

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF THE COMMUNITY DEVELOPMENT AND EVENTS COMMITTEE

15 NOVEMBER 2023 6pm

In the Town Council offices

	<p>Present Cllrs: Buxton (Chair) Leivers, Lane, Daymond, Westrop, Hobbs, Bet Moyses</p> <p>Tina Griffin – Deputy Clerk Jo Andrews – Administrator</p> <p>JR Light and Sound Holly Landscapes 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 Cllrs Lane and Leivers declared an interest in item 6.1 White Ribbon</p>
3	<p>To approve the minutes of the previous meeting of the Community Development & Events Committee held on 3 October 2023</p> <p>Proposed: Cllr Leivers Seconded: Cllr Moyses All In Favour ‘That the minutes of the Community Development Committee meeting held on 3 October 2023 be approved.’</p>
4	<p>Public Participation – 15 minutes allowed Two representatives from MADS described some proposed events for working jointly with the Council. It was suggested that one event could be used as a trial run subject to costings and budget implications and a review at the next meeting.</p>
5	<p>Question and Answer session with Borough Councillor Simon Ring Cllr Ring’s attendance had not been confirmed. The Deputy Clerk agreed to email him direct with invitation to the January committee.</p>
6	<p>To receive an update on progress with events and agree actions:</p>
6.1	<p>White Ribbon Day 25.11.23 – Cllrs Lane and Leivers confirmed that they are planning their fund raising activities for the 25th November market.</p>

6.2	<p>Christmas Light Switch On 26.11.23 – A discussion with Holly Landscapes and JR Light and Sound took place, confirming arrangements for the installation of the lights in town, the stage performances, and links with schools, with the Administrator also updating on the bookings and arrangements for the event, delivery of the Xmas tree etc. Cllrs Buxton and Leivers volunteered to decorate Santa’s grotto on Saturday 25th November.</p> <p>Cllr Buxton reiterated the importance of remaining at Event Control if scheduled to cover that role at the event.</p> <p>Proposed Cllr Leivers Seconded Cllr Lane All in favour ‘That schools be invited to bring homemade Christmas decorations to the Switch On event for hanging on the tree’</p>
6.3	<p>D Day Anniversary 6.6.24 It was agreed to widen the search for a choir.</p>
7	<p>To discuss and agree:</p> <p>7.1 Halloween 27.10.23 – this event was a great success. Some ideas for improvement next year include a colouring-in table for those waiting for facepainting and a rota/layout of games for all volunteers.</p> <p>7.2 Community Cinema 27.10.23 – the Halloween film attracted 18 people and raised around £34 in donations towards Christmas Lights.</p> <p>7.3 Remembrance Parade 12.11.23/Pause and Remember 11.11.23 – a review meeting will be held soon with the Joint Remembrance Committee and the outcomes fed back to Cllrs.</p> <p>7.4 Christmas Retailer Best Dressed Window competition –</p> <p>Proposed Cllr Leivers Seconded Cllr Buxton All in favour ‘That the Council run a Best Dressed Christmas Window competition with judging date 16th December 2023’</p> <p>Office to produce publicity and leaflets for distribution to businesses and retailers in town. One winner only this year - office to source trophy/shield.</p>
8	<p>To receive an update on the Community Hub grant The Deputy Clerk reminded Cllrs of the terms of the grant and confirmed that this has meant that an application this year would be inappropriate.</p>
9	<p>To receive an update on Tourism matters and agree actions Cllrs were advised that talks are underway with the Tourism Officer at the Borough Council regarding potential grant funding for small scale infrastructure projects in town.</p>
10	<p>To consider grant applications received and agree response</p>

10.1	<p>Melody Allsorts Downham – In considering the application MADS was commended for its inclusive approach to membership. Cllrs also considered the support already offered to the group in terms of discounted venue hire ie 30% discount on productions of 3 days or more. The Grants Policy precludes offering grants to projects already funded in some way by the Council. The earlier proposed joint events would entail financial support by the Council and members were concerned that this would count towards supporting the group and therefore have implications for the grant application.</p> <p>Proposed Cllr Westrop Seconded Cllr Hobbs 4 in favour, 2 against ‘That a decision on this grant application be deferred until more detailed costings are available for the potential joint event ideas, and the regulations about funding across 2 or 3 projects is clarified.’</p>
10.2	<p>To note the grant request from Downham Stow Cricket Club to be discussed at Full Council on 21 November 2023. This was noted.</p>
11	<p>To discuss the Love your Town Grant Scheme</p> <p>Cllrs discussed the scheme and the Dragon’s Den style competition. Discussion followed on the type of project which could be eligible including pop-up shops/huts on the Town Square. Cllr Moses highlighted a social media post which suggested that the Council might provide these. Issues of purchase cost, storage, maintenance etc were also raised but generally Cllrs felt this to be a good suggestion.</p> <p>Proposed Cllr Moses Seconded Cllr Westrop 5 in favour, 1 abstention ‘That a request be taken to Property Committee to explore the provision of pop-up shops/huts on the Town Square.’</p>
12	<p>To discuss the Tesco Stronger Starts Grant Funding Scheme</p> <p>Proposed Cllr Lane Seconded Cllr Buxton All in favour ‘That the administrative burden of the funding process compared with the potential outcome meant that an application would not be appropriate at this time.’</p>
13	<p>To agree date of next meeting – 9th January 2024</p>
	<p>Meeting closed at 7.45pm</p>
	<p>Signed _____ Dated _____</p>