

DOWNHAM MARKET TOWN HALL COMMITTEE
MINUTES OF MEETING HELD WEDNESDAY 29th AUGUST 2018 AT 7:00PM

Present:	The Mayor & Chairman	D J Sharman
	The Deputy Mayor	J W Doyle
	Councillors	F E Daymond
		J K Fox
		R Turner
	Deputy Town Clerk	Mr R A Davidson
	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.

1530. To receive Members' apologies for absence

Apologies were received from Cllrs' Pegg (unwell) and Stacey (family).

The apologies were accepted.

1531. To receive Members' declarations of interest

There were no declarations of interest.

1532. To approve the minutes of the meeting held on Wednesday, 25th July 2018 (Pages 6154 – 6156)

Proposed – Cllr Turner

Seconded – The Deputy Mayor Cllr Doyle

'That the minutes of the Town Hall Committee meeting held on Wednesday, 25th July 2018 (Pages 6154 – 6156) 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.

1533. To receive Clerk's report

In a verbal report the Deputy Clerk raised the following two matters:

The family of the late Cllr Marion Ross have booked the Town Hall for her memorial service.

Proposed – The Mayor Cllr Sharman

Seconded – Cllr Fox

'That in recognition of the late Cllr Marion Ross's contribution to this Council no charge be levied for the Memorial Service'

All in favour

Cont'd....

The Deputy Clerk circulated draft copies of revised Town Hall booking forms prepared by the Acting Clerk Mrs Westwood, and for comparison purposes copies of the existing documentation; explaining the draft format used considerably less paper and was more customer friendly whilst other improvements such as room layouts and additional facilities have been added.

Members broadly welcomed the improvements and agreed to take the draft copies away for further inspection and were invited to liaise with the clerk with any further suggestions.

It was agreed to keep this item for the next agenda.

1534. To receive Councillors' questions

There were no such questions raised.

1535. To approve the payment of Town Hall Committee Bills

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

Proposed – Cllr Daymond

Seconded – Cllr Turner

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

All in favour

1536. Maintenance Reports

a. Ongoing Maintenance and repairs schedule

i. Emergency Light Quote

Following a recent inspection, a need has been identified to replace 14 LED Bulk Head lights, 3 Twin Head Spots and 1 5ft 6” Batten light. The Operations & Maintenance Supervisor had been tasked with investigating if battery operated units were a more cost-effective option, but enquiries rendered this not to be so.

Members acknowledged the obligatory need for the lighting.

Proposed – Cllr Fox

Seconded – The Mayor Cllr Sharman

‘That the Committee accepts the quotation received authorising this work to proceed’

All in favour

ii. Town Hall Doors

These have now been delivered and are awaiting fitting. They are due to be stained prior to fitting.

iii. Drapes

These had been installed yesterday and those who had seen them agreed they were magnificent.

iv. Flagpole

The Chairman Cllr Sharman advised that following an inspection in advance of repainting the flagpole, it was found that rot was widespread, necessitating a new flagpole.

In discussion members agreed that whilst the cost was unexpected, there was an expectation the town hall has a flagpole facility.

Proposed – Cllr Daymond

Seconded – Cllr Fox

‘That the Committee agrees to spend up to £300 on a new flagpole and fittings’

All in favour

1537. Cinema – Attendances of previous showings (April 2015 to date)

Members received an attendance report (Appendix 2). Cllr Fox gave a brief overview on the recent attendances and advised members that with effect from the October film, there would be both a matinee and evening show.

1538. To receive update on the usage of the Town Hall (April 2014 to date)

Members received a usage report (Appendix 3). The Clerk gave a brief overview.

1539. To receive and consider Financial Report

Month 4 figures were circulated (Appendix 4). The Clerk gave a commentary.

Members were advised that a Cleaning Equipment line had been added as requested. Members were reminded that although the Repairs/Maintenance line had incurred significant expenditure thus far; much of this was a result of the recently commissioned drapes and oak doors which, at the end of the financial year, as agreed, will be drawn down from earmarked reserves.

1540. To discuss any urgent items notified to and agreed by the Chairman prior to the meeting

The Chairman advised members of a complaint received from Norfolk Ceremony Team regarding a recent wedding, suggesting lapses in the Responsible Person’s duties. This is currently under investigation. Members were reassured to understand the issues had occurred before the arrival of the wedding party; and had been raised by the Ceremony Team and not the wedding guests themselves.

The Chairman thanked everyone for attending and closed the meeting at 7:50pm.

Chairman

Date