

## DOWNHAM MARKET TOWN COUNCIL

### MINUTES OF THE COMMUNITY DEVELOPMENT AND EVENTS COMMITTEE

**4 JULY 2023 AT 6pm**

In the Town Council offices

	<p><b>Present</b>          Cllrs: Buxton (Chair) Leivers, Bet Moyses , Lane, Daymond          Tina Griffin – Deputy Clerk          Jo Andrews – Administrator</p> <p>2 members of the public</p>
<b>No</b>	<b>Item</b>
1	<p><b>To receive Members’ Apologies for Absence</b>          There were no apologies</p>
2	<p><b>To receive Members’ Declarations of Interest</b>          There were no declarations of interest.</p>
3	<p><b>To approve the minutes of the previous meeting of the Community Development &amp; Events Committee held on 6 June 2023</b></p> <p><b>Proposed:</b> Cllr Buxton      <b>Seconded:</b> Cllr Daymond      <b>All In Favour</b>          ‘That the minutes of the Community Development Committee meeting held on 6 June 2023 be approved with one amendment as follows:  <i><b>Item 1</b></i>  <i>Proposed Cllr Buxton      Seconded Cllr Daymond      All in favour</i>  <i>‘That Cllr Leivers be appointed Vice Chair of the committee’</i></p>
4	<p><b>Public Participation – 15 minutes allowed</b>          The members of the public confirmed they did not wish to speak.</p> <p>The following Cllrs raised matters as follows:          Cllr Leivers – would like to make more of an event on Armed Forces Day 2024          Cllr Lane – suggested coffee mornings to raise funds for the cinema – Cllr Daymond suggested sales of snacks and drinks at cinema showings to raise funds.</p>
5	<p><b>To revisit Standing Orders rules of debate</b>          The Deputy Clerk raised the matter of debate at Community Development Committee meetings. She had received a challenge about the minutes of the last meeting which she had been unable to verify. Members were reminded to indicate when they wished to speak and to avoid interrupting or speaking over each other.</p>

6	<p><b>To receive member resignation from the Committee and agree actions</b></p> <p>It was confirmed that Cllr Sharman had decided to withdraw from the committee, and with the resignation of Cllr Sullivan, this means the committee has two vacancies. To date, no other Cllrs have volunteered to join.</p> <p>The Chair asked the Deputy Clerk to send another email request out to Cllrs.</p>
7	<p><b>To receive an update on progress with events and agree actions:</b></p> <p><b>Community Fair 9.9.23</b> – the Administrator updated members on progress – invitations have been sent out and some responses had already been received. Posters and a Facebook post had been circulated.</p> <p>Cllr Leivers suggested that refreshments could be sold in aid of the Christmas Lights</p> <p><b>Proposed</b> Cllr Leivers                      <b>Seconded</b> Cllr Lane                      <b>All in favour</b></p> <p>‘That Cllr Leivers with another volunteer would run a refreshment stall at the Community Fair with funds raised reserved for Christmas Lights’</p> <p><b>Christmas event and tree</b> – the Deputy Clerk reported the feedback she had received from Borough with regards the height of the donated Christmas tree. Members discussed a possible second tree in Wales Court, subject to permission from the landowner.</p> <p><b>Halloween</b> – it was confirmed that this would run as previously with as many volunteers as possible being involved. Suggestions for an adult Halloween film were requested.</p> <p><b>Community Cinema</b> – the dates were confirmed as follows:  Marcel the Shell on 2<sup>nd</sup> August  Another older children’s film for 16th August – tbc – Cllr Buxton agreed to suggest two or three options  Man called Otto for 23<sup>rd</sup> August  It was confirmed that the projectionist is available for these dates, and Cllr Lane added that he would attend. Cllr Leivers volunteered apart from 2<sup>nd</sup> August.</p> <p>The Deputy Clerk asked for a steer about running <b>the Community Hub</b> again this winter. The general feeling was that it would be welcome but every week is probably too frequent – once a month between October and March was thought more manageable, run solely by volunteers. The Deputy Clerk said that it is not yet known if the Warm Space funding will be available again and she would report back when more information is known.</p>
8	<p><b>To review Civic and fundraising events for this Mayoral year and agree any actions</b></p> <p>Cllr Lane advised that Property Committee had agreed to up to ten bookings at the Town Hall free of charge for the Mayor to run fundraising events for his chosen charity.</p> <p>It was confirmed that the following are already being planned with support from the staff:  Coffee mornings – held on 23.6.23 with more to follow  Bingo – to be held on 9.9.23 and 20.10.23  Quiz – to be held on 22.7.23  Tea Dance – tbc</p>

	The Mayor has also confirmed he wishes to hold both a Mayor's At Home event and a Civic Service towards the end of his Mayoral term.
9	<p><b>To start planning for events in 2023/2024 including 80th Anniversary D Day on 6.6.24</b> Cllr Leivers suggested an enhanced Armed Forces Day event – tbc</p> <p><b>Proposed</b> Cllr Lane                      <b>Seconded</b> Cllr Buxton                      <b>All in favour</b> ‘That the Council join in the national commemoration of the 80<sup>th</sup> Anniversary D Day with Beacon Lighting and small scale event and that initial enquiries be made with the Rock Choir, cadets, RAF Marham and Nick Robinson for the lighting of the Beacon’</p>
10	<p><b>To discuss Norfolk Chamber of Commerce Engagement Focus Group - Friday 14<sup>th</sup> July at 9 – 10a.m</b> Cllr Lane volunteered to attend the focus group and report back at the next meeting.</p>
11	<p><b>To receive feedback from Meet the Funder event 26.6.23</b> No-one had been able to attend so there was no feedback.</p>
12	<p><b>To discuss tourism in the town and agree actions</b> Cllr Leivers summarised what has been achieved since her previous meeting with the Tourism Officer and confirmed that additions to the Town Maintenance contract schedule will include the carved wall on the Town Square.</p> <p>It was confirmed that the Chair, Vice Chair and Deputy Clerk will be meeting again with the Tourism Officer on 20<sup>th</sup> July 2023 to discuss further improvements.</p> <p>Cllr Leivers, as the Council's representative on the West Norfolk Tourism Forum agreed to report back following their meeting on 2<sup>nd</sup> August 2023.</p>
13	<p><b>To consider grant applications received and agree response.</b> <b>There were no new applications to consider.</b> The Deputy Clerk advised that an appeal against the committee's decision relating to the Festival Committee has been received and the Town Clerk had recently met with the organisers. She is going to explore with Property Committee how the Council might support the group's fundraising activities.</p>
14	<p><b>To discuss potential Community Plan and agree actions.</b> Members discussed the Community Action Norfolk report and agreed there was much to think about. The results of an Opportunities Downham Market online survey carried out in June 2021 were also discussed. It was agreed to revisit this matter at the next meeting.</p>
15	<b>Date of next meeting - 5<sup>th</sup> September 2023</b>
	<b>Signed</b> _____ <b>Dated</b> _____