

DEREHAM TOWN COUNCIL

12th September 2023

At a meeting of the **Full Council** held on **Tuesday 12th September 2023** in the Memorial Hall at **7.30pm**.

Present: Councillors H King (Chairman), H Clarke, K Cogman, C Coleman, P Duigan, S Green, A Greenwood, H Jones-Seymour, L Monument, P Morton and R O'Callaghan.

Also in attendance: Town Clerk T Needham and Deputy Town Clerk J Barron.

51. **To receive apologies for absence.**

Apologies for absence were received from Councillor A Brooks.

52. **Declaration of Interest.**

There were no declarations of interest.

The meeting was adjourned

There was no public speaking.

The meeting resumed

53. **To receive announcements.**

The Mayor, Councillor H King, announced that he and the Deputy Mayor, Councillor L Monument had attended the following events:

- 10th August 2023 - Dereham Princes Trust Presentation
- 3rd September 2023 - Teddy Bear Zip Wire at Dereham Windmill
- 9th September 2023 - Norfolk County Scout AGM
- 10th September 2023 – Civic Sunday

The Mayor also attended:

- 25th August 2023 - 100th Birthday of Reginald Lewis at Quebec Hall
- 5th September 2023 - The opening of the new Costa Coffee store
- 9th September 2023 – Summer Reading Challenge at Dereham Library

The Deputy Mayor also attended:

- 25th August 2023 - Annual Town Council Bowls Match

54. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting** held on **Tuesday 8th August 2023**.

Proposed by Councillor H King, the minutes of the Full Council meeting held on Tuesday 8 th August 2023 were agreed and signed.
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55. **Markets & Buildings**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Markets & Buildings Committee meeting** held on **22nd August 2023**.

Proposed by Councillor S Green, the minutes of the Markets & Buildings Committee meeting held on Tuesday 22nd August 2023 were agreed and signed.

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

The following recommendations were agreed and approved by the Council:

To consider replacement of fire doors at the Memorial Hall.

It was agreed that replacement of fire doors and other minor works at an estimated total cost of around £8-10k, which would be funded from the Building Capital Repairs budget.

Recommended action:

- Kitchen – Replacement fire doors.
- Dimmer room – Replacement fire doors.
- Plant room – Remedials to achieve 60-minute fire rating.
- Caretaker's Store Room – Replacement fire doors.
- Archway Double Doors – Replacement fire doors.
- Top Flat Electric Cupboard – Remedials.

In addition, it was agreed to install an automatic fire suppression system above the cooker in the kitchen at a cost of around £2,500, with an annual inspection cost of £500, to be funded from the Building Capital Repairs budget.

To consider a 5-year plan for a technical replacement programme for sound and lighting equipment at the Memorial Hall.

Due to the current systems coming to the end of their life and no longer being supported by manufacturers for repairs, it was agreed that the implementation of a 5-year plan for replacement of sound and lighting equipment at the Memorial Hall to ensure that the Hall continues to be a viable venue for larger entertainment events. The total estimated cost will amount to just over £30,000, to be funded from the Building Capital Repairs budget and will include the following works:

- Replacement of old lamps with LEDs and to include the ability to colour wash the ceiling at a cost of around £5,000.
- Replacement of existing lighting desk at a cost of around £8,000.
- To continue to gradually upgrade lighting with LED lights at a cost of around £4,000.
- A complete replacement of the sound system, including the sound desk, to be powered and configured from the side of the stage, at a cost of around £15,000 (£4,000 of which accounts for the replacement of the sound desk itself).

It was agreed to include in the 5-year plan the replacement of the drill-winch bars on the fly platform to a system where the controls are at floor level, at a cost of around £10,000, to be funded from the Building Capital Repairs budget, and that this replacement should be prioritised.

To consider the use of holiday credits for weekly hirers.

It was agreed that a holiday credit scheme be instigated for regular Memorial Hall hirers to award 3 credits when weekly events are booked 1 year in advance.

To consider refurbishing exterior Roll of Honour.

It was agreed to refurbish the exterior Roll of Honour at the Memorial Hall from the Building Capital Repairs budget at a cost of around £1,800, the work would consist of professional cleaning and repainting the lettering.

56. **Social & Welfare**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting** held on **22nd August 2023**.

Proposed by Councillor H King, the minutes of the Social & Welfare Committee meeting held on Tuesday 22nd August 2023 were agreed and signed.

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

The following recommendations were agreed and approved by the Council:

To consider installing lights for FEPoW Memorial.

It was agreed to use the £2,500 in the earmarked reserve for the FEPoW memorial to install floodlights. Councillors also suggested arranging an unveiling ceremony with publicity once works are complete.

To consider managing parts of the Old Cemetery for wildlife.

It was agreed to manage Plots 4, 6 and 11 in the Old Cemetery for wildlife, these being areas which are the oldest and with most graves no longer visited. The Committee stipulated that any war graves or recent graves within these areas would not be affected and would be maintained to the usual standard. Information notices would be supplied to make people aware of why the management in these areas has changed.

To consider reducing tree canopy on plots 14 and 15 of the Old Cemetery.

