

DOWNHAM MARKET TOWN COUNCIL
ACTION DOWNHAM STRATEGY GROUP
RECORD OF MEETING HELD WEDNESDAY 09 FEBRUARY 2022 AT 6PM

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 Westrop</p> <p>Councillors – Daymond, Groom, Sharman</p> <p>Senior Administrator Ms C Dornan</p> <p>The meeting was quorate.</p> | |
| 1 | <p><u>To receive apologies for absence</u></p> <p>Apologies were received from:</p> <p>Cllr Lewis – Work</p> <p>Cllrs Gomes - Da Costa, J Woodmin and W Woodmin</p> <p>NB – Cllr Lewis had contacted Cllr Westrop prior to the meeting and offered his help post meeting. Cllr Westrop requested that the offer be recorded and a vote of thanks given.</p> | |
| 2 | <p><u>To receive declarations of interest</u></p> <p>There were no declarations of interest made.</p> | |
| 3 | <p><u>To note meetings which were not quorate and therefore were adjourned</u></p> <p>The meetings scheduled for 10 November 2021 and 23 November 2021 did not proceed as they were not quorate.</p> | |
| 4 | <p><u>To discuss and agree plans for 25 March 2022</u></p> <p>The members agree that the St Winnold’s Parade and Breakfast would proceed on Friday 25 March 2022.</p> | |

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| | <p>Cllr Daymond advised that he will be unable to join the procession due to ill health but will give the plans his full support.</p> | |
| 5 | <p><u>To discuss and agree the Civic event – invitations, breakfast pricing structure, Market Charter Proclamation, horses and other parade contributors</u></p> <p>The Mayor, Cllr Groom, had reviewed the previous dignitary lists and gave advice on who should be invited. It was confirmed that past Cllrs should be invited. E-mail invites will be sent where possible to reduce the environmental impact of the event.</p> <p>The Breakfast will be charged at £20.00 per head.</p> <p>The Town Crier has confirmed his attendance along with his wife. There will be no charge for their breakfast. The office will check that he has the Market Charter Proclamation.</p> <p>Office and Maintenance Staff will be on duty and their breakfast and their guests will be free of charge.</p> <p>Father Mather had been invited but no response had been received. Cllr Westrop advised that there is another Lay Minister in the area, a follow up email was required to confirm attendance by Father Mather If attendance wasn't possible the Lay Minister would be contacted to see if she would officiate. No charge for breakfast for Father Mather etc</p> <p>It was agreed that Jonathan Toye would be invited to write and narrate a St Winnold's poem. No charge for breakfast.</p> <p>The Chauffeurs will receive a bacon roll and tea/coffee at a charge of £7.50 per head.</p> <p>It was agreed that cloth tablecloths and napkins would be used. It was suggested that the office contact Lou Bear Events to gain contact information.</p> <p>It was agreed that during the breakfast a slide show would be projected into the Grand Hall. Cllr Daymond has the DVD.</p> <p>It was agreed that there would be no background music during the breakfast.</p> <p>It was agreed that Sally's Classic Catering would be contracted to provide the breakfasts at a cost of £14.95 per breakfast. The deposit of £200 was agreed.</p> <p>The office were asked to create A4 laminated placemats that attendees can take away.</p> <p>It was agreed that the office would place daffodils on the tables.</p> | |

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| | <p>There will be a top table and then round tables for guests. The seating plan will include one Cllr on each table to act as a host.</p> <p>Cllr Lewis was agreed as the market trader liaison. It was suggested that traders may wish to provide the history of their stall / family and create stall posters.</p> <p>The office were asked to contact medieval musicians (Borough), Victorian cyclists (March), jugglers and stilt walkers for the parade.</p> <p>It was agreed that Phoenix Events (East) Ltd would be contracted to provide the rolling road block at a cost of £410.40.</p> <p>It was agreed to invite the schools to the parade however it was noted that their covid risk assessments may prevent them attending.</p> <p>Church Farm unfortunately were unable to attend this year as their horses were not sufficiently trained at present for such an occasion.</p> <p>Jan was unfortunately unwell and unable to attend however had contacted a colleague to see if they could assist.</p> <p>Cllr Westrop advised that the Magpie Centre did not have sufficient horses to lend them to the parade this year however agreed to contact the Trustees to seek recommendations.</p> <p>It was agreed to contact the owners of the therapy donkeys and invite them again.</p> <p>It was suggested to contact Kathy Melish to obtain contacts for horses as she has connections within the funeral industry.</p> <p>The Maintenance Offices will need to:</p> <ul style="list-style-type: none"> Test the PA System Hang the drapes on 02 March 2022 to air them. Decide if the drapes require professional dry cleaning Check the ropes and replace, as required Check the hearing loop is functioning Check the Speaker and projector is operational Clean, polish and check for damage on all tables | |
| 6 | <p><u>To discuss and agree hog roast / Medieval Fair on the Clock Square</u></p> <p>It was agreed that there would not be a Medieval Fair on this occasion as the event is on a Friday.</p> | |

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| | <p>When planning for 2023, it was suggested that this could be on the Clock Square if the event is on a Saturday.</p> <p>The office were asked to seek a hog roast and mulled wine for the market.</p> <p>They were also asked to obtain recorded medieval music.</p> | |
| 7 | <p><u>To discuss and agree publicity plans</u></p> <p>It was agreed the following would be used / contacted with information to advertise the event:</p> <p>Town Council Website This is Fuller – Facebook / Instagram EDP Lynn News Your Local Paper Fenland Radio Radio Norfolk Downham Market Radio Station – Cllr Westrop to provide details Posters</p> <p>It was agreed that a request for a noticeboard on Civray and Bennett Street would be sent to the Environment Strategy Group for consideration.</p> | |
| 8 | <p><u>To discuss and agree the plans from Discover Downham for a Display to explain St Winnold and its historic context</u></p> <p>It was agreed that the information stands would be initially placed in the Grand Hall for the dignitaries etc to view and then would be moved to the Clock Room.</p> <p>Set up would be the day before.</p> <p>It is anticipated that 2 tables would be required.</p> | |
| 9 | <p><u>To discuss and agree budget for the event</u></p> <p>It was agreed that the Council approved budget of £2,500 would be sufficient and no further would be requested.</p> | |
| 10 | <p><u>To discuss and agree future agenda items</u></p> <p>The next meeting would be providing updates on the agenda as per this meeting.</p> | |

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| 11 | <u>To agree the date of the next meeting</u> Wednesday 02 March 2022 at 6pm | |
| | The meeting closed at 19:15. | |
| | SIGNED | DATE |