

**DOWNHAM MARKET TOWN COUNCIL**

**MINUTES OF EXTRAORDINARY FULL COUNCIL MEETING HELD**

**Monday 02<sup>nd</sup> October 2023 at 7.00pm at the Town Council Offices**

	<p><b>Present</b></p> <p>Mayor / Chair – Cllr Doyle</p> <p>Cllrs Brewer, Buxton, Daymond, Hobbs, Incorvaia, Lane, Leach, Leivers, Lewis, B Moyses, S Moyses, Perkin, Pyatt, Sharman, Westrop &amp; Wiles (17)</p> <p>Town Clerk – Claire Dornan</p> <p>Borough Councillor Bullen</p> <p>0 Members of the Public were present</p>
<b>No.</b>	<b>Item</b>
1	<p><b><u>To receive Members’ Apologies for Absence</u></b></p> <p>Apologies were received from:</p> <p>Cllr Jordan – Family Commitment Cllr Marsay – Ill Health Cllr Tawfick – Personal Commitment</p> <p>These apologies were accepted.</p> <p>Borough Cllr Ratcliffe had also given apologies.</p>
2	<p><b><u>To receive Members’ Declarations of Interest</u></b></p> <p>No declarations of interest were made.</p>
3	<p><b><u>Public participation – 15 minutes allowed</u></b></p> <p>Cllr Bullen asked for permission to speak, if required, on agenda item 8 to provide any clarification which may be required. The Mayor agreed to this request.</p>

4	<p><b><u>To approve the minutes of the Full Council meeting held on Tuesday 19 September 2023</u></b></p> <p><b>Proposed Cllr Lane    Seconder Cllr Incorvaia</b></p> <p><b>‘To approve the minutes of the Full Council meeting held on Tuesday 19 September 2023.’</b></p> <p><b>All In Favour</b></p>
5	<p><b><u>To receive the recommendation from Human Resources Committee</u></b></p> <p>In the absence of the Chair and Vice Chair of the Human Resources Committee, Cllr Incorvaia gave an overview for the reasons for the recommendation.</p> <p>The Council are currently short of two budgeted members of staff, these included a Caretaker who was allocated 15 hours previously for work at the Jubilee Community Centre and 39 hours for a Maintenance Officer.</p> <p>The Maintenance Officer role had recently been offered following successful interview but was withdrawn on 10 August 2023 due to insufficient references, leaving the position vacant again.</p> <p>Following a review of the role, it was decided that maintenance was not the material requirement of the Council. The Council needs a full time Caretaker to open and close the Jubilee Community Centre and Town Hall, provide a meet and greet service, clean the premises and complete health and safety checks such as fire, emergency lighting, first aid and defibrillator check. This list not being exhaustive.</p> <p><b>Proposed Cllr Incorvaia    Seconder Cllr Sharman</b></p> <p><b>‘That it be recommended to Full Council that a Caretaker role be advertised, working 39 hours a week including 30-minute paid break, with the following shift pattern:</b></p> <p><b>Tuesday 2pm – 9pm</b>  <b>Wednesday 2pm – 9pm</b>  <b>Thursday 2pm – 10pm</b>  <b>Friday 4pm – 12:30am</b>  <b>Saturday 4pm – 12:30am</b></p> <p><b>The role will be subject to satisfactory references, medical and Enhanced DBS on spinal column point 10.’</b></p> <p><b>All In Favour</b></p>

