

**NOTE:** In the case of non-members, this agenda is for information only

## **DEREHAM TOWN COUNCIL**

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7<sup>th</sup> September 2023

Dear Councillor

You are hereby summoned to attend the next meeting of **Dereham Town Council** which will be held at the Memorial Hall, Dereham on **Tuesday 12<sup>th</sup> September 2023** at **7.30pm** to consider the items on the Agenda below.

Yours faithfully

*A N Needham*

**Mr A N Needham**  
**Town Clerk**

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.

### **A G E N D A**

1. To receive apologies for absence.
2. **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  
  
**Adjournment for Public Speaking - meeting to be adjourned for up to 15 minutes maximum to take questions from members of the public or to allow County and District Councillors who are not Town Council members to give a report and answer questions.**
3. To receive announcements.
4. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting** held on **Tuesday 8<sup>th</sup> August 2023**.
5. **Markets & Buildings**
  - a) To receive from the Chairman, confirm as correct and sign the minutes of the **Markets & Buildings Committee meeting** held on **22<sup>nd</sup> August 2023**.

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

**To consider replacement of fire doors at the Memorial Hall.**

The Committee recommended the 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, the Committee recommended installing 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, the Committee recommended 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).

The Committee recommended 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.**

The Committee recommended 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.**

The Committee recommended 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.

**6. Social & Welfare**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting** held on **22<sup>nd</sup> August 2023**.
- b) To discuss any matters arising and vote on any recommendations listed below.

**To consider installing lights for FEPoW Memorial.**

The Committee recommend using 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.**

The Committee recommended 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.**

The Committee recommended 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.

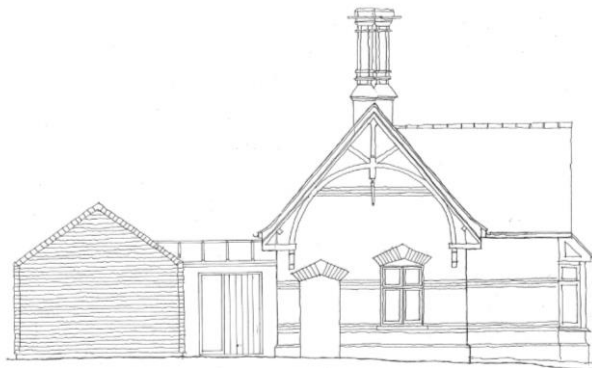
**To consider creating a new ashes area in Plot 16 of the Old Cemetery.**

The Committee recommended 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 Committee recommended the revised roof design for Cemetery Lodge.



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

The Committee recommended repairing the brick shed. The Committee also recommended 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.**

The committee recommended 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.**

The Committee recommended including 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. The Committee also recommend 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.**

The Committee recommended taking the Lodge refurbishment through tender.

7. **Finance & Governance**

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

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

**To consider grant applications.**

The following recommendations were made:

<b>Organisation</b>	<b>Amount of grant applying for</b>	<b>Amount Recommended</b>	<b>Reason for Grant</b>	<b>Comment</b>
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.**

The committee recommended 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.

The Committee recommended 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.

8. To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.
9. To receive any updates/reports from members of the council who are County or District Councillors:

**From County Councillor Duigan – Update on organising an NCC officer to come to a meeting and talk about congestion at Tavern Lane and Westfield Lane Railway Bridge (Cllr Greenwood).**

10. 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)