

DEREHAM TOWN COUNCIL

11th June 2024

At a meeting of the **Full Council** held on **Tuesday 11th June 2024** in the Memorial Hall at **7.30pm**.

Present: Councillors L Monument (Chairman), K Cogman, R O'Callaghan, Z Flint, A Brooks, S Green, A Greenwood, C Coleman, H King and P Duigan.

Also in attendance: County & District Councillor W Richmond, District Councillor A Webb, Town Clerk A Needham, Deputy Town Clerk J Barron and Town Council Officer K Grant.

15. **To receive apologies for absence.**

Apologies for absence were received from Councillors H Clarke and P Morton.

16. **Declaration of Interest.**

Councillor H King declared a personal interest due to being a member of the Royal British Legion and Councillor Z Flint declared a personal interest, as she works for Dereham Cancer Care.

The meeting was adjourned

District Councillor A Webb gave an update on the inspiring community grants, saying the deadline ends this Friday 14th June.

County Councillor W Richmond congratulated Councillor L Monument on becoming the Mayor of Dereham, and Councillor R O'Callaghan on becoming Deputy Mayor of Dereham. Councillor W Richmond asked Councillors to put forward their ideas for this year's Parish Partnership Scheme.

The meeting resumed

17. **To receive announcements.**

The Mayor, Councillor L Monument announced that she had attended the following events:

- | | | |
|---------------------------|---|--|
| 1 st June 2024 | - | Local Charities Day at Queen Mothers Garden |
| 6 th June 2024 | - | D-Day 80 th Anniversary Flag Raising for DTC |
| 6 th June 2024 | - | D-Day 80 th Anniversary Flag Raising for Breckland |
| 6 th June 2024 | - | D-Day 80 th Anniversary Coffee Morning for Caring Friends |
| 7 th June 2024 | - | Thetford Councils Civic Event |

The Mayor Councillor L Monument mentioned that she was due to attend the Attleborough Civic Service on the 8th June, however this event had been postponed.

The Deputy Mayor, Councillor R O'Callaghan announced that he had attended the following events:

1st June 2024 - Local Charities Day at Queen Mothers Garden

Mayor Councillor L Monument announced the Annual Bowls Match will be held on Friday 16th August 2024.

Town Clerk A Needham announced that the Committee meeting due to be held on the 25th June has been cancelled, and would be replaced with an extraordinary Full Council Meeting.

18. To receive from the Chairman, confirm as correct and sign the minutes of the

Proposed by Councillor L Monument, the minutes of the Full Council meeting held on Tuesday 14th May 2024 were agreed and signed.

Full Council meeting held on Tuesday 14th May 2024.

19. **Markets & Buildings**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Markets & Buildings Committee meeting held on 28th May 2024.**

Proposed by Councillor S Green, the minutes of the Markets & Buildings Committee meeting held on 28th May 2024 were agreed and signed.

- b) To discuss any matters arising and vote on any recommendations listed below.

There were no recommendations

20. **Social & Welfare**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting held on 28th May 2024.**

Proposed by Councillor H King, the minutes of the Social & Welfare Committee Meeting held on 28th May 2024 were agreed and signed.

- b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendations were agreed and approved by the council.

To consider holding an outdoor cinema event in August 2024 (Cllr Green)

It was agreed that the Council organize another outdoor cinema event in August 2024 with a budget of £2500, subject to being able to arrange a suitable date. Councillor S Green offered to assist with the organisation.

21. **Finance & Governance**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the Finance & Governance Committee meeting held on 4th June 2024.

Proposed by Councillor S Green, the minutes of the Finance & governance Committee Meeting held on 4th June 2024 were agreed and signed.

- b) To discuss any matters arising and vote on any recommendations listed below.

The following recommendations were agreed and approved by the council.

To consider grant applications.

The Council agreed the following grants

Organisation	Amount of grant agreed	Reason for Grant
Dereham Cancer Care	£449	HP Laptop. As a result of a successful Lottery Community Fund Bid, Cancer Care have recruited a part-time Administrative Assistant, the lap top will also be used by volunteers to access information for service users. The lap top will help improve services.
Dereham Does Pride	£500	To help with the cost of printing leaflets and Dereham's Pride Guide.
Friends of St Nicholas Church	£500	To hold a 3 day Flower Festival in collaboration with Dereham Flower Club, this will be held in August at St Nicholas Church. The request for funding is towards the purchase of flowers and the printing of promotional material.
Mid Norfolk Family History Society	£200	The printing of a publicity leaflet for the upcoming Heritage Open Days in September. Last year, HODS in the town had its best year to date and they want to improve on visitor numbers in 2024. To do that, they would like to distribute publicity more widely to encourage even more people to get out and visit the places opened specifically for this event.
Toftwood Village Hall	£500	The paved area from the rear of the hall and alongside is used as a fire escape, but the paving is lifting and has become a trip hazard. It needs to be lifted and re-laid flat.
Royal British Legion	£500	For a reception to commemorate the 80 th Anniversary of D Day.

To appoint Internal Auditor.

It was agreed that Robin Goreham be appointed as Internal Auditor for 2024/25 financial year.

Financial regulations were reviewed and the following recommendations made.

It was agreed that the monthly spending limit on the charge card be increased from £2,500 to £4,000, to cover the increased use of the charge card over cheques.

In 2024/25 the Financial Regulations are compared to the new NALC Model Financial Regulations.

22. To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.

Proposed by Councillor L Monument, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed and signed

23. To review Standing Orders

The Council agreed the following recommendations:

To Consider amending Standing Order 20

20. If the subject matter of a resolution comes within the province of a Committee of the Council it shall, be placed before such Committee or to such other Committee as determined by the Clerk in consultation with the proposer; unless the Chairman of the Council and the Chairman of the relevant committee consider it to be a matter urgent, then they may allow it to be dealt with at the next Full Council meeting.

That there would be no regular meetings in August:

The Council not hold any committee meetings in August.

It would not be practical to omit the August Full Council due to Payments to be Made needing authorisation, this would also delay any recommendations from previous committee meetings.

Councillor A Brooks left the meeting.

In addition to the above points.

That Standing Order 1 also include reference to Full Council meetings being held on the second Tuesday of the month with regular committees on the fourth Tuesday of the month. Any other meetings will normally be arranged on other Tuesdays.

The committee agreed that the proposed standing Order 20a be taken back to the next Finance and Governance meeting for further discussion.

24. **To review Annual Return for 2023/24 section 1 Annual Governance Statement.**
Councillors reviewed all questions, these were agreed and signed.
25. **To review Annual Return for 2023/24 section 2 Accounting Statement.**
This was agreed and signed
26. **To receive any updates/reports from members of the Council who are County or District Councillors.**
Councillor S Green announced that the Outdoor Cinema will be held on the 24th August 2024. There will be a charge of £1 for adults (over 18's) and Free for a child. Also a charge for traders of £20.

Chairman