

**DOWNHAM MARKET TOWN HALL COMMITTEE****MINUTES OF MEETING HELD WEDNESDAY 27<sup>TH</sup> FEBRUARY 2019 AT 7:00PM**

Present:	The Mayor & Chair The Deputy Mayor Councillors	D Sharman J Doyle F Daymond J Fox E Lightfoot R Turner
	Senior Administrator (Clerk)	Ms C Dornan
	Non Committee Member	Cllr Pickering
	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.

**1628. To receive Members' apologies for absence**

Apologies were received from Cllr Pegg (ill - health) and Cllr Stacey (family)

These apologies were accepted.

**1629. To receive Members' declarations of interest**

There were no declarations of interest.

**1630. To approve the minutes of the meeting held on Wednesday 30<sup>th</sup> January 2019 (pages 6340 – 6342)**

Proposed – Cllr Turner

Seconded – Cllr Fox

**'That the minutes of the Town Hall Committee meeting held on Wednesday 30<sup>th</sup> January 2019 (pages 6340 – 6342) be accepted as a true and accurate record.'**

**All in favour**

**1631. 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.

**1632. To receive Clerks Report**

The Clerk advised the Committee that due to a member of the Maintenance Team's absence the Portable Appliance Testing was outside the Council's Yearly Schedule. It was due in January 2019. The Clerk has checked with the H&S Executive and the Council's Insurance provider and both have confirmed that due to the nature of the work of the Council the PAT is only required every 5 years so we are meeting legal requirements. The PAT will resume once the member of staff returns.

The Clerk advised that the Fire Risk Assessment had been completed at the Town Hall on 21 February 2019 and there were actions points raised.

**Proposed – The Mayor, Cllr Sharman**

**Seconded – Cllr Fox**

**'That the Town Hall Committee agree to employ the services of Steward Safety Supplies to conduct an annual Fire Extinguisher service and a sign survey. The Committee agree to action being taken by the Clerk where legally required to'**

**All in favour**

The Clerk advised the Committee that the Water Heater had failed in the Town Hall on 25 February 2019 and that there was no hot water available in the toilets. Hand Sanitiser had been purchased as an immediate solution.

A quote had been received for £1490.50 to purchase a new Water Heater however the lead in time was 2 weeks plus.

**Proposed – Cllr Turner**

**Seconded – Cllr Lightfoot**

**'That the Town Hall Committee employ a plumber to attempt to fix the Water Heater immediately and to purchase a new Water Heater up to the value of £1490.50 plus VAT.'**

**All in favour**

The Clerk asked for guidance on the hire charge for the drapes as feedback recently had been that the current charge of £362.50 was too expensive to many hirers and therefore they were getting limited use.

**Proposed – The Deputy Mayor, Cllr Doyle**

**Seconded – Cllr Turner**

**'That the Town Hall Committee reduce the hire fee to £250.00 including VAT with immediate effect for new hirers with a view to review the pricing structure again in the future once further feedback or hire data was available.'**

**6 in favour**

**1 Not in favour**

**1633. To receive Councillors' questions**

There were no Councillor questions.

**1634. To approve the payment of Town Hall Committee Bills**

A list of bills had been circulated (Appendix 1)

The Clerk advised that the Rechargeable Batteries purchased on January 2019 bills were for remote controls used by the maintenance team.

The Committee asked for the description on the CTS bill to be annotated to make clear the works involved with the repair to the Intruder Alarm System caused by the Water Heater failure.

The Committee asked the Clerk to investigate if an insurance claim could be made in relation to the Water Heater failure and the damaged caused to the Intruder Alarm system.

**Proposed – The Mayor, Cllr Sharman**

**Seconded – Cllr Fox**

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

**All in favour**

**1635. To receive and consider Financial Report (Month 10) and aged debtor report**

The figures for Month 11 (Appendix 2) were discussed which included the Month 10 figures as there had been a recent uplift in receipts which the Clerk felt the Committee may be interested to see.

The Committee were pleased to see the uplift in income. The expenditure was as expected.

The Committee were advised that the only aged debts (2) related to the complaint subject to negotiations. This is to be discussed at year end if it remains outstanding.

The Committee were reminded that there was one security fee still awaiting recovery and had been discussed and chased on multiple occasions. This is to be discussed at year end if it remains outstanding.

There is one hire which will occur prior to payment which is subject to a Purchase Order.

There are no new bad debts. Cllr Fox asked that the Clerk be commended for her efforts.

**1636. Maintenance Reports - Ongoing Maintenance and repairs schedule**

The Committee discussed the works required to the Assembly Room wall. The Clerk was asked to remind the maintenance team this was now due.

The Committee discussed the new electric requirements following the refurbishment.

