

**Downham Market Town Council
Town Hall Committee Meeting
Wednesday 08 June 2022 at 10am**

This meeting was held at the Town Hall, Bridge Street, Downham Market PE38 9DW

Evacuation procedures were advised.
Members were reminded to switch off mobile phones.

	Present	ACTION
	<p>Committee Members - Cllrs Doyle, Leivers and Sharman</p> <p>Cllr Pennington arrived at 10:05am</p> <p>Non – Committee Members – Cllr Pyatt</p> <p>Town Clerk – Mr G Spark Deputy Clerk – Ms C Dornan</p> <p>There were no members of the public present</p>	
001	<p><u>To elect a Committee Chair</u></p> <p>Proposed – Cllr Doyle Seconded –Cllr Leivers</p> <p>‘That the Chair of the Town Hall Committee be Cllr Sharman.’</p> <p>All In Favour</p>	
002	<p><u>To elect a Committee Vice Chair</u></p> <p>Proposed – Cllr Doyle Seconded –Cllr Sharman</p> <p>‘That the Vice Chair of the Town Hall Committee be Cllr Leivers.’</p> <p>All In Favour</p>	
003	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were given by:</p> <p>Cllr Daymond – Medical appointment Cllr Pegg - Unwell</p> <p>These apologies were accepted.</p>	

004	<p><u>To receive Members' Declarations of Interest</u></p> <p>There were no Declarations of Interest made.</p>	
005	<p><u>To approve the Town Hall Strategy Group Notes of the meeting held on 10 November 2021</u></p> <p>Proposed – Cllr Sharman Seconded –Cllr Doyle</p> <p>'That the Town Hall Strategy Notes for the meeting held on 10 November 2021 be approved as a true record of the meeting.'</p> <p>2 In Favour – Cllrs Doyle & Sharman</p> <p>1 Abstention – Cllr Leivers</p>	
006	<p><u>Public Participation – 15 minutes allowed</u></p> <p>Letter from member of the public querying if there was a policy relating to animals in the Town Hall.</p> <p>Members confirmed that the policy only allowed Guide and Assistance Dogs in the Town Hall.</p> <p>It was suggested that some signage for the front door is purchased to remind visitors of this policy.</p> <p>Cllr Pennington arrived.</p>	
007	<p><u>To discuss and agree actions to be taken in respect of Community Cinema</u></p> <p>The members discussed autism friendly cinema showings, children focused cinema showings over the summer period, accessibility at evening performance for those with mobility issues and provision of goodies such as sweets drinks and popcorn.</p> <p>Proposed – Cllr Pennington Seconded –Cllr Leivers</p> <p>'That a free Children's Cinema Club be organised by The Office over the Summer School Holiday period, on Saturday's at 2pm, dependant on Town Hall availability, with refreshments provided by West Norfolk Deaf Association (WNDA) Refreshments. Cost of 1 drink and 1 packs of sweets per child to be reimbursed to WNDA. No free provision for adults.'</p> <p>All In Favour</p>	GS

	<p>Cllr Pennington advised that she would happily volunteer to attend the Summer Cinema Showings.</p> <p>Cllr Doyle advised that he would be the projectionist if the current volunteer was not available.</p> <p>Proposed – Cllr Pennington Seconded –Cllr Leivers</p> <p>‘That the historic offer of free Projection Equipment be accepted’</p> <p>All In Favour</p>	GS
008	<p><u>To discuss Community / Charity Coffee Mornings and agree actions</u></p> <p>Proposed – Cllr Doyle Seconded –Cllr Sharman</p> <p>‘That Community / Charity Coffee mornings be offered free of charge until the end of 2022 on Friday’s , subject to room availability.’</p> <p>All In Favour</p>	
009	<p><u>To discuss registration weddings in the Assembly Room and agree actions</u></p> <p>The existing agreement was discussed. It is currently not fit for purpose. It prevents private weddings taking place as it is described the Assembly Room as a Decom Suite however it is a licenced room which the Town Council have paid for. There were also other concerns.</p> <p>Proposed – Cllr Sharman Seconded –Cllr Doyle</p> <p>‘That notice be given on the existing agreement. The Town Clerk was requested to renegotiate and bring the agreement back to the Committee for approval to sign.’</p> <p>All In Favour</p>	GS
010	<p><u>To discuss use of the Town Hall by Citizens Advice Bureau and agree actions</u></p> <p>The Deputy Clerk had held a zoom with the Norfolk Citizens Advice Bureau and they had confirmed that they were now liaising with The Swan Centre and the Eternity Church. The Town Hall was no longer a preferred location. No further action was required.</p>	

