

**Downham Market Town Council
Governance Meeting
Thursday 30 January 2025 at 7pm**

This meeting was held at:
Downham Market Town Hall, Bridge Street, Downham Market, Norfolk PE38 9DW

	<p>Present</p> <p>Committee Chair – Cllr Brewer</p> <p>Committee Members - Cllrs Buxton, Hobbs, Lane & Perkin</p> <p>Town Clerk – Claire Dornan</p> <p>There were no members of the public present</p>
	<p>The Chair thanked members for attending and advised them of the nearest fire exit from the Clock Room and the meeting location in the event of the alarm sounding; outside Coggles Funeral Directors.</p> <p>The Chair asked that phones be placed on silent or switched off.</p>
001	<p><u>To receive Members’ apologies for absence</u></p> <p>Cllrs J Pyatt and J Westrop gave their apologies due to ill health.</p>
002	<p><u>To receive Members’ Declarations of Interest</u></p> <p>Cllr Lane declared an interest in agenda item 004.4 as he is an allotment holder.</p> <p>Cllr Brewer declared an interest in agenda item 6 although it is not a pecuniary interest.</p>
003	<p><u>To agree the minutes of the meeting dated 21 November 2024</u></p> <p>Proposed – Cllr Brewer Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the minutes of the meeting dated 21 November 2024 be accepted as a true and accurate record of the meeting.’</p> <p>All In Favour</p>

004	<p><u>To discuss the following policies and make recommendations to Full Council, where appropriate:</u></p>
004.1	<p><u>Mayor Making</u></p> <p>Members considered the feedback of all members, including Cllr J Pyatt, who had made suggestions following the last meeting.</p> <p>It was agreed:</p> <ul style="list-style-type: none"> • That The Mayor should have served as a Councillor for a minimum of 2 years prior to applying for the position of Mayor, unless a new Council has been formed following election. • That the applicant should have an 80% attendance record for all summoned meetings. • That the applicant should have attended at least one Councillor Surgery a year. • That the applicant should have signed the Councillor Expectations Policy. • That a new Mayor should be expected to attend Chair Training. • That The Mayor should have no HR function i.e. not approving the Town Clerks additional hours, appraising the Town Clerk etc. • The Mayor and Deputy Mayor should be able to both wear their chains at the same function. • That a festive card should only be electronic and should show a picture of The Mayor at the Christmas Lights Switch On and give a list of the Council's achievements within The Mayor's first 6 months in office. • That The Mayor is expected to attend 80% of the Town Council's Civic Events, allowing for personal holidays. • That the office should manage the Council's website however The Mayor be allowed a quarterly newsletter, should they wish. • That Appendix 1 should be removed. <p>The Town Clerk was asked to amend the Mayor Making Protocol on this basis and correct any existing spelling and grammar issues. The updated version will be reviewed at the next meeting</p> <p>It was noted that Council will need to approve a budget for a Civic Mayor Making Event.</p>
004.2	<p><u>Risk Register</u></p> <p>Proposed – Cllr Brewer Seconded –Cllr Buxton</p> <p>It was resolved:</p> <p>'That the Risk Register be recommended for adoption, in line with the recommendation of the Internal Auditor.'</p> <p>All In Favour</p>

004.3	<p><u>Dementia Friendly</u></p> <p>Members agreed that the Council should start to draft a Dementia Friendly Policy.</p> <p>It was agreed that the Town Clerk should look initially at a Signage Policy for Council buildings.</p>
004.4	<p><u>Allotment</u></p> <p>Members agreed that the Council should be proactive in creating an Allotment Policy ahead of the release of plots on the Nightingale Estate.</p> <p>It was agreed that the Town Clerk should draft a policy with consideration given to:</p> <ul style="list-style-type: none"> • Eligibility criteria • Waiting List • Sheds • Provision of water • Insurance • Fencing • Plot size • Provision of toilets • Inspection schedules • Animal management • Annual fee
005	<p><u>To receive and agree actions:</u></p>
005.1	<p><u>Internal Audit</u></p> <p>Members received an update on progress made by the Town Clerk in actions requested by the Internal Auditor.</p> <p><u>Agreeing Payments</u> – Actioned successfully at the Full Council meeting on 14 January 2025.</p> <p><u>Making Payments</u> – Cllrs Lane and Wiles are successfully set up on Internet Banking. Bank signatories is an agenda item on the next Full Council meeting as other members have not been comfortable taking on the role of payment authoriser.</p> <p><u>Risk Register</u> – A recommendation has been made at this meeting.</p> <p><u>Asset Register</u> – The office working on this task.</p> <p><u>Investment Policy</u> – Members agreed that without a Business Plan, it is difficult to build an Investment Policy.</p> <p><u>Income</u> – This error has been corrected</p> <p><u>Expenditure</u> – This error has been corrected</p> <p><u>Budget Monitoring</u> – Actioned successfully at the Full Council meeting on 14 January 2025.</p>

