

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD

Tuesday 31st May 2022 at 6.00pm at the Town Council Office

	<p>Present</p> <p>Cllrs Buxton, Daymond, Doyle, Incorvaia, Jordan, Lawson, Leivers, Pyatt, Sharman and Wiles (10)</p> <p>Cllr Hobbs joined the meeting at 6:10pm</p> <p>Borough Cllrs Ratcliffe & Bullen</p> <p>Town Clerk - Graham Spark</p> <p>Senior Administrator – Claire Dornan</p> <p>6 Members of the Public were present</p>	ACTION
001	<p>To receive Members’ apologies for absence</p> <p>Apologies were received from:</p> <p>Cllr B Moyses – Pecuniary Interest declared prior to the meeting Cllr Moyses - Pecuniary Interest declared prior to the meeting Cllr Leach - Pecuniary Interest declared prior to the meeting Cllr Lewis - Pecuniary Interest declared prior to the meeting Cllr Pennington - Holiday Cllr T Pennington – Work Cllr Pegg – Unwell</p> <p>These apologies were accepted.</p> <p>Borough Cllrs Patel and Tyler – Work</p>	
002	<p>To receive Members’ Declarations of Interest</p> <p>There were no declarations of interest made</p>	
003	<p>Public participation – 15 minutes allowed</p> <p>Members of the public did not submit questions for the meeting. There were no members of the public who requested to speak at the meeting when the offer was made.</p>	

004	<p>To approve the minutes of the Annual Town Council meeting on 17 May 2022</p> <p>Proposer: Cllr Lawson Seconder: Cllr Incorvaia</p> <p>It was resolved:</p> <p>‘To approve the minutes of the Full Council meeting on 17 May 2022’</p> <p>All In Favour</p> <p>Cllr Hobbs joined the meeting at 6:10pm</p>	
005	<p>To discuss and agree amendments to Market Licence</p> <p>The Councillors had been presented with a suggested Market Licence with the agenda prior to the meeting.</p> <p>Documents referred to during the debate were the Fenland Market Licence and Wisbech Market Licence. It was agreed that Ely and Swaffham markets were different to Downham Market market and therefore it would not be appropriate to compare like for like.</p> <p>It was agreed a further review would be completed prior to March 2023 as the purpose of this meeting was to update the licence to make it fit for purpose not as a full review.</p> <p>Proposer: Cllr Lawson Seconder: Cllr Wiles</p> <p>It was resolved:</p> <p>‘To amend the licence as follows:</p> <p><u>Page 1</u></p> <p>Remove National Insurance Number</p> <p><u>Page 2</u></p> <p>Change monthly trader date to ‘No later than 10th of the month’ Change As hoc to ‘Bank transfer by 5pm on Wednesday before trading’ In grey box change 3 to ‘Market Regulations May 2022</p>	

	<p><u>Page 3</u></p> <p>Remove 'and I will provide the original for inspection on my first day of trading' as traders do not all carry DL and Passports with them to 'work'</p> <p>Under Declarations change 'PAT testing certificate' to Portable Appliance Testing Certificate</p> <p><u>Page 4</u></p> <p>Section 2 - update the date to May 2022</p> <p>Change Market Strategy Group to Property Committee</p> <p>Change Market Manager to The Clerk</p> <p>Change right of appeal from The Clerk to Full Council</p> <p>Remove 'in writing' under electricity</p> <p><u>Page 5</u></p> <p>Change Market Manager to The Clerk</p> <p>Remove notification of your pitch as this is not provided</p> <p>Change Market Strategy Group to Property Committee</p> <p>Change Market Officer to Maintenance Officer</p> <p><u>Page 6</u></p> <p>Allow sustainable peat to be used</p> <p>Add recyclable for items used for foods and drink</p> <p>Change Market Manager to The Clerk</p> <p><u>Page 7</u></p> <p>Change Market Strategy Group to Property Committee</p> <p>Use capital letters for council (Council)</p> <p>Under daily operations - Change Market Manager to The Clerk or Deputy Clerk</p> <p>Change Market Manager to The Clerk</p> <p><u>Page 8</u></p> <p>Change Market Manager to The Clerk</p> <p>Remove paragraph where it states traders cannot sell to people who are not on the market</p> <p>Under charity - Remove no gazebos</p> <p>Under charity - Remove maximum stay of 4 hours</p>	
--	--	--

	<p><u>Page 9</u></p> <p>Change Market Manager to The Clerk Ad-hoc application to be changed from day previous to the market to midday on the Monday previous to the market Update the bullet used so they are standard Remove adequately stocked as traders are aiming to sell out by 3pm Remove 2 duplicated points</p> <p><u>Page 10</u></p> <p>Change Market Manager to The Clerk Remove at the market from the first bullet point Remove 2nd bullet as covered by 1st bullet point Add a bullet point on 8th point where it has been missed Add 'to work' to no children under 18 Add 'and provision of an employment permit which has been issued by Norfolk County Council is evidence' Change Market Officer to Maintenance Officer</p> <p><u>Page 11</u></p> <p>Change Market Officer to Maintenance Officer Under 11 Absences - change strongly encouraged to 'requested' and planned absences to be advised at least 'by midday on Monday before the market' Change Market Manager to The Clerk Under 14 – Change Clerk to Full Council</p> <p><u>Page 12</u></p> <p>Change Market Officer to Maintenance Officer Change Market Manager to The Clerk Remove licence fees are for one pitch per market day Provide invoices to all traders not just those that provide an email address</p> <p><u>Page 13</u></p> <p>Change Market Manager to The Clerk Monthly Payment – Include January / February / March 50% policy Add a Sickness Policy which covers all traders after number 17 Payment and Payment Plans. Ad-hoc traders – Amend to if a trader fails to pay the licence fee they are unable to trade</p>	
--	---	--

	<p>Under 19 – Change PAT test to Portable Appliance Test Certificate</p> <p><u>Page 14</u></p> <p>Change Market Officer to Maintenance Officer Under 23 – Remove ‘appeal in writing to The Clerk’ insert ‘appeal in writing to The Chair’ Change Chairperson of the Market Strategy Group to Chair of Property Committee</p> <p><u>Page 15</u></p> <p>Change Market Manager to The Clerk</p> <p>All In Favour</p> <p>Proposer: Cllr Doyle Seconder: Cllr Wiles</p> <p>It was resolved:</p> <p>‘To offer new trial traders free rent for one month and half price rent for the second month with payment for the two months paid up front.’</p> <p>All In Favour</p> <p>Proposer: Cllr Doyle Seconder: Cllr Daymond</p> <p>It was resolved:</p> <p>‘To maintain the Regular Trader rate at £40 per month for a 3m x 3m stall, except in January, February and March when the rent will be at 50% of the monthly rent paid.’</p> <p>All In Favour</p> <p>Proposer: Cllr Sharman Seconder: Cllr Doyle</p> <p>It was resolved:</p> <p>‘To refuse the request to provide waste receptacles to the market traders. All waste to be removed by the market trader at the end of the market day.’</p> <p>All In Favour</p>	
--	--	--

	Meeting closed: 6:41pm	
	SIGNED	
	DATE	