

DOWNHAM MARKET TOWN COUNCIL
MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE

6 June 2023 AT 7pm
 In the Town Council offices

Note: the agenda was numbered incorrectly, and the minutes have been renumbered

	<p>Present Committee Cllrs: Leivers, Bet Moyses , Lane, Daymond, Buxton Non-committee: Cllr Incorvaia Tina Griffin – Deputy Clerk, Jo Andrews - Administrator</p>
Number	Item
1	<p>To elect the Chair and Vice Chair of Community Development Committee Proposed Cllr Leivers Seconded Cllr Daymond All in favour ‘That Cllr Buxton be appointed Chair of the committee’</p> <p>Proposed Cllr Buxton Seconded Cllr Daymond All in favour ‘That Cllr Leivers be appointed Vice Chair of the committee’</p>
2	<p>To review and agree Terms of Reference for Community Development Committee Proposed Cllr Leivers Seconded Cllr Daymond All in favour ‘That the Terms of Reference be agreed.’</p>
3	<p>To receive Members’ Apologies for Absence No apologies were received.</p>
4	<p>To receive Members’ Declarations of Interest Cllr Lane declared an interest in connection with the Community Cinema</p>
5	<p>To approve the minutes of the previous meeting of the committee held on 4 April 2023</p> <p>Proposed: Cllr Lane Seconded: Cllr Leivers All In Favour ‘That the minutes of the Community Development & Events Committee meeting held on 4 April 2023 be approved’</p>
6	<p>Public Participation – 15 minutes allowed There were no members of the public present.</p> <p>Cllr Daymond queried the lack of Council float at the Festival Parade. Lack of time, and resources this year were the main reasons, so it was decided that the Council should work towards taking part next year.</p>

	The Clerk advised that Blackfield Creatives had been in touch – they intend to display 400+ plastic bottle flowers at the Jubilee field on Sunday 16 th July 2023.
7	<p>To review the Coronation Sunday 7th May 2023 celebrations</p> <p>The Deputy Clerk reported an overall spend on the event of £4333.08 which falls within the £4000 budget (plus a Councillor donation).</p> <p>Cllrs recognised the work of all involved in bringing together a fantastic event which was well attended and enjoyed. Cllr Bet Moyses suggested that another time more tables could be put on the Market Car Park side of the Town Hall, space and safety permitting.</p>
8	<p>To review the events programme and budget for 2023/4 and agree plans</p> <p>The programme was discussed and decisions made as follows:</p> <p>Proposed Cllr Lane Seconded Cllr Bet Moyses All in favour</p> <p>‘Meet the Mayor/Cllrs event in September to be replaced by Community Fair – date to be advised.</p> <p>Halloween event – daytime games etc for children, evening film for adults in the evening.</p> <p>Christmas Lights Switch On – to book the same Santa as last year, with potentially extended opening times. To include a craft fair as previously.’</p> <p>Deputy Clerk agreed to discuss with Borough whether we could have a larger tree this year.</p>
9	<p>To discuss and agree the Terms of Reference for the Social Media Working Group</p> <p>Cllr Buxton requested that the working group be discontinued as the complexities involved in setting up a new Facebook page had meant that more time and attention would be needed than originally anticipated. Instead, Cllr Buxton is intending to become an Administrator on an existing Fb page, with no alliance to the Council. She and another resident will share and promote Council social media posts on the ‘Enjoy Downham Market’ Fb page, taking care not to engage in on-line discussions in her capacity as a Councillor.</p> <p>Proposed Cllr Buxton Seconded Cllr Daymond 4 in favour, 1 abstention</p> <p>‘That the Social Media working party be discontinued’</p>
10	<p>To agree plans and date for potential Community Fair event</p> <p>The Administrator confirmed she has done some preliminary work on this and all that was needed was to agree a date.</p> <p>Proposed Cllr Buxton Seconded Cllr Lane All in favour</p> <p>‘That the office go ahead and arrange the Community Fair on a suitable date in September.’</p>

11	<p>To agree arrangements for Community Cinema Summer showing After some discussion a Cllr offered to fund two children’s films to be held during the Summer holidays. He wished to be involved in the choice of films and the films shown on Wednesdays. Cllrs agreed an additional film for adults to be shown using the Council cinema budget.</p> <p>Proposed Cllr Lane Seconded Cllr Leivers All in favour ‘That two children’s films be shown during the summer holidays, and one adult film be shown on a matinee and evening performance costs permitting’</p> <p>Deputy Clerk agreed to let Cllrs know when the brochure for the summer films is available.</p>
12	<p>To receive update on West Norfolk Tourism Forum, feedback from Borough Tourism officer and agree actions Cllr Leivers is still awaiting her first meeting of the Tourism Forum but would report back. She reported that the carved wall on the Town Square is due to be cleaned.</p>
13	<p>To consider grant applications received and agree response. Cllrs discussed the grant application received from the Festival Committee for a grant of £3500. Cllrs acknowledged the huge amount of work the Festival Committee does to bring a week long festival of events to the town. However they also recognised the support currently given in allowing free use of the Town Hall for the week, which includes the many hours the staff spend in ensuring that the hall is set up for each event. The value of this support extends way beyond the basic rental cost for the week of £3360. Cllrs also noted that the grants budget has been reduced to £5000 this year, and concluded that they could not give such a large proportion of it to one community group. Cllr Leivers said she had passed on details of other organisations offering grants to the organisers of the festival.</p> <p>Proposed Cllr Lane Seconded Cllr Leivers All in favour ‘That this grant application from the Festival Committee be declined for the above reasons’</p>
14	<p>To update on the Lily Service and their plans The Deputy Clerk advised Cllrs of a recent visit from the Lily Service to assess the Town Hall kitchen’s suitability for a cookery course – a project which is due to be rolled out across the Borough. She added that Lily will soon be organising some training for community groups (and Council staff if needed) in how they can access information via the new Lily website.</p>
15	<p>To update on Business networking event – held in conjunction with Mapus-Smith & Lemmon. The organiser of the event reported good attendance, and confirmed that she intends to invite speakers to each of the monthly meetings. Cllrs and Clerk/Deputy are invited to attend.</p>

16	To receive information regarding a Norfolk Chamber of Commerce Engagement Focus Group - Downham Market It was noted that this will be held on 14 th July 2023 at 9-10am at the Swan Centre. Members thought it would be useful if some Cllrs could attend.
17	Date of next meeting – 4th July 2023 at 6pm
	Signed _____ Dated _____