <p><b>All In Favour</b></p> <p><b>007.2 Norfolk Accident Rescue Service</b></p> <p><b>Proposer: Cllr Sharman                      Seconder: Cllr Lawson</b></p> <p>It was resolved:</p> <p><b>‘To approve a grant of £500 in favour of Norfolk Accident Rescue Service.’</b></p> <p><b>All In Favour</b></p> |  |

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|     | <p><b>007.3 Magpas Air Ambulance</b></p> <p><b>Proposer: Cllr Pegg                      Seconder: Cllr Doyle</b></p> <p>It was resolved:</p> <p><b>‘To approve a grant of £500 in favour of Magpas Air Ambulance.’</b></p> <p><b>All In Favour</b></p>  |  |
| 008 | <p><b>To discuss and approve the updated Financial Regulations Policy</b></p> <p>Cllr Lawson read the proposal from Finance Committee on 24 May 2022.</p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Moyses</b></p> <p>It was resolved:</p> <p><b>‘To adopt the Norfolk Association of Local Council’s recommended Financial Regulations Policy with no amendments.’</b></p> <p><b>All In Favour</b></p>   |  |
| 009 | <p><b>To discuss and approve the Model Standing Orders 2018 (England) Updated April 2022</b></p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Incorvaia</b></p> <p>It was resolved:</p> <p><b>‘To adopt the Norfolk Association of Local Council’s recommended Model Standing Orders 2018 (England) Updated April 2022.’</b></p> <p><b>All In Favour</b></p>   |  |
| 010 | <p><b>To receive a proposal regarding a Standing Orders Committee:</b></p> <p><b>Proposed by Cllr. Pegg                      Seconded by Cllr. Daymond</b></p> <p><b>‘That the Standing Orders Committee is re-formed and reinstated, with at least three members, whose brief will be to inspect, and recommend any changes or alterations to the said orders to Full Council. The brief will include all orders and documents that pertain to the conduct and governance of the council.’</b></p> |  |

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|     | <p>A brief discussion took place and the proposal was made again and voted upon.</p> <p><b>Proposed by Cllr. Pegg      Seconded by Cllr. Daymond</b></p> <p>It was resolved:</p> <p><b>‘To accept the proposal as per the agenda submission.’</b></p> <p><b>All In Favour</b></p>  |  |
| 011 | <p><b>To agree payment of Bills excluding salaries</b></p> <p><b>Proposer: Cllr Daymond      Seconder: Cllr Lawson</b></p> <p>It was resolved:</p> <p><b>‘To approve the payment of Bills for Payment 144 – 191 (excluding salaries).’</b></p> <p><b>All In Favour (All those with the ability to vote)</b></p> <p>Cllr Lewis did not vote as he had declared an interest.</p>   |  |
| 012 | <p><b>To accept the recommendation from the notes / minutes of following Committees / disbanded Strategy Groups</b></p> <p><b>012.1 Finance and General Purposes Committee – 26 April 2022</b></p> <p><b>Proposer: Cllr Lawson      Seconder: Cllr Incorvaia</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation from the minutes of the Finance and General Purposes Committee dated 26 April 2022’</b></p> <p><b>All In Favour</b></p> <p><b>012.2 Planning Committee – 19 May 2022</b></p> <p><b>Proposer: Cllr Daymond      Seconder: Cllr Incorvaia</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation from the minutes of the Planning Committee dated 19 May 2022’</b></p> |  |

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|  | <p><b>All In Favour</b></p> <p><b>012.3 Human Resources Committee – 10 May 2022</b></p> <p><b>Proposer: Cllr Sharman                      Seconder: Cllr Incorvaia</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation from the minutes of the Human Resources Committee dated 10 May 2022’</b></p> <p><b>All In Favour</b></p> <p><b>012.4 Downham In Bloom – 09 May 2022</b></p> <p><b>Proposer: Cllr Daymond                      Seconder: Cllr Moyses</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation from the minutes of the Downham In Bloom Committee dated 09 May 2022’</b></p> <p><b>All In Favour</b></p> <p><b>012.5 Property Committee – 20 August 2019</b></p> <p><b>Proposer: Cllr Jordan                      Seconder: Cllr Pyatt</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation from the minutes of the Property Committee dated 20 August 2019’</b></p> <p><b>9 In Favour</b></p> <p><b>7 Abstentions – Cllrs Buxton, Incorvaia, Leivers, Pegg, Pennington, T Pennington and Wiles</b></p> <p><b>012.6 Town Hall Strategy Group – 10 November 2021</b></p> <p><b>Proposer: Cllr Sharman                      Seconder: Cllr Doyle</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation from the minutes of the Town Hall Strategy Group dated 10 November 2021’</b></p> |  |
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|     | <p><b>9 In Favour</b></p> <p><b>7 Abstentions – Cllrs Buxton, Incorvaia, Leivers, Pegg, Pennington, T Pennington and Wiles</b></p> <p><b>012.7 Action Downham Strategy Group 09 February 2022</b></p> <p><b>Proposer: Cllr Daymond                      Seconder: Cllr Lewis</b></p> <p>It was resolved:</p> <p><b>‘To accept the recommendation from the minutes of the Action Downham Strategy Group dated 09 February 2022</b></p> <p><b>9 In Favour</b></p> <p><b>7 Abstentions – Cllrs Buxton, Incorvaia, Leivers, Pegg, Pennington, T Pennington and Wiles</b></p> |  |
| 013 | <p><b>To accept the Terms of Reference of Community Development and Events Committee</b></p> <p><b>Proposer: Cllr Leivers                      Seconder: Cllr Lewis</b></p> <p>It was resolved:</p> <p><b>‘To accept the Terms of Reference of Community Development and Events Committee dated 14 June 2022’</b></p> <p><b>All In Favour</b></p>  |  |
| 014 | <p><b>To approve the 2-year Burial Ground extension from Downham Market and Downham West Joint Burial Board</b></p> <p>It was agreed during discussion that Downham West must be involved in any negotiations of the purchase of land for future use.</p> <p><b>Proposer: Cllr Pegg                      Seconder: Cllr Doyle</b></p> <p>It was resolved:</p> <p><b>‘To approve the 2-year Burial Ground extension from Downham Market and Downham West Joint Burial Board and sign the agreement as presented.’</b></p> <p><b>All In Favour</b></p>                     |  |