6	<p><b><u>To discuss a contract for Building Maintenance and agree actions</u></b></p> <p>Further to agenda item 5, it had already been acknowledged that the Council has budgeted 15 hours for a Caretaker, solely for the Jubilee Community Centre and retained some of the budget by offering a new full time Caretaker role instead of a full time Maintenance Officer role which would now cover the Jubilee Community Centre.</p> <p>Due to the range of maintenance jobs required at the sites owned by the Town Council, Human Resources Committee had discussed agreeing a Facilities Maintenance Contract, separate to the existing Town Maintenance Contract.</p> <p>A Facilities Maintenance Contract would avoid the need for Council to purchase and store tools, which are rarely used and remove the expectation of untrained staff to perform the task of painter and decorator, or similar, which is a skilled role.</p> <p>It was suggested that a contract be prepared with an agreed hourly or daily rate and an agreed Service Level Agreement to complete roles which our current staff do not have the capacity to complete. This would also avoid the need to obtain 3 quotes for each and every job as the value of works would already have been ascertained.</p> <p><b>Proposed Cllr Incorvaia    Seconder Cllr Lewis</b></p> <p><b>‘That Property Committee agree a Facilities Maintenance Contract, following a period of advertisement on the Council website, noticeboards and Facebook.’</b></p> <p><b>All In Favour</b></p>
7	<p><b><u>To discuss the projection of sound within the Town Hall at future Full Council meetings and agree actions</u></b></p> <p>The Clerk discussed the options available with J R Light &amp; Sound, who are contracted to provide the existing live streaming until the end of the year, prior to the meeting. The contractor offered a system similar to the Borough Council that would work alongside the existing live streaming system at an additional cost of £100 + VAT per meeting.</p> <p><b>Proposed Cllr Leivers    Seconder Cllr Hobbs</b></p> <p><b>‘To approve the hire of the sound system recommended by J R Light &amp; Sound at a cost of £100 + VAT per meeting until the live streaming contract ends in December 2023.’</b></p> <p><b>14 In Favour</b></p> <p><b>3 Against – Cllrs Incorvaia, Lane &amp; Leach</b></p>

8	<p><b><u>To discuss registering a Community Right To Bid over the land at Ryston End and agree actions</u></b></p> <p>Cllrs discussed the potential future of the site at Ryston End. Cllrs would like to see the site used for a wide range of activities which is linked to the F2 status of the land rather than for residential housing which has been suggested by the existing owner to fund a Special Educational Needs School.</p> <p>The site, until recently, schooled many residents over the past 80 years and was the heart of the community and it is felt that a new building would not be required if the necessary maintenance was completed.</p> <p>The Sixth Form site at Ryston End closed in January 2022 and the building and land has laid dormant other than works completed to the old canteen block which was previously sold off for residential use and shows a precedent of intended purpose for the land.</p> <p>Cllrs believe that with the development of land around Downham Market and the increase in housing, that the site will become the central green space area in the next 3 to 5 years and it being essential that the green space be protected.</p> <p>Loss of this site to residential housing would be to the detriment to the community.</p> <p>The Memorial Field on Lynn Road appears to have had restrictions placed on it due to lease negotiations with the local football club which are already affecting the local community and creating much local upset.</p> <p>Some Cllrs raised concern over the unknown cost of the land and how Downham Market would raise the capital required.</p> <p>Cllr Leivers gave an overview of the Blue Bell Pub which is owned through shares. She believes that a similar model could be used to protect the land at Ryston End.</p> <p>It is not currently perceived that Downham Market Town Council would manage the ownership, or raise the capital through the precept. A Community Right To Bid allows the community time to raise the required capital. The Council could facilitate discussions.</p> <p>The Town Council has registered an interest in the land for allotment space with the Eastern Learning Alliance, New Road, Impington CB24 9LX via Simon Prior, Chair of Governors previously.</p> <p>It was suggested that Norfolk County Council be contacted to query land ownership and site transfer covenant.</p>
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	<p><b>Proposed Cllr Westrop    Seconder Cllr Daymond</b></p> <p><b>'To approve the Town Clerk to register the building and land known as the Sixth Form Centre, Ryston End, Downham Market, Norfolk PE39 9AY with the Borough Council of King's Lynn and West Norfolk under the Community Right To Bid Scheme.'</b></p> <p><b>All In Favour</b></p>
	Meeting closed: 7:35pm
	<b>SIGNED</b>
	<b>DATE</b>