

**DOWNHAM MARKET TOWN HALL STRATEGY GROUP****RECORD OF MEETING HELD WEDNESDAY 23 FEBRUARY 2021 AT 10:00 AM**

Those in attendance at the meeting were notified of the zoom procedures. Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

		<b>ACTION</b>
	<p>Present:</p> <p>Councillors Daymond, Doyle, Groom, Pickering, Sharman and Westrop</p> <p>Senior Administrator Ms C Dornan</p> <p>Town Clerk – Mrs E Oliver</p>	
<b>Notes</b>	<p>This is the first meeting since 23 September 2020. Councillors Lightfoot and Bulley have since resigned from the Council. Councillors Groom and Molyneux – Hetherington have since been asked and agreed to be member of the Strategy Group by Full Council on Tuesday 02 February 2021.</p>	
<b>1</b>	<p><b><u>To receive apologies for absence</u></b></p> <p>Apologies were received from Cllr Woodmin and Cllr Molyneux – Hetherington who had work commitments.</p> <p>The Mayor also gave her apologies due to work commitments. (Non Member)</p>	
<b>2</b>	<p><b><u>To receive declarations of interest</u></b></p> <p>It was agreed that those Councillors who are members of users groups should request a standing dispensation moving forward.</p>	
<b>3</b>	<p><b><u>To receive elect a Chair to facilitate meetings</u></b></p> <p>Members were asked if they wish to be considered as Chair. Cllr Groom stated she would like to be considered. No other members put themselves forward.</p> <p>Proposer Cllr Pickering                      Seconder Cllr Westrop</p> <p>‘That Councillor Groom be elected as Chair of the Town Hall Strategy Group’</p> <p>All in favour</p>	

4	<p><b><u>To approve the notes of the meeting on 23<sup>rd</sup> September 2020</u></b></p> <p>Proposer Cllr Pickering                      Seconder Cllr Westrop</p> <p>‘That the notes of the meeting held on 23 September 2020 be duly approved’</p> <p>5 in favour</p> <p>Cllr Westrop abstained as she wasn’t present at the meeting</p> <p>Cllr Groom abstained as she wasn’t a member or present at the meeting</p>	
5	<p><b><u>To agree Terms of Reference</u></b></p> <p>The draft Terms of Reference was discussed and amended. See Appendix 1.</p> <p>The members agreed to submit this to Full Council for approval.</p>	
6	<p><b><u>To discuss conservation work on the Town Hall window frames</u></b></p> <p>Taylor and Son had been the only local company interested in performing the window frame works. The work required and the quote were discussed.</p> <p>It was agreed to invite the Conservation Support Officer Jane Forder and Stephen King at Kings Lynn Borough Council to a zoom meeting to discuss the conservation works required on the window frames as they are further deteriorating and it is believed that the frames may now need replacing instead of the minor works originally suggested.</p> <p>It was noted that it would also be useful to understand other restoration opportunities open to members.</p> <p>Cllr Sharman is to provide a list of questions ahead of the suggested zoom meeting.</p> <p>An initial meeting with the Conservation Officers will be arranged with the Town Clerk and the Senior Administrator. A second meeting will be arranged for the members of the Strategy Group further to the initial meeting.</p>	<p>Senior Admin.</p> <p>Cllr Sharman</p>
7	<p><b><u>To receive an update on maintenance works at the Town Hall</u></b></p> <p>The upstairs and downstairs kitchen were discussed and it was agreed no action should be taken at present.</p> <p>The fire doors were discussed and it was agreed to obtain a quote to replace the outstanding old doors however it was noted that works could not take place before September 2021 and also that until a decision was made regarding the upstairs areas it would not be appropriate to change these.</p>	<p>Senior Admin.</p>

8	<p><b><u>To discuss Balcony Flooring</u></b></p> <p>The Senior Administrator gave an overview of the quotes received for vinyl planking the areas in the Balcony as requested by the previous Chair. The members agreed that vinyl planks would not be appropriate due to acoustics of the building.</p> <p>The Senior Administrator was asked to obtain quotes for carpet tiling the area.</p>	Senior Admin.
9	<p><b><u>To discuss roof works</u></b></p> <p>The April 2020 Morton Partnership roof report was circulated with the agenda prior to the meeting.</p> <p>The Senior Administrator was asked to obtain a contractor list from Morton Partnership and obtain quotes on the work recommended, assuming quotes could take place without the need for entering the building prior to September 2021.</p>	Senior Admin.
10	<p><b><u>To discuss Fire Risk Assessment</u></b></p> <p>The Fire Risk Assessment from December 2020 was circulated with the agenda prior to the meeting.</p> <p>The Town Clerk gave an overview of the actions taken with regards to the Fire Risk Assessment Red and Amber sections. She confirmed all items were in the process of being completed.</p> <p>The Senior Administrator asked for clarification on the service history of the extraction units. The units had not been serviced in the past 3 years and the Councillors asked the Senior Administrator to contact the supplier to see if they could assist.</p>	Senior Admin.
11	<p><b><u>To receive an update on Royal British Legion Poppy Storage</u></b></p> <p>CLlr Doyle and CLlr Groom declared an interest as they are members of the Royal British Legion (RBL).</p> <p>It had been previously agreed that the RBL has agreed to pay rent for the room every November after their collection period had ceased.</p> <p>It was agreed that rent would be not requested for the period of November 2020 until October 2021. The rent would be reviewed again in November 2021 once an understanding of Covid 19 restrictions and impact were known.</p>	Town Clerk
12	<p><b><u>To discuss future events at the Town Hall</u></b></p> <p>Due to the current Covid 19 climate it was not appropriate to be planning events at present.</p> <p>The members noted the request of the Neighbourhood Plan Strategy Group to use the Town Hall for the Public Consultation however could not confirm potential dates at present.</p>	

13	<p><b><u>To discuss potential grant opportunities</u></b></p> <p>Cllr Westrop gave an overview of The Architectural Heritage Fund available for £5,000.</p> <p>Match funding has been agreed in the 2021/2022 budget and therefore Cllr Westrop will work with the Town Clerk on the application.</p>	Cllr Westrop & Town Clerk
15	<p><b><u>To consider the schedule of meetings and future dates</u></b></p> <p>This had been agreed under Terms of Reference and was agreed as the fourth Tuesday of the month.</p> <p>The next meeting was confirmed as Tuesday 23<sup>rd</sup> March 2021 at 10am.</p> <p>The meeting closed at 10:45 am.</p>	
	<b>SIGNED</b>	<b>DATE</b>