

## DEREHAM TOWN COUNCIL

13<sup>th</sup> August 2013

At a meeting of the **Full Council** held on **Tuesday 13<sup>th</sup> August 2013** in the Assembly Rooms at **7.30pm**.

**Present:** Councillors K Millbank (Chair), A Bowyer, P Duigan, L Goreham, R Goreham, L Monument, T Monument, H Rogers

Also in attendance: Town Clerk Tony Needham, Deputy Town Clerk Jillian Barron, Town Council Officer A Wood, County and District Councillor W Richmond, Mr R Richmond, Mr C Hill (Eastern Daily Press), Mrs F Le-Bon.

44. **To consider apologies for absence.**

Apologies for absence were received from Councillors T Birt, M Fanthorpe, and R Hambidge.

**Declaration of Interest**

There were no declarations of interest.

*The meeting was adjourned for public speaking.*

County and District Councillor W Richmond advised Councillors that there had been a number of highway issues concerning drainage and flooding on Kingston Road and Wellington Road which he has reported to Norfolk County Council .  
The issue regarding the Bus Stop on Highfield Road had been resolved

Mrs F Le-Bon asked a question relating to the Annual Parish Meeting Minutes.

*The meeting resumed.*

45. **To receive announcements.**

The Mayor, Councillor K Millbank attended the following events:  
12<sup>th</sup> July 2013 Norfolk County Council Civic Reception at the Castle Museum  
21<sup>st</sup> July 2013 Starting the Fun Run and Prize Giving on Dereham Recreation Ground  
27<sup>th</sup> July 2013 Attleborough Civic Service

46. **To receive, confirm as correct and sign the minutes of the Full Council meeting held on Tuesday 9<sup>th</sup> July 2013.**

Proposed by Councillor K Millbank, seconded by Councillor R Goreham the minutes were agreed and signed subject to the following amendments;

1. Minute 36 – to remove Toftwood from the address
2. Minute 36 - to remove 's' on Bus Stops
3. Minute 38 – to change the date of the Full Council Meeting to Tuesday 11<sup>th</sup> June 2013.
4. Minute 39 - Change the date to the Annual Parish Meeting to 19<sup>th</sup> March 2013.

47. **To receive, confirm as correct the draft minutes of the Annual Parish Meeting meeting held on Tuesday 19<sup>th</sup> March 2013.**

Proposed by Councillor K Millbank, seconded by Councillor R Goreham, the draft minutes were agreed subject to naming members of the public who spoke at the meeting.

48. **Social and Welfare Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 23<sup>rd</sup> July 2013

Proposed by Councillor L Monument, seconded by Councillor K Millbank, the minutes were agreed and signed, subject to the following amendments

1. That the word 'Committee' be used instead of 'Councillors' making the following recommendations:
2. That the word 'local' be inserted before the word 'undertakers' in minute 4.

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

The Town Clerk updated the Councillors on the options being considered for alternative locations of Toilets and that a negative response was likely to be received from planners if the proposed new build in the Market Place was put forward.

Councillor K Millbank said that she liked the idea of the Telephone Box Urinal and could these be placed somewhere.

Councillor R Goreham proposed that the many options be looked at again by the Social and Welfare Committee and brought back to the next meeting. This was seconded by Councillor L Monument and agreed.

The following recommendations were approved by the Council without any amendments:

**1. Design options for public toilets.**

The design options for the public toilets be taken back to the Social and Welfare Committee to reconsider the proposal and reviewed at the next Full Council Meeting.

**2. Design and layout of the new cemetery site.**

Types of Burial

e.g. lawned, monumental or green burial.

Different options for burial be available in the cemetery. Also the appointed Architect for the design, to discuss the options for burial with local undertakers, to ascertain the level of demand for the different types of burial.

Consecration of Ground

Not to have the new burial ground Consecrated.

Orientation of Graves

To keep the traditional East-West orientation and to review the access point to the Cemetery so that when parishioners walked through the Cemetery they saw the writing on the headstones rather than the back of the headstone.

Style and Design

A rural and peaceful, traditional 'picturesque style' to the entrance of the Cemetery, and were also happy to see differing styles evolve across the site. Also a screen of trees to block out the noise from the A47.

Other recommendations approved:

- The entrance to the Cemetery should be clear and different to the Football Club and be a distinctive feature to the Cemetery.
- The secure onsite storage to be a proper building rather than a storage

container.

- Councillors felt a Chapel was not necessary but would like to review the possibility of a shelter of some sort during the design process.

49. **Markets and Buildings**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 23rd July 2013

Proposed by Councillor L Monument, seconded by Councillor A Bowyer, the minutes were agreed and signed, subject to the following amendments;

1. Councillor L Monument chaired the meeting
2. Minute 5 should read "The councillors agreed to recommend that the Market Traders be allowed to use Holiday Credits on the days not used as holidays".

