

**DOWNHAM MARKET TOWN HALL COMMITTEE**

**MINUTES OF MEETING HELD WEDNESDAY 25<sup>TH</sup> JULY 2018 AT 7:00PM**

Present:	The Mayor & Chairman	D J Sharman
	The Deputy Mayor	J W Doyle
	Councillors	F E Daymond
		A D Stacey
		R Turner
	Acting Town Clerk	Mrs N Westwood
	Members of the public	0

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Council Offices.

Those in attendance at the meeting were asked to ensure that their mobile telephones were switched off or placed in silent mode.

**1519. To receive Members' apologies for absence**

Apologies were received from Cllrs' Fox (Holiday), Pegg (Dentist visit-unwell) and Ross (illness).

The apologies were accepted.

**1520. To receive Members' declarations of interest**

There were no declarations of interest.

**1521. To approve the minutes of the meeting held on Wednesday, 27<sup>th</sup> June 2018 (Pages 6124 – 6126)**

**Proposed – Cllr Stacey**

**Seconded – Cllr Turner**

**'That the minutes of the Town Hall Committee meeting held on Wednesday, 27<sup>th</sup> June 2018 (Pages 6124 – 6126) be accepted as a true and accurate record.'**

**All in favour**

**Public Participation**

There were no members of the public in attendance and the Chairman ascertained no councillor wished to address the committee in such a capacity, accordingly the Chairman resumed the meeting.

**1522. To receive Councillors' questions**

Cllr Stacey *Q: Why is the push button for disabled access on the Town Hall entrance door not working?*

A: The button seems to be intermittent and can stop functioning when the button is pushed but people still push on the door. The Clerk will ask the General Maintenance Supervisor to investigate this.

*Clerk*

**1523. To approve the payment of Town Hall Committee Bills**

A list of bills had been circulated (Appendix 1).

**Proposed – Cllr Turner**

**Seconded – Cllr Stacey**

**‘That the Town Hall Committee bills be paid as per the attached schedule.’**

**All in favour**

**1524. Maintenance Reports**

**a. Ongoing Maintenance and repairs schedule**

**i. Update from General Duties Officer**

Nothing to update.

**ii. Food Safety Hygiene Assessment**

Another assessment has been carried out by the inspector recently and the comments were as follows; “The kitchen was in a good state of repair. Temperature records have been seen for the fridge – good. The inside of kitchen cupboards requires a clean. Otherwise no concerns.”

The Chairman has been checking the kitchen on a regular basis, the General Maintenance Officers have suggested building a partition on castors to cover the area that has been being used to store chairs. The General Maintenance Officers have been tasked to obtain a price for materials.

**iii. Emergency Exit Door**

General Maintenance Officer Mr Errington has carried out the necessary repairs. This item can now be removed from the agenda.

**iv. Air Conditioning in the Assembly Room**

The Air Conditioning has been installed. Perfect timing for the weather we have been experiencing, it is working well, even when the room has been filled with people. This item can now be removed from the agenda.

**v. Town Hall Doors**

Due to the joiner having an accident with a machine and his fingers, the doors have been delayed by two weeks.

**vi. Drapes**

The drapes are due to be installed on Tuesday, 28<sup>th</sup> August 2018. All General Maintenance Officers have been asked to be in the Town Hall for the installation, so they can see how the drapes are put up. The drapes will be available for the Wedding Show being held on 23<sup>rd</sup> October 2018.

**1525. Cinema – Attendances of previous showings (April 2015 to date)**

Members received an attendance report (Appendix 2). Mrs Westwood gave a brief overview on the recent attendances.

The films for the coming months have been selected and a request has been sent to Moviola who will notify what films we should expect for which months.

**1526. To receive update on the usage of the Town Hall (April 2014 to date)**

Members received a usage report (Appendix 3). Mrs Westwood gave a brief overview. It was noted that hours usage for the Assembly room in June had a substantial increase.

Cllr Daymond would like to report that over the past week Downham in Bloom seed trays and containers have been on display in the Clock Room. The General Maintenance Officers were very helpful over this period. Members commented that the overall attitude of the staff was great, and that Mr Gaskell has given a boost in morale since his employment.

**1527. To receive request from Downham Amateur Dramatic Society**

Members had a lengthy discussion regarding the request. Overall it was felt that they could not set a precedent. The storage would not be for small items but much larger items including truss, scenery and even an orchestra pit.

**Proposed – The Chairman, Cllr Sharman**

**Seconded – Cllr Turner**

**‘That DADS be charged the usual rate for the Grand Hall whilst their equipment is in the room. They may use behind the stage curtains for storage free of charge.’**

**All in favour**

**1528. To receive and consider Financial Report**

Month 3 figures were circulated (Appendix 4). Cllr Stacey gave a commentary.

The Cleaning & Equipment budget line is rather high for month 3, coming in at 68.3%. The Clerk commented that the carpet and upholstery clean could have been taken from this budget line in error. The Clerk will investigate.

*Clerk*

**1529. To discuss any urgent items notified to and agreed by the Chairman prior to the meeting**

At a recent meeting in the Town Hall drinking glasses and jugs were required but hardly any could be found. Items keep going missing from the Town Hall. The General Maintenance Officers will be tasked to do an inventory of what is in the Town Hall. One of the kitchen cupboards should be locked and inside there should be drinking glasses, jugs, crockery etc and users have to ask for the items they need. This way, the General Maintenance Officers can keep a check of who last used items and if they were returned unbroken and the correct quantity.

If after the inventory is complete and the Town Hall is lacking in glasses and jugs, then some should be purchased using emergency expenditure.

The Chairman thanked everyone for attending and closed the meeting at 7:35pm.

**Chairman**

**Date**