005.2 **Jubilee Community Centre Fire Risk Assessment**

Action Plan 2024	Priority	By Whom	Date Completed
No actions required			

005.3 **Town Hall Fire Risk Assessment**

Action Plan	Priority	By Whom	Date Completed
2024 - Review the fire and smoke seals on the double swing doors.	High	Claire Dornan	
2024 – post a procedure in the refuge to show that it is safe and describe the actions to take	High	Claire Dornan	
Make the fire door to the refuge safe. The gaps must be 4mm or less, the door must self-close, latch and seal	Moderate	Claire Dornan	
Following the assessment and staff training, review the use of the sledge	Moderate	Claire Dornan	
Review the gaps in the building between the compartments. There were openings around the ducting from the corridor to the hall and other places. These should be sealed with intumescent silicone or other fire resistant material. Big gaps can be filled with rockwool.	Moderate	Claire Dornan	

The Town Clerk advised that a carpenter had been contacted to review all the doors.

The Town Clerk advised that a Refuge Policy has been drafted and is in the process of being reviewed by the Team.










The Town Clerk confirmed that the Team had received training on 10 December 2024 and it was agreed that the sledge posed Manual Handling Risks. This will only ever be used if the refuge is unusable and there is an immediate risk to life.

The Town Clerk advised that the gaps between compartments had been filled before Christmas by the Team.

005.4 **Town Hall Council Office Fire Risk Assessment**

Action Plan	Priority	By Whom	Date Completed
2024 - Review the fire and smoke seals on the fire doors.	High	Claire Dornan	

The Town Clerk advised that the contractor who completed the install on the new Town Council Office has been contacted to correct this issue.

005.5	<p><u>Paradise Road Fire Risk Assessment</u></p> <table><tr><th>Action Plan 2024</th><th>Priority</th><th>By Whom</th><th>Date Completed</th></tr><tr><td>No actions required, but check the premises regularly when not occupied</td><td></td><td></td><td></td></tr></table>	Action Plan 2024	Priority	By Whom	Date Completed	No actions required, but check the premises regularly when not occupied				
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005.6	<p><u>Health & Safety Audit</u></p> <table><tr><td>2</td><td></td><td>Immediate and urgent action required. Detailed on the Action Plan.</td></tr><tr><td>17</td><td></td><td>Further action is required to improve safety management. Detailed on the Action Plan.</td></tr><tr><td>62</td><td></td><td>Satisfactory, monitor and review on an on-going basis.</td></tr></table> <p>Members went through the audit line by line and were happy with the progress made. The two urgent items had been actioned and the 17 improvements had either been actioned or were in the process of being actioned by improved staff training.</p>	2		Immediate and urgent action required. Detailed on the Action Plan.	17		Further action is required to improve safety management. Detailed on the Action Plan.	62		Satisfactory, monitor and review on an on-going basis.
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006	<p><u>To receive update on sale of 13-15 Paradise Road and understand management of funds</u></p> <p>Members were advised that exchange and completion is due to take place on 31 January 2025. The Town Clerk requested guidance on where to store the funds until a suitable capital project is identified.</p> <p>Proposed – Cllr Lane Seconded –Cllr Perkin</p> <p>It was resolved:</p> <p>‘That the funds from the sale of 13-15 Paradise Road be transferred to a 90-day notice account within Lloyds Bank.’</p> <p>4 In Favour 1 Abstention – Cllr Brewer (Declared an interest)</p>									
007	<p><u>To agree date of next meeting – Scheduled 27 February 2025</u></p> <p>Members agreed that the next meeting will be held at the Town Hall on 27 February 2025 at 7pm subject to the outcome of the vote at Full Council on 04 February 2025.</p>									
	Meeting closed: 8:12pm									
	SIGNED									
	DATE									