

DOWNHAM MARKET TOWN COUNCIL

MINUTES OF FULL COUNCIL MEETING HELD

Tuesday 05 November 2024 at 7.00pm at Downham Market Town Hall,

Bridge Street, Downham Market, Norfolk PE38 9DW

	<p>Present</p> <p>Mayor / Chair – Cllr Hobbs Deputy Mayor – Cllr Lane</p> <p>Cllrs Brewer, Buxton, Daymond, Dickson, Jordan, Leach, Leivers, Lewis, B Moyses, S Moyses, Perkin, J Pyatt, Sharman, Westrop & Wiles</p> <p>Naomi Peach arrived at 19:36 and accepted the position of Cllr – Agenda Item 19</p> <p>Town Clerk – Claire Dornan</p> <p>Borough Councillor Bullen</p> <p>4 Members of the public were present</p>
Number	Item
	<p>The Mayor reminded all attendees of the evacuation procedures and to turn mobile telephones to silent / switch them off.</p>
001	<p><u>To receive Members’ Apologies for Absence</u></p> <p>An apology was received from:</p> <p>Cllr C Pyatt – Ill Health</p> <p>This apology was accepted.</p> <p>Apologies were also received from County Cllr White and Borough Cllrs Osborne, Ratcliffe and Tyler.</p> <p>There are standing apologies for Cllr Doyle – approved 03 September 2024.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Jordan declared an interest in Agenda Item 013.4 – Bills for payment</p>

	<p>Cllr Lane declared an interest in Agenda Item 013.6 – Receipts List Cllr Wiles declared an interest in Agenda Item 013.4 – Bills for payment</p>
003	<p><u>To receive co-option nominations for East Ward vacancy and vote to co-opt a new Councillor</u></p> <p>Proposed Cllr Leivers Seconder Cllr Buxton</p> <p>It was resolved:</p> <p>‘That Naomi Peach be co-opted as a Councillor to East Ward.’</p> <p>All In Favour</p>
004	<p><u>To receive Town Clerk Report & the Mayor’s Announcements</u></p> <p>The Town Clerk thanked all those who assisted at the Halloween Event and reminded attendees of the Councillor Surgery on 08 November 2024.</p> <p>The Mayor held a 1 minutes silence in memory of Mrs Marion Hayes-Allen who died on 03 October 2024. The Mayor explained that Mrs Hayes – Allen was the Mayoress to the then Mayor, William Hayes-Allen, who held the office of Mayor between 2002 – 2003.</p> <p>The Mayor gave an overview of his engagements since the last Full Council meeting; Downham Town Football Club Sponsorship evening, Swaffham Town Council Full Council meeting, Justice Service, Open Mic Night (raising over £300), meeting with Terry Jermy MP, Poppy Shop Grand Opening, Denver Fireworks and the Town Council Halloween Event.</p> <p>The Mayor thanked the following people for their assistance at the Halloween Event; Sophie Lewis, Sky and Cieran Dornan, Staff, Cllrs Lane, Leivers, Wiles, Daymond and J R Light and Sound who went above and beyond as usual.</p>
005	<p><u>Public participation, written reports and written questions</u></p>
005.1	<p><u>County Councillor report and questions – Cllr Tony White</u></p> <p>Cllr White had given his apologies and was not present.</p>
005.2	<p><u>Borough Councillors reports and questions</u></p> <p>Cllr Bullen advised that he will send his written report on 06 November 2024. Cllr Bullen gave a brief verbal overview of his priorities.</p>

005.3	<p><u>Police report</u></p> <p>There was no Police representative in attendance.</p>
005.4	<p><u>Public Participation</u></p> <p>The members of public were invited to speak but did not wish to.</p>
005.5	<p><u>Correspondence</u></p> <p>There was no additional correspondence to report to Council.</p>
006	<p><u>To receive representation from Downham Town Football Club relating to funding opportunity and agree actions</u></p> <p>There was no representation from Downham Town Football Club present.</p>
007	<p><u>To approve the minutes of the Full Council meeting held on 01 October 2024</u></p> <p>Proposed Cllr Hobbs Seconder Cllr Lane</p> <p>It was resolved:</p> <p>‘To approve the minutes of the Full Council meeting held on 01 October 2024.’</p> <p>All In Favour</p>
008	<p><u>To accept the recommendations within the minutes for the following Committees</u></p> <p>008.1 <u>Business & Tourism Committee – 27 August 2024</u></p> <p>Proposed Cllr Leivers Seconder Cllr Buxton</p> <p>It was resolved:</p> <p>‘To accept the recommendations within the minutes of the Business & Tourism Committee dated 27 August 2024.’</p> <p>All In Favour</p> <p>008.2 <u>Governance & Finance Committee – 19 September 2024</u></p> <p>This item was withdrawn as the approval meeting on 31 October 2024 was cancelled as it was not quorate.</p>

