

DOWNHAM MARKET COMMUNITY DEVELOPMENT COMMITTEE
MINUTES OF MEETING HELD WEDNESDAY, 3rd OCTOBER 2018 AT 7.00PM

Present:	The Mayor	Cllr D Sharman
	The Vice Chairman	Cllr A Pickering
	Councillors	Cllr R Horne
		Cllr R Turner
		Cllr J Woodmin
	Non Committee Cllr	Cllr F Daymond
	Borough Councillor	Cllr J Westrop
	Deputy Town Clerk	Mr R A Davidson
	Administrator	Mrs T Griffin

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

Members were asked to ensure that their mobile telephones were either switched off or on silent mode.

1208. To receive Members' apologies for absence

Apologies had been received from the Chairman Cllr Hobbs (holiday), The Deputy Mayor Cllr J Doyle (ill-health), Cllrs' Groom (family ill-health) and Reed (ill-health).

The apologies were accepted.

1209. To receive Members' Declarations of Interest

There were no such declarations of interest.

1210. To approve the minutes of the Community Development Committee meeting held on Wednesday, 05th September 2018

Proposed: Cllr Turner

Seconded: The Mayor Cllr Sharman

‘The minutes of the Community Development Meeting held on Wednesday, 05th September 2018 be accepted as a true and accurate record’

All in favour

Public Participation

The Chairman suspended the meeting for public participation.

There were no members of the public in attendance and the Chairman ascertained that no Councillor wished to speak in that capacity.

Accordingly, the Chairman resumed the meeting.

1211. Update on the Swan Youth Centre

With the agreement of those present the Chairman changed the order of business so that items 11 and 12 could be received next.

Cllr Westrop gave a presentation updating Councillors on the background, current situation, and future challenges to the Swan Youth Centre and its current premises (Appendix 1). After discussion concerning attendance numbers and possible alternative sources of funding, all agreed to take the report to Full Council inviting Borough Councillor Westrop to make the presentation to a wider audience.

1212. Update on Downham Market Arts

Cllr Westrop updated Councillors on progress with the Fear in Fens event, the Beastly Monsters event, and advised that John Peel's Shed will be visiting Downham Market near Christmas.

1213. To receive Clerk's report

The Deputy Clerk invited discussion and decisions on the following:

Battle's Over nationwide evening event 11.11.18. The Clerk reminded councillors that Council had already committed to this event and he believed it appropriate that any costs be budgeted against the Town Events budget line. This course of action was agreed.

Your Local Paper Annual Business Supplement. The Deputy Clerk reported that the publication has offered the Town Council space in their upcoming supplement at a cost of £299 for a full page, or £169 for a half page advertisement. After discussion Councillors agreed to take a full page to publicise the facilities on offer at the Town Council venues and if space permits, the upcoming events. It was agreed that, subject to the Town Hall Committee's agreement, costs could be shared with their Town Hall Promotion budget line.

Community Fair 3/11/18. The Deputy Clerk requested Councillors to consider if this event should go ahead in light of the Bridge Street Surgery event on 19/10/18, and the Community Wellbeing event on 5/11/18. Following discussion, it was agreed that the event should be held on 3/11/18 but councillors understood the potential implications.

Proposed: The Vice Chairman Cllr A Pickering

Seconded: The Mayor Cllr Sharman

'That the Community Fair be organised; reverting to it's former name and that staff support and publicity be put in place.'

1214. To receive Councillor's Questions

There were no questions.

1215. To approve the payment of the Community Development Committee bills

A list of bills had been circulated (Appendix 2).

Proposed – Cllr Turner

Seconded – The Mayor Cllr Sharman

'That the Community Development Committee bills be paid as per the attached schedule.'

All in favour.

1216. To receive minutes from the Sub-Committees of this Committee:

a. Events Sub-Committee

Cllr Turner requested staff support for the production of a poster for the Halloween Fun Day on 26/10/18 and for booking the fairground ride, the Public Address system and organising appropriate publicity. This was agreed.

b. Water Festival Sub-Committee

The 2018 Water Festival had convened a debrief meeting, and The Mayor Cllr Sharman explained that the anticipated budget had been considerably exceeded. The sub-committee had agreed to review the budget but had agreed that the format and date of the event be unchanged.

c. Christmas Lights Sub-Committee

This Sub-Committee will be meeting on 10/10/18 to progress the organisation of this event.

1217. To receive a proposal for a sub-committee to be set up to develop the Downham Market Music Festival

The Vice Chairman Cllr Pickering reminded members this idea had been enthusiastically endorsed at the last meeting. He produced a sub committee terms of reference (Appendix 3).

Proposed: The Vice Chairman Cllr Pickering

Seconded: Cllr Woodmin

‘A Downham Market Music Festival sub-committee consisting of Cllrs Hobbs, Pickering, Woodmin, and Emily Lightfoot and Nico Dobben be convened, chaired by Cllr Hobbs’

1218. Town Council Website

The Deputy Clerk advised that enquiries are in hand and that an update would be available at the next meeting.

1219. To receive a report from West Norfolk Tourism

Cllr Daymond advised members that there had been no further meetings of West Norfolk Tourism to report.

1220. To receive and consider Financial Report

The Deputy Clerk referred to the budget statement (Appendix 4) previously circulated and councillors discussed the need for 2019 -2020 budget provision considerations to be underway. Cllr Pickering advised that in future those committees wishing to be allocated financial support, could be required to present a business case to assist the Finance & General Purposes Committee in prioritising expenditure.

1221. To discuss any urgent items notified to and agreed by the Chairman prior to the meeting

There were no such items.

The Vice Chairman thanked everyone for attending and closed the meeting at 8:32pm.

Chairman

Date