

DOWNHAM MARKET TOWN COUNCIL
MINUTES OF THE ANNUAL TOWN COUNCIL MEETING HELD
Tuesday 16th May 2023 at 7.00pm at the Town Hall

	<p>Present</p> <p>Chair (Opened the meeting) – Cllr Pyatt</p> <p>Cllrs Brewer, Buxton, Daymond, Doyle, Incorvaia, Jordan, Lane, Leach, Leivers, B Moses, S Moses, Perkin, Tawfick, Westrop and Wiles (16)</p> <p>Town Clerk – Claire Dornan Deputy Clerk – Tina Griffin</p> <p>County Councillor – Tony White</p> <p>Borough Councillors – Andy Bullen, Josh Osbourne and Josie Ratcliffe</p> <p>17 Members of the Public were present</p>
Number	Item
001	<p><u>Election of Mayor & Declaration of Acceptance of Office</u></p> <p>There were two applications received for Mayor; Cllr Doyle and Cllr Wiles.</p> <p>Cllr Doyle was proposed by Cllr Pyatt and seconded by Cllr Leach.</p> <p>Cllr Wiles was proposed by Cllr B Moses and seconded by Cllr Leivers.</p> <p>The Council held a secret ballot after receiving statements.</p> <p>Cllr Doyle received 10 votes. Cllr Wiles received 6 votes.</p> <p>Cllr Doyle was duly elected Mayor and signed the Acceptance of Office.</p>
002	<p><u>Election of Deputy Mayor & Declaration of Acceptance of Office</u></p> <p>There were two applications received for Deputy Mayor; Cllr Pyatt and Cllr Wiles.</p> <p>Cllr Pyatt was proposed by Cllr Jordan and seconded by Cllr Incorvaia.</p> <p>Cllr Wiles was proposed by Cllr Daymond and seconded by Cllr Leivers.</p>

	<p>The Council held a secret ballot after receiving statements.</p> <p>Cllr Pyatt received 9 votes. Cllr Wiles received 7 votes.</p> <p>Cllr Pyatt was duly elected Deputy Mayor and signed the Acceptance of Office.</p>
003	<p><u>To co-opt into the Council vacancy in Old Town Ward</u></p> <p>There were two applications received for co-option; David Sharman and Amelie-Jade Filby.</p> <p>The Council held a secret ballot.</p> <p>Amelie -Jade Filby received 6 votes.</p> <p>David Sharman received 10 votes.</p> <p>David Sharman was duly welcomed to the table and signed the Acceptance of Office.</p>
004	<p><u>To receive Members' Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Lewis – Family Commitment Cllr Marsay – Family Commitment Cllr Sullivan – Ill Health</p> <p>Cllr Brewer will be leaving at 8pm due to Family Commitment.</p> <p>The apologies were accepted.</p>
005	<p><u>To receive Members' Declarations of Interest</u></p> <p>Cllr Perkin declared an interest in any market discussions as his wife has a market stall.</p> <p>Cllr Pyatt declared an interest in payment of bills</p>
006	<p><u>To receive Town Clerk's Report</u></p> <p>The Town Clerk gave an update from Liz Truss MP on the Lloyds closure and Banking Hub.</p> <p>The Town Clerk congratulated everyone on the success of the Coronation event.</p>