008.3	<p><u>Property Committee – 12 September 2024</u></p> <p>Proposed Cllr Lewis Seconder Cllr Leach</p> <p>It was resolved:</p> <p>‘To accept the recommendations within the minutes of the Property Committee dated 12 September 2024.’</p> <p>All In Favour</p>
008.4	<p><u>Planning Committee – 17 September 2024 & 08 October 2024</u></p> <p>Proposed Cllr Daymond Seconder Cllr Wiles</p> <p>It was resolved:</p> <p>‘To accept the recommendations within the minutes of the Planning Committee dated 17 September 2024 & 08 October 2024.’</p> <p>All In Favour</p>
008.5	<p><u>Human Resources Committee – 16 September 2024</u></p> <p>Proposed Cllr Wiles Seconder Cllr Brewer</p> <p>It was resolved:</p> <p>‘To accept the recommendations within the minutes of the Human Resources Committee dated 16 September 2024.’</p> <p>All In Favour</p>
009	<p><u>To rescind the decision to form a Business & Tourism Committee on 07 May 2024 and create a Community Engagement Committee with the same membership and similar Terms of Reference only amending to include events.</u></p> <p><u>Requested by Cllrs Buxton, Daymond, Hobbs, Leivers and Wiles</u></p> <p>Proposed Cllr Hobbs Seconder Cllr Leivers</p> <p>It was resolved:</p> <p>‘To accept the recommendation as stated on the agenda.’</p>

	All In Favour
010	<u>To receive Outside Bodies Reports</u>
010.1	<p><u>Downham Market & Downham West Joint Burial Board – Cllrs Daymond & Westrop</u></p> <p>Cllr Westrop advised that the meeting had been enjoyable and interesting. Cllr Westrop explained that the board discussed the burial ground and footpaths. It was noted that the finances are tight but robust. The precept is due to be requested in one lump sum in future to assist with budgeting. The Levelling Up Grant, which Downham West Parish Council has applied for to complete works on Cemetery House, has been put on hold following the change in Government and it is currently unknown when this fund will reopen.</p>
010.2	<p><u>Safer Neighbourhood Action Panel (SNAP) – Cllrs Leivers & Wiles</u></p> <p>Cllr Wiles read a report relating to SAM2 which will be uploaded to the Town Council website. Cllr Wiles also reminded attendees of the next SNAP meeting.</p>
010.3	<p><u>100 Acre Charity – Cllrs Wiles & Daymond</u></p> <p>Cllr Wiles advised that the next meeting of the charity has not taken place and therefore a report will be made at the next Full Council meeting.</p>
011	<p><u>To agree that Cllr Lane and Cllr Westrop be a West Norfolk Youth Advisory Board representative on behalf of the Town Council</u></p> <p>Cllr Westrop gave an overview of her history with the West Norfolk Youth Advisory Board and the benefits to the Town Council of having representation on the board.</p> <p>Proposed – Cllr J Pyatt Seconded –Cllr Daymond</p> <p>It was resolved:</p> <p>‘That Cllrs Lane and Westrop represent the Town Council on the West Norfolk Youth Advisory Board.’</p> <p>All in favour</p>
012	<p><u>To accept the Love Your Town grant from Norfolk County Council and agree expenditure</u></p> <p>The Town Clerk had emailed members to obtain their agreement ahead of the Full Council meeting as the deadline for grant acceptance was 25 October 2024. This agenda item is to formally ratify the decision.</p>

