

DEREHAM TOWN COUNCIL

11th November 2025

At a meeting of the **Full Council** held on **Tuesday 11th November 2025** in the Memorial Hall at **7.30pm**.

Present: Councillors R O'Callaghan (Chairman), P Duigan, Z Flint, S Green, A Greenwood, R Jamieson, H King, L King, and P Morton.

Also in attendance: A Webb (District Councillor), T Needham (Town Clerk), J Barron (Deputy Town Clerk) and T Thompson (Town Council Officer)

84. **To receive apologies for absence.**
There were no apologies for absence

85. **Declaration of Interest.**
There were no declaration of interest.

The meeting was adjourned.

District Councillor A Webb raised awareness of the Local Plan meeting to be held at Dereham Library on Thursday 13th November. District Councillors would be in attendance to discuss concerns. She emphasised that the Local Plan was more than houses; the provision of additional health facilities and youth provision should be raised for inclusion.

The meeting resumed.

86. **To receive announcements.**
The Mayor, Councillor R O'Callaghan, announced the following events:

October 2025

20th - Councillor R O'Callaghan attended Dereham Action Partnership meeting
28th - Councillors R O'Callaghan and H King attended the unveiling of
The Royal British Legion Remembrance Garden and Pillbox Information Board

November 2025

6th - Councillor R O'Callaghan visited the new Nova Training Centre
9th - Town Councillors attended the Dereham Remembrance Sunday Parade

Councillor R O'Callaghan thanked the Town Council and Royal British Legion for the organisation of the Remembrance Parade.

Councillor H King thanked Town Councillors who assisted with Poppy Appeal collections at local supermarkets.

Councillor S Green joined the meeting.

87. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting held on Tuesday 14th October.**

Proposed by Councillor R O'Callaghan, the minutes of the Full Council meeting held on Tuesday 14th October 2025 were agreed and signed.

88. To receive from the Chairman, confirm as correct and sign the minutes of the **Extraordinary Full Council meeting held on Tuesday 4th November 2025.**

Proposed by Councillor R O'Callaghan, the minutes of the Extraordinary Full Council meeting held on Tuesday 4th November 2025 were agreed and signed.

89. **Markets and Buildings**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Markets and Buildings Committee meeting held on Tuesday 28th October 2025.**

Proposed by Councillor S Green, the minutes of the Markets and Buildings committee meeting held on Tuesday 28th October 2025 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 Tuesday Market Tolls.

It was agreed that a new Market Incentive was introduced. Existing traders who introduce a new market trader will receive 4 weeks free if the new trader stays for 4 weeks.

To consider letting rooms in the Assembly Rooms.

It was agreed that ASD Helping Hands was offered three rooms to rent at the Assembly Rooms and Sue Lambert Trust one room to rent at the Assembly Rooms.

To confirm price paid when booking the Memorial Hall some years in the future.

It was agreed that a table of fees showing charges for future years be drawn up. As a default, fees would be raised by 4% per annum, locked in for those booking well in advance. Fees would be reviewed annually and adjustments made to the table of fees.

It was agreed that hirers paying the full hire fee upfront would be protected from future price rises before their date of hire.

To consider servicing louvre vents

It was agreed that louvre vents in the Memorial Hall Main Hall are serviced at an estimated cost of £2,500, and at the same time inline connectors are fitted to each unit to facilitate maintenance in the future.

90. **Personnel**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Personnel Committee meeting held on Tuesday 28th October 2025.**

Proposed by Councillor H King, the minutes of the Recreation committee meeting held on Tuesday 28th October 2025 were agreed and signed subject to minor amendments.

- 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 recruitment of Deputy Clerk.

It was agreed that the Town Clerk contact several recruitment agencies to find out what the actual costings might be.

It was agreed that key holder and call out duties, along with having the means of travel to inspect sites be added to the job description and that job evaluation be carried out to check salary scale.

It was agreed that with regards to claiming cycling expenses that an average mileage of 3.5 miles for each cycling trip should be applied, this would be recorded through maintaining a simple tally of trips. This would save time on recording and claiming expenses.

91. **To consider appointing a councillor representative to the East Dereham Parish Charities.**

The vacancy had arisen due to the resignation of Councillor H Clarke. The Town Clerk gave a verbal summary of the current position with the administration of the Charities. Councillor P Morton provided examples of the types of grants awarded by the Charities.

Proposed by Councillor R O'Callaghan, it was agreed that Councillor Z Flint be appointed as a councillor representative to the East Dereham Parish Charities.

92. **To consider appointing an additional councillor to the Finance & Governance Committee.**

The vacancy had arisen due to the resignation of Councillor H Clarke.

Proposed by Councillor Z Flint, it was agreed that Councillor R Jamieson was appointed to the Finance & Governance Committee.

93. **To review balance score card.**

The Town Clerk provided a summary of current projects, some of which were time critical. Councillors agreed the balance score card is reviewed in Spring 2026.

94. **To consider moving Town Council Meeting to the Assembly Rooms.**

After discussion, Councillors agreed that meetings remain at the Memorial Hall unless a booking was received for use of the Meeting Room. It was felt that the Meeting Room could be enhanced to give a more formal backdrop to council meetings.

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

Proposed by Councillor R O'Callaghan, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed.

96. **To receive any updates/reports from members of the Council who are County or District Councillors.**

Councillor P Duigan raised awareness of an upcoming Norfolk County Council meeting to discuss closure of schools with low pupil numbers.

Councillor A Greenwood asked Councillor Duigan if Norfolk County Council had road access improvements on their book of work now the new Lidl store was nearing completion. Councillor Duigan would enquire and report back.

The Town Clerk asked Councillor Duigan for an update on the cycling and walking infrastructure plan. Councillor Duigan would request the current position and report back.

Councillor Duigan summarised the situation with the upcoming relocation of the Fred Nicholson School, and the processes involved before the vacated site could be reused.

Councillor S Green had attended an A47 upgrade meeting. Information leaflets were available.

Chairman