

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF THE COMMUNITY DEVELOPMENT AND EVENTS COMMITTEE 16 NOVEMBER 2022 AT 6pm In the Town Council offices

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| | <p>Present</p> <p>Cllrs: Buxton, Daymond, Hobbs, Lane & Leivers (Chair)</p> <p>Acting Town Clerk – Claire Dornan</p> |
| Number | Item |
| 1 | <p>To receive Members’ Apologies for Absence</p> <p>Apologies were received from:</p> <p>Cllr B Moyses – Prior Engagement Cllr Lewis – Work Commitments</p> <p>These apologies were accepted</p> |
| 2 | <p>To receive Members’ Declarations of Interest</p> <p>There were no declarations of interest made</p> |
| 3 | <p>To approve the minutes of the previous meeting of the committee held on 05 October 2022.</p> <p>Proposed: Cllr Lane Seconded: Cllr Daymond</p> <p>It was resolved:</p> <p>‘That the minutes of the Community Development & Events Committee meeting held on 05 October 2022 be approved.’</p> <p>All In Favour</p> |
| 4 | <p>Public Participation – 15 minutes allowed</p> <p>The Acting Clerk advised that a member of the public had spoken with her on Tuesday 15 November 2022 and asked that the committee be reminded that they are not just an events committee and that they should be doing more work with the community. This was noted by the committee.</p> |

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| | <p>Cllr Daymond advised he had a historic events list to submit under agenda Item 12. This request was noted.</p> <p>Cllr Hobbs requested that instead of a new event in 2023/2024 that Downham Live be resurrected. This request was noted.</p> |
| 5 | <p>To receive update from Christmas Lights Switch On Working Party and agree actions</p> <p>Cllr Leivers gave an overview.</p> <p>Cllr Leivers advised that the Rotary had withdrawn from the event and therefore there was currently no visit from Santa arranged.</p> <p>Proposed: Cllr Lane Seconded: Cllr Daymond</p> <p>It was resolved:</p> <p>‘That a professional Santa, at a cost of £150, be employed, to allow residents to visit Santa for free. Santa will be in attendance for a minimum of 2 hours, to include the grotto meet and greet, special Santa coin and a stage appearance. An advertisement of Santa’s company to be outside the grotto to compensate for the fee negotiated.’</p> <p>All In Favour</p> <p>The location of the grotto was discussed.</p> <p>Proposed: Cllr Daymond Seconded: Cllr Lane</p> <p>It was resolved:</p> <p>‘That Santa’s grotto be moved from the Assembly Room to allow the grotto to be held in The Old Clerk’s Office, 6 Market Place.’</p> <p>All In Favour</p> <p>The Office were requested to:</p> <ul style="list-style-type: none"> • Seek clarification from Town Councillors as to who will be volunteering at the Christmas Lights Switch On Event and provide an update on the event plans. • Confirm whether Watlington Players can assist with the Santa’s grotto playing elves. • Invoice Gray’s Funfair at a rate of £200 and advise that 2023/2024 will be £250 should they wish to attend. • To update the postcode of the Town Hall in the Event Management Plan <p>Cllr Leivers was asked to liaise with the Tesco’s Community Champion to seek voluntary provision of gifts (possibly sweets) for the grotto.</p> |

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| | <p>It was confirmed that the next Christmas Lights Switch On Working Party was Tuesday 22 November 2022 at 5:30pm in the Town Council Offices.</p> <p>It was noted that the Christmas Tree picket fence quote was still awaited.</p> |
| 6 | <p>To receive feedback on the Halloween fun day</p> <p>It was agreed that the event was a huge success. Social Media comments and face to face comments had been positive It was agreed that the balloon modeller and face painter added to the event and should be considered again for next year.</p> |
| 7 | <p>To update on Craft Fairs and agree actions</p> <p>It was noted that this Committee and Property Committee needed to work together on market themed events.</p> <p>It was agreed that stallholders needed to have confirmation earlier to allow them to plan which events they attend across the year.</p> <p>It was noted that there was a different charging structure across the Twilight Christmas Fair to the Craft Fairs.</p> <p>This is to be reviewed again prior to planning the next Craft Fair. It was suggested that free children events should be run alongside Craft Fairs to encourage more visitors into the Town.</p> |
| 8 | <p>To discuss previous CIL funding application and agree actions</p> <p>The CIL funding application FY20_2158 for £4,890.10 agreed on 13 September 2021 was discussed. It had been allocated for lighting and bunting but could not be spent on Christmas.</p> <p>Proposed: Cllr Lane Seconded: Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That the cost of projection equipment be investigated. The projection equipment should be able to project images onto buildings, throughout Downham Market, with the agreement of the landlord. Images such as the Union Flag for the King’s Coronation; Images for Merchant Navy Day and St George’s Day; Poppies for remembrance. The cost of hard wearing, weather resistant bunting to be investigated. The Borough Council of King’s Lynn and West Norfolk are to be contacted prior to the next meeting to confirm that the ideas meet the grant criteria.’</p> <p>All In Favour</p> |