007	<p><u>Public participation, written reports and written questions</u></p> <p><u>County Councillor report and questions – Cllr Tony White</u></p> <p>Cllr White advised that he has two projects at present; Stowfields and Rabbit Lane. Cllr White requested that the Town Council discuss CCTV in the town.</p> <p><u>Borough Councillors reports and questions</u></p> <p>Cllr Osbourne gave an update on the Lloyds bank closure. Cllr Leivers asked Cllr Osbourne to look into the complaints of residents about an overzealous traffic warden. Cllr Osbourne asked that the residents make direct contact with him.</p> <p>Cllr Ratcliffe was asked by The Mayor to look into the lack of grass cutting locally, specifically Southfields. Cllr Pyatt asked Cllr Ratcliffe to keep the pressure on the Borough Council to complete the toilet refurbishment.</p> <p>Cllr Bullen advised that the Borough’s architects are looking at the toilet design. He also hopes that the Borough Council will focus on areas away from King’s Lynn moving forward.</p> <p><u>Police report</u></p> <p>There were no Police reports.</p> <p><u>Public Participation</u></p> <p>A member of the public commented on the return of Cllr Westrop. Cllr Westrop declared her commitment to the residents of Downham Market.</p>
008	<p>To approve the minutes of the extraordinary Full Council meeting on 27 April 2023</p> <p>Proposer: Cllr Lane Seconder: Cllr Jordan</p> <p>‘To approve the minutes of the extraordinary Full Council meeting on 27 April 2023.’</p> <p>10 In Favour 0 Against</p> <p>6 Abstentions – Cllrs Brewer, Incorvaia, B Moyses, S Moyses, Westrop and Wiles</p>
009	<p><u>To agree Full Council meeting schedule from June 2023 – May 2024</u></p> <p>Proposer: Cllr Westrop Seconder: Cllr Daymond</p>

	<p>'To approve the Full Council meeting schedule; 20 June 2023, 18 July 2023, 19 September 2023, 17 October 2023, 21 November 2023, 12 December 2023, 23 January 2024, 20 February 2024, 19 March 2024, 23 April 2024 and 21 May 2024.'</p> <p>All In Favour</p>
010	<p><u>To confirm adoption of the General Power of Competence under Localism Act 2011</u></p> <p>Proposer: Cllr Incorvaia Seconder: Cllr Westrop</p> <p>'That the Town Council adopt the General Power of Competence.'</p> <p>15 In Favour 1 Against – Cllr Leivers</p>
011	<p><u>To appoint members to Committees</u></p> <p>011.1 Neighbourhood Plan Committee 011.2 Planning Committee 011.3 Property Committee (to include the Market) 011.4 Community Development Committee 011.5 Human Resources Committee (to exclude recruitment) 011.6 Downham In Bloom Committee – until September 2023 011.7 Governance Committee</p> <p><u>Note</u> It is suggested that: Finance will be discussed at Full Council on a monthly basis Chair and Vice Chair to be agree by the Committee Town Clerk to plan schedule of meetings</p>
011.1	<p>Proposer: Cllr Daymond Seconder: Cllr Pyatt</p> <p>'That Cllrs Doyle, Perkin and Westrop be agreed as members of the Neighbourhood Plan Committee. The representation from residents remain unchanged.'</p> <p>All In Favour</p>
011.2	<p>Proposer: Cllr Daymond Seconder: Cllr Leach</p> <p>'That Cllrs Brewer, Daymond, Leach, Lewis, S Moyses, Sharman, Tawfick, Westrop and Wiles be agreed as members of the Planning Committee.'</p> <p>All In Favour</p>

011.3	<p>Proposer: Cllr Jordan Seconder: Cllr Wiles</p> <p>‘That Cllrs Doyle, Jordan, Lane, Leach, Lewis, B Moyses, S Moyses, Pyatt, Tawfick and Sharman be agreed as members of the Property Committee. This will include the market.’</p> <p>All In Favour</p>
011.4	<p>Proposer: Cllr Leivers Seconder: Cllr Lane</p> <p>‘That Cllrs Buxton, Daymond, Lane, Leivers, B Moyses, Sharman and Sullivan be agreed as members of the Community Development Committee.’</p> <p>All In Favour</p>
011.5	<p>Proposer: Cllr Lane Seconder: Cllr Daymond</p> <p>‘That Cllrs Buxton, Daymond, Incorvaia, Jordan, Marsay and B Moyses be agreed as members of the Human Resources Committee. This will exclude recruitment.’</p> <p>All In Favour</p>
011.6	<p>Proposer: Cllr Lane Seconder: Cllr Incorvaia</p> <p>‘That Cllrs Daymond, Lane and Westrop be agreed as members of the Downham In Bloom Committee until September 2023. The representation from community remain unchanged.’</p> <p>All In Favour</p>
011.7	<p>Proposer: Cllr Pyatt Seconder: Cllr Lane</p> <p>‘That Cllrs Brewer, Incorvaia, S Moyses, Perkin and Pyatt be agreed as members of the Governance Committee.’</p> <p>15 In Favour 1 Against – Cllr Daymond</p> <p>Proposer: Cllr Leach Seconder: Cllr Lane</p>
Notes	<p>‘That Finance will be discussed at Full Council on a monthly basis, Chair and Vice Chair to be agree by the Committee that the Town Clerk is authorised to plan the schedule of meetings.’</p> <p>All In Favour</p>

