

**DOWNHAM MARKET TOWN HALL STRATEGY GROUP****RECORD OF MEETING HELD WEDNESDAY 23 SEPTEMBER 2020 AT 10:00 AM**

Those in attendance at the meeting were notified of the zoom procedures. Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

		<b>ACTION</b>
	<p>Present: Chair – Cllr Lightfoot Councillors – Bulley, Daymond, Doyle, Pickering, Sharman and Westrop Senior Administrator Ms C Dornan</p> <p>Cllr Molyneux – Hetherington (non member) joined the meeting at 10:20am.</p> <p>There were 6 user group representatives. They represented Weight Watcher, Downham Market Horticultural Society, Downham Market Twinning Club, Downham Amateur Dramatics Society, Downham Market Women’s Institute and Ely Diocese (arrived 10:42am).</p>	
<b>1</b>	<p><b><u>To receive apologies for absence</u></b></p> <p>There were no apologies.</p>	
<b>2</b>	<p><b><u>To approve the notes of the meeting on 11<sup>th</sup> June 2020</u></b></p> <p>Proposer Cllr Bulley            Seconder Cllr Pickering</p> <p>‘That the notes of the meeting held on 11 June 2020 be duly approved’</p> <p>5 in favour</p> <p>Cllr Westrop abstained as she wasn’t present at the meeting</p> <p>NB. The proposed meeting in August 2020 was postponed.</p>	
<b>3</b>	<p><b><u>Public Participation</u></b></p> <p>Q. When will the Town Hall re-open?</p> <p>A. Following the Government announcement yesterday, the on-going electrical works and the requirement to deep clean and redecorate the Town Hall, it has been decided that the Council will not re-open the Town Hall prior to January 2021.</p> <p>Q. Will the Town Council prepare Risk Assessments for the site?</p> <p>A. Yes the Town Council already has a Risk Assessment for the site, a Covid-19 Risk Assessment and will have a Risk Assessment per hirer once the Town Hall re-opens.</p>	

	<p>Q. Is it true that the Town Hall is becoming an Arts Centre?</p> <p>A. The Town Council has rebranded the Town Hall as an Arts and Community Centre which will still be open for hire to all existing user groups.</p>	
4	<p><b><u>Correspondence</u></b></p> <p>1. The town is steadily losing banks, a problem common to most towns, and alongside that ATMs. Although cash is becoming less popular, particularly so this year, it will still be needed and wanted for many years to come. My question is, therefore, would the Town Council consider operating its own ATM as a service to the community?</p> <p>A. There is already an ATM at Martin's which is across the road from the Town Hall. The Town Council does not wish to be in direct competition with Martin's for this service as it will form part of their income. Should Martin's remove their ATM the Council will reconsider this request.</p> <p>2. I believe a music event once a month would be beneficial &amp; something that would bring in youth. I own an events &amp; DJ company &amp; would happily help plan a monthly club night with who ever you have a bar contract with. Ryan Misangyi Interstellar events</p> <p>A. Due to the current Covid-19 restrictions this is not something the Town Council can pursue at present however this will be discussed again once restrictions are lifted.</p> <p>3. The Twinning Club book the Assembly Room for meetings but with the kitchen not in use have had to use the Bar Room instead as we serve refreshments at our meetings. The Assembly Room is more comfortable and also the acoustics are better. The question I would like to ask concerns the kitchen in the Assembly Room and the plans the Town Council have to make the facilities usable again please.</p> <p>A. The upstairs kitchen is currently condemned and does not form part of the hire for the Assembly Room. The upstairs areas on the Town Hall are currently being reviewed with an desire to make them functional. Until a plan is agreed no work will proceed as the Town Council does not wish to spend Tax Payers money on something which may be removed very soon after. As a temporary measure, assuming there is no hire in the Grand Hall, access to the Grand Hall kitchen has been approved and Cllr Daymond suggested the Tea Trolley could be used in the lift in order for ease of access to the Grand Hall kitchen so the dishwasher may be used.</p> <p>It was acknowledged that some hirers prefer to hire the Assembly Room over the Clock Room however at this present time only the Clock Room has access to washing up facilities.</p>	
5	<p><b><u>To discuss the re-opening of the Town Hall following Covid-19 in line with Government Guidance</u></b></p> <p>This had already been discussed under item 3, Public Participation, and required no further discussion other than to reconfirm that the Town Hall will not be opened to the Public until at least January 2021.</p>	

	<p>Cllr Lightfoot noted the request of Ely Diocese to use the Town Hall as a pilot group but was sad to acknowledge that this request was denied.</p>	
6	<p><b><u>To receive representation from Tracy Clarke for Weight Watchers</u></b></p> <p>Tracy confirmed that her questions had been answered under Item 3, Public Participation.</p>	
7	<p><b><u>To receive representation from Pat Smith for Womens Institute</u></b></p> <p>Initial questions were:</p> <p>1. When will the Town Hall be available to hire out to the WI and will you be issuing Corona virus guidelines for organisations using the Hall?</p> <p>A. Pat confirmed that her question had been answered under Item 3, Public Participation.</p> <p>2. We understand there are some proposals to expand the use of the Town Hall. The WI would like the Town Council to give an undertaking that the long-term users of the Hall, like the WI, will be taken into account in any future plans.</p> <p>A. Cllr Lightfoot confirmed categorically that the existing users of the Town Hall will be included in any future plans of the Town Hall. The Town Hall is a place for the community and there is no desire to stop any existing hirer using the Town Hall. The aim is to open the building up for more users.</p> <p>Additional question at the meeting</p> <p>3. Will the PA System be replaced as it causes difficulties at each meeting?</p> <p>A. Following the upgrade of the Town Hall electrics there is no perceived issues expected with the PA system however the works are still to be signed off and the PA function will be reviewed.</p> <p>4. Is there a Town Hall Strategy document available for public review?</p> <p>A. Cllr Lightfoot confirmed that the document was available on the Town Council website.</p>	
8	<p><b><u>To receive representation from Downham Market Amateur Dramatics Club (DADS) Chair, Ken Baxter, regarding December 2020 provisional booking and future plans</u></b></p> <p>Ken advised that the production of A Christmas Carol, which had been planned for December 2020 had been cancelled due to concerns over safety.</p> <p>Next year DADS would like to work closely with the Town Council on Show Cases, Busking opportunities and KIDDS activities. It is hoped that DADS can have a market stall and promote workshops. The licence for Adams Family has been extended and a production is planned for late September 2021 / early October 2021.</p> <p>Ken stated that DADS require the financial support of the Town Council as the</p>	

