

# DEREHAM TOWN COUNCIL

11<sup>th</sup> March 2014

At a meeting of the **Full Council** held on **Tuesday 11<sup>th</sup> March 2014** in the Assembly Rooms at **7.30pm**.

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

Also in attendance: Town Clerk A Needham, Town Council Officer A Wood, County and District Councillor W Richmond, Mr R Richmond and Mrs C Cross (Press).

123. **To consider apologies for absence.**

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

124. **Declaration of Interest.**

There were no declarations of interest.

*Public Speaking – There were no questions raised from the members of the public and nothing to report from the County Councillors*

125. **To receive announcements.**

The Mayor, Councillor K Millbank advised that she had not attended any functions recently but was delighted to report back that the Valentine's event which was held at the Memorial Hall on Saturday 15<sup>th</sup> February raised £1100 for the Dereham Windmill.

126. **To receive, confirm as correct and sign the minutes of the Full Council meeting held on Tuesday 11<sup>th</sup> February 2014.**

Proposed by Councillor K Millbank, seconded by Councillor T Birt, the minutes of the Full Council Tuesday 11 <sup>th</sup> February 2014 were agreed and signed.
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127. **Personnel Committee**

(a) **To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 18<sup>th</sup> February 2014.**

Proposed by Councillor R Goreham, seconded by Councillor A Bowyer, the minutes of the Personnel Committee Tuesday 18 <sup>th</sup> February 2014 were agreed and signed following the amendment: 'Chairman' being written into the minutes.
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(b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

The following recommendation was agreed and approved by the Council without amendment:

**To review the Deputy Clerks Job Discription.**

Other than minor amendments it was agreed that the new Job Description be adopted as presented.

128. **Markets and Buildings Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 25<sup>th</sup> February 2014

Proposed by Councillor L Monument, seconded by Councillor R Goreham, the minutes of the Markets and Buildings Committee were agreed and signed subject to the following amendment: item 6 the word 'activities' be changed to 'actions'

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

The following recommendations were agreed and approved by the Council without amendment:

I. **To consider inflationary increase in hire fees for Memorial Hall and Market tolls.**

It was agreed that the hire fees for the Memorial Hall and Market Tolls be increased by 3% as from 1<sup>st</sup> April 2014

II. **To consider request for flip wall poster system for Heroes display**

It was agreed that Framed Displays be used which would be changed over time and build up into a separate book rather than the proposed wall poster system.

III. **Update on heating controls at the Memorial Hall**

It was agreed that the engineer was given a 6 week deadline to resolve the problem before an alternative engineer be contacted to make recommendations.

IV. **Use of part Fleece Meadow by Brownies for event.**

It was agreed that the Brownies to use Fleece Meadow for their event providing they had Public Liability Insurance and a Risk Assessment was completed.

V. **Consider amending charges for the Memorial Hall.**

It was agreed that a fee of £90 be charged when lights and sound is required or when a technical manager is required. A £20 option would still be charged when a basic colour wash was required.

129. **Social and Welfare Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 25<sup>th</sup> February 2014

Proposed by Councillor L Monument, seconded by Councillor R Goreham, the minutes were agreed and signed subject the following amendment: under 'Present;' the statement 'In the absence of the Chairman and Deputy Chairman it was agreed that Councillor T Birt took the Chair. Item 5 should read 'To consider garden *of* remembrance for ashes interment at existing cemetery', and Item 8 should read ' The committee recommended that the burial fees be increased by *'an additional 1.5% from 1<sup>st</sup> April 2014.'*

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

The following recommendations were approved by the Council subject to the amendments written in italics.

- I. **Update on cost of design of new cemetery**  
It was agreed that Jeremy Stacey Architects be approached to continue with the design of the new cemetery. That R Fleming and J Stacey be contacted to ensure they could meet the technical aspects of the design, and that the costs for the completion of the design be referred to the Finance Committee to check
- II. **Update on access to new Cemetery**  
It was agreed that the options for the positioning of the entrance to the new cemetery be revisited.
- III. **To consider garden *of* remembrance for ashes interment at existing cemetery.**  
It was agreed that a garden of remembrance for ashes interment be constructed at the existing cemetery and Jeremy Stacey Architects be contacted regarding the design of the garden.
- IV **To consider visiting the National Pinetum at Bedgebury**  
It was agreed a visit to the National Pinetum at Bedgebury be arranged for the interested Councillors and Town Clerk.
- V **To consider revising the fees charged for grave digging to match current contractor fees.**  
It was agreed that the fees charged for grave digging match the current contractors fees which currently stand at £235 ( single) £220 ( re-opener) £245 ( new double) and an additional £70 for caskets
- VI **To consider inflationary increase in burial fees**  
It was agreed that the burial fees be increased by *an additional 1.5% from 1<sup>st</sup> April 2014*

130. **To receive and adopt the minutes of the Planning Meeting Tuesday 25<sup>th</sup> February 2014.**

Proposed by Councillor K Millbank, seconded by Councillor T Birt, the minutes of the plans meetings 25<sup>th</sup> February were agreed and signed.

131. **Finance Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 4<sup>th</sup> March 2014

Proposed by Councillor K Millbank, seconded by Councillor T Birt the minutes were agreed and signed .

