

DEREHAM TOWN COUNCIL

Assembly Rooms, Rūthen Place, Dereham, Norfolk NR19 2TX
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12th May 2022

To All Members of the Town Council

Dear Sir/Madam

You are hereby summoned to attend the **Annual Meeting of Dereham Town Council** to be held at **Dereham Memorial Hall** on **Tuesday 17th May 2022** at **7.30pm** to consider the items on the Agenda below. If we have missed any organisation off, and you attend as a Council representative, please advise the Clerk so we can correct the list.

Yours faithfully

A N Needham

Mr A N Needham
Town Clerk

A G E N D A

1. To appoint the Town Mayor for the year 2022-2023.
2. To receive the Town Mayor's Declaration of Acceptance of Office.
3. To appoint the Deputy Mayor for the year 2022-2023.
4. To receive the Deputy Mayor's Declaration of Acceptance of Office.
5. **Declaration of Interest**
In accordance with the Localism Act 2011, Members are asked at this stage to declare any Disclosable Pecuniary Interests or Other Registerable Interests; as defined by the Code of Conduct adopted by the Council. Councillors shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of those interests. Failure to disclose any Disclosable Pecuniary interests or to knowingly give false or misleading information is a criminal offence under section 34 of the Localism Act 2011
6. To receive apologies for absence.
7. Outgoing Town Mayor's address.

8. To receive tributes to outgoing Mayor.
9. To receive announcements.
10. To agree membership of Committees.

Committees

Plans

*Responsible for considering and commenting on all building plans submitted for comment by Breckland Council
All Councillors*

Committee Cycle A:

Heritage & Open Spaces

Responsible for; open spaces, Bishop Bonner's Cottage, Windmill, Street Furniture, Town Sign, Explosive Store, Closed Churchyard

Recreation

Responsible for; allotments, Play Areas, grass cutting & ground maintenance

Committee Cycle B:

Markets & Buildings

Responsible for; Assembly Rooms (inc office furniture) Memorial Hall, Fleece Meadow, Markets.

Social & Welfare

Responsible for; War Memorial, Dereham Community Car Scheme, Twinning, Cemetery (inc Lodge, Chapel, trees, paths & roads), Barwell Court toilets, Christmas Tree and Christmas lights.

Other Committees/Working Parties

Finance & Governance

Responsible for; Grants, Audits, Accounts, Budgets

Personnel Committee

Responsible for; Wage Reviews, Appraisals, Interviewing for staff

The Mayor and Deputy Mayor are ex-officio members of all Committees (subject to Standing Order 42).

10. To confirm representatives for outside bodies (normally appointed for 4 years) and to receive a brief report.

(a) **Trustees of Charities:**

Aaron Williamson's Charity

Dereham Relief In Need Charities

East Dereham Educational Charity Trust.

(b) **Representation on other bodies:**

Friends of Dereham Hospital

Dereham Twinning Associations:

- Ruthen
- Caudebec:

Citizens Advice Bureau.

Civil Emergency Member (to liaise with Breckland Council Emergency Officer)

11. To fix the dates and times of Council, Plans and Committee meetings (as attached)
12. To make arrangements for Civic Sunday and Bowls Match.