012	<p>To appoint Representatives to Outside Bodies</p> <p>012.1 West Norfolk Tourism Forum 012.2 Downham Market & Downham West Joint Burial Board 012.3 Safer Neighbourhood Area Partnership (SNAP) 012.4 Downham by Design 012.5 100 Acre Charity – Trustee 012.6 Friends of the Willows Nature Reserve</p>
012.1	<p>Proposer: Cllr Daymond Seconder: Cllr Westrop</p> <p>‘That Cllr Leivers be appointed as the Downham Market Town Council representative on the West Norfolk Tourism Forum.’</p> <p>All In Favour</p>
012.2	<p>Proposer: Cllr Daymond Seconder: Cllr Pyatt</p> <p>‘That the Town Clerk request that the following Councillors be appointed as the Downham Market Town Council representative on the Downham Market & Downham West Joint Burial Board; Cllrs Daymond, Tawfick, Lane and Sharman.’</p> <p>All In Favour</p>
012.3	<p>Proposer: Cllr S Moyses Seconder: Cllr Buxton</p> <p>‘That the Town Clerk request that the following Councillors be appointed as the Downham Market Town Council representative on the Safer Neighbourhood Area Partnership (SNAP); Cllrs Leivers, Tawfick and Wiles.’</p> <p>All In Favour</p>
012.4	<p>Proposer: Cllr Daymond Seconder: Cllr S Moyses</p> <p>‘That the Town Clerk request that the following Councillors be appointed as the Downham Market Town Council representative on Downham by Design; Cllrs Daymond & Westrop.’</p> <p>All In Favour</p>
012.5	<p>Proposer: Cllr Westrop Seconder: Cllr Wiles</p> <p>‘That the Town Clerk request that the following Councillors be appointed as the Downham Market Town Council Trustees on the 100 Acre Charity; Cllrs Daymond & Wiles.’</p>

012.6	<p>All In Favour</p> <p>There was no vote requesting representatives on Friends of the Willows Nature Reserve committee.</p> <p>Cllr Brewer left the meeting.</p>
013	<p>To appoint bank signatories</p> <p>Current signatories:</p> <p>Town Clerk / Deputy Clerk Cllr Anne Marsay / Cllr Ali Buxton / Cllr Charlie Pyatt / Cllr John Doyle / Cllr Frank Daymond</p> <p>Rule = 1 Town Clerk / Deputy Clerk + 2 Cllrs</p> <p>Proposer: Cllr Lane Seconder: Cllr Jordan</p> <p>‘That the current signatories remain unchanged.’</p> <p>All In Favour</p>
014	<p>To appoint credit card signatories</p> <p>Currently - Town Clerk Suggested - Town Clerk & Deputy Clerk</p> <p>Proposer: Cllr Jordan Seconder: Cllr Lane</p> <p>‘That the credit card signatories be the Town Clerk & Deputy Clerk.’</p> <p>All In Favour</p>
015	<p>To confirm list of Direct Debits for Financial Year 2023/2024</p> <p>Cllrs were advised prior to the meeting and again at the meeting the list of Direct Debits currently live. These included:</p> <p>HMRC – PAYE / NI / VAT, Westcotec – Street Lighting, SSE – Electricity & Gas for all locations, Lloyds Bank – Bank charges & Commercial Card, Public Works Loan Board – Government Backed Loans, BCKLWN – Business Rates, Wavenet – Telephone line at TCO, Vodafone – Staff / Reception mobiles, Onecom – Town Hall & JCC Telephone lines, Anglian Water – All sites, Croner Group – HR provision, Siemens Financial</p>

