

**DOWNHAM MARKET TOWN HALL STRATEGY GROUP****RECORD OF MEETING HELD WEDNESDAY 06 OCTOBER 2021 AT 10:00 AM**

The meeting was held at the Jubilee Community Centre, Howdale Road, Downham Market PE38 9AH.

Those in attendance at the meeting were notified of the Covid-19 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 – Doyle, Sharman and Westrop</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:</p> <p>Cllr J Woodmin (Personal) and Cllr Daymond (Ill health)</p> <p>These apologies were accepted.</p> <p>Cllr Molyneux-Hetherington and Cllr Moses did not attend.</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 08<sup>th</sup> September 2021</u></b></p> <p><b>Proposer Cllr Groom      Seconder Cllr Westrop</b></p> <p><b>‘That the notes of the meeting held on 08 September 2021 be duly approved.’</b></p> <p><b>All in favour</b></p>	
<b>4</b>	<p><b><u>To discuss and agree charging structure for Downham Market Swing Orchestra Memorial Event</u></b></p> <p>The members discussed the charging structure of local venues which the Senior Administrator had researched. These included Swaffham Assembly Rooms, Wereham Village Hall, Red Barn, Discover Downham, Methodist Church, Wimbotsham Village Hall, King’s Lynn Town Hall and Thetford Guildhall Room / The Carnegie.</p>	

	<p>The members discussed the possibility of introducing a minimum hire period of 4 hours for the Grand Hall and changing the charging structure for March 2022 – March 2023 but no proposal was made.</p> <p>Members discussed the charging structure for the Downham Market Swing Orchestra Memorial Event.</p> <p><b>Proposer Cllr Sharman      Seconder Cllr Westrop</b></p> <p><b>‘That in recognition of the massive contribution to the Downham Market community that was made by the late Cy Payne, the hire charges of the Town Hall for the Downham Market Swing Orchestra Memorial Event be reduced by 20%.</b></p> <p><b>All in favour</b></p>	
5	<p><b><u>To discuss and agree wish list for the Heritage Architect</u></b></p> <p>Members agreed that the vision for the Town Hall is to be a multi-use venue.</p> <p>Consideration was given to the upstairs of the Town Hall becoming Council Offices and the downstairs area connect to No. 6 becoming a community area.</p> <p>Members agreed that the following were the priority areas for the Heritage Architect:</p> <ul style="list-style-type: none"> <li>1 – Town Hall Roof / Ceilings</li> <li>2 – Kitchen Downstairs to include flooring</li> <li>3 – Kitchen Upstairs (if the upstairs is not used by Council staff)</li> <li>4 – Stage</li> <li>5 - Windows</li> </ul> <p>Members would like to understand how the building can have better sound proofing and what can be done to clean the outside of the building.</p> <p>It was noted that a funding bid and major works would take 2-3 years.</p> <p>Members agreed that a budget was needed for interim works to improve the facilities.</p> <p>Cllr Westrop agreed to discuss with The Clerk the possibility of a small bid for funds of circa £10,000 to upgrade the upstairs kitchen and surrounding area.</p>	Cllr Westrop
6	<p><b><u>To confirm the date of the next meeting</u></b></p> <p>The next meeting was confirmed as Wednesday 03<sup>rd</sup> November 2021 at 10am.</p> <p>The meeting closed at 11:12 am.</p>	
	<b>SIGNED</b>	<b>DATE</b>