011	<p><u>To discuss use of the Town Hall by Pandora Project and agree actions</u></p> <p>The Deputy Clerk advised that no further contact had been received regarding the Pandora Project. No further action was required.</p>	
012	<p><u>To discuss summer activities and agree recommendations to Community Development and Events Committee</u></p> <p>Members discussed a junior disco, a silent disco, a fashion show and an interior design competition.</p> <p>It was decided that the Town Hall Committee would not make a recommendation to the Community Development and Events Committee.</p>	
013	<p><u>To discuss upgrading the WIFI in the Town Hall</u></p> <p>Members discussed the poor WiFi coverage in the Town Hall. It was agreed to look at fibre options and the possibility of installing extra hubs taking into account the carstone within the building which is know to restrict signal.</p> <p>The Town Clerk is to arrange a meeting with UPP who are installing fibre within the Town Centre.</p>	GS
014	<p><u>To discuss Town Hall Charging Policy and agree actions</u></p> <p>The Committee discussed increasing the use of the Clock Room and increasing footfall in the Town Hall.</p> <p>Proposed – Cllr Doyle Seconded –Cllr Sharman</p> <p>‘That the Clock Room be offered to Commercial users for Coffee Mornings on a Saturday at a rate of £10 per day for a period of 8am – 12pm until the end of 2022.’</p> <p>All In Favour</p> <p>The members discussed a 5 week period that NCC were interested in hiring the Clock Room Monday – Wednesday.</p> <p>Proposed – Cllr Leivers Seconded –Cllr Doyle</p> <p>‘That the Clock Room be offered to Norfolk County Council at a reduced rate of £10 per hours for block bookings.’</p> <p>All In Favour</p>	

015	<p><u>To discuss redecoration of the Clock Room and agree actions</u></p> <p>Proposed – Cllr Doyle Seconded –Cllr Leivers</p> <p>‘That the Town Clerk arrange for the Distribution Board in the Clock Room to be moved to the corridor behind the Clock Room and that a budget of £800 be allocated to the work.’</p> <p>All In Favour</p> <p>That the Town Clerk obtain quotes to paint a feature wall and large clock.</p> <p>Colour samples to be brought to the next meeting.</p> <p>The Committee would like a range of photos to be taken of the Town Clock and then costs obtained for framing the photos.</p>	<p>GS</p> <p>GS</p> <p>GS</p>
016	<p><u>To discuss redecoration of the Reception Area and agree actions</u></p> <p>It was agreed that the reception desk would be removed. Sofas and coffee table would be put in that position to soften the entrance to the Town Hall.</p> <p>That the Town Clerk obtain quotes to paint a feature wall and repaint the entrance.</p> <p>The Committee requested the front door to be revarnished.</p> <p>Members requested that discussions resume with Downham Market Academy to reinstate the old revolving art exhibition of student works.</p>	<p>GS</p> <p>GS</p> <p>GS</p> <p>GS</p>
017	<p><u>To discuss redecoration of the Kitchen and agree actions</u></p> <p>It was agreed that the worktops and cupboard doors require replacement to remove the butler sink and keep the cooker, dishwasher and washing machine. The floor also would need reviewing.</p> <p>The Town Clerk was asked to obtain quotes.</p> <p>The Town Clerk was asked to speak to the Caretaker and see if priority could be given to a deep clean of the kitchen.</p>	<p>GS</p> <p>GS</p>
018	<p><u>To agree the date of next meeting</u></p> <p>Wednesday 06 July 2022 at 1pm at Town Council Offices</p>	

	It was requested that hand dryers be placed on the next agenda.	GS
	Meeting closed: 11:40am	
	SIGNED	DATE