

DOWNHAM MARKET TOWN HALL STRATEGY GROUP**RECORD OF MEETING HELD WEDNESDAY 23 JUNE 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.

| | | ACTION |
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| | <p>Present:</p> <p>Chair – Cllr Groom</p> <p>Councillors – Doyle, Sharman, Westrop and J Woodmin.</p> <p>Cllr Daymond joined the meeting at 10:49am due to issues with his computer receiving the message ‘Meeting Does Not Exist’ when clicking the Zoom link.</p> <p>Town Clerk – Mrs E Oliver</p> <p>Assistant to the Clerk – Mr G Sparks</p> <p>Senior Administrator - Ms C Dornan</p> | |
| Notes | The Chair reminded members that this meeting is for information purposes and no decision can be made unilaterally. All decisions must be made by Full Council. | |
| 1 | <p><u>To receive apologies for absence</u></p> <p>There were no apologies for absence received.</p> | |
| 2 | <p><u>To receive declarations of interest</u></p> <p>There were no declarations of interest.</p> | |
| 3 | <p><u>To approve the notes of the meeting on 26th May 2021</u></p> <p>Proposer Cllr Westrop Seconder Cllr Sharman</p> <p>‘That the notes of the meeting held on 26 May 2021 be duly approved.’</p> <p>All in favour</p> | |
| 4 | <p><u>To receive an update on the Heritage Lottery Response</u></p> <p>An overview of the response received from the Heritage Lottery initial enquiry was provided to members by the Senior Administrator.</p> <p>The Heritage Lottery felt that there was a low chance of receiving funding based on the initial enquiry due to the Heritage Lottery’s current focus being on buildings that were vacant,</p> | |

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| | <p>abandoned or a listed building at risk of failing into disrepair.</p> <p>The focus of any application needs to show that without an increase in facilities available to the public and residents that the income would not be sufficient to maintain the building and it was therefore at risk of failing into disrepair.</p> <p>As an example, if the windows are not maintained, then water ingress is a risk and this leads to damp and damage to the main structure of the building.</p> <p>It was commented that the upstairs of the Town Hall is rarely used except for a few private weddings a year. The Town Clerk confirmed that this would change after the Vaccination Centre vacated as the Registration Service would start to use the Assembly Room.</p> <p>The Town Clerk read out the Executive Summary from the Opportunities Downham survey. It was a very positive survey with a good response rate and showed the desire from residents for the Town Hall to be more widely used. The Town Clerk confirmed the Summary would be sent to all Town Councillors.</p> <p>The Town Clerk gave an overview of her idea to move staff to the Town Hall permanently, using the existing resources available in Number 6. Cllr Woodmin noted that this was a very good idea and that she was confident that the Town Clerk had this in hand and did not need member involvement. Cllr Groom asked for a budget to be brought to the next meeting for appraisal.</p> | <p>Town Clerk</p> <p>Town Clerk</p> |
| 5 | <p><u>To discuss information for Town Hall users / publicity</u></p> <p>The Vaccination Centre were due to cease their tenure at the end of August 2021 however there was some discussions within the NHS as to whether booster vaccinations were to be required in the Autumn / Winter of 2021. They were still awaiting confirmation from central Government.</p> <p>Members felt it would be useful to place a statement of the website and on social media to give residents an update as there was a lot of misinformation circulating on social media. It was agreed that the Chair and Town Clerk would produce a statement.</p> | <p>Cllr Groom / Town Clerk</p> |
| 6 | <p><u>General Update (If Required)</u></p> <p>Town Hall now has hot water following the installation of the new water heater.</p> <p>Emergency stage lights work has been completed.</p> <p>The Town Clerk advised that the timer light on the stage has ceased working and requested the Senior Administrator to contact Neil Whicker to solve the issue.</p> <p>Cllr Daymond joined the meeting.</p> | <p>Senior Administrator</p> |
| 6 | <p><u>To confirm the date of the next meeting</u></p> <p>The next meeting was confirmed as Wednesday 28th July 2021 at 10am.</p> | |

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| | <p>The next meeting may be at the Jubilee Community Centre dependant on whether Government Guidelines allowed indoor meetings.</p> <p>The meeting closed at 10:50 am.</p> | |
| | SIGNED | DATE |