

**DOWNHAM MARKET TOWN COUNCIL MEETING**  
**MINUTES OF MEETING HELD TUESDAY 21<sup>ST</sup> MAY 2019 AT 7:00PM**

Present:	The Mayor	R L Hayes
	Councillors	F E Daymond
		J W Doyle
		J Groom
		E Hendry
		R A C Hepworth
		R Horne
		E Lightfoot
		B Molyneux-Hetherington
		A Pickering
		C Pyatt
		D J Sharman
		J Woodmin
	County Cllr	A White
	Borough Cllr	S Patel
	Acting Town Clerk	Mrs N Westwood
	Deputy Clerk	Mr R A Davidson
	Administrator	Mrs T Griffin
	Public	2

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 notified that mobile telephones should be turned off or switched to silent mode for the duration of the meeting.

**3841. To receive Members' Apologies for Absence**

Apologies for absence had been received from Cllr Lawson (work) and Borough Cllrs' Bullen and Ratcliffe. The apologies were accepted.

**3842. To receive Members' Declarations of Interest**

There were no such declarations.

**3843. To approve the minutes of the Full Council meeting on Tuesday 09<sup>th</sup> April 2019 (pages 6416 – 6421)**

The minutes of the Full Council meeting on Tuesday 09<sup>th</sup> April 2019 (pages 6416 – 6421) were accepted as a true and accurate record.

**Adjourn meeting for public participation and reports**

The Mayor, Cllr Hayes, adjourned the meeting.

**Police report** – No Police representative present

**County Councillor report and questions**

Cllr White had nothing to report as he had given a full report at the previous evening's Annual Town Meeting.

Cllr Hendry asked if there had been an updated with the Network Improvement Strategy? Cllr White will investigate.

### **Borough Councillors report and questions**

Cllr Patel is new in office and therefore has nothing yet to report. He was congratulated upon his election to office and encouraged to be a voice for Downham Market.

### **Public Participation**

There were two members of the public present, both confirming their wish to observe rather than participate. No members wished to address the committee in such a capacity.

Accordingly, the Mayor resumed the meeting.

### **3844. To receive Councillors' Questions**

There were no such questions.

### **3845. To adopt the Standing Committee Minutes of:**

#### **Community Development Committee**

**Proposed – Cllr Pickering**

**Seconded – Cllr Lightfoot**

**‘Community Development Committee meeting of Wednesday 03<sup>rd</sup> April 2019 (pages 6412 – 6415) - as approved be adopted’**

**All in favour**

#### **Finance & General Purposes Committee**

**Proposed – Cllr Pickering**

**Seconded – Cllr Hendry**

**‘Finance & General Purposes Committee extraordinary meeting of Monday 11<sup>th</sup> March 2019 (pages 6386 – 6387) and meeting of Tuesday 26<sup>th</sup> March 2019 (pages 6399 – 6402) - as approved be adopted’**

**All in favour**

#### **Property Committee**

**Proposed – Cllr Pyatt**

**Seconded – Cllr Daymond**

**‘Property Committee meeting of Tuesday 19<sup>th</sup> March 2019 (pages 6395– 6398) – as approved be adopted’**

**All in favour**

**3846. Payment of Bills**

There were no bills for approval.

**3847. Clerk's Report**

The Clerk advised members that co-option vacancy notices will be displayed around town as of Friday.

**3848. To receive update regarding the Town Crier**

Enquiries have revealed that Ray Wales is currently in his 24<sup>th</sup> year of service as the official Town Crier, having been Festival Town Crier for a number of years previously. It was therefore agreed appropriate to wait until 2020 to formally mark the occasion.

**3849. To discuss Deputy Mayoral nomination process**

**Proposed – Cllr Hendry**

**Seconded – Cllr Horne**

**‘For an amendment to the motion for a Councillor to be nominated this evening.’**

**All in favour**

**Proposed – Cllr Hepworth**

**Seconded – Cllr Sharman**

**‘That Cllr Groom be Deputy Mayor for 2019/2010’**

**All in favour**

No other nominations were received and, following a unanimous vote, Cllr Groom was duly elected.

**3850. To receive Town Council Bank Reconciliation**

The Mayor adjourned this item to go before the Finance & General Purposes Committee and then back to Full Council.

**3851. To discuss Norfolk & VE Day 75 Initiative**

The Acting Town Clerk informed councillors that an email had been received from Her Majesty's Pageant Master, Bruno Peek LVO OBE OPR, inviting the Town Council to organise an event to celebrate/commemorate the 75<sup>th</sup> anniversary of VE Day on 08<sup>th</sup> May 2020. Councillors agreed to be a part of the anniversary.

**3852. To receive applications and appoint Human Resources**

Five applications had been received and resumes had been circulated prior to the meeting. There had been one late application, members felt that this application should not be considered. Councillors were given voting slips and appointed Human Resources members as follows: Cllrs' Doyle, Lightfoot, Pickering, Pyatt & Sharman.

**3853. To receive an update from the Neighbourhood Plan Committee**

Cllr Hendry advised the committee were still awaiting the external consultant's report.

**3854. To receive report from the Network Improvement Strategy Working Party**

Cllr Hendry advised that the committee is still awaiting information from NCC.

**3855. To report from the Website Implementation Sub Committee**

Cllr Hendry advised that the site is looking very good and is a big improvement. Dates have been circulated for Councillors to attend a photo call for their individual professional photos to be placed on the website to accompany their biographies, which she encouraged members to complete as quickly as possible.

**3856. To receive report on the Downham Market Festival**

Cllr Pickering informed members that the Festival commences next week, and everything is in hand. Programmes have been distributed. The Town Council will be having a float and any help would be appreciated.

**3857. To receive report on the Joint Burial Board**

As Mr Fox had not produced a report for this meeting, it was believed this was due to there being no new updates.

**3858. To receive report on the Twinning Club**

The Deputy Mayor, Cllr Groom gave a report and a brief outline of what the club does and its history for new councillors. Cllr Groom stressed the importance of the Twinning Club and reminded councillors that it is a civic responsibility.

**3859. To receive report on the Jubilee Community Centre**

Cllr Sharman had nothing new to report, he had given a report at last night's meeting. Cllr Sharman is hoping to push for additional hirers. Money is still very much required for the re-development.

**3860. Human Resource Committee – Verbal Report**

There was no such verbal report.

**3861. Mayor's Announcements**

The Mayor advised that as this is her first week in office, she did not have anything to report. There is an event being held in the Town Hall by Community Action Norfolk, Age UK and Creative Arts East where they will be discussing volunteering. The Mayor felt this may be of some interest to councillors and further details will be circulated to all via email.

**3862. To receive confidential Human Resources Committee Report**

**Proposed – The Mayor, Cllr Hayes**

**Seconded – Cllr Pyatt**

**'To invoke Standing Order 3d, that in view of the confidential nature of the business about to be transacted, namely staff, it is advisable in the public interest, that the public and/or the press be temporarily excluded, and they are instructed to withdraw.'**

**All in favour**

*At this juncture, those members of staff in attendance left the room.*

Members received an update on the Acting Clerk/Town Clerk position.

The meeting came out of confidentiality.

The Chairman thanked members for their attendance and closed the meeting at 8:03pm

**Chairman**

**Date**