

DEREHAM TOWN COUNCIL

4th May 2021

At the virtual Annual Town Council Meeting held on Tuesday 4th May 2021 at 7.30pm.

Present: - Councillors S Green (in the chair), A Brooks, C Bunting, K Cogman P Duigan, H King, L Monument, T Monument and P Morton.

Also in attendance were Town Clerk Tony Needham, Deputy Town Clerk Jillian Barron, District Councillors A Webb and H Bushell.

1. **To appoint the Town Mayor for the year 2021-2022.**

Councillor P Morton proposed Councillor S Green, seconded by Councillor H King, there were no further nominations. It was put to the vote and agreed that Councillor S Green serve as Town Mayor for the year 2021 – 2022.
--

2. **To receive the Town Mayor's Declaration of Acceptance of Office.**

Councillor S Green read and signed the Declaration of Acceptance of Office.

3. **To appoint the Deputy Mayor for the year 2021-2022.**

Councillor L Monument proposed Councillor H King, seconded by Councillor S Green, there were no further nominations. It was put to the vote and agreed that Councillor H King serve as Deputy Town Mayor for the year 2021 – 2022.
--

4. **To receive the Deputy Mayor's Declaration of Acceptance of Office.**

Councillor H King read and signed the Declaration of Acceptance of Office.

5. **Declaration of Interest**

There were no declarations of interest.

6. **To receive apologies for absence.**

Apologies for absence were received from Councillor H Clarke.

7. **Outgoing Town Mayor's address.**

Councillor S Green said that it had been a pleasure to work as the Mayor. It had been a tough year with Covid affecting everything for everyone and limiting the role of Mayor with no buildings to open, no ribbons to cut and he has barely seen the Mayoral chain. However there have been a lot of good things and have management to keep the Council Tax low with only a small increase.

Councillor Green said that he was looking forward to working with Breckland District Councillor and getting a better working relationship in order to get what is best for Dereham also he was looking forward to another year as Mayor.

8. **To receive tributes to outgoing Mayor.**

Councillor P Duigan said that he was very pleased that Councillor S Green would continue as Mayor. He said it had been a tough year and that he was very impressed with the way that Councillor Green had carried himself with all the difficulties and he now deserves the nice bits that go with being a Mayor.

Councillor T Monument said to the outgoing Mayor I say don't go.

Councillor P Morton thanked Councillor S Green for what had been a tough year with a number of issues for the youngest Mayor. He hopes that Councillor Green has an easier and more pleasurable year.

Councillor L Monument said that it has been said that you have not done anything meaning Civic events, the only ones you have attended have been laying wreaths or standing to attention none of the food, so you will probably have a history in our records as the only Mayor who hasn't gained weight but the coming year may have an effect on your waistline. We hope this is the case as some of these functions may include us, any chance of a bowls match for instance. May I wish you good luck.

9. **To receive announcements.**

There were no announcements

10. **To agree membership of Committees.**

It was agreed that the committee members remain the same and that Councillor K Cogman be on Committee Cycle A and the Personnel Committee.
--

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
Councillors; A Brooks, K Cogman, C Bunting, P Duigan, L Monument and P Morton.*

Recreation

*Responsible for; allotments, transfer of Play Areas, grass cutting & ground maintenance
Councillors; A Brooks, K Cogman, C Bunting, P Duigan, L Monument and P Morton.*

Committee Cycle B:

Markets & Buildings

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

Councillors; H Clarke, S Green, H King and T Monument.

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.

Councillors; H Clarke, S Green, H King and T Monument.

Other Committees/Working Parties

Finance & Governance

Responsible for; Grants, Audits, Accounts, Budgets

Councillors; H Clarke, P Duigan, T Monument and P Morton.

Personnel Committee

Responsible for; Wage Reviews, Appraisals, Interviewing for staff

Councillors; K Cogman, S Green, H King and L Monument.

The Mayor and Deputy Mayor are ex-officio members of all Committees (subject to Standing Order 49).

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

It was agreed that representatives for outside bodies remain the same.
--

12. **To fix the dates and times of Council, Plans and Committee meetings**

The dates and times of Council, Plans and Committee meetings were agreed up to the Markets & Buildings and Social & Welfare Committee meetings on 26th July 2022, subject to the Finance meeting on the 31st May 2022 being changed to the 7th June 2022.

13. **To make arrangements for Civic Sunday and Bowls Match.**

Details of Civic Sunday and the annual Bowls Match would be confirmed at a later date.

The meeting was adjourned

District Councillor A Webb congratulated Councillor S Green and H King on being Mayor and Deputy Mayor respectively, saying it was well deserved.

Councillor Webb gave a brief update on Safari Way saying that there was not a definitive as yet but a decision will be made by the end of the month.

The meeting resumed

14. To receive, confirm as correct and sign the minutes of the virtual **Full Council** meeting held on **Tuesday 13th April 2021.**

Proposed by Councillor S Green, seconded by Councillor P Duigan, the minutes of the virtual Full Council meeting Tuesday 13th April 2021 were approved.

15. **Virtual Social & Welfare Committee meeting**

- (a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 27th April 2021.**

Proposed by Councillor H King, seconded by Councillor S Green, the minutes of the virtual **Social & Welfare Committee meeting** Tuesday 27th April 2021 were agreed and signed.

- (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:

To consider the flying of flags.

The Town Clerk look into the feasibility of having a flag pole on the newer part of the Assembly Rooms when a Union Flag could be flown on a daily basis, leaving the two flag poles by the War Memorial for flags to be flown on special occasions.

The Town Council purchase a Norfolk Flag and add Norfolk Day to the list of flag flying days.

To consider refurbishment of Cemetery Lodge.

The Town Clerk seek advice from letting agents as to whether the location would deter families and therefore reduce the potential for letting a 3 bedroom property.

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

Proposed by Councillor S Green, seconded by Councillor L Monument, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed and signed.

17. **To consider refurbishment of Cemetery Lodge.**

The Town Clerk had sought advice from the letting agent who advised that the location in the Cemetery will affect some applicant's decisions, however the property will still attract interest from families if it was a 3 bedroom.

Proposed by Councillor H King, seconded by Councillor A Brooks and put to the vote, it was agreed that the Cemetery Lodge be refurbished as a three bedroom property.

Councillor A Brooks asked if when deciding the rent for Cemetery Lodge would the council consider the shortage of family houses with actual affordable rent in Dereham, many people are having to move out of Dereham due to the high rents.

The Town Clerk said that this would need to be discussed at a Finance meeting nearing the completion of the refurbishment.

18. To consider actions to commemorate the work of St John Ambulance.

Councillor L Monument said that she had received an email Georgina Holloway, High Sheriff of Norfolk regarding showing support for St John Ambulance for all their hard work working with the NHS during the pandemic and more recently at the vaccination hub in Norwich. There is a country wide plan to celebrate the charity by lighting all prominent public buildings green on the night of the 24th June to commemorate St Johns Day.

Councillor L Monument proposed that green filter be purchased to light the War Memorial on the 24th June, also a St John Ambulance flag be purchased and flown on the same day to commemorate the work of St John Ambulance, this was agreed.

The Town Clerk said that he would purchase additional green filter so that if the Parish Church, Cowper Congregational Church or Dereham Windmill wish to light up their buildings the filters are available.

Chairman