

**DOWNHAM MARKET TOWN HALL STRATEGY GROUP****RECORD OF MEETING HELD WEDNESDAY 10 NOVEMBER 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>Councillors – Doyle, Westrop and J Woodmin</p> <p>The Mayor Cllr Groom joined the meeting at 10:14am</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>There were no apologies for absence.</p> <p>The Mayor, Cllr Groom, had advised she would be late to the meeting due to a prior meeting which had overrun with the Town Clerk. It was agreed that Cllr Westrop would chair the meeting.</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 06<sup>th</sup> October 2021</u></b></p> <p>Cllr Doyle advised that he is not receiving email attachments due to a technical problem with Outlook and therefore could not vote on the notes of the previous meeting.</p> <p>It was agreed that the notes would be posted to Cllr Doyle and a review of his IT would be completed.</p> <p>As only Cllr Westrop and Cllr Woodmin could therefore vote on the notes, which made the vote inquorate, it was decided to delay the vote to the next meeting.</p>	
<b>4</b>	<p><b><u>To discuss and agree the vision document</u></b></p> <p>Members discussed the Vision Document submitted to members by Cllr Westrop.</p> <p>It was agreed that the Town Hall should be a hub for satellite villages.</p> <p>Consideration needs to be given as to whether the Town Hall should incorporate a Community</p>	

	<p>Café.</p> <p>Fen Development, Fen Biosphere and ACRE funding was discussed.</p> <p><b>Cllr Groom joined the meeting.</b></p> <p>It was agreed that the following priorities should be discussed, via a feasibility study of the strategy groups ideas, with an architect:</p> <ul style="list-style-type: none"> <li>• Members would like to renovate the Town Hall back to its Victorian status with architectural features to match</li> <li>• Members would like to improve Sound Proofing in the building</li> <li>• Members would like to make the Town Hall a Civic Office / Location</li> <li>• Members would like to make the Town Hall a Performance Hub</li> <li>• Members would like to improve storage for staff use</li> </ul> <p>This requires consultation with the Town Clerk to understand budget requirements to complete the study and arrange a Tender Document.</p> <p>The overall vision for the Town Hall is to be a Community Hub and a Staff Hub.</p> <p>Members would like to understand from the architect how light could be improved to the rear of Number 6 (The Old Clerk's Office).</p> <p>It was agreed that Cllr Westrop would review the Town Hall vision document which will be provided as part of the Tender process and submit it back to the members for further discussion at the next meeting.</p> <p>The members asked the Assistant to the Clerk and Senior Administrator to locate the existing floor plans for the Town Hall.</p> <p>Members discussed the budget for 2022/2023 to enable the Town Hall vision to come to fruition.</p> <p>£5,000 for Architects Fees (to add to £5K in Ear Marked Reserves from 2021/2022)  £1,000 relaunch publicity budget  £2,000 general publicity budget for Cinema, Norfolk Chamber etc.  £10,000 general maintenance</p> <p>Members asked for these to be put forward to the Town Clerk for the budget process.</p> <p>It was noted that there may be a 100 year RBL event in 2022. Cllr Westrop is liaising with Robin Pegg.</p> <p>It is anticipated that there will be an Armed Forces Day in June 2022.</p>	<p>Assistant to the Clerk</p> <p>Cllr Westrop</p> <p>Assistant to the Clerk &amp; Sen Admin.</p> <p>Sen Admin.</p> <p>Cllr Westrop</p>
5	<p><b><u>To discuss and agree the Town Hall Lift contract</u></b></p> <p>Quote information was provided by the Senior Administrator</p>	

	<p>Genesis Lifts Limited £200 plus VAT Annual Fee Motor Installation cost - £3,434.39 plus VAT</p> <p>R J Lift Services Ltd £160 plus VAT Annual Fee Motor installation £2142.79 plus VAT</p> <p>The East Anglian Lift Co Ltd were unable to provide a service contract but could install the motor for £1,650.00 + VAT</p> <p>Councillors were advised that Eastern Lift Services Ltd were unable to quote as they said they would not be competitive or able to provide an acceptable level of service due to the location of the building.</p> <p>It is noted that a LOLER inspection (The Lifting Operations and Lifting Equipment Regulations 1998) is required every 6 months and R J Lift Services Ltd can arrange this at a cost of £279 plus VAT. Genesis Lifts Limited and The East Anglian Lift Co Ltd do not arrange LOLER.</p> <p>Councillors considered the quotes and agreed that it would be cost effective to have the servicing, motor installation and LOLER arranged by the same company.</p> <p><b>Proposer Cllr Groom      Seconder Cllr Woodmin</b></p> <p><b>‘That the Council does not renew it’s contract with Genesis Lifts Limited and agrees a Service and Repair Annual Contract with R J Lift Services Ltd to include arrangement of the six monthly LOLER.’</b></p> <p><b>All in favour</b></p>	
6	<p><b><u>To confirm the date of the next meeting</u></b></p> <p>The next meeting was confirmed as Wednesday 08<sup>th</sup> December 2021 at 10am.</p> <p>The venue is to be advised with the agenda for this meeting</p>	
	<p>The meeting closed at 11:01am</p>	
	<p><b>SIGNED</b></p>	<p><b>DATE</b></p>