

**DOWNHAM MARKET TOWN HALL STRATEGY GROUP****RECORD OF MEETING HELD WEDNESDAY 08 SEPTEMBER 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 – Sharman, Westrop and J Woodmin.</p> <p>Assistant to the Clerk – Mr G Sparks</p> <p>Senior Administrator - Ms C Dornan</p>	
Notes	The meeting scheduled for Wednesday 28 <sup>th</sup> July 2021 was postponed. This is the first meeting since Wednesday 23 <sup>rd</sup> June 2021.	
<b>1</b>	<p><b><u>To receive apologies for absence</u></b></p> <p>Apologies were received from:</p> <p>Cllr Daymond – Personal</p> <p>Cllr Molyneux-Hetherington – Holiday</p> <p>These apologies were accepted.</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 23<sup>rd</sup> June 2021</u></b></p> <p>Proposer Cllr Westrop      Seconder Cllr Sharman</p> <p>‘That the notes of the meeting held on 23 June 2021 be duly approved.’</p> <p>All in favour</p>	
<b>4</b>	<p><b><u>To review actual and potential funding streams</u></b></p> <p>It was agreed that Cllr Westrop would liaise with The Clerk with a view to making further enquiries to:</p> <p>The Architectural Heritage Fund (AHF)</p> <p>Norfolk Community Foundation – Post Covid Recovery Fund</p> <p>Lovell Blake Match Fund</p>	Cllr Westrop

	<p>It was agreed that at the next meeting the sole agenda item would be to create a top ten wish list to provide to a heritage architect.</p> <p>It was agreed that Cllr Westrop would liaise with the Swan Centre to gain assistance from the Peer Mentors to ascertain what teenagers and young adults would like to see the Town Hall used for.</p> <p>It was recommended that the members look at Hunstanton Town Hall to review what could be transformed at the Downham Market Town Hall.</p>	<p>Senior Admin.</p> <p>Cllr Westrop</p> <p>Members</p>
<b>5</b>	<p><b><u>To discuss future promotions and advertising to create a “presence” for the Town Hall</u></b></p> <p>It was noted that there would be no further extension to the Vaccination Centre hire which ceases in February 2022. It was therefore recommended and agreed that there should be a Town Hall relaunch in March 2022.</p> <p>It was agreed that Cllr Groom would prepare a statement for the website and social media to advise the community about the Town Hall relaunch. Regular social media posts would then be scheduled to update the community with dates and events.</p> <p>It was agreed that prior to the relaunch the Bar service should go out for tender.</p> <p>It was agreed that a third security provider should be added to the Council’s list for hirers.</p> <p>It was agreed that when the wedding licence is renewed it should cover the whole of the Town Hall and not be limited to the Registration Services using the Assembly Room.</p> <p>It was agreed that a local business promotion day should be considered. This would allow local businesses to advertise to their community and assist in building lists to be provided to hirers covering aspects such as flower arrangers, photographers, DJs and caterers.</p> <p>It was agreed to review the Town Hall charging structure. The Senior Administrator was asked to review hire rates at Wereham, Red Barn, Discover Downham, Methodist Church and other local venues outside Downham.</p>	<p>Cllr Groom</p> <p>Town Clerk</p> <p>Senior Admin.</p>
<b>6</b>	<p><b><u>To discuss future use of spaces</u></b></p> <p>The members discussed storage options and the Assistant to the Clerk was tasked to locate the drawings for the storage buildings historically proposed to the rear of the Town Hall by Boots.</p> <p>Members discussed the proposed move of the Council staff to the Town Hall.</p> <p>The members discussed a community area being made accessible via No. 6 entrance.</p>	<p>Assistant to the Clerk</p>
<b>7</b>	<p><b><u>General Update (If Required)</u></b></p> <p>This item was not required.</p>	

<b>8</b>	<b><u>To confirm the date of the next meeting</u></b>  The next meeting was confirmed as Wednesday 06 <sup>th</sup> October 2021 at 10am.  The meeting closed at 11:32 am.	
	<b>SIGNED</b>	<b>DATE</b>