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| 9 | <p>To discuss the viability of the Town Hall cinema and agree actions</p> <p>Members discussed recent financial losses versus the benefit to the community based on Community feedback and the income v expenditure.</p> <p>A number of residents had spoken to members advising that if there were a matinee they would attend as there was a bus service, however 7pm made it impossible for them to attend.</p> <p>Cllr Lane advised that he would be willing to volunteer if a matinee performance was implemented.</p> <p>It was noted that changing the day to a Wednesday would possibly increase attendance, as residents were already in town attending the Community Hub. It was commented that for £3 an individual would potentially have access to a warm space from 10am until the end of the matinee cinema performance.</p> <p>Proposed: Cllr Lane Seconded: Cllr Leivers</p> <p>It was resolved:</p> <p>‘That Community Cinema should continue until March 2023, and beyond if the budget for 2023/2024 be agreed. That the performances should be on a Wednesday, date to be agreed with volunteers such as the projectionist, in conjunction with Town Hall availability. A matinee performance at 2:30pm and an evening performance of 7pm should be advertised. That the January 2023 film should be booked as Fisherman Friends 2, the February 2023 film should be booked as The Railway Children Returns; to be held during half term; the March 2023 film should be booked as Mrs Harris Goes To Paris. That the budget from the Pride Event which did not take place be transferred to Community Cinema Budget Line.’</p> <p>All In Favour</p> |
| 10 | <p>To discuss grant applications and agree actions</p> <p>There had not been any grant applications received.</p> <p>It was felt that the Committee should refer any future application over £2,000 to Full Council. The Committee Terms of Reference would need to be reviewed at the next Committee meeting.</p> |
| 11 | <p>To discuss invitation to East Anglian Women In Business meetings</p> <p>Cllr Buxton is interested in attending in 2023 however requires more information on the events including who attends and the value of them.</p> |

