

DOWNHAM MARKET COMMUNITY DEVELOPMENT COMMITTEE
MINUTES OF MEETING HELD WEDNESDAY, 7th NOVEMBER 2018 AT 7.00PM

Present:	The Mayor	Cllr D Sharman
	The Deputy Mayor	Cllr J Doyle
	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
	Clerk	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.

1222. To receive Members' apologies for absence

Apologies had been received from the Chairman Cllr Hobbs (abroad on family business), and Cllr Groom (family ill-health). The apologies were accepted.

Cllr Reed did not attend the meeting.

1223 To receive Members' Declarations of Interest

There were no such declarations of interest.

1224 To approve the minutes of the Community Development Committee meeting held on Wednesday, 03 October 2018

Proposed: Cllr Turner

Seconded: The Mayor Cllr Sharman

‘The minutes of the Community Development Meeting held on Wednesday, 3rd October 2018 be accepted as a true and accurate record’

All in favour

1225 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.

1226 To receive Clerk's report

The Clerk highlighted the Town Council's Your Local Paper Business Supplement article and the good coverage of the Halloween Fun Day event in the main newspaper. She confirmed that the cost of £299 will be covered by this committee and the Town Hall Promotion budget line.

1227 To receive Councillor's Questions

In response to a question from Cllr Daymond, the Clerk agreed to liaise with the Eastern Daily Press to encourage wider coverage of future town events.

1228 To approve the payment of the Community Development Committee bills

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

Proposed – The Mayor Cllr Sharman

Seconded – Cllr Horne

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

All in favour.

1229 To discuss the Community Development Standing Committee Budget for 2019 - 2020

The Chairman, Cllr Pickering introduced this item, providing a commentary on each budget line.

<u>Expenditure</u>	<i>2018/2019 budget</i>	Proposed 2019/2020 budget
<u>Website</u>	<i>£500</i>	£500

Members acknowledged that this figure reflects the ongoing maintenance charge for the current website and not the cost of a new website.

<u>Youth Council</u>	<i>£1000</i>	£500
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Members discussed re-establishing the Youth Council (see also item 11) and agreed that this would be a good way of engaging with young people in the town and contributing to the National Curriculum ‘citizenship’ theme. They recognised that provision should be also made for contributing to Youth Projects and agreed to create a new budget line as follows:

<u>Youth Projects</u>	<i>0</i>	£500
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<u>Water Festival</u>	<i>£6,500</i>	£6000
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Members discussed and agreed that whilst the event generates some income, the Town Council should be prepared to underwrite the full cost should the weather prevent good attendance.

<u>Town Events</u>	<i>£4,300</i>	£7000
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Members decided that provision should be made to account for expenditure on the Music Festival planned for September 2019. This is subject to approval at Finance Committee in light of a cost-benefit report from Cllrs Pickering and Woodmin. Cllr Pickering noted that whilst the Town Council would contribute to the launch and establishment of the Music Festival, the longer term aim is that it be run independently and budget provision could be reduced in subsequent years.

<u>Income</u>	<i>2018/2019 budget</i>	Proposed 2019/2020 budget
<u>Christmas Lights Stalls</u>	<i>0</i>	£500

Members acknowledged that this event has historically generated income of around £500.

<u>Town Promotion/Events Income</u>	<i>£0</i>	£0
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Members recognised the benefits of town events are not always in terms of income generated and agreed a nil figure.

Water Festival Income	£6,500	£3,500
Halloween Event Income	£0	£0
Water Festival Grant BC	£1,200	£1000

Members agreed that the above budget lines (1204, 1213, and 1217) should be merged under the Town Promotion/Event line to reflect income received from all town events. They wished to be more circumspect with regards anticipated income from the Water Festival and reduced the income figure to £3,500. Similarly, they anticipated that the grant from the Borough Council would likely be reduced next year. Cllr Pickering advised that there would potentially be income from the Music Festival, but that it was too early to suggest a figure.

Proposed – Cllr Pickering

Seconded – The Deputy Mayor Cllr Doyle

‘Expenditure for the Community Development Committee for 2019/2020 will be £14,500

Income for the Community Development Committee for 2019/2020 will be £5,000.

Net Expenditure over Income – £9,500

That the budget be accepted by this Committee.’

All in favour.

1230 To receive minutes from the Sub-Committees of this Committee:

a. Events Sub-Committee

There was nothing new to report.

b. Water Festival Sub-Committee

The Clerk confirmed that a two-year contract exists with Gable Events and that 2019 would be the second year of the contract. Members confirmed their intention to stage the Water Festival in 2019, and authorised the raising of the necessary Purchase Order.

c. Christmas Lights Sub-Committee

This Sub-Committee will be meeting on 14/11/18 to finalise the organisation of this event.

d. Music Festival Sub-Committee

The Sub-Committee has held two meetings, with another planned for 12/11/18.

1231 Town Council Website

The Clerk advised that enquiries are in hand and that the various options for a new website would be considered at the next full Council meeting.

1232 To consider a request from Nelson Academy to re-start the Youth Council.

Members discussed the Youth Council under item 7, and agreed that the Clerk would contact Nelson Academy to ensure that the format meets curriculum requirements. She would extend the invitation to Hillcrest Primary School and make contact with the Pastoral Lead at Downham Market Academy to see how we can involve them.

1233 To consider a request from the Borough Council to join the Love West Norfolk campaign.

Members were supportive of the request but were under the impression that DMTC had already joined. The Clerk agreed to speak to the Borough Council contact to clarify the situation.

1234 To consider an approach from Images by Hand concerning the production of an illustrated town map.

Members agreed not to take up the offer of an illustrated town map. Cllr Woodmin suggested that should Members wish to produce such a map, there are many local artists who would be pleased to contribute.

1235 To receive a report from West Norfolk Tourism

Cllr Daymond advised members that the 30th Annual General Meeting would be held on 14/11/18 and he would report back at the next meeting of this committee.

1236 Update on Downham Market Arts

Cllr Westrop updated Members on the success and future plans for the Fear in the Fens event. She added that it is now a registered charity which will enable an application for Lottery funding to go ahead. Planning is underway for the John Peel's Shed event on 14/11/18.

1237 To receive and consider Financial Report (month 7)

Members were satisfied that this had been covered under item 7.

1238 To discuss any urgent items notified to and agreed by the Chairman prior to the meeting.

There were no such items to discuss.

The Vice Chairman thanked everyone for attending and closed the meeting at 8:25pm.

Chairman

Date