

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

DEREHAM TOWN COUNCIL

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9th March 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 14th March 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.

AGENDA

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 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 14th February 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 **28th February 2023**.

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

To consider ground floor retail at 62 Norwich Street.

The committee recommended that the ground floor of 62 Norwich Street be used by the Town Council for storage, workshop and welfare facilities for bar staff. Details of any changes needed would be brought back to the committee.

To consider appointing architect for detailed design for Cemetery Lodge.

The committee recommended that Jeremy Stacey Architect be appointed for the detailed design for Cemetery Lodge.

6. Social & Welfare

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Social & Welfare Committee meeting** held on **28th February 2023**.
- b) To discuss any matters arising and vote on any recommendations listed below.

To consider additional support for the Battle of Britain Parade.

The Committee recommended that there should be no additional support for the Battle of Britain Parade but the Town Council would continue supporting Battle of Britain Day by providing refreshments after the commemoration event.

To consider using professional stewards to close the roads on Remembrance Sunday.

The committee recommended that the Town Council hire professional stewards to close the roads on Remembrance Sunday.

To consider continuing with Remembrance Sunday Live stream.

The committee recommended that Remembrance Sunday should no longer be live streamed.

To discuss Market Place Christmas Tree.

The committee recommended that the Town Council continue to purchase a large Christmas tree for the town centre, even if the cost was higher. Donations towards the tree would be accepted.

7. Finance & Governance

- a) To receive from the Chairman, confirm as correct and sign the minutes of the Finance & Governance Committee meeting held on the 7th March 2023
- b) To discuss any matters arising and vote on any recommendations listed below.

To consider grants applications.

The Following grants were recommended for approval.

Organisation	Purpose	Amount recommended	Comment
Friends of Dereham Memorial Hall	Contribution towards Dereham Day 2023	£1,000	
Dereham Lions Club.	Coronation tea	£300	To come from the coronation budget rather than the grants budget.
Dereham Band	Two concerts in either Ellenor Fenn or Queen Mother Garden.	£300	
Wellspring Family Church	Towards storage for the Food Cabin	£1,000	Make the group aware that this is our maximum grant and suggest that they apply to neighbouring parishes who's residents may also benefit.

The Committee recommended that:
All organisations receiving a grant give credit to the Town Council.
The Cowper Memorial Church be asked for addition information for the next meeting and informed that the maximum grant is £1,000.
The grants listed, would be drawn from the underspend in the Mayor's Events budget for 2022/23, rather than the 2023/24 grants budget.

To review Financial Regulations

It was recommended that Paragraph 6.1 be changed to include:
For electronic payments, it is essential that two members of staff oversee the system of payments. One member of staff prepares 'payments to be made', then following authorisation from the Council, makes the payments. A different member of staff produces the Financial Statement which is checked against the bank statement and the 'payments to be made' list approved by the Council.

It was recommended that at paragraph 11.1 (b)(i) –
second to last paragraph insert the words "paper tenders" after the word "All"

Then to insert a new paragraph to read:
Where tenders are to be received electronically, a locked email account would be created for this purpose. The account would only be unlocked after the deadline by the Council's IT providers.

To consider changes to machinery fleet

It was recommended that the Council sell the Pick-up truck, Digger and Scag mower and using the proceeds along with an additional £10,000 set aside for a new digger, purchase a second hand mini tractor from Ben Burgess along with a grader box, transport box and tipper trailer.

To consider Nutrient Neutrality Credits

It was recommended that the Council agree the broad heads of terms with the final contract to be brought to Full Council at a later date.

8. To receive from the Chairman, confirm as correct and sign the minutes of the **Planning meetings** held on **Tuesday 14th February 2023** and **Tuesday 28th February 2023**.
9. To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.
10. **Exclusion of press and public**
To pass a resolution to exclude the Press and Public from the meeting on the grounds that the Business to be transacted is confidential and publicity would be prejudicial to the public interest.
11. To confirm broad heads of terms for Nutrient Neutrality Credits.