	<p>Services – Photocopier, Citron Hygiene / PHS – Sanitary bins and UPP – Broadband provision at the Town Hall.</p> <p>Proposer: Cllr Daymond Seconder: Cllr Lane</p> <p>‘That the Direct Debit list for 2023/2024 be accepted.’</p> <p>All In Favour</p>
016	<p>To receive Finance Reports</p> <p>Prior to the meeting, Cllrs had received a list of payments and receipts from 01 April 2023 – 12 May 2023, Q4 VAT submission, CIL report totalling £29,296.73, statements for all Bank accounts and details of the Lloyds Credit Card complaint regarding fees for staff who had left the Council and Lloyds had been advised.</p> <p>Cllrs were advised that there was a VAT overclaim of £81.80 which was noticed when doing the end of year as vouchers 688, 872, 873 & 874 as these payments related to SSE and did not debit as they re-evaluated the invoices.</p> <p>Earmarked Reserves confirmed as:</p> <p>£20,000 Town Hall Kitchen £9,211.50 Neighbourhood Plan, £5,000 Infrastructure Match Funding £20,000 Future Development JCC £25,000 Car Park Development</p> <p>£79,211.50 Total</p> <p>There were no questions.</p> <p>Cllr Daymond asked that Lloyds be contacted again about the branch closure.</p> <p>Proposer: Cllr Daymond Seconder: Cllr Westrop</p> <p>‘That the Finance Report be accepted.’</p> <p>All In Favour</p>
017	<p><u>To agree payment of Bills excluding salaries</u></p> <p>Proposer: Cllr Lane Seconder: Cllr Buxton</p> <p>‘That payments 1-84 be approved for payment.’</p>

	<p>All In Favour</p> <p>Cllr Pyatt had declared an interest and therefore did not vote.</p>
018	<p><u>To discuss and agree purchase of SAM2 units through Norfolk County Council Match Funding – Cllr Leivers</u></p> <p>Cllr Jordan declared an interest.</p> <p>Cllr Leivers gave an overview of the SAM2 requirement advising that £1,700 was required to purchase 1 additional Bluetooth SAM2 unit. Cllrs Leivers and Wiles confirmed that they would be responsible for downloading the data onto a Council owned mobile telephone and submitting the data to the Police.</p> <p>Proposer: Cllr Wiles Seconder: Cllr Leivers</p> <p>‘That a SAM2 be purchased up to the value of £1,700 subject to Highways approval and match funding.’</p> <p>13 In Favour 1 Against – Cllr Pyatt</p> <p>2 Abstentions – Cllrs Sharman & Lane</p> <p>Cllr Jordan declared an interest and did not vote.</p>
019	<p><u>To discuss and agree Social Media proposition – Cllr Buxton</u></p> <p>‘That a new social media working party be formed, with a minimum of 3 Councillor, with an aim to launch a one stop hub supported and in conjunction with the Town Council.’</p> <p>Cllr Incorvaia raised 14 points which required clarification prior to her providing support to a new Facebook platform. It was suggested these be covered in the Terms of Reference.</p> <p>Cllr Buxton also asked for support to attend Social Media training in September 2023.</p> <p>Proposer: Cllr Buxton Seconder: Cllr Daymond</p> <p>‘That a Social Media Working Party be formed aligned to the Community Development Committee with the membership being Cllrs Buxton. Leivers and Westrop to consider the Social Media proposal and bring the finalised proposal back to Council for further consideration.’</p> <p>All In Favour</p>

020	<p><u>To submit items for next agenda</u></p> <p>Cllr Tawfick asked that the Sports Club on the Memorial Field be placed on the next agenda as they required Council support. The Town Clerk asked that the information relating to this item be emailed prior to the next agenda so that an assessment could be made as whether this item was appropriate.</p>
021	<p><u>To confirm the date of the next Full Council meeting</u></p> <p>The next meeting was confirmed as Tuesday 20 June 2023 at 7pm at the Town Hall.</p>
	Meeting closed: 8:20pm
	SIGNED
	DATE