

DOWNHAM MARKET TOWN HALL STRATEGY GROUP**RECORD OF MEETING HELD WEDNESDAY 28 APRIL 2021 AT 10:00 AM**

Those in attendance at the meeting were notified of the zoom procedures.
Members were reminded that they should have their mobile telephones turned off or switched onto silent mode.

		ACTION
	<p>Present:</p> <p>Chair – Cllr Groom</p> <p>Councillors - Daymond, Molyneux-Hetherington, Sharman, Westrop and Woodmin</p> <p>Town Clerk – Mrs E Oliver</p> <p>Assistant to the Clerk – Mr G Sparks</p> <p>Senior Administrator - Ms C Dornan</p>	
Notes	Cllr Pickering is no longer a member of the Town Hall Strategy Group. A vote of thanks was given by the members for all the hard-work and commitment he has given to the group.	
1	<p><u>To receive apologies for absence</u></p> <p>There were no apologies received.</p>	
2	<p><u>To receive declarations of interest</u></p> <p>Cllr Molyneux-Hetherington made a declaration as he is a Trustee of an existing user group of the Town Hall.</p>	
3	<p><u>To approve the notes of the meeting on 23rd March 2021</u></p> <p>Proposer Cllr Daymond Seconder Cllr Westrop</p> <p>‘That the notes of the meeting held on 23 March 2021 be duly approved.’</p> <p>All in favour</p>	
4	<p><u>To receive an update on meeting with Conservation Officer</u></p> <p>The Town Clerk and Senior Administrator gave an overview of their meeting with the Conservation Officers on Thursday 08 April 2021.</p> <p>The Officers had received a copy of the roof report and pictures of the Town Hall windows.</p>	

	<p>They confirmed that double glazing would not be appropriate under any circumstances and that a like for like frame replacement would be required if we could not make good.</p> <p>The Officers are excited about the vision for the Town Hall and are very supportive offering to attend any meetings with grant providers to provide support.</p> <p>They discussed the Architectural Heritage Fund and Heritage Lottery Fund and believe that the Town Hall would be received positively if an application were made. The Officers said it was imperative we worked closely with both funding providers and made each aware we were working with the other to receive as much support as possible.</p> <p>The Officers felt that all works should be on hold until the outcome of the Architectural Heritage Fund grant is known as work could be completed unnecessarily.</p> <p>Cllr Daymond asked whether secondary glazing could be considered on the existing windows. The Office will discuss this with the Conservation Officer.</p>	Town Clerk / Senior Admin.
5	<p><u>To receive an update on meeting with Architectural Heritage Fund representative</u></p> <p>The Town Clerk and Senior Administrator gave an overview of their meeting with the Architectural Heritage Fund Programme Officer, Laura Williams.</p> <p>The Senior Administrator had already circulated notes from the meeting to members with the agenda.</p> <p>Members agreed the underutilisation needed to be evidenced by calculating the percentage of use against the buildings availability and by reviewing the revenue v costs figures. It was also appropriate to submit photographs with the application.</p>	
6	<p><u>To receive an update on available grants</u></p> <p>The Senior Administrator confirmed an enquiry had been made to the Heritage Lottery Fund and was following this up.</p>	Senior Admin.
7	<p><u>To receive an update on the consultation</u></p> <p>The Town Clerk had forwarded a document to all Cllrs ahead of this meeting and gave an overview.</p> <p>The Borough Council have an outside agency available to consult the residents of Downham Market on programmes of learning that they may find helpful such as CV assistance, re-skilling or suit hire for interviews.</p> <p>If a need is found, the Town Council would facilitate the sessions and they would become an anchor service in the Town Hall.</p> <p>The Town Clerk has a further meeting to discuss this with the Borough Council on 28.04.2021 (PM)</p>	

	<p>The members were in support of this, subject to there being no cost implications to the Town Council.</p> <p>The Chair thanked the Town Clerk for her hard-work and enthusiasm.</p>	
<p>8</p>	<p><u>To discuss Town Hall Terms and Conditions and Charging Policy</u></p> <p>Cllr Molyneux-Hetherington left the meeting due to work commitments at 10:34am</p> <p>Proposer Cllr Daymond Seconder Cllr Sharman</p> <p>‘That the Charging Policy be approved as presented, that the Booking Form be approved subject to a lighter shade of green being used and the Terms and Conditions be approved with amendment to phrasing of nudity clause, bad language clause, security requirement and the addition of no vaping.’</p> <p>All in favour</p> <p>Nudity clause to allow life drawing classes. A review of wording from similar venues is to be undertaken as phrasing needs careful consideration. Security required for all parties and large-scale events. Unnecessary bad language to be avoided. No smoking to include No vaping. FOC to be amended to Free of Charge.</p> <p>The members will review the new Terms and Conditions prior to publishing them.</p>	<p>Senior Admin.</p>
<p>9</p>	<p><u>To confirm the date of the next meeting</u></p> <p>The next meeting was confirmed as Wednesday 26th May 2021 at 10am.</p> <p>The meeting closed at 10:47 am.</p>	
	<p>SIGNED</p>	<p>DATE</p>