

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 20th June 2023 at 7.00pm at the Town Hall

	<p>Present</p> <p>Mayor / Chair – Cllr Doyle</p> <p>Cllrs Brewer, Buxton, Daymond, Incorvaia, Jordan, Lane, Leach, Lewis, Marsay, B Moses, S Moses, Perkin, Pyatt, Sharman, Tawfick and Wiles (17)</p> <p>Town Clerk – Claire Dornan</p> <p>County Councillor – Tony White</p> <p>Borough Councillors – Bullen, Osborne and Ratcliffe</p> <p>11 Members of the Public were present</p>
Number	Item
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>Apologies were received from:</p> <p>Cllr Leivers – Family Commitment Cllr Westrop – Family Commitment</p> <p>These apologies were accepted.</p> <p>Note – Cllr Sullivan had resigned as a Cllr due to personal circumstances on 07 June 2023.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Jordan declared an interest in Agenda Item 10 – Payment of Bills</p>
003	<p><u>To receive Town Clerk Report & the Mayor’s Announcements</u></p> <p>The Town Clerk advised:</p>

	<ul style="list-style-type: none"> • of the closure at the Hollies Car Park due to resurfacing work taking place between 20 – 22 June 2023 and possibility into 23 June 2023. • Graffiti at the Skate Park • Mayor’s Coffee morning on 23 June 2023 in aid of The Air Ambulance • Live Tender for the Town Hall renovations • Rejection for West Norfolk UKSPF Grant Scheme for JCC equipment <p>The Mayor advised:</p> <ul style="list-style-type: none"> • Mayor’s Coffee morning on 23 June 2023 in aid of The Air Ambulance • Armed Forces Flag Raising 24 June 2023 at 10am • Royal British Legion Downham and District Branch Armed Forces Day Bike Ride - 24 June 2023 at 9am • Mayor’s Bingo is being organised in aid of The Air Ambulance • Mayor’s Quiz Night is being organised in aid of The Air Ambulance • Mayor’s Tea Dance in is being organised aid of The Air Ambulance • The Mayor will be at the Horticultural Show on Saturday 08 July 2023
004	<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 asked for support in clearing the footpath at Prince Henry Place. Cllrs Lane and Leach advised that they would assist Cllr White. It was acknowledged that this land did not belong to the Town Council.</p> <p>The footpath on London Road was also raised. This is not owned by the Town Council.</p> <p><u>Borough Councillors reports and questions</u></p> <p>Cllr Bullen advised that he has sent a report to the Town Clerk for circulation. The Town Clerk acknowledged receipt and advised due to the time of receipt the report had not been circulated prior to the meeting but would be circulated the following day.</p> <p>Cllr Bullen advised that Planning Enforcement had become involved in the Bridle Lane development.</p> <p>Cllr Osborne advised that he had been chosen for the Corporate Performance Panel at BCKLWN. Cllr Osborne advised that he had delivered BCKLWN Coronation Coins to Hillcrest & Denver VC Schools as there are no schools in his ward.</p> <p>Cllr Moses asked Cllr Osborne for an update on a pedestrian crossing on Bridge Street. Cllr Osborne advised he was still looking into it. The Town Clerk confirmed that this request had not been voted on by the Town Council.</p>

	<p><u>Police report</u></p> <p>There were no Police reports.</p> <p><u>Public Participation</u></p> <p>Mrs Sharp advised that Community Payback used to clear the hedges and trees at Prince Henry Place. Cllrs thanked Mrs Sharp for the information.</p>
005	<p><u>To receive Councillors Questions</u></p> <p>Cllr Buxton asked Council to join her in congratulating the Queen Elizabeth Hospital on the successful funding bid.</p> <p>An update was requested on the noticeboard for the 'Herb Estate.' The Town Clerk confirmed that it was in production stages.</p> <p>Cllr Wiles asked for background on the financial recharges from the Jubilee Community Centre (JCC). The Town Clerk confirmed that they related to the salary of the DMTC Caretaker who worked at the JCC site.</p>
006	<p><u>To approve the minutes of the Extraordinary Full Council meeting held on 06 June 2023</u></p> <p>Proposed Cllr Pyatt Seconder Cllr Lane</p> <p>'To approve the minutes of the Extraordinary Full Council meeting held on 06 June 2023.'</p> <p>All In Favour</p>
007	<p>To adopt the Terms of Reference for the following Committees:</p>
007.1	<p><u>Governance Committee</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Pyatt</p> <p>'To adopt the Terms of Reference of Governance Committee.'</p> <p>All In Favour</p>

