

DOWNHAM MARKET TOWN HALL COMMITTEE

MINUTES OF MEETING HELD WEDNESDAY 24TH JULY 2019 AT 10:00AM

Present:	Chair	E Lightfoot
	Councillors	C Bulley A Pickering D Sharman
	Senior Administrator (Clerk)	Ms C Dornan
	Members of the public	0

Those in attendance at the meeting were notified of the emergency evacuation procedure from the Town Hall Assembly Room.

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

1723. To receive Members' apologies for absence

The Mayor, Cllr Hayes, Cllr Lawson and Cllr Shippey gave their apologies due to work commitments. Cllr Daymond gave his apologies due to ill health.

1724. To receive Members' declarations of interest

There were no declarations of interest.

1725. To approve the minutes of the meeting held on Wednesday 26th June 2019 (pages 6515 – 6520)

Proposed – Cllr Pickering

Seconded – Cllr Lightfoot

'That the minutes of the Town Hall Committee meeting held on Wednesday 26th June 2019 (pages 6515 – 6520) be accepted as a true and accurate record.'

2 in favour

2 abstentions due to not being present at the meeting

1726. Public Participation

There were no members of the public in attendance and the Chair ascertained no councillor wished to address the Committee in such a capacity.

1727. To receive Clerks Report

The Clerk advised that there was no report on this occasion.

1728. To receive Councillors' questions

There were no Councillor questions.

1729. To approve the payment of Town Hall Committee Bills

A list of bills had been circulated (Appendix 1)

Proposed – Cllr Lightfoot

Seconded – Cllr Pickering

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

All in favour

1730. To receive and consider Financial Report and aged debtor report

The Clerk advised that the Financial Report had been reviewed by Finance & General Purposes Committee on 23 July 2019 and there were no concerns raised.

There are currently no aged debtors.

1731. To receive an update from Human Resources Committee regarding Lone Working considerations and staff training

Cllr Pickering advised that the Human Resources Committee were continuing to discuss Lone Working Policy requirements and advised some background to the discussions.

The Committee discussed out of hours telephone contact for staff working outside of Office Hours in circumstances where they have difficulties and require support.

The Committee asked the Clerk to obtain costs for Personal Attack Alarms.

The position regarding training remained as per the meeting report on 26 June 2019. The Acting Town Clerk had discussed the outstanding position with the staff on 23 July 2019. The Committee asked that all training be completed within the next month.

1732. To discuss on-going maintenance and repairs schedules, legionella report and fire inspection

The Clerk advised that the Maintenance Supervisor had raised an issue with fraying drape ropes.

Proposed – Cllr Lightfoot

Seconded – Cllr Sharman

‘That the Town Hall Committee approve the purchase of a replacement rope bail at a maximum cost of £150.00.’

All in favour

The Committee were advised that there had been a water leak within the pipe in the upstairs female toilets. The issue had been resolved however re-painting was required downstairs where the water had caused damage to the downstairs ladies’ toilet.

1733. To discuss alternatives to fire alarm contract

The Clerk advised that two potential providers had been contacted and they had chosen not to quote.

The Clerk was asked to continue to attempt to obtain quotes.

1734. To receive update on mixed recycling bin trial

The Committee were advised that there had been no current issues raised by the Maintenance Supervisor presently.

It was agreed to discuss item 1741 at this point in the meeting.

The Clerk advised that as the vote for the recycling bin had been taken under Clerk's report and it had not been specifically on the agenda, the Acting Town Clerk had asked for the vote to be completed again.

Proposed – Cllr Lightfoot

Seconded – Cllr Pickering

'That the Town Hall Committee approve the purchase of a mixed recycling bin for a 3-month trial period to assess recycling rates in the Town Hall.'

All in favour

1735. To receive downstairs kitchen refurbishment quotations

Cllr Lightfoot advised that she had received 3 quotes.

The quotes were £22K, £17K and £13K.

It was agreed to discuss item 1740 at this point in the meeting.

Cllr Lightfoot discussed the Grant opportunities to enable the Council to run Community lead functions which involved liaising with the local allotments and teaching children and adults to cook healthy, locally sourced / grown food.

Proposed – Cllr Lightfoot

Seconded – Cllr Pickering

'That the Town Hall Committee request the Clerk to submit a grant application for the use of developing a Community Kitchen.'

All in favour

1736. To receive upstairs kitchen refurbishment quotations and funding donation

Cllr Lightfoot advised that a personal donation of £1,000 had been offered by Tony White for the redevelopment of the upstairs kitchen.

Proposed – Cllr Lightfoot

Seconded – Cllr Pickering

'That the Town Hall Committee would like to accept the offer of £1,000 in return for a small plaque as a memorial to a family member; wording to be agreed with Tony White.'

All in favour

Proposed – Cllr Lightfoot

Seconded – Cllr Pickering

'That the Town Hall Committee approve the purchase of kitchen furniture, paint and decorating material up to the cost of £1,000 and for work to commence upon receipt of the donation from Tony White.'

All in favour

1737. To discuss future Music Event

Cllr Lightfoot advised that she is continuing to investigate the cost of local bands.

1738. To receive an update on usage of the Town Hall and feedback forms

The Clerk advised that usage remains constant and there were 4 feedback forms which were all positive.

1739. To discuss user focus group

The Clerk advised that the feedback from users on forming a user focus group had been positive.

Proposed – Cllr Lightfoot

Seconded – Cllr Pickering

‘That the Town Hall Committee hold a Town Hall User Focus Group on Wednesday 18 September 2019 at 10am.’

All in favour

The Clerk was asked to facilitate this meeting.

Cllr Sharman asked that an open day be arranged to promote the Town Hall to new users. It was agreed this would be placed on the agenda for the next meeting and an aim would be to complete the event in the New Year. It is envisaged that the maintenance works would then be complete and potential users would be given a tour of the facilities.

Cllr Lightfoot asked that an agenda item also be added for the next meeting to discuss creating a Town Hall Plan.

1740. To discuss grant funding

This item was discussed under 1735.

1741. To confirm proposal for recycling bin at the Town Hall

This item was discussed under 1734.

The Chair thanked everyone for attending and closed the meeting at 10:47am.

Chair

Date

Actions Required

The Clerk was asked to:

- Obtain costings in relation to installing a Panic Alarm System
- Facilitate the purchase of replacement drape ropes
- To continue to obtain quotes to fulfil requirements of fire report
- To continue to seek quotes for a new fire alarm contract
- To submit a grant application to support a Community Kitchen
- To contact Tony White to discuss his donation and arrange a commemorative plaque
- To facilitate a Town Hall User Focus Group meeting on Wednesday 18 September 19

The Acting Town Clerk was asked to:

- Ensure all staff training is completed by 24 August 2019

Items for the next agenda:

- Town Hall promotion
- Town Hall Plan