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| 015 | <p><b>To approve the purchase of 2 laptops for the office</b></p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr Wiles</b></p> <p>It was resolved:</p> <p><b>‘To purchase 2 laptops from Norfolk Computer Services at a total cost of £1,612.95 plus VAT including delivery and migration,.’</b></p> <p><b>All In Favour</b></p>  |  |
| 016 | <p><b>To approve the purchase of 2 mobile telephones for the Town Clerk and Deputy Clerk</b></p> <p>Councillors debated a low, mid and high-end mobile option.</p> <p><b>Proposer: Cllr Doyle                      Seconder: Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>‘To purchase 2 mid-range mobiles for the Town Clerk and Deputy Clerk from Tesco at a cost £89.99 each, inclusive of VAT .’</b></p> <p><b>All In Favour</b></p> <p>Councillors debated whether to commit to O2 or Vodafone sim plan.</p> <p><b>Proposer: Cllr Pegg                      Seconder: Cllr Doyle</b></p> <p>It was resolved:</p> <p><b>‘To commit to a 24-month Vodafone contract for each mobile at a cost of £6 per month, per mobile, inclusive of VAT.’</b></p> <p><b>All In Favour</b></p> |  |
| 017 | <p><b>To approve the purchase of 2 mobile telephones for the Maintenance Officers</b></p> <p>Councillors debated a low, mid and high-end mobile option.</p> <p><b>Proposer: Cllr Lawson                      Seconder: Cllr D Pennington</b></p> <p>It was resolved:</p>   |  |

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|     | <p><b>‘To purchase 2 low-range mobiles for the Maintenance Officers from Tesco at a cost £49.99 each inclusive of VAT due to the nature of their jobs.’</b></p> <p><b>All In Favour</b></p> <p>Councillors confirmed that the Maintenance Officers should be on the same network as the Management Team.</p> <p><b>Proposer: Cllr Doyle                      Seconder: Cllr Sharman</b></p> <p>It was resolved:</p> <p><b>‘To commit to a 24-month Vodafone contract for each mobile at a cost of £6 per month, per mobile, inclusive of VAT.’</b></p> <p><b>All In Favour</b></p> |  |
| 018 | <p><b>To discuss and approve the Councillor Co-option of Michael Lane</b></p> <p>Michael Lane spoke and gave overview of his background to Councillors.</p> <p><b>Proposer: Cllr Daymond                      Seconder: Cllr S Moyses</b></p> <p>It was resolved:</p> <p><b>‘To co-opt Michael Lane to Downham Market Town Council.’</b></p> <p><b>All In Favour</b></p> <p>Michael Lane signed his Declaration of Acceptance of Office and joined the table with the ability to vote.</p>   |  |
| 019 | <p><b>To submit items for next agenda</b></p> <p>Cllr T Pennington asked that a One-Way system on Paradise Road be debated at the next meeting of Full Council.</p> <p>Cllr T Pennington asked that signage on the Hollies Car Park to prevent lorries turning right out of the turning circle be added to the next Full Council agenda.</p> <p>Cllr T Pennington was advised that these items would be debated at the Car Park Management Committee and Property Committee respectively.</p>  |  |



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| 020 | <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>020.1 To discuss and approve actions to be taken regarding the potential purchase of a property in Downham Market</b></p> <p><b>Proposed Cllr Lawson      Seconded Cllr Sharman</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 commercially sensitive information’</b></p> <p><b>All In Favour</b></p> <p>The Council went into confidentially.</p> <p>Councillors debated the potential purchase of 04 Market Place, Downham Market and an appropriate top offer based on the independent valuation.</p> <p>The Council came out of confidentially.</p> <p><b>Proposed Cllr Jordan      Seconded Cllr Pegg</b></p> <p>It was resolved that:</p> <p><b>‘The Town Clerk be given the authority to negotiate the purchase of 04 Market Place, Downham Market up to the value agreed by Council.’</b></p> <p><b>All In Favour</b></p> |  |
|     | <b>Meeting closed: 8:37pm</b>  |  |
|     | <b>The meeting was re-opened as an Agenda Item had been missed</b>   |  |
| 021 | <p><b>To confirm the date of the next Full Council meeting – currently 19 July 2022</b></p> <p>The date of the next meeting was confirmed as 19 July 2022.</p>   |  |
|     | <b>Meeting closed: 8:38pm</b>  |  |
|     | <b>SIGNED</b>  |  |
|     | <b>DATE</b>  |  |