007.2	<p><u>Human Resources Committee</u></p> <p>Proposed Cllr Marsay Seconder Cllr Incorvaia</p> <p>‘To adopt the Terms of Reference of Human Resources Committee.’</p> <p>16 In Favour</p> <p>1 Abstention - Cllr B Moyses</p>
007.3	<p><u>Property Committee</u></p> <p>Proposed Cllr Jordan Seconder Cllr Lewis</p> <p>‘To adopt the Terms of Reference of Property Committee.’</p> <p>14 In Favour</p> <p>3 Abstentions – Cllrs Daymond, S Moyses and Tawfick</p>
007.4	<p><u>Community Development Committee</u></p> <p>Proposed Cllr Buxton Seconder Cllr Lane</p> <p>‘To adopt the Terms of Reference of Community Development Committee.’</p> <p>All In Favour</p>
007.5	<p><u>Planning Committee</u></p> <p>Proposed Cllr Daymond Seconder Cllr Wiles</p> <p>‘To adopt the Terms of Reference of Human Resources Committee.’</p> <p>16 In Favour</p> <p>1 Abstention - Cllr Tawfick</p>
008	<p><u>To accept the minutes from the following Committees:</u></p>
008.1	<p><u>Downham In Bloom Committee – 27 March 2023, 24 April 2023 & 22 May 2023</u></p> <p>Proposed Cllr Daymond Seconder Cllr Lane</p>

008.2	<p>‘To accept the minutes of the meeting from Downham In Bloom Committee dated 27 March 2023, 24 April 2023 & 22 May 2023.’</p> <p>All In Favour</p> <p><u>Property Committee – 20 April 2023</u></p> <p>Proposed Cllr Jordan Seconder Cllr Leach</p> <p>‘To accept the minutes of the meeting from Property Committee dated 20 April 2023.’</p> <p>15 In Favour</p> <p>2 Abstentions – Cllrs S Moyses and Wiles</p>
008.3	<p><u>Community Development & Events Committee (Now Community Development Committee) – 04 April 2023</u></p> <p>Proposed Cllr Buxton Seconder Cllr Lane</p> <p>‘To accept the minutes of the meeting from Community Development & Events Committee dated 04 April 2023.’</p> <p>All In Favour</p>
008.4	<p><u>Human Resources Committee – 27 April 2023 & 01 June 2023</u></p> <p>Proposed Cllr Marsay Seconder Cllr Incorvaia</p> <p>‘To accept the minutes of the meeting from Human Resources Committee dated 27 April 2023 and 01 June.’</p> <p>14 In Favour</p> <p>3 Abstentions – Cllrs B Moyses, S Moyses and Wiles</p>
008.5	<p><u>Planning & Environment Committee (Now Planning Committee) – 28 February 2023, 28 March 2023, 04 April 2023, 11 April 2023, 25 April 2023 & 17 May 2023</u></p> <p>It was noted that the meeting on 04 April 2023 did not proceed and therefore did not require approval.</p> <p>Proposed Cllr Daymond Seconder Cllr Lewis</p>

008.6	<p>‘To accept the minutes of the meeting from Planning & Environment Committee dated 28 February 2023, 28 March 2023, 11 April 2023, 25 April 2023 & 17 May 2023.’</p> <p>All In Favour</p> <p><u>Finance Committee (Now incorporated into Full Council) – 29 March 2023</u></p> <p>Proposed Cllr S Moyses Seconder Cllr Wiles</p> <p>‘To accept the minutes of the meeting from Finance Committee dated 29 March 2023.’</p> <p>All In Favour</p>
008.7	<p><u>Governance Committee – 23 May 2023 & 06 June 2023</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Brewer</p> <p>‘To accept the minutes of the meeting from Governance Committee dated 23 May 2023 and 06 June 2023.’</p> <p>All In Favour</p>
009	<p><u>To adopt the recommendations from the Governance Committee</u></p>
009.1	<p><u>Standing Orders (Unchanged)</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Pyatt</p> <p>‘To adopt the current NALC Standing Orders for a further year, subject to regular review of statutory changes.’</p> <p>All In Favour</p>
009.2	<p><u>Financial Regulations</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr S Moyses</p> <p>‘To adopt the amended Financial Regulations, as recommended by Governance Committee.’</p> <p>All In Favour</p>

009.3	<p><u>Disciplinary Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Marsay</p> <p>‘To adopt the amended Disciplinary Policy, as recommended by Governance Committee.’</p> <p>All In Favour</p>
009.4	<p><u>Recruitment Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Marsay</p> <p>‘To adopt the amended Recruitment Policy, as recommended by Governance Committee.’</p> <p>All In Favour</p>
009.5	<p><u>Staff Absence Policy</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Marsay</p> <p>‘To adopt the amended Staff Absence Policy, as recommended by Governance Committee.’</p> <p>All In Favour</p>
010	<p><u>To agree payment of Bills</u></p> <p>Proposed Cllr Pyatt Seconder Cllr Lane</p> <p>‘To agree the payment of bills 1 – 217, as presented.’</p> <p>All In Favour</p> <p>Cllr Jordan did not vote as he had declared a pecuniary interest.</p>
011	<p><u>To receive Finance Update</u></p> <p>011.1 <u>Statements for all accounts</u></p> <p>Cllrs had received a copy of the Bank Statements for all accounts to 15 June 2023. There were no questions. The Bank Statements were accepted.</p>

