

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF THE COMMUNITY DEVELOPMENT AND EVENTS COMMITTEE 3 OCTOBER 2023 AT 6pm

In the Town Council offices

	<p>Present Cllrs: Buxton (Chair) Leivers, Lane, Daymond, Westrop, Hobbs, Bet Moyses (joined at item 6.6)</p> <p>Jo Andrews – Administrator Tina Griffin – Deputy Clerk</p> <p>2 members of the public</p>
No	Item
1	<p>To receive Members’ Apologies for Absence There were no apologies.</p>
2	<p>To receive Members’ Declarations of Interest Cllr Lane declared an interest in item 6.1 as he is a White Ribbon ambassador.</p>
3	<p>To approve the minutes of the previous meeting of the Community Development & Events Committee held on 5 September 2023</p> <p>Proposed: Cllr Lane Seconded: Cllr Leivers All In Favour ‘That the minutes of the Community Development Committee meeting held on 5 September 2023 be approved.’</p>
4	<p>Public Participation – 15 minutes allowed</p> <p>A member of the public raised the following: Relationship with local shops and businesses – It was advised that we have had 2 business networking events. Grants available from the Borough Council Suggested an event such as Battle of the Bands which used to be in the conservative club, and that Philip Eke may be able to help.</p> <p>A representative from Melody Allsorts of Downham (MAD) explained that they would like to build a relationship with the Council and provide services such as costumed characters for events.</p>
5	<p>Question and Answer session with Borough Councillor Simon Ring</p> <p>Cllr Ring sent his apologies as he was unable to attend but is keen to attend the next meeting.</p>

6	To receive an update on progress with events and agree actions:
6.1	<p>White Ribbon Day 25.11.23</p> <p>Cllr Lane advised that a stall would be on the Market on 25.11.23 to fundraise for White Ribbon Day.</p>
6.2	<p>Christmas Light Switch On 26.11.23</p> <p>The Administrator provided the following update:</p> <ul style="list-style-type: none"> - The rides are booked along with hook a duck and glowsticks stall - St Johns Ambulance have quoted £158.40 plus VAT to cover from 12pm-6pm - Road closure application has been accepted. - Santa is booked and children’s gifts (courtesy of Cllr donation) have been ordered. - The stall invites have gone out with a deadline to return of 30TH October 2023. - Draft poster was presented to committee - It was agreed subject to minor amendment - Additional crowd barriers are booked. - Napier parking have provided a quote to allow us to use 15 spaces of the Wales court car park. - Coggles Funeral Directors have offered use of their driveway and the committee wished to express their thanks for Coggles support. <p>Proposed – Cllr Lane Seconded –Cllr Leivers All in Favour</p> <p>‘To accept the St Johns Ambulance quote of £158.40 plus VAT to cover the Christmas Lights Switch On from 12pm-6pm’</p>
6.3	<p>Halloween 27.10.23</p> <ul style="list-style-type: none"> - Fairground ride is booked. - Crowd barriers are booked. - Publicity has been arranged - Winner of fancy dress competition will be switching Christmas lights on - Music, donut stall and facepainter all booked - Sweets and fruit to be provided by Cllrs
6.4	<p>Community Cinema 27.10.23</p> <ul style="list-style-type: none"> - The Witch Finder General has been purchased and licence in place. - Publicity has been arranged
6.5	<p>Remembrance Parade 12.11.23/Pause and Remember 11.11.23</p> <ul style="list-style-type: none"> - Pupils from Schools and Swan Centre have been invited to do a reading for Pause and Remember – 1 pupil confirmed so far. - JR Light and Sound has quoted £75 plus VAT for the PA system for Pause and Remember. - The road closure application for the Remembrance Day Parade was accepted but the confirmation has the wrong roads closed so this has been questioned. - The St Johns Ambulance have quoted to provide cover from 13.30-15.30 for free for Remembrance Day Parade and this has been accepted.

6.6	<p>- J R Light and Sound has quoted £75 plus VAT for the PA system for the Remembrance Day Parade.</p> <p>Proposed – Cllr Lane Seconded –Cllr Daymond All in Favour ‘That the quote of £75 plus VAT for providing a PA system for Pause and Remember be accepted’</p> <p>Proposed – Cllr Lane Seconded –Cllr Daymond All in Favour ‘That the quote of £75 plus VAT for providing a PA system for Remembrance Day Parade be accepted’</p> <p>D Day Anniversary 6.6.24</p> <ul style="list-style-type: none"> - Holly Landscapes and JR Light and Sound will provide quotes for the beacon lighting and PA system. - The Rock Choir have not yet responded to enquiries. - The cadets will be attending. - Thought to be given to including National Chippy Day in the event
7	<p>To discuss and agree:</p> <p>7.1 Phoenix (East) Limited quote for management of the road closure for Remembrance Day Parade</p> <p>Proposed – Cllr Lane Seconded –Cllr Buxton All in Favour ‘That the quote of for Phoenix (East) Limited quote for management of the road closure for Remembrance Day Parade be accepted’</p> <p>7.2 Booking St John’s Ambulance to cover Remembrance Parade</p> <p>Proposed – Cllr Buxton Seconded – Cllr Lane All in Favour ‘That the quote for Booking St John’s Ambulance to cover Remembrance Parade be accepted’</p>
8	<p>To discuss and agree the Napier Parking quote for use of 15 bays of Wales Court Car Park for the Christmas Lights Switch On.</p> <p>Proposed – Cllr Leivers Seconded –Cllr Lane All in Favour ‘That the quote of for Napier Parking quote for use of 15 bays of Wales Court Car Park for the Christmas Lights Switch On be accepted’</p>
9	<p>To review the 2023/2024 budget and discuss ideas to be put forward for the 2024/2025 budget request</p> <p>Proposed – Cllr Westrop Seconded –Cllr Lane All in Favour ‘That the budget request be based on the following events for 2024/25 –</p> <p>Community Fair Nil</p>

