

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF THE EXTRAORDINARY FULL COUNCIL MEETING HELD

Tuesday 06 June 2023 at 6.00pm at the Town Council Offices

	<p>Present</p> <p>Chair - Cllr Doyle</p> <p>Cllrs Brewer, Daymond, Incorvaia, Jordan, Lane, Leach, Leivers, Marsay, Pyatt, Sharman and Wiles</p> <p>Cllrs B Moyses and S Moyses arrived at Agenda Item 5 (14)</p> <p>Borough Cllr Osborne</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present</p>
1	<p><u>To receive Members’ apologies for absence</u></p> <p>Apologies were received and accepted from:</p> <p>Cllr Buxton – Work Commitment Cllr Lewis – Work Commitment Cllr Perkin - Holiday Cllr Sullivan – Wishes to attend Town Council Training prior to attending Cllr Tawfick – Medical Appointment Cllr Westrop – Medical Appointment</p> <p>These apologies were accepted.</p>
2	<p><u>To receive Members’ Declarations of Interest</u></p> <p>There were no declarations of interest received.</p>
3	<p><u>Public participation – 15 minutes allowed</u></p> <p>There were no members of the public present.</p> <p>Cllr Osborne did not wish to speak.</p> <p>There were no questions received by the Town Clerk prior to the meeting.</p>

4	<p><u>To approve the minutes of the Annual Town Council meeting on 16 May 2023</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Pyatt</p> <p>‘To approve the minutes of the Annual Town Council meeting held on 16 May 2023.’</p> <p>All In Favour</p> <p>Cllrs B Moyses & S Moyses arrived and joined the meeting</p>
5	<p><u>To agree the tender process for the conversion of 6 Market Place to the Town Council Offices</u></p> <p>Proposed Cllr Daymond Seconder Cllr S Moyses</p> <p>‘That the recommendations of the Property Committee’s working party be accepted, in regards to construction and furniture requirements.</p> <p>That the tender documents be placed on the Town Council website, advertised weekly on the Town Council’s Facebook Page and placed on the Contracts Finder website.</p> <p>That Standing Order 18 diii be suspended; the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate; as the tender is being made available to all via Contract Finder and it would be an unnecessary expenditure.’</p> <p>All In Favour</p>
	<p>Meeting closed: 6:15</p>
	<p>SIGNED DATED</p>