

DEREHAM TOWN COUNCIL

13th June 2023

At a meeting of the **Full Council** held on **Tuesday 13th June 2023** in the Memorial Hall at **7.30pm**.

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

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

17. **To receive apologies for absence.**

Apologies for absence were received from Councillor R O'Callaghan.

18. **Declaration of Interest.**

There were no declarations of interest.

The meeting was adjourned

Daryl Spencer from Dereham Saints FC addressed the meeting advising of the flooding issue and overhanging trees on Toftwood Recreation ground.

The Town Clerk, Tony Needham said that he would arrange a meeting with Daryl Spencer at Toftwood Recreation Ground to see if there was any way in which the Town Council could help with these issues.

District Councillor A Webb explained to the meeting Breckland Councils launch of the Amazon Alexa system.

The meeting resumed

19. **To receive announcements.**

The Mayor, Councillor H King, announced that he had attended the following events:

11th May 2023 – Little Owls Tree Planting Ceremony

11th May 2023 – Dereham Town Pastors AGM

13th May 2023 – Dereham Day

21st May 2023 – William O'Callaghan Memorial Service

8th June 2023 – U3A Meeting

20. To receive from the Chairman, confirm as correct and sign the minutes of the **Annual Town meeting** held on **Tuesday 9th May 2023**.

Proposed by Councillor H King, the minutes of the Annual Town meeting held on Tuesday 9 th May 2023 were agreed and signed.
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21. **Finance**

To receive from the Chairman, confirm as correct and sign the minutes of the **Finance Committee meeting** held on **Tuesday 30th May 2023**.

Proposed by Councillor S Green, the minutes of the Finance Committee meeting held on Tuesday 30th May 2023 were agreed and signed.

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.

Organisation	Purpose	Amount Agreed	Comment
Cowper Memorial Church	Roof repairs	£1,000	£1,000 is the maximum grant under this scheme and is awarded in recognition of the wider public benefit.
Dereham Walkers are Welcome	Printing Walks Booklet.	£500	

To review policies.

Financial Risks

It was agreed that:

FMRA 2 - be reworded to reflect current practices and circulated at Full-Council.

FMRA 4 – amend the amount requiring Councillors to authorise be increased to £50,000.

FRMA 5 – deleted, as cash is no longer taken from traders.

Operational Risks – It was agreed that if not already on the balanced score card, risk 7 (risk assessments and inspection records) be placed on the balanced score card and for risk 9 (banking collapse) a check would be made to see how much work would be involved to mitigate this risk and report back at the next Finance Committee.

Internal Audit Plan – It was agreed that an update on progress on the priorities list be presented quarterly at Finance Meetings.

To appoint internal Auditor for 2023/24.

It was agreed that Mr Robin Goreham be reappointed as Internal Auditor for the 2023/24 financial year.

To consider request for parking at rear of Memorial Hall.

It was agreed that Dereham Men's Shed be allocated a single disabled parking space adjacent to the gates. This would be a licence only for the days when the organisation meets and initially for 6 months. Anybody making use of the space must display their blue badge.

22. To receive from the Chairman, confirm as correct and sign the minutes of the **Planning meetings held on Tuesday 11th April 2023.**

Proposed by Councillor H King, the minutes of the Planning meeting held on Tuesday 11th April 2023 were agreed and signed subject to a minor amendment.

23. 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.

24. **To review internal Auditor's report.**
The internal Auditor's report was reviewed.

25. **To review Annual Return for 2022/23**

a. Annual Return section 1 Annual Governance Statement.
Councillors reviewed all questions, these were agreed and signed.

b. Annual Return section 2 Accounting Statement
This was agreed and signed

26. **To request updates/reports from County Councillors:**

From County Councillor Duigan – Update on London Road Children's Centre (Cllr Clarke & Cllr Greenwood).

Councillors P Duigan said that there had been talks with various charitable organisations who would like to use the London Road Childrens Centre, this includes the Princes Trust, it is a conversation that is ongoing.

It was suggested that it would be helpful if the Town Council could be kept informed as to how this is being progressed and possibly have some input from Town Councillors.

From County Councillor Duigan – Clarification on ownership of street furniture in the Town Centre (e.g., cycle racks) (Cllr Clarke).

Councillor P Duigan said that he had walked around the town and he felt that he could identify the ownership of all the street furniture apart from the cycle racks in Church Street.

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

Councillor P Duigan had no update.

Councillor A Brooks left the meeting.

From County Councillor Duigan – Update on the Flooding in Toftwood on the 9th May (including the Moorgate underpass) (Cllrs Cogman, O’Callaghan, Greenwood).

Councillor P Duigan had no further updates.

It was requested that it would be helpful to have regular updates on the progress through the action plan to prevent flooding in Dereham

From County Councillor Richmond – Update on progress unblocking RB3 and FP2 (Cllr Greenwood).

Although unable to attend the meeting, County Councillor W Richmond sent a written report / update which was circulated to Cllrs.

Councillors requested that County Councillors provide regular reports with regards to any issues that have been raised by the Town Council, it would be beneficial if the reports were sent out a week prior to a Full Council meeting in order for Town Councillors to digest the information received and save time at the Council meeting.

27. **To consider creating a working group for marketing and communications (Cllr Coleman)**

Councillor C Coleman suggested creating an advisory group or task and finish group to look at a particular issue and report back. This proposal is to create a working group to consider how effectively the council is communicating with its principal stakeholders.

It was agreed to set up a working group for marketing and communications, the Working Group would consist of a small group of Councillors and be led by Cllr Coleman.

28. **To consider running an outdoor cinema. (Cllr Green)**

Councillor S Green proposed that the Town Council run an outdoor cinema on Fleece Meadow in the summer, showing possibly two or three films during the day.

As this event does not relate to anything, unlike the film shown at the Coronation event then good publicity would be essential.

It was agreed that the Town Council run an outdoor cinema as a one-off event in August 2023, Councillor S Green to take the lead on this.

Chairman