	<table border="0"> <tr> <td>80th Anniversary D Day</td> <td>£3000 Beacon lighting</td> </tr> <tr> <td>VE Day</td> <td>Nil– Flag Raising</td> </tr> <tr> <td>Armed Forces Day</td> <td>£500 for an enhanced event</td> </tr> <tr> <td>National Pride Day</td> <td>Flag Raising</td> </tr> <tr> <td>Merchant Navy Day</td> <td>Flag Raising</td> </tr> <tr> <td>Halloween Fun Day</td> <td>£600</td> </tr> <tr> <td>Pause & Remember</td> <td>£100</td> </tr> <tr> <td>Remembrance Parade</td> <td>£500</td> </tr> <tr> <td>Christmas Lights</td> <td>£1,500</td> </tr> <tr> <td>Festival Parade float</td> <td>£200</td> </tr> <tr> <td>St Winnolds Parade</td> <td>£1,500</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>4 films £600</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>Mayors at Home</td> <td>£1,500</td> </tr> <tr> <td>Mayor’s Civic Service</td> <td>Mayor’s Budget</td> </tr> </table> <p>Total budget request £20300’</p> <p>Additional Ideas discussed included:</p> <ul style="list-style-type: none"> • Music in the square. • George and the Dragon • Scaled down Downham Live • An event that utilises the big space on the Howdale. 	80 th Anniversary D Day	£3000 Beacon lighting	VE Day	Nil– Flag Raising	Armed Forces Day	£500 for an enhanced event	National Pride Day	Flag Raising	Merchant Navy Day	Flag Raising	Halloween Fun Day	£600	Pause & Remember	£100	Remembrance Parade	£500	Christmas Lights	£1,500	Festival Parade float	£200	St Winnolds Parade	£1,500	Town Crier	£300	Grants	£10,000	Community Cinema	4 films £600	Meet the Mayor	Mayor’s Budget	Stone Cross Memorial	Mayor’s Budget	Mayors at Home	£1,500	Mayor’s Civic Service	Mayor’s Budget
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10	<p>To receive an update on community hub and agree actions if any</p> <table border="0"> <tr> <td>Proposed – Cllr Daymond</td> <td>Seconded –Cllr Leivers</td> <td>All in Favour</td> </tr> </table> <p>‘That the decision on the Community Hub this year be deferred until the next meeting’</p>	Proposed – Cllr Daymond	Seconded –Cllr Leivers	All in Favour																																	
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11	<p>To consider grant applications received and agree response.</p> <p>11.1 Discover Downham Whilst Cllrs fully support the wider aims and objectives of Discover Downham, demonstrated by the support already in place eg in relation to rent arrangements etc it was felt that this project could feasibly be funded by public donation as for the bell itself.</p> <table border="0"> <tr> <td>Proposed – Cllr Lane</td> <td>Seconded –Cllr Hobbs</td> <td>All in Favour</td> </tr> </table> <p>‘That the application from Discover Downham not be granted on this occasion’</p> <p>11.2 Downham Solidarity Fund</p>	Proposed – Cllr Lane	Seconded –Cllr Hobbs	All in Favour																																	
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	<p>Cllrs discussed that, while the aims of the Solidarity fund are laudable, Town Council grants are offered to support specific projects within the community. In this case DMTC is concerned that as the Fund is accessible by all, the Council cannot be certain of the end user of the grant. It was felt that whilst individuals could donate to the Fund is not right that the precept payers as a whole should contribute.</p> <p>Proposed – Cllr Daymond Seconded –Cllr Westrop All in Favour ‘That the application from Downham Solidarity Group not be granted’</p>
12	<p>To discuss and agree a revised Community Engagement Policy</p> <p>Proposed – Cllr Leivers Seconded –Cllr Westrop 6 in favour 1 Abstention ‘That the draft Community Engagement Policy be recommended to Full Council for adoption.’</p>
13	<p>To discuss and agree amended Grants Policy</p> <p>Following discussion, Cllrs agreed that the policy should include a provision that grant requests of over £2000 be referred to Full Council for decision.</p> <p>Proposed – Cllr Westrop Seconded – Cllr Leivers 5 in favour 2 Abstention ‘That the Grants Policy be recommended to Full Council for adoption, subject to the agreed changes.’</p>
14	<p>To discuss the date of the next meeting and agree days/times going forward</p> <p>It was confirmed that meetings of the committee would continue to be held monthly on Tuesdays at 6pm.</p> <p>Date of next meeting - 7 November 2023 6pm</p>
	Meeting closed at 7.33pm
	Signed _____ Dated _____