**Proposed – Cllr Lightfoot**

**Seconded – Cllr Daymond**

**‘That the Town Hall Committee employ an electrician to provide sufficient electric power to support the items due to be purchased.’**

**All in favour**

**1637. To receive update on the usage of the Town Hall and feedback forms**

Bookings were discussed and usage is due to improve based on deposits received for Q2 & Q3 of 2019.

There were no feedback forms to discuss. Clerk to ensure these are being supplied to hirers.

**1638. To approve the purchase of kitchen equipment**

The Clerk had provided suggestions prior to the meeting for a new cooker, new plate warming facility and teapots for the Committee to review.

**Proposed – The Deputy Mayor, Cllr Doyle**

**Seconded – Cllr Turner**

**‘That the Town Hall Committee purchase a Lincat Silverlink 600 Electric Oven Range ESLR9C at a cost of no more than £1,523.98 including VAT.’**

**6 in favour**

**1 Not in favour**

**Proposed – The Mayor, Cllr Sharman**

**Seconded – Cllr Lightfoot**

**‘That the Town Hall Committee purchase a Cater Cook CK8080 Double Door Plate Warmer at a cost of no more than £408.00 including VAT.’**

**All in favour**

**Proposed – The Mayor, Cllr Sharman**

**Seconded – Cllr Turner**

**‘That the Town Hall Committee purchase 4 teapots at a cost of no more than £5.99 per teapot.’**

**All in favour**

The Clerk was asked to ensure that all personal effects of staff are removed from the Town Hall Main Kitchen with immediate effect and stored in the upstairs kitchen either in the lockers or kitchen cupboards. All breaks are to be taken in the upstairs kitchen going forward if staff are remaining on site.

A asset log is to be used going forward to check in / out all items on hire.

The Committee authorised Cllr Lightfoot to seek 3 quotes for refurbishing the kitchen.

**1639. To approve the purchase of a heater for the Clock Room**

The Committee discussed the recent feedback that the Clock Room was sometimes too cold when hired.

The Clerk was asked to investigate this further and review the existing functionality of the thermostat controls.

It was felt that a heater would become a health and safety risk.

**1640. To receive an update on usage of the Town Hall and feedback forms**

The Committee had discussed the usage of the Town Hall within the earlier Financial Report.

The Clerk confirmed that there were no feedback forms to share with the Committee.

The Committee asked the Clerk to contact a recent hirer and ask their experience of their hire and the outcome for their event.

**1641. To receive request from Downham Market Round Table**

The Committee were agreeable to an alcohol festival being held in the Town Hall.

The Committee asked the Clerk to contact the local neighbourhood policing team to obtain their agreement that a Town Hall hirer on a specific date could use the Town Square on the understanding that the function had been barriered and sufficient security were on site.

The Committee asked the Clerk to confirm that Best@Bars were agreeable to such an event as our DPS.

**1642. To discuss advertising – Mrs Tina Griffin**

The Committee commended Mrs Griffin for the work she had already put into the advertising material. They asked that the Clerk feedback queries on line spacing, request additional pictures and request a few minor amendments to the wording. They asked that the Clock Room be added to the wedding literature.

The Committee asked for some marketing literature be drafted to cover each room individually.

**1643. To discuss fundraising – Cllr Lightfoot**

Cllr Lightfoot appraised the Committee of the Music Festival developments.

A joint fundraising venture was suggested and this was broadly welcomed by the Committee.

The Committee asked that each event be approved by the Committee prior to proceeding with the idea.

**1644. To discuss issuance of Cinema Advertising Invoices**

The Clerk advised that the annual cinema advertising invoices were out of sync.

Cllr Fox explained the background to the advertising at the Town Hall cinema.

The Committee agreed that invoicing would be suspended and would begin again on 01 April 2019.

The Committee asked that Mrs Griffin advise the community via Facebook that there is the opportunity to purchase advertising space at the Town Hall Cinema at an annual cost of £10.00.

**1645. To receive an update on Cinema attendance at showing in January 2019**

Cllr Fox advised the Committee that 67 tickets were sold for the January 2019 cinema showing of Mama Mia. There were 48 guests in the afternoon showing and 19 guests in the evening showing.

The next Town Hall cinema is 28 February 2019 entitled The Children Act.

The Committee discussed the Youth Council request for a Children's Cinema.

Cllr Fox advised the Committee of historic attempts to arrange this. In 2017 a showing of Beauty & the Beast was shown and there were 29 in attendance and all of whom were adults.

At a Halloween showing of Casper (the friendly ghost) only 6 children attended.

The Committee felt that they could not commit to a regular event but suggested the JCC Management Committee may wish to explore the opportunity.

The Chairman thanked everyone for attending and closed the meeting at 8:30pm.

**Chairman**

**Date**