

DEREHAM TOWN COUNCIL

12th June 2018

At a meeting of the **Full Council** held on **Tuesday 12th June 2018** in the Assembly Rooms at **7.30pm**.

Present: Councillors H Bushell (Chairman), A Bowyer, P Duigan, L Goreham, R Hambidge, L Monument and P Morton.

Also in attendance: Town Clerk Tony Needham, Town Council Officer Thelma Jackson and County and District Councillor W Richmond.

A minutes silence was held in memory of Councillor C Jordan who was a serving Town Councillor when he died.

After the silence, Councillors reflected and paid tribute to Councillor C Jordan's contribution to public life.

Mayor Councillor Hilary Bushell said I feel privileged to have known Cliff. Like most people I had the odd spat with Cliff but he was always big enough not to bear a grudge. Cliff's interest in beekeeping and his passion for encouraging people to make space in their gardens for insects demonstrates to me that inside Cliff there was a gentleness which most people never had the chance to see.

Councillor Phillip Duigan said I have known Cliff for more than 30 years he was somebody you could never ignore, he was a big man in every sense of the word and he also had big ideas. He brought the cabinet system of local government to Breckland. With Michael Fanthorpe's death last year, Cliff was the last of the big political characters of Dereham and will be greatly missed.

Councillor Linda Monument said I have known Cliff for many years and at times disagreed, but I think it is true to say that if you never fell out with Cliff then you never knew him very well. I was always impressed with how hard he worked and his tremendous depth of knowledge on so many issues. Cliff could often bring a perspective to a debate that had not been thought of by anybody else. This new perspective made everybody rethink the issue under consideration which always improved the outcome of the debate, this was a rare quality which will be missed. One of the best things Cliff did for Dereham was to ensure that Dereham Meeting Point had a permanent home – this is a tremendous legacy for Dereham.

Councillor Linda Goreham – said that myself and Robin have known Cliff for many years we have had many spats over the years but he was always a fair man and remained a good friend. Cliff was always extremely helpful, just in the last few months Cliff had helped us sort out a County matter; this was Cliff all over, he worked very hard for the resident. He was of course a Dereham man and I know he had always wanted to be a Town Councillor, I am very happy that he was able to fulfil this aspiration.

13. **To receive any World War One centenary commemorations.**

On this centenary we remember:

Gunner Walter Halliday

Royal Horse and Royal Field Artillery
Died 10th June 1918 at Queen Mary's Military Hospital Whalley

Coy. Sergeant Major Albert Edward Barker
1st Battalion-Norfolk Regiment
Died 26th June 1918 in France

14. **To receive apologies for absence.**

Apologies for absence were received from Councillors H Clarke and T Monument.

15. **Declaration of Interest.**

Councillor A Bowyer declared a pecuniary interest in item 13 Norwich Road cemetery and a personal interest in item 14 Caudebec Les Elbeuf twinning. Councillor H Bushell and Councillor L Monument declared a personal interest in Ruthen twinning and Councillor P Morton declared a personal interest in Caudebec Les Elbeuf twinning.

The meeting was adjourned

Mrs B Morton asked councillors if it would be possible to plant a new copse of trees somewhere on Neatherd Moor as a long lasting memorial to commemorate 100 years since the end of World War 1.

County and District Councillor W Richmond advised the meeting that the police priorities for this month are anti-social behaviour, speeding and drug use.

County and District Councillor P Duigan informed the meeting that he and the Town Clerk had recently visited Toftwood Saints Football Club at Toftwood Recreation Ground and he emphasised the need for proper pitches and facilities in this area of the town. Councillor Duigan thanked the Town Clerk, Facilities Manager and outside staff for moving the old town sign for the antiquarians for storage at Peter Wade Martin's barn.

The meeting resumed

16. **To receive announcements.**

The Mayor, Councillor H Bushell announced that she had attended the following events:

- | | | |
|---------------------------|---|--|
| 17 th May 2018 | - | Dereham Town Pastors AGM |
| 18 th May 2018 | - | MNR, re-opening of a section of line with inaugural journey to Worthing from Dereham |
| 18 th May 2018 | - | Mayor Making Civic Reception at Thetford |
| 25 th May 2018 | - | SNAP meeting |
| 29 th May 2018 | - | Forget-me-Nots |
| 2 nd June 2018 | - | Kuk Sool Wan Marshall Arts School 60th Anniversary Exhibition at UEA |
| 6th June 2018 | - | RAFA presentation evening at Toftwood Social Club |
| 8th June 2018 | - | WW1 evening at Toftwood Social Club |
| 9th June 2018 | - | RAFA meeting at Meeting Point to discuss upcoming WW1 events |
| 10th June 2018 | - | Thetford Civic Service and Reception |

The Mayor Councillor H Bushell also announced that the Town Council had received a certificate of thanks from the Royal British Legion for recognition of the Council's help and support, this certificate is only awarded once every 5 years.

Councillor P Duigan attended the following event:

17th May 2018 - Dereham Town Pastors AGM

17. To receive, confirm as correct and sign the minutes of the **Full Council** meeting held on **Tuesday 8th May 2018.**

Proposed by Councillor H Bushell, seconded by Councillor L Monument, the minutes of the Full Council meeting Tuesday 12th June 2018 were agreed and signed.

18. To receive, confirm as correct and sign the minutes of the **Annual Town Council** meeting held on **Tuesday 15th May 2018**

Proposed by Councillor H Bushell, seconded by Councillor R Hambidge, the minutes of the Annual Town Council meeting held Tuesday 15th May 2018 were agreed and signed subject to a minor amendment.