011.2	<p><u>List of receipts</u></p> <p>Cllrs had received a copy of the receipts list from 1 – 196 prior to the meeting. There were no questions. The list of receipts were accepted.</p>
011.3	<p><u>VAT update</u></p> <p>Cllrs had seen from the Bank Statement that the Q4 2022/2023 VAT credit had been received. The Q1 2023/2024 VAT return was on course to be submitted ahead of the deadline. The VAT return was accepted.</p>
011.4	<p><u>Governance sample</u></p> <p>Cllr Incorvaia confirmed that a satisfactory Governance sample had been completed late May 2023, which was completed by herself and Cllr Pyatt.</p>
011.5	<p><u>Annual Insurance Renewal Quote</u></p> <p>The Town Clerk confirmed that the insurance quote was outstanding. An extraordinary meeting will be required upon receipt of the quote.</p>
012	<p><u>To receive and note the Annual Internal Audit Report</u></p> <p>Proposed Cllr Lane Seconder Cllr Daymond</p> <p>‘To accept the Internal Audit Report.’</p> <p>All In Favour</p>
013	<p><u>To approve the Annual Governance Statement (Section 1)</u></p> <p>Proposed Cllr Leach Seconder Cllr Daymond</p> <p>‘To approve the Annual Governance Statement Section 1.’</p> <p>All In Favour</p>
014	<p><u>To approve the Accounting Statement (Section 2)</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Lane</p> <p>‘To approve the Accounting Statement Section 2.’</p> <p>All In Favour</p>

015	<p><u>To agree the arrangements for the exercise of public rights</u></p> <p>Proposed Cllr Incorvaia Seconder Cllr Lane</p> <p>‘To agree the exercise of public rights period as 03 July 2023 until 18 August 2023.’</p> <p>All In Favour</p>
016	<p><u>To discuss Chance to help shape Downham Market cycling and walking route plans survey</u></p> <p>Cllr Incorvaia stated that she was an avid walker and cyclist and would like to be considered. Cllr Pyatt volunteered to assist.</p> <p>Proposed Cllr Doyle Seconder Cllr Daymond</p> <p>‘To agree that Cllrs Incorvaia and Pyatt complete the Downham Market cycling and walking route plans survey on behalf of Downham Market Town Council.’</p> <p>All In Favour</p>
017	<p><u>To receive SAM2 post quote and agree actions</u></p> <p>The Town Clerk advised that the SA M2post quotes had not been received and therefore this item was being withdrawn and would be discussed at the next meeting.</p>
018	<p><u>To adopt the recommendation from Property Committee</u></p> <p>018.1 Proposed – Cllr Jordan Seconded –Cllr Lane</p> <p>‘That Property Committee request approval from Full Council to make a CIL application under the Borough Council of King’s Lynn and West Norfolk’s scheme and match fund from the Town Council’s CIL fund to resurface the walkway [in the Memorial Garden].’</p> <p>Cllrs discussed the proposal. Cllrs Jordan and Lane confirmed that they were still proposing and seconding.</p> <p>All In Favour</p> <p>018.2 Proposed – Cllr Jordan Seconded –Cllr Sharman</p> <p>‘That Property Committee request approval from Full Council to use the Community Infrastructure Budget to complete the roadway [at the Jubilee Community Centre] .’</p>

	<p>Following completion of the Display Screen Equipment Workstation Assessment, it was apparent that the office did not meet the necessary HSE requirements.</p> <p>Quotes had been obtained and the following were suggested:</p> <p>HP Thunderbolt Docking Station - £200 + VAT x 4 24" Screen - £100 + VAT x 4 PC Build & configuration - £110 + VAT x 1 (Administrator) HP Probook 450 i5 16GB 256 GB - £675 + VAT x 1 (Administrator, existing laptop to go to Maintenance Team)</p> <p>Proposed Cllr Marsay Seconder Cllr Tawfick</p> <p>‘To approve the purchase of the required equipment.’</p> <p>All In Favour</p>
021	<p><u>To approve staff recruitment</u></p> <p>Proposed Cllr Marsay Seconder Cllr Buxton</p> <p>‘To approve the recruitment of a Maintenance Officer by Human Resources Committee.’</p> <p>All In Favour</p>
022	<p><u>To submit items for next agenda</u></p> <p>Cllrs requested the following items to be on the next agenda:</p> <ul style="list-style-type: none"> • Review of electrics for the market • SAM2 Posts <p>Cllr Tawfick asked that traffic management around Hillcrest School be reviewed. Cllr Tawfick to forward resident concerns to County Cllr White.</p>
023	<p><u>To confirm the date of the next Full Council meeting – 18 July 2023</u></p> <p>The meeting date was confirmed as Tuesday 18 July 2023 at 7pm in the Town Hall.</p>
	Meeting closed: 7:57pm
	SIGNED
	DATE