

# DEREHAM TOWN COUNCIL

14<sup>th</sup> September 2021

At a meeting of the **Full Council** held on **Tuesday 14<sup>th</sup> September 2021** in the Assembly Rooms at **7.30pm**.

**Present:** Councillors S Green (Chairman), A Brooks, H Clarke, K Cogman, P Duigan, A Greenwood, H King, P Morton and T Monument.

Also in attendance: County Councillor W Richmond, District Councillor A Webb, Deputy Town Clerk Jillian Barron and Town Council Officer Gemma Drew.

63. **To receive apologies for absence.**  
Apologies for absence were received from Councillors C Bunting and L Monument.
64. **Declaration of Interest.**  
There were no declarations of interest.

*The meeting was adjourned*

County Councillor W Richmond advised the meeting that the speed signs, bus shelter and no HGV signs applied for through the Parish Partnership Scheme had now been installed.

Councillor W Richmond also said that he also had some thoughts on what the Town Council may wish to apply for next through the Parish Partnership Scheme.

District Councillor A Webb said that the money for Breckland Councils Inspiring the Communities grant has now been spent, some of which went to Dereham Cancer Care.

Councillor A Webb continued by saying there would be a Jubilee grant but the amount that can be applied for is still being discussed.

Councillor A Webb read out a statement from District Councillor G Bambridge regarding the littering problems at Safari Way. Several Town Councillors asked questions to which Councillor A Webb said that she would try to get the answers for. Councillor A Webb said that Councillor G Bambridge would be happy to attend a Full Council meeting to discuss Safari Way.

Councillor H Clarke asked County Councillors P Duigan and W Richmond why the flood alliance had made no reference to the flooding in Dereham. County Councillor P Duigan said that the flood alliance were already aware that there is a problem in Dereham and that is being worked on.

Councillor K Cogman asked Councillor P Duigan if he had any updates on the Children's Centre on London Road. Councillor P Duigan replied that he was still chasing Children's Services who haven't yet made up their mind, but any final decision would have to go to cabinet at County.

*The meeting resumed*

65. To receive, confirm as correct and sign the minutes of the **Full Council meeting** held on **Tuesday 10<sup>th</sup> August 2021**.

Proposed by Councillor S Green, the minutes of the Full Council meeting Tuesday 10<sup>th</sup> August 2021 were agreed and signed.

66. **Virtual Social & Welfare Committee meeting**  
(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 24<sup>th</sup> August 2021**.

Proposed by Councillor H King, seconded by Councillor P Duigan the minutes of the Virtual Social & Welfare Committee meeting Tuesday 24<sup>th</sup> August 2021 were agreed and signed.

- (b) To receive a report from the Chairman, discuss any matters arising therefrom.

There were no recommendations.

67. **Virtual Markets & Buildings Committee meeting**  
(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 24<sup>th</sup> August 2021**.

Proposed by Councillor H King, the minutes of the Virtual Markets & Buildings Committee meeting Tuesday 24<sup>th</sup> August 2021 were agreed and signed.

- (b) To receive a report from the Chairman, discuss any matters arising therefrom.

The following recommendation was agreed and approved by the Council:

**To consider reducing market rent for young people starting to trade.**

It was agreed the one-off scheme be launched in the Spring with applicants able to apply immediately. It will be open to all new young traders, although priority will be given to Dereham residents. Three traders will be chosen, to receive rent free pitch for 3 months, but these should not be in direct competition with any existing stall holders.

68. **Virtual Finance & Governance Committee meeting**  
(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 7<sup>th</sup> September 2021**.

Proposed by Councillor S Green, the minutes of the Virtual Finance & Governance Committee meeting Tuesday 7<sup>th</sup> September 2021 were agreed and Signed subject to the following amendment 'Councillor S Green was Chairman'.

- (b) To receive a report from the Chairman, discuss any matters arising therefrom.

The following recommendations were agreed and approved by the Council:

**To review grant making policy.**

It was agreed that condition 10 of the grant making policy be amended to read:  
10. All applications must show how the grant will be used to benefit the people

of Dereham or the environment in Dereham. For applications for grants of more than £1,000, a greater level of information will be required to demonstrate value for money, this will include providing a copy of the most recent accounts for the organisation.

**To receive petty cash report.**

It was agreed that in the future it only needed to see a petty cash report if expenditure exceeded £1,000 in any quarter.

**To consider contributing to the project to improve the Queen Mothers Garden.**

It was agreed that the Council should be minded to contribute financially towards the project, but needed to understand what the benefit would be from making such a contribution.

It was agreed that Councillors Clarke and Greenwood be involved with the design process and a proposal which clearly shows the benefit which the Town Council's investment would bring, this would be brought back to the Full Council.

**To discuss the amendments to the Balance Score Card and Priorities process.**

It was agreed that when a complex matter is brought to committee, that the committee members discuss it but maintain an open mind. If the committee feels that the matter is something it may wish to consider doing, that the matter be placed on the Balanced Score Card for prioritisation.

The Balanced Score Card would then be reviewed quarterly.

**69. Virtual Personnel Committee meeting**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 7<sup>th</sup> September 2021.**

Proposed by Councillor H King, the minutes of the Virtual Personnel Committee meeting Tuesday 7<sup>th</sup> September 2021 were agreed and signed.

(b) To receive a report from the Chairman, discuss any matters arising therefrom.

The following recommendations were agreed and approved by the Council:

**To discuss staffing issues.**

It was agreed that the Facilities Manager post not be recruited for 6 months and that the job description be reviewed and compared with similar positions elsewhere in 6 months.

It was agreed that the Office Admin post be advertised as full-time or part-time down to a minimum of 25hrs spread over 4 or 5 days. That the Council continue to be open to requests for more flexible working where it is justified and mutually beneficial.

It was agreed that the Clerk be given delegated authority to extend the hours of the bar manager role by up to 8 hours per week to take on more of the Memorial Hall admin function. The hours would be balanced by another member of staff reducing their hours by a similar amount.

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

Proposed by Councillor S Green, the list of accounts paid, the Financial Statement and list of account to be paid were agreed.

71. **Exclusion of Press and public.**

Proposed by Councillor S Green, seconded by Councillor H King it was agreed to pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.

72. **To discuss staff matter.**

Due to being short staffed, combined with the complexities of working around a pandemic the Town Clerk has accumulated 50 days leave which he may struggle to take.

It was agreed that the Town Council would pay the Town Clerk up to 25 days of his leave should he request this.

**Chairman**