

## DEREHAM TOWN COUNCIL

13<sup>th</sup> May 2014

At a meeting of the **Full Council** held on **Tuesday 13<sup>th</sup> May 2014** in the Assembly Rooms at **7.30pm**.

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

Also in attendance: Town Clerk A Needham, Deputy Town Clerk J Barron, County and District Councillor W Richmond, Mr R Richmond, Mr C Hill (Press), Mr B Webb and Mrs A Webb.

152 **To consider apologies for absence.**

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

153. **Declaration of Interest.**

There were no declarations of interest

*Public Speaking – There were no questions from the members of public and no reports to feedback from the County Councillors*

154. **To receive announcements.**

Councillor T Birt attended the following events:

1 <sup>st</sup> May 2014	Prince's Trust Agency Day held at the Dereham Fire Station.
7 <sup>th</sup> May 2014	Visited the Pinetum at Bedgebury together with Councillor A Bowyer, Town Clerk T Needham, and R Flemming
9 <sup>th</sup> May 2014	Dereham Antiquarian Society WW1 Exhibition at Bishop Bonners Cottage

Councillor R Goreham informed the meeting that he had visited the Dereham Fire Station when he was Chairman of Breckland Council. He said he found it to be a very professional set up and that they do a fantastic job. He also informed the meeting that they are now known as the Fire & Rescue Unit and can serve anywhere in the country.

It was also noted at the meeting that Councillor M Wassell the CEO of Breckland was unable to attend the meeting.

It was agreed that the Council would invite Councillor M Wassell together with the new CEO Councillor Anna Graves to the next meeting.

155. **To receive, confirm as correct and sign the minutes of the Full Council meeting held on Tuesday 1<sup>st</sup> April 2014**

Proposed by Councillor T Birt and seconded by Councillor P Duigan the minutes of the Full Council on Tuesday 1<sup>st</sup> April 2014 were agreed and signed.

156. **Markets and Buildings Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 22<sup>nd</sup> April 2014

Proposed by Councillor L Monument and seconded by Councillor T Birt the minutes for Markets and Buildings Committee on Tuesday 22<sup>nd</sup> April 2014 were agreed and signed.

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

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

**Market Rights to consider registering title of the Market Place**

It was agreed that further research be carried out in respect of registering ownership of the Market Place before a final decision is made.

157. **Social and Welfare Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 22<sup>nd</sup> April 2014

Proposed by Councillor L Monument and seconded by Councillor T Birt the minutes for Social and Welfare Committee on Tuesday 22<sup>nd</sup> April 2014 were agreed and signed subject to amendments.

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

The following recommendations were agreed and approved by the Council with the additional recommendation *iv. written in Italics*.

**To discuss the Christmas Lights**

It was agreed that:

- i. The Council match the £700 money raised for the Christmas Lights by the Barber Shop.
- ii. A letter be sent to all shops in the Market Place including Nelsons Place asking for a contribution ( set by the Council) towards the Christmas Lights.
- iii. A meeting be arranged with the people who had shown interest in the Christmas Lights to discuss what their thoughts were.
- iv. *Write and thank the Barber Shop and praise their efforts*

158. **Personnel Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 29<sup>th</sup> April 2014

Proposed by Councillor R Goreham and seconded by Councillor A Bowyer the minutes of the Personnel Committee were agreed and signed subject to the amendment on *Item 4 "The Committee received a report of comments from members of staff affected by the proposed restructure....."*

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

The following recommendations were agreed and approved by the Council without amendments.

**1. To consider staff restructure**

It was agreed that:

- The Council should restructure the grounds maintenance type posts. The Committee is recommending that the Council creates a new post of Grounds Maintenance and Facilities Manager and make one of the existing grounds maintenance type post redundant.
- The salary for the new post would be on a scale 26-31 and recruitment would take place immediately.

**2. To consider interview process for Operations and Facilities Manager**

It was agreed that:

- Candidates would have a tour of the Council facilities with Councillor T Birt and the Clerk. During the tour, they would also have an opportunity to meet other staff.
- Have lunch where other Councillors would be able to meet the candidates.
- Individual interviews would take place in the afternoon – the interview panel would comprise Councillor R Goreham, the Town Clerk and either Councillor L Monument or Councillor A Bowyer.
- The Clerk at Thetford Town Council would be asked to attend the interview because he has considerable experience of interviewing.

**3. To consider recommendations from working group on Clerk's salary.**

It was agreed unanimously that:

- The grading for the post of Clerk be set at SCP48 to SCP55 and that the current Clerk be started on SCP50 on the new scale – in order to provide immediate acknowledgement of the Clerk's work.
- The recommendation be implemented from the 1<sup>st</sup> April 2014 to reflect when the review actually took place.
- The salary be inclusive of any increments for professional qualifications.
- The contract of employment be amended to confirm that no overtime applies to this post at these grades, that being a key-holder is part of the post and no overtime applies if the post holder is called back to work out of hours.
- It would be reviewed again in 2019 following an ordinary election.

**4. To consider clarification regarding progression through the pay scale.**

It was agreed that;

The definition of *Satisfactory*, with regards to performance, be that the post holder has delivered all of the following:

- Worked to a good standard all year
- Learnt new skills or acquired new knowledge which has enabled the post holder to become more efficient or effective in delivering the Council's services.
- Worked collaboratively with colleagues throughout the year.

159. **Finance and Governance Committee**

(a) **To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 6<sup>th</sup> May 2014**

Proposed by Councillor T Birt and seconded by Councillor L Monument the minutes were agreed and signed subject to the following amendments:

- *Councillor L Goreham sent her apologies for absence.*
- *Item 10 should read “ The Committee recommended that the glazed bricks and the high spec doors be retained.....”*

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

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

**1. To consider grants**

It was agreed that a grant of £500 be awarded to Dereham Community Support Centre towards providing activities for young people during the summer holidays.

**2. To agree carry forward into new financial year**

It was agreed that:

- £477 be carried forward in maintenance of Cemetery Lodge for payment of the hedge
- £300 be carried forward for maintenance of War Memorial to cover part of the cost of new planting.
- £964 be carried forward in Grants budget.

**3. To consider allocating funding for Community Building at Dereham Windmill.**

It was agreed that a £15,000 grant be awarded to the Dereham Windmill Charity for the purpose of constructing a community room/café.

**4. Update five year capital and projects budget**

It was agreed that the glazed bricks and the high spec doors be retained in the project and that the final budget for refurbishment for 2014/15 be £173,000.

160. **To receive and adopt the minutes of the Planning Meeting held on Tuesday 22nd April 2014**

Proposed by Councillor T Birt and seconded by Councillor R Goreham the minutes of the Planning Meeting on 22<sup>nd</sup> April 2014 were agreed and signed.

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

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

162. **Exclusion of press and public**

Proposed by Councillor T Birt seconded by Councillor H Rogers 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.

163. **To consider tenders for refurbishment of Barwell Courts Toilets**

It was agreed that Quinn Construction be awarded the contract for Barwell Court Toilets subject to the Town Clerk talking to previous clients to check the quality of the work is satisfactory.

Chairman