	<p>Proposed – Cllr Hobbs Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That the Town Clerk be authorised to accept the Love Your Town grant for £999 and £1,000 for a Gingerbread themed family event and a RAF themed event.’</p> <p>All in favour</p> <p>The Mayor asked that a formal record of thanks be made to the Town Clerk for securing the funding.</p>
<p>013</p> <p>013.1</p> <p>013.2</p> <p>013.3</p>	<p><u>To agree finance matters:</u></p> <p><u>September 2024 Bank Reconciliation</u></p> <p>Proposed – Cllr Westrop Seconded –Cllr Wiles</p> <p>It was resolved:</p> <p>‘That The Mayor be authorised to sign the September 2024 Bank Reconciliation.’</p> <p>All in favour</p> <p><u>September 2024 Governance Sample</u></p> <p>Cllr Brewer advised that the sample had been completed on 15 October 2024 and all finding were satisfactory.</p> <p>Proposed – Cllr Brewer Seconded –Cllr Buxton</p> <p>It was resolved:</p> <p>‘That members accept the September 2024 Governance sample.’</p> <p>All in favour</p> <p><u>Actual V Budget Report to 30 September 2024</u></p> <p>Cllrs reviewed the first 10 Cost Codes.</p> <p>Proposed – Cllr Lane Seconded –Cllr Leach</p> <p>It was resolved:</p>

013.4	<p>‘That members accept the Actual V Budget statements and the commentary provided by the Town Clerk.’</p> <p>All in favour</p> <p><u>Bills For Payment</u></p> <p>Cllrs were sent the Bills for Payment list which included number 1 – 620 on 31 October 2024. It was noted that Governance & Finance Committee had approved up to payment 485 on 19 September 2024.</p> <p>Proposed – Cllr Hobbs Seconded –Cllr Buxton</p> <p>It was resolved:</p> <p>‘That the Bills for payment numbered 486 - 620.’</p> <p>15 in favour</p> <p>Cllr Jordan & Wiles did not vote as they had declared an interest.</p>
013.5	<p><u>Bank Statements</u></p> <p>Proposed – Cllr Hobbs Seconded –Cllr Lane</p> <p>It was resolved:</p> <p>‘That The Mayor be authorised to sign the Bank Statements from 01 September 2024 – 31 October 2024.’</p> <p>All in favour</p>
013.6	<p><u>Receipts List</u></p> <p>Cllrs were sent the Receipts List numbered 1 – 524 on 31 October 2024. It was noted that Governance & Finance Committee had approved up to receipt 377 on 19 September 2024.</p> <p>Proposed – Cllr Buxton Seconded –Cllr Leivers</p> <p>It was resolved:</p> <p>‘That the Receipts List numbered 378 – 524 be approved.’</p>

013.7	<p>16 in favour</p> <p>ClIr Lane did not vote as he had declared an interest.</p> <p><u>VAT Return</u></p> <p>ClIrs had been sent a copy of the VAT submission for the period 01 July 2024 – 30 September 2024 on 03 October 2024.</p> <p>Proposed – ClIr Hobbs Seconded –ClIr Wiles</p> <p>It was resolved:</p> <p>‘That the VAT submission be accepted, as per the submission.’</p> <p>All in favour</p>
013.8	<p><u>Business Credit Card</u></p> <p>The Town Clerk recommended that the Business Credit Card with a limit of £2,000 be closed as it is felt that this is an unauthorised lending facility. The Town Clerk confirmed that she had organised a debit card and this facility was working well and therefore the Business Credit Card had become redundant.</p> <p>Proposed – ClIr Brewer Seconded –ClIr Lane</p> <p>It was resolved:</p> <p>‘That the Business Credit Card facility be closed.’</p> <p>All in favour</p>
013.9	<p><u>Water Contract</u></p> <p>Following the tender by TUS Group, TUS Group gave the Council 3 options for a water contract. Their recommendation was Everflow for a period of 36 months on a tariff structure of separate wholesale and retail.</p> <p>ClIrs had been sent the outcome of the tender on 31 October 2024.</p> <p>Proposed – ClIr Leivers Seconded –ClIr Leach</p> <p>It was resolved:</p>

