

**DOWNHAM MARKET TOWN HALL STRATEGY GROUP****RECORD OF MEETING HELD WEDNESDAY 26 MAY 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>Chair – Cllr Groom</p> <p>Councillors – Daymond, Sharman and Westrop.</p> <p>Cllr Woodmin joined the meeting at 10:32am</p> <p>Town Clerk – Mrs E Oliver</p> <p>Assistant to the Clerk – Mr G Sparks</p> <p>Senior Administrator - Ms C Dornan</p>	
<b>1</b>	<p><b><u>To receive apologies for absence</u></b></p> <p>Apologies were received from Cllr Molyneux-Hetherington due to work commitments and Cllr Woodmin who would be late to the meeting due to a medical appointment.</p>	
<b>2</b>	<p><b><u>To receive declarations of interest</u></b></p> <p>There were no declarations of interest.</p>	
<b>3</b>	<p><b><u>To approve the notes of the meeting on 28<sup>th</sup> April 2021</u></b></p> <p>Proposer Cllr Daymond          Seconder Cllr Sharman</p> <p>‘That the notes of the meeting held on 28 April 2021 be duly approved.’</p> <p>3 in favour</p> <p>Cllr Westrop was unavailable to vote.</p>	
<b>4</b>	<p><b><u>To discuss Town Hall Terms and Conditions</u></b></p> <p>The members agreed the following wording for the Terms and Conditions:</p> <p><b><u>1.</u></b></p> <p>For events such as discos/dances (or whenever security is deemed necessary by the Council), the hirer agrees to supply adequate doormen/security personnel who are registered with the</p>	

	<p>Security Industry Authority. The level of security will be determined by the Council.</p> <p><b><u>2.</u></b></p> <p>The Hirer agrees to abide by the conditions of the Public Entertainment Licence or the Theatre Licence (whichever is applicable, a copy of which can be provided by the Town Clerk) and in particular will ensure that gangways and fire exits are clear.</p> <p>The Hirer agrees not to do or permit to be done any act or thing whereby any licence or licences to the premises or parts thereof could be refused, suspended, removed or in any way endangered.</p> <p>The members discussed the proposed colour change to the Town Hall application form and agreed that the application form will continue to use the corporate colours to maintain corporate identity.</p> <p>Members agreed that with these additions the Terms and Conditions were fit for use.</p>	
5	<p><b><u>General Update (If Required)</u></b></p> <p>There was no update necessary.</p> <p>Cllr Woodmin joined the meeting.</p>	
6	<p><b><u>To confirm the date of the next meeting</u></b></p> <p>The next meeting was confirmed as Wednesday 23<sup>rd</sup> June 2021 at 10am.</p> <p>The meeting closed at 10:35 am.</p>	
	<b>SIGNED</b>	<b>DATE</b>