It was agreed to reduce the canopy and crown lift a number of trees in Plot 15 and to pollard the lime trees on the western boundary of Plot 14, at the Old Cemetery, at a cost of around £2,000, depending on how much work is involved. Councillors also recommend taking advice on thinning the lime trees on Plot 14.

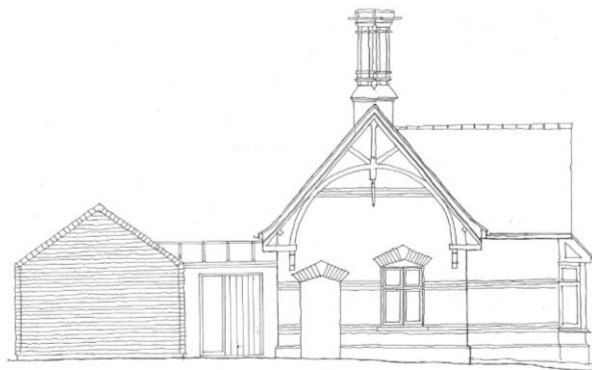
To consider creating a new ashes area in Plot 16 of the Old Cemetery.

It was agreed that the Council cease arranging burials in Plot 16 of the Old Cemetery and to instead use the area for the interment of ashes. The Committee also recommended that the access paths to Plot 16 are given consideration.

Cemetery Lodge.

a) To consider revised roof design for Cemetery Lodge.

The revised roof design for Cemetery Lodge was agreed.



b) To consider extending the project to include sheds near the lodge.

It was agreed to repair the brick shed. The Committee also agreed to retaining and repairing the tin shed, so long as the cost to repair it is less than the cost to remove it.

c) To confirm heating system for Cemetery Lodge.

It was agreed that an air source heat pump as the main heat source, on the condition that the design engineers provide written assurances that the system will work to a recognised standard.

d) To consider including Photo voltaic panels (PVs) as part of the refurbishment of Cemetery Lodge.

It was agreed to include Photo voltaic panels (PVs) including a battery for storage as part of the tender for the refurbishment of Cemetery Lodge, and to then consider whether to go ahead with these once the costs involved in installing them are known. It was also agreed that the Council request a report along with the tender detailing how effective the PVs would be, being located within the garden with surrounding trees.

e) To confirm taking the Lodge refurbishment through tender.

It was agreed to take the Lodge refurbishment through tender.

57. Finance & Governance

a) To receive from the Chairman, confirm as correct and sign the minutes of the **Finance & Governance Committee meeting held on 5th September 2023.**

Proposed by Councillor S Green, the minutes of the Finance & Governance Committee meeting held on Tuesday 5th September 2023 were agreed and signed.

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

The following recommendations were agreed and approved by the Council

To consider grant applications.

The following recommendations were agreed:

Organisation	Amount of grant applied for	Amount Agreed	Reason for Grant	Comment
Dereham Rugby Club	£1000	£1000	Shower facilities for the players after matches and training	
Dereham Saint Youth Football Club	£1000	£1000	To fund new water tight flooring and the removal of dilapidated areas of the club hut. Also new boarding for the rear wall of the hut.	
Hope for Tomorrow	£500	£0.00	Funding to help keep a mobile cancer care unit operational.	It was felt that this funding would be to help with the running and everyday costs of the unit and would therefore not meet the grant criteria.
aboutDereham Partnership	£500	£500	To update and print visitor guide leaflets.	

To review Grant Making Policy.

It was agreed that for grant applications over £500 the applicant should demonstrate that they have looked at obtaining match funding from other funding sources and that reference to grants over £1,000 be removed from the policy.

Update from the Marketing & Communications Working group.

The committee received a report from the Marketing and Communications Working group and discussed its progress.

It was agreed that:

- 1) A draft questionnaire for internal use to assess the impact and effectiveness of communications utilised at present.
- 2) A possible communications policy be drafted
- 3) A possible communications strategy be drafted

Once drafted these would be brought back to the Committee.

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

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

59. To receive any updates/reports from members of the council who are County or District Councillors:

- **Congestion at Tavern Lane** – Councillor Duigan was looking to get an officer to talk to the Council regarding congestion at Tavern Lane.
- **Westfield Lane Railway Bridge** – Councillor Duigan said he can only reiterate previous comments
- **Gritting Routes** – Councillor Duigan would check that all bus routes are on a primary gritting route and would report back to next Full Council, if all bus routes were also gritting routes this could free up some grit-bins for relocation.
- **Tavern lane Lights** - The Town Clerk would email County Councillor Duigan requesting that NCC inspect the Tavern Lane lights to ensure they are working at their optimum efficiency and whether the traffic lights at Roys/Greens Road are linked to the Tavern Lane lights.

60. **To consider funding the production and distribution of the Remembrance Sunday Parade and Church Guide to Participants for the Royal British Legion. (Cllr H King)**

It was agreed that the Town Council would cover the cost of £69 as requested but only for this year. The Town Council would advise the Royal British Legion to enclose a flyer advising that as from next year all paperwork will be emailed and request email addresses.

Chairman