	<p>‘That the recommendation from TUS Group be accepted and the Town Clerk be authorised to sign the contract.’</p> <p>All in favour</p>
014	<p><u>To receive an update on 2025/2026 budget requests:</u></p>
014.1	<p><u>Business & Tourism Committee / Community Engagement Committee</u></p> <p>Cllr Leivers advised that the budget recommendations will be completed on 07 November 2024 as it had to be delayed pending the decision tonight.</p>
014.2	<p><u>Governance Committee</u></p> <p>Cllr Brewer advised that Governance Committee do not require a budget.</p>
014.3	<p><u>Property Committee</u></p> <p>Cllr Lewis advised that the budget recommendations will be completed on 14 November 2024.</p>
014.4	<p><u>Planning Committee</u></p> <p>Cllr Daymond advised that the Committee have recommended a budget of £200 to Full Council.</p>
014.5	<p><u>Human Resources Committee</u></p> <p>Cllr Wiles advised that the Committee had made its budget recommendations on 16 September 2024 requesting an increase of 10% on all lines.</p>
015	<p><u>To accept the External Auditors report</u></p> <p>Proposed – Cllr Brewer Seconded –Cllr Westrop</p> <p>It was resolved:</p> <p>‘That the Town Council accept the External Auditors report.’</p> <p>All in favour</p>
016	<p>To adopt the following policies:</p>
016.1	<p>Standing Orders – 1 Year</p>
016.2	<p>NALC Model Financial Regulations – 1 Year</p>

<p>016.3 016.4 016.5 016.6 016.7 016.8 016.9</p>	<p>Freedom of Information Policy – 3 Years CCTV & Surveillance Policy – 3 Years Data Protection Policy – 3 Years Information Security Policy – 3 Years Freedom of Information Policy – 3 Years Appraisal Policy – 3 Years Mayor Making Policy – 3 Years</p> <p>These agenda items were withdrawn as the approval meeting on 31 October 2024 was cancelled as it was not quorate and therefore the Governance Committee had not made their recommendations to Full Council.</p>
<p>017</p>	<p><u>To receive Parish Partnership correspondence relating to applications for 2025/2026 and agree actions (Deadline 06 December 2024)</u></p> <p>Proposed – Cllr S Moyses Seconded –Cllr Leivers</p> <p>It was resolved:</p> <p>‘That the Town Council make an application under the Parish Partnership Scheme for a vehicle activated sign (VAS) on the A1122, as discussed with the Norfolk County Council Highways Team.’</p> <p>16 in favour</p> <p>Cllr Jordan did not vote</p>
<p>018</p>	<p><u>To discuss how the Council can assist Downham Market becoming a Dementia friendly town and agree actions</u></p> <p>Cllr Westrop gave an overview of the project.</p> <p>Proposed – Cllr Westrop Seconded –Cllr Hobbs</p> <p>It was resolved:</p> <p>‘That the Town Council support the Downham Dementia initiative. Cllr Westrop to represent to the Town Council in any discussions and report back within 6 months providing an update on actions required.’</p> <p>All in favour</p>
	<p>Naomi Peach joined the meeting. Naomi signed the Acceptance of Office and joined the table as Cllr Peach.</p>

019	<p><u>To receive Councillor Questions</u></p> <p>There were no questions.</p>
020	<p><u>Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press</u></p> <p>Proposed – Cllr Hobbs Seconded –Cllr Westrop</p> <p>It was resolved:</p> <p>‘That members of the press and public be excluded whilst information pertaining to legal matters and staffing matter are discussed.’</p> <p>All in favour</p> <p>020.1 <u>To receive update relating to on-going legal action</u></p> <p>Cllrs were advised that there had been no correspondence received.</p> <p>020.2 <u>To receive an update on sale of 13 – 15 Paradise Road, Downham Market</u></p> <p>Cllrs discussed the draft contract.</p> <p>020.3 <u>Staffing matters</u></p> <p>There were no matters to discuss following the Human Resources Committee meeting earlier the same day.</p>
021	<p><u>To agree any actions required following discussions within confidentiality</u></p> <p>Proposed – Cllr Hobbs Seconded –Cllr Leach</p> <p>It was resolved:</p> <p>‘That the Town Clerk be authorised to sign the contract for the sale 13 – 15 Paradise Road on behalf of Council.’</p> <p>16 In Favour</p> <p>2 Abstentions – Cllrs Brewer & Peach</p>

022	<p><u>To note date of next Full Council meeting – Tuesday 14 January 2025</u></p> <p>The next Full Council meeting was confirmed as Tuesday 14 January 2025 at 7pm in the Grand Hall at Downham Market Town Hall.</p>
	Meeting closed: 7:42pm
	SIGNED
	DATE