

DEREHAM TOWN COUNCIL

13th December 2022

At a meeting of the **Full Council** held on **Tuesday 13th December 2022** in the Memorial Hall at **7.30pm**.

Present: Councillors P Morton (Chairman), A Brooks, H Clarke, K Cogman, P Duigan, S Green, A Greenwood, H Jones-Seymour and L Monument.

Also in attendance: District Councillor A Webb, Town Clerk Tony Needham and Deputy Town Clerk Jillian Barron.

71. To receive apologies for absence.

Apologies for absence were received for Councillors H King, C Bunting and T Monument.

72. Declaration of Interest.

Councillor H Clarke declared a personal interest as he is an allotment holder.

The meeting was adjourned

District Councillor A Webb updated the meeting on the parking issues at Norwich Road and asked if County Councillors W Richmond and P Duigan would take this up with Norfolk County Council. She continued by saying that the police had evidence of the issues which could be passed on to Highways.

Councillor H Clarke asked if it was possible to confirm that the Market Place, South Green and Southend were on the gritting route.

Councillor H Clarke reminded Councillors that this Friday 16th December is the closing date for comments on Norfolk County Councils budget.

The meeting resumed

73. To receive announcements.

The Deputy Mayor, Councillor P Morton, announced that he had attended the following events:

27 th November 2022 -	The switching on of the Christmas Lights
6 th December 2022 -	Drinks at the Officers Mess Robertson Barracks
10 th December 2022-	Party for Ukrainian Children at the Church of the Latter Day Saints
11 th December 2022 -	Swaffham Civic Service

Councillor L Monument announced that she had attended the following event:

9th December 2022 - Thetford Christmas Carol Service.

74. To receive from the Chairman, confirm as correct and sign the minutes of the Full meeting held on Tuesday 8th November 2022.

Proposed by Councillor P Morton, the minutes of the Full Council meeting held on Tuesday 8th November 2022 were agreed and signed.

75. **Social & Welfare**

To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting** held on **22nd November 2022**.

Proposed by Councillor P Morton, the minutes of the Social & Welfare Committee meeting held on Tuesday 22nd November 2022 were agreed and signed.

a) To discuss any matters arising and vote on any recommendations listed below.

The following recommendation was agreed and approved by the Council:

To consider details of additional roll of honour at the Memorial Hall.

It was agreed that the design with the small writing be approved and the layout of the words adjusted to read as:

AT THE GOING DOWN OF THE SUN
AND IN THE MORNING
WE WILL REMEMBER THEM

76. **Personnel**

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Personnel Committee meeting** held on **29th November 2022**.

Proposed by Councillor H Jones-Seymour, the minutes of the Personnel Committee meeting held on Tuesday 29th November 2022 were agreed and signed subject to a minor amendment.

b) To discuss any matters arising and vote on any recommendations listed below.

Additional Incremental Awards

Additional Incremental Awards

It was agreed that staff other than Clerk and Deputy Clerk would be offered a one-off additional pay increment if they achieve 20 Continuing Professional Development points.

Long Service Bonus

It was agreed that where an employee has reached the top of their pay scale, after every additional five years of service, and provided performance has been satisfactory, will be awarded an additional increment in appreciation of staff loyalty and recognition of the savings to the Council through not needing to recruit and train new employees.

Key Holder Duties

It was agreed that a group of key holders be set up, in a cascade group with the potential to be called out should alarms be triggered out of hours. As this would be a recall to work this should be treated as additional hours with payment at time and a half Monday to Saturday and double time on a Sunday and bank holidays with a minimum of 2 hours including travel. This would not apply to the Clerk, who would take time off in lieu.

Public Duties

Public Duties – It was agreed to allow reasonable time off during working hours to carry out public duties as follows: -

- **School Governor** paid leave of absence to attend meetings of the governing body of a school but not of any sub-committees or working parties set up by that body.
- **Justice of the Peace** 13 days paid leave of absence per annum in order to serve as a Justice of the Peace provided that the service does not interfere with normal office duties.
- **Councillor** up to 12 days paid leave of absence per annum to attend meetings and training events. No more than three days may be taken in any one month.
- **Jury Service:** receives an allowance claimable from the court. The Council will make up to full pay on confirmation of the amount received from the court.
- **Reserve forces, special constables, retained firefighters** – time off will be allowed to attend essential training, where payment is given for such training, the Council will make the difference up to full pay.

Update on staffing matters.

It was agreed that grave digging being arranged by the undertakers should now become permanent, as this arrangement is working well and reduces risk to the Council.

77. To receive from the Chairman, confirm as correct and sign the minutes of the **Planning meetings** held on **Tuesday 8th November 2022** and **Tuesday 22nd November 2022**.

Proposed by Councillor P Morton, the minutes of the Planning meetings on Tuesday 8th November 2022 and Tuesday 22nd November 2022 were agreed and signed.

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

Proposed by Councillor P Morton, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed.

79. **To consider details of additional roll of honour at the Memorial Hall.**

It was agreed that the additional inscriptions on the additional roll of honour would be deep hand cut lettering.

80. **To confirm additional funding for surfacing Shillings Lane.**

The following funding has been confirmed for Shillings Lane:-

- Town Council £9000
- Norfolk County Council £15000
- Breckland District Council £25000
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Councillor W Richmond has agreed to use £5000 from his delegated funds towards the extending the surfacing to Etling Green if the Town Council commit an additional £10,000.

The council agreed to commit an additional £10,000 funding for the surfacing of Shillings Lane.

Chairman