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

Proposed by Councillor K Millbank, seconded by Councillor T Birt agreed the recommendations on block other than item 7 (iv). Except for relating to the residential letting

**1. To consider Grant Applications**

<b>Organisation</b>	<b>Amount of grant recommended</b>	<b>Purpose of Grant</b>
Dereham Town Football Club	£500 (To be held for 12 months).	Towards a mini soccer pitch/training area which can be used all year
Royal British Legion	£564	Hire cost of Memorial Hall for Grand Old Time Music Hall Show to commemorate Armed Forces Day.
Dereham 'CHIPS'	£750	Summer Play Scheme First Aid Training DBS Checks
2 <sup>nd</sup> Dereham Scouts (Toftwood)	£427	First Aid Training equipment (an adult Resusci Annie, a junior resuscitation Annie and a choking Manikin Also camping equipment
Mid-Norfolk Singers	£400	Towards expense of transport costs and entertainment of the Kammerchor from Ruthen. Including concert in St Nicholas Church

- II **To review expenditure against budget to the end January**  
It was agreed that an application be made to the VOA to review the level of Non-Domestic Rates paid on the Barwell Court Toilets, it was felt that the current rate was excessive.
- III **To consider capital building repairs for 2014/15**  
It was agreed that the following be prioritised for 2014/15 financial year.
1. Thatching Bishop Bonners cottages
  2. Stained glass window repairs cemetery chapel
  3. Alarm systems Assembly rooms
  4. Windows on 58 Norwich street
  5. Memorial Hall heating system
  6. Grinding and grading of Neatherd track and Etling Green track.
- IV **To consider rent reviews for residential and commercial properties**  
On considering the first floor office at 62 Norwich Street.  
It was agreed that, the tenant be placed on a longer term lease and the rent be reviewed as part of the new lease agreement.
- V **To consider reappointing Internal Auditor**  
It was agreed that Douglas Harrow be reappointed the Internal Auditor for 2014/15.
- VI **To review recommendation from Social and Welfare Committee regarding Architects for new Cemetery**  
After reviewing the relative costs of changing preferred Architects for the new Cemetery. It was agreed that from a financial perspective the Council should endorse the recommendation of the Social and Welfare Committee to change the preferred Architect.
- VII **Annual review of Operational and Financial risk**  
It was agreed that for FMRA3, that the paragraph relating to petty cash be removed as it didn't relate to what was actually happening. That a review of the petty cash handling be carried out so that FMRA3 could be updated at the next Finance and Governance committee.
- VIII **Annual review of asset register**  
It was agreed that GC Baxters be asked to look at the buildings insurance valuations and check that the 3% added annually to the valuation would be sufficient to cover the inflation in building costs over the period since the detailed valuation was carried out.

IX **Annual review Standing Orders**

It was agreed that section 28(f) of Standing Orders be amended so that a proposer or seconder of a motion can request that their motion be put to the vote before an amendment be put to the vote where they feel that the amendment would have the effect of negating the original motion.

Standing Order 28 (f) should be amended to read:

An amendment should not have the effect of negating the motion before the Council. Where an amendment is proposed to a resolution and the proposer or seconder of the original motion feels that the amendment would negate that motion, they can demand that the original motion be put to the vote before any proposed amendment be put to the vote. If the motion falls, then a new motion can be proposed incorporating the amendment.

**Item 7 (iv) To consider rent reviews for residential and commercial properties**

The recommendation relating to the dispensing of the Letting Agency; Councillor R Goreham had concerns regarding the proposal and felt it was a false economy.

Councillor L Monument and Councillor P Duigan felt the recommendation should be taken back to the Finance and Governance Committee and that the Council continue with the Letting Agency but make them more aware of the Council's expectations.

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

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

133. **To consider request from Yaxham Parish Council regarding Cycle Way and A47 access**

Proposed by Councillor T Birt and seconded by Councillor L Monument and agreed that Dereham Town Council opposed the development. If Breckland Council were minded to grant approval for the application, to help mitigate further some of the negative aspects, the Council agreed that a footpath and cycleway linking Toftwood and Yaxham be constructed as part of the conditions to the application.

134. **To consider the Standing Orders for the Annual Parish Meeting**

The Clerk provided a copy of the Standing Orders for the Annual Parish Meeting. These were received and agreed subject to the following amendments:

(b) The Parish Meeting is in itself a separate body to the Town Council although Town Councillors along with local government electors and elected representatives are often best placed to take any issue raised up with the relevant authority. The Parish meeting cannot compel any other authority to

take up an issue.

Councillor R Goreham recommended that the rules should be set out at the beginning of the Annual Parish Meeting to the public and a copy of the Standing Orders be available to them.

135. **To consider changing the date of Aprils' Full Council Meeting**

The Town Clerk explained that due to another Civic Event being scheduled for 8<sup>th</sup> April 2014 the Council would not be quorate. The Council may decide to change the date of the meeting of 8<sup>th</sup> April and move the meeting to 1<sup>st</sup> April 2014 (*suspending standing order 3*).

It was proposed by Councillor L Monument and seconded by Councillor R Goreham and agreed that Standing Order 3 be suspended and the next Ordinary Meeting of the Council be held on the 1<sup>st</sup> April 2014 rather than the 8<sup>th</sup> April 2014

Chairman