| | The Office is to contact the organiser for more information. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 12 | <p>To discuss programme of events in 2023-24 and agree budget request</p> <p>Proposed: Cllr Leivers Seconded: Cllr Lane</p> <p>It was resolved:</p> <p>'That the following programme of events and 2023/2024 budget be submitted to the Finance Committee for budget approval:</p> <table border="1"> <thead> <tr> <th>Event</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>Community Fair</td> <td>Nil – Potential income from Tea / Coffee stall hire</td> </tr> <tr> <td>St Georges Day</td> <td>£150 to provide entertainment</td> </tr> <tr> <td>Coronation</td> <td>£3,000 to provide gift for every child, street party (support from BCKLWN to be requested) Obtain approval to live stream event in the Town Hall</td> </tr> <tr> <td>VE Day</td> <td>Nil– Flag Raising</td> </tr> <tr> <td>Armed Forces Day</td> <td>Nil– Flag Raising</td> </tr> <tr> <td>National Pride Day</td> <td>Nil– Flag Raising</td> </tr> <tr> <td>Local Heroes Award Festival</td> <td>£150 – Potential for event sponsorship £5,000 – Potential for grant funding, local business support, BCKLWN support</td> </tr> <tr> <td>Merchant Navy Day</td> <td>Nil – Flag Raising</td> </tr> <tr> <td>Meet the Mayor</td> <td>Mayor's Budget</td> </tr> <tr> <td>Stone Cross Memorial</td> <td>Mayor's Budget</td> </tr> <tr> <td>Halloween Fun Day</td> <td>£600 – Fun Fair Rides, music, gifts</td> </tr> <tr> <td>Pause & Remember</td> <td>£100 – PA System</td> </tr> <tr> <td>Remembrance Parade</td> <td>£750 – Road Closure, if police unable to assist, First Aid</td> </tr> <tr> <td>Christmas Lights</td> <td>£1,500 – Road Closure, First Aid, Santa, Gifts, PA</td> </tr> <tr> <td>Craft Fairs</td> <td>Nil – Income from stall hire</td> </tr> <tr> <td>Festival Parade</td> <td>£200 – Council Float</td> </tr> <tr> <td>Kids 1 Mile Run Club</td> <td>£50 – Medals and refreshments. Donation potential.</td> </tr> <tr> <td>Mayors Quiz</td> <td>Mayor's Budget</td> </tr> <tr> <td>St Winnolds Parade</td> <td>£1,500 – Horses, PA, entertainer, bacon roll / similar</td> </tr> <tr> <td>Mayors at Home</td> <td>£1,000 – Additional from Mayor's Budget</td> </tr> <tr> <td>Mayor's Civic Service</td> <td>Mayor's Budget for refreshments</td> </tr> <tr> <td>Town Crier</td> <td>£300</td> </tr> <tr> <td>Grants</td> <td>£10,000</td> </tr> <tr> <td>Community Cinema</td> <td>Maximum loss of £600 income v expenditure to be assessed monthly</td> </tr> <tr> <td>Total - £24,900.'</td> <td></td> </tr> <tr> <td>All In Favour</td> <td></td> </tr> </tbody> </table> | Event | Budget | Community Fair | Nil – Potential income from Tea / Coffee stall hire | St Georges Day | £150 to provide entertainment | Coronation | £3,000 to provide gift for every child, street party (support from BCKLWN to be requested) Obtain approval to live stream event in the Town Hall | VE Day | Nil– Flag Raising | Armed Forces Day | Nil– Flag Raising | National Pride Day | Nil– Flag Raising | Local Heroes Award Festival | £150 – Potential for event sponsorship £5,000 – Potential for grant funding, local business support, BCKLWN support | Merchant Navy Day | Nil – Flag Raising | Meet the Mayor | Mayor's Budget | Stone Cross Memorial | Mayor's Budget | Halloween Fun Day | £600 – Fun Fair Rides, music, gifts | Pause & Remember | £100 – PA System | Remembrance Parade | £750 – Road Closure, if police unable to assist, First Aid | Christmas Lights | £1,500 – Road Closure, First Aid, Santa, Gifts, PA | Craft Fairs | Nil – Income from stall hire | Festival Parade | £200 – Council Float | Kids 1 Mile Run Club | £50 – Medals and refreshments. Donation potential. | Mayors Quiz | Mayor's Budget | St Winnolds Parade | £1,500 – Horses, PA, entertainer, bacon roll / similar | Mayors at Home | £1,000 – Additional from Mayor's Budget | Mayor's Civic Service | Mayor's Budget for refreshments | Town Crier | £300 | Grants | £10,000 | Community Cinema | Maximum loss of £600 income v expenditure to be assessed monthly | Total - £24,900.' | | All In Favour | |
| Event | Budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Fair | Nil – Potential income from Tea / Coffee stall hire | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| St Georges Day | £150 to provide entertainment | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Coronation | £3,000 to provide gift for every child, street party (support from BCKLWN to be requested) Obtain approval to live stream event in the Town Hall | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| VE Day | Nil– Flag Raising | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Armed Forces Day | Nil– Flag Raising | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| National Pride Day | Nil– Flag Raising | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Local Heroes Award Festival | £150 – Potential for event sponsorship £5,000 – Potential for grant funding, local business support, BCKLWN support | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Merchant Navy Day | Nil – Flag Raising | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Meet the Mayor | Mayor's Budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Stone Cross Memorial | Mayor's Budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Halloween Fun Day | £600 – Fun Fair Rides, music, gifts | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Pause & Remember | £100 – PA System | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Remembrance Parade | £750 – Road Closure, if police unable to assist, First Aid | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Christmas Lights | £1,500 – Road Closure, First Aid, Santa, Gifts, PA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Craft Fairs | Nil – Income from stall hire | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Festival Parade | £200 – Council Float | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Kids 1 Mile Run Club | £50 – Medals and refreshments. Donation potential. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mayors Quiz | Mayor's Budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| St Winnolds Parade | £1,500 – Horses, PA, entertainer, bacon roll / similar | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mayors at Home | £1,000 – Additional from Mayor's Budget | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mayor's Civic Service | Mayor's Budget for refreshments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Town Crier | £300 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grants | £10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Cinema | Maximum loss of £600 income v expenditure to be assessed monthly | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total - £24,900.' | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| All In Favour | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>Date of next meeting</p> <p>The next meeting will be held on Tuesday 31 January 2023 at 6pm</p> <p>Closed 7:59pm</p> |
| | <p>Signed (Chair)..... Dated</p> |