	<p>Covid restrictions meant audiences are reduced to a third and DADS could not continue to run performances in the Town Hall in line with the current pricing schedule.</p> <p>Ken raised concerns over the safety of the stage area mainly at the front, stage left, where temporary measures were put in place when a board failed. Cllr Pickering and Cllr Lightfoot confirmed that the works had been budgeted for and approved in April 2020 and were due to be undertaken.</p> <p>Ken queried if there were any plans to upgrade the back rooms / dressing rooms and toilet areas backstage. It was confirmed that these were under review.</p> <p>Ken advised that there had been a new Committee elected which was now robust and all previous concerns the Town Council may have had about DADS can be allayed.</p> <p>Cllr Lightfoot stated that she looks forward to working with DADS.</p>	
9	<p><b><u>To discuss the electrical works at the Town Hall</u></b></p> <p>The electrical works were still to be signed off but this is expected next week.</p> <p>Cllr Daymond requested to see the Specifications, Drawings, Variation Order Policy and asked if a Clerk of works and a Quantity Surveyor had been instructed to overview the works.</p> <p>Cllr Pickering confirmed that Cllr Daymond could see the requested documentation. He stated that a Clerk of works and a Quantity Surveyor were not deemed necessary for these works. Cllr Daymond disagreed with this assessment.</p> <p>Cllr Daymond is to liaise with the Town Hall Electrical Working Party to obtain the information he seeks.</p>	Cllr Daymond
10	<p><b><u>To discuss the Bar provision at the Town Hall and Best@Bars Contract</u></b></p> <p>Proposer Cllr Lightfoot                      Seconder Cllr Pickering</p> <p>“That the contract with Best@Bars be extended until 31 March 2021’</p> <p>All in favour</p>	Senior Administrator to issue contract
11	<p><b><u>To discuss the Town Hall Cleaning Programme</u></b></p> <p>Cllr Lightfoot confirmed that she will be monitoring the cleaning at the Town Hall. The Town Hall will receive a clean following the electricians handing over the keys. The building will then be redecorated and then deep cleaned to meet Covid Secure requirements.</p> <p>There are no external contractors planned for these works.</p>	

12	<p><b><u>To discuss funding sources for the Town Hall and to propose that Cllrs Westrop and Lightfoot meet to source grants and report back</u></b></p> <p>A discussion ensued as to whether external experts should be instructed. It was deemed that there was sufficient expertise within the Councillor pool of this group to complete the application and save losing approximately 33% of the funding in payment to outside assistance.</p> <p>Proposer Cllr Lightfoot                      Seconder Cllr Daymond</p> <p>“That Cllr Westrop and Cllr Lightfoot investigate possible grants and report back to the Strategy Group using the assistance of the clerk.’</p> <p>All in favour</p>	Cllr Westrop, Cllr Lightfoot & Senior Administrator
13	<p><b><u>To agree the Town Hall Terms and Conditions</u></b></p> <p>Proposer Cllr Lightfoot                      Seconder Cllr Daymond</p> <p>“That the updated Town Hall Terms and Conditions be agreed and remain under review as Government Guidelines change.’</p> <p>6 in favour      Cllr Daymond abstained</p>	<p>Receptionist to update Hallmaster</p> <p>Administrator to update Town Council website</p>
14	<p><b><u>To discuss conservation work on the Town Hall window frames</u></b></p> <p>The Senior Administrator confirmed she had liaised with the Conservation Support Officer, Jane Forder, at the Borough Council regarding what permission was required when maintenance is under taken on the Town Hall window frames.</p> <p>It was confirmed that photographic records were required of the works and as little timber as possible should be removed/replaced, to ensure the integrity of the building.</p> <p>3 suggested carpenters/joiners have been provided. Two have responded. Due to the access issues at the Town Hall the quotations could not be completed in full as both needed internal access. This is being arranged upon the electrical sign off being completed.</p> <p>This will be placed on the next Agenda.</p>	Senior Administrator
15	<p><b><u>To agree the date of the next meeting</u></b></p> <p>The date of the next meeting was deferred until the quotes for the Town Hall window frame were available. Cllr Lightfoot to call in conjunction with Senior Administrator.</p> <p>Cllr Lightfoot asked if the users would like a User Group meeting in January 2021 to discuss the re-opening of the Town Hall. It was agreed a meeting would be arranged towards the end of December 2020 to allow users to make arrangements with their managers / committees. Senior Administrator to review the Town Council diary and send a date to the users.</p>	<p>Cllr Lightfoot and Senior Administrator</p> <p>Senior Administrator</p>

	The meeting closed at 10:45 am.	
	<b>SIGNED</b>	<b>DATE</b>