The following recommendations were approved by the Council without any amendments:

**1. To review strategy for operating Memorial Hall**

- i. In order to simplify the booking process there should be separate information packs for the different types of event bookings.
- ii. To make it simpler for events that require a colour wash on stage at the hall, a simple control in the wings should be fitted so that the lights can be controlled more locally.
- iii. It was agreed that the Front of House provision be continued as it stood.
- iv. It was agreed that the Technical Support be continued as it stood and be reviewed again later in the year.
- v. It was agreed that the price and feasibility for installing a Monitor in the Hall to promote sales should be looked into.
- vi. Councillor P Duigan, would provide a list of improvements that could be made to the Dereham Memorial Hall Website.
- vii. It was agreed to recommend that there would be no change to the Councils sharing in the risk of events. This will continue beyond the initial 20 shows and will be reviewed again later in the year.
- viii. It was agreed to explore the possibility of working in close partnership with other organisations to provide events for young people. The Councillors also recommended that the Council take a higher proportion of the risk to putting on an event for young people.
- ix. It was agreed to invite Mr Malcolm Cook to the next Market and Buildings Committee to have a short discussion on his experiences in show business.

**2. Update on Memorial Hall snagging.**

Data Loggers to monitor the temperature variations in the Hall be purchased as soon as possible to monitor the situation.

**3. To review the strategy for the Market's Holiday credits.**

That the Market Traders be allowed to use Holiday Credits on the days not used as holidays".

**4. To consider retaining a defibrillator at the Memorial Hall**

To retain the defibrillator at the Hall. The Council would take responsibility for the machine providing that the U3A raise funds for the purchase of the defibrillator.

50. **Personnel Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on

**Tuesday 30<sup>th</sup> July 2013**

Proposed by councillor R Goreham, seconded by Councillor A Bowyer, the minutes were agreed and signed.

b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

The Town Clerk informed the committee that the Bar Manager for the Dereham Memorial Hall would retain her position of overseeing the running of the Bar.

The following recommendations were approved by the Council without any amendments:

**1. To consider how the Council's staffing requirements could be affected over the next 4 years.**

That the Clerk starts to prepare a job description for the new post along with detailed options for how the outside staff would be structured in the future. The committee felt that this should be looked at as soon as possible so that a time frame could be put in place.

**2. To consider training for new Councillors**

Training for Councillors would be extremely useful, that the details should be looked at again and that Councillors should let the Clerk know of any points which should be included. The Clerk should also make contact with Breckland Council to see if member training would be available to parish councillors.

51. **Finance and Governance Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 6<sup>th</sup> August 2013

Proposed by Councillor A Bowyer, seconded by Councillor P Dulgan, the minutes were agreed and signed, subject to the following amendments:

1. Minute 8 correct spelling waived to waived.
2. Minute 10 should read " Review the 5 year Capital Finance".

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

The following recommendations were approved by the Council without any amendments:

**1. To consider applications for financial assistance**

The following grants were approved.

Organisation	Amount	Purpose	Comment
Dereham Windmill Trust	£270	Cost of Public Liability Insurance cover	
St Nicholas Church	£250	Towards costs of upgrading lighting system	Section 137 expenditure. The offer letter should provide an explanation that the Town Council is legally limited in its ability to finance places of worship.
Mid Norfolk Mencap	£600	Towards summer play scheme	Would request that in future years the applications are made earlier in the year.
Dereham CHIPS	£600	Towards summer play scheme	Would request that in future years the applications are made earlier in the year
Dereham Otters	£350	Towards costs of two banners to promote the club.	

**2. To consider Financial Assistance Policy**

- i. That the line 'Grants given are generally less than £500' should not be included in the eligibility section but become a foot note.
- ii. That the policy and application be called the 'Small Grants Policy'.
- iii. That the amended Small Grants Policy be recommended for approval to Full Council.

**3. To Consider transfer of reserves request from Dereham Windmill Trustees**

- i. The Council permit the Windmill Trustees to retain the £3,000 already donated for the repair of the Windmill, but no longer needed for that purpose, on the condition that it be marked in their accounts as being restricted for capital repairs to the Windmill and that the Council needs to give approval for these capital repairs before they are carried out.
- ii. That the Clerk, in consultation with the Chairman of Finance, be given delegated authority to authorise the capital repairs which relates to the recommendation (i).

**52. To receive and adopt the minutes of the Planning Meetings Tuesday 9<sup>th</sup> July 2013 and Tuesday 24<sup>th</sup> July 2013**

Proposed by Councillor K Millbank seconded by Councillor L Monument, the minutes of the plans meetings 9<sup>th</sup> July 2013 and 24<sup>th</sup> July 2013 were agreed and signed.

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

Proposed by Councillor A Bowyer, seconded by Councillor K Millbank, the list of accounts paid, the Financial Statement and list of account to be paid were agreed and signed.

54. **To consider draft brief for new cemetery.**

Councillors agreed that there be a continual dialogue with the Architect in the design process of the cemetery, and that the interview panel comprise of members of the Social and Welfare committee including the Mayor.

55. **Exclusion of Press & Public.**

Proposed by Councillor K Millbank, seconded by Councillor T Birt, 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.

56. **To consider request for a member of staff to contribute additional funds to the Local Government Pension Scheme.**

Councillors agreed that the Town Council would refuse the request from a member of staff to contribute additional funds to the Local Government Pension Scheme as there would be an unquantifiable financial risk to the Council. The risk would not just be from this member of staff; but it is unknown what other private pensions other existing or future members of staff may wish to transfer into the LGPS in the future.

Chairman