19. To receive, confirm as correct and sign the minutes of the **Finance and Governance** meeting held on **Tuesday 5th June 2018**

Proposed by Councillor H Bushell, seconded by Councillor L Monument, the minutes of the Finance and Governance meeting held Tuesday 5th June were agreed and signed.

- b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

The following recommendations were agreed and approved by the Council without amendment:

To consider Grants.

The following grants were recommended:

| Organisation | Amount | Purpose | Comments. |
|----------------------------|--------|----------------------|---|
| Dereham Carnival Committee | £1,400 | Toilets for carnival | The committee requested that recognition of the Town Council's contribution is placed prominently on the Carnival Web-site for a minimum of 12 months, as well as the programme. The committee would like to see the Carnival build up a contingency reserve and would like to see evidence of this when future funding requests are made to the Town Council. |
| About | £500 | Set up costs – | It was suggested that the web- |

| | | | |
|-----------------------------------|------|---------------------|--|
| Dereham Partnership | | new organisation | site domain name is changed as the "about Dereham" does not immediately come to the top of the search list. "Dereham about Dereham" was suggested as an alternative. |
| William Cowper pre-School Nursery | £500 | Towards new windows | |

To consider celebrations for the commemoration 100th anniversary of the RAF as part of the anniversary of the Battle of Britain.

As this would be a one off event,

The committee recommended that an additional £1,000 be set aside to the Battle of Britain parade in order to mark and celebrate the 100th anniversary of the forming of the RAF.

To agree to carry over underspend from Christmas Lights to new financial year.

The committee recommended the underspend in the following budgets to be carried forward in to the 2018/19 financial year:

| Budget | Amount | Reason |
|----------------------|-----------|--|
| News Letter | £550 | Extra had been allocated to the Brochure but not all was used. |
| Christmas Lights | £1,249.80 | Invoice for tree erecting and removal was not invoiced in 2017/18. |
| Windmill Maintenance | £327 | This should have been allocated to earmarked reserves. |

To review Risk Matrix and Financial and Management Risks.

The committee recommended the following amendments:

| | |
|--------|--|
| FMRA 2 | Amend internal controls so that Cemeteries are inspected weekly. |
| FMRA 3 | Delete reference to purchase orders as the Council does not operate a PO system. External controls delete words after Internal Auditor and insert reference to the Internal Auditor's terms of reference. |
| FMRA 4 | In third paragraph after "Financial Regulations" , insert: <i>Invoices first checked by Administrative Officer and listed for payment; list checked monthly by full Council; cheques are signed by 2 councillors who also initial cheque counterfoil and relevant invoices; list of payments made forms part of financial matters item on agenda for checking by next meeting of Full Council.</i> |

| | |
|-------|---|
| | And remove the rest of the paragraph. |
| FRMA6 | Remove the word “significant” as it relates to terms and conditions – so that all changes to contracts are brought to Council. Insert reference to Internal Auditor checking salaries of Clerk and Deputy Clerk. |

The Risk Matrix was discussed; the committee asked that tenants should be checked to make sure all equipment belonging to the tenant has been PAT tested.

The committee recommended that for Risk 1, that a fire proof filing cabinet be purchased to store important Council documents.

To review terms of reference for the internal auditor.

The committee recommended the following amendment:

That the internal Auditor will check that the Council has met its responsibilities with regard to the following charities: Headborough Estate, Recreation Ground and Bishop Bonners Cottages.

To Appoint Internal Auditor.

The committee recommended that Mr D Harrow be appointed internal Auditor for the years 2018/19

To consider new Council Investment strategy.

The Committee recommended that the following be the Council’s investment Strategy.

Financial Investment Strategy.

This Strategy aims to meet the requirements of section 15(1) of the Local Government Act 2003.

Purpose of investments.

To invest an appropriate proportion of the Council’s reserves to obtain a higher level of income than could be obtained through bank deposit account and provide long term capital appreciation, with low risk.

The Town Council currently only invests in the CCLA Local Authority Property Fund. The fund is a low risk investment designed for local authorities to provide a secure investment with reasonable returns and exposes investments to the level of risk appropriate for local authorities investing public funds.

Reporting.

At the end of each financial year the fund’s performance is reported to the Council. The performance report is available to the public, upon request, free of charge and will be published on the Council’s web-site along with other end of year documents.

Review.

This Strategy will be reviewed annually and prior to any new investment being considered.

20. To receive, confirm as correct and sign the minutes of the **Planning** meeting held on **Tuesday 8th May 2018 and Tuesday 22nd May 2018**

Proposed by Councillor H Bushell, seconded by Councillor P Duigan, the minutes of the planning meetings Tuesday 8th May 2018 and Tuesday 22nd May 2018 were agreed and signed subject to minor amendments.

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

Proposed by Councillor H Bushell, seconded by Councillor R Hambidge, the list of accounts to be paid , the Financial Statement and list of accounts to be paid were agreed and signed.

Councillors received and read the report from the internal auditor.

22. **To agree and sign the Annual Governance Statement 2017/18**
Councillors reviewed all questions individually, these were agreed and signed.

23. **To agree and sign Accounting Statement 2017/2018.**
The Accounting Statement for 2017/18 was approved and signed.

24. **To consider tenders for 58 Norwich Street.**
This item was deferred until the next Full Council meeting.

Councillor A Bowyer left the meeting and the room.

25. **To consider contracting Councillor A Bowyer to train staff on maintenance of garden at the Norwich Road Cemetery.**

Proposed by Councillor R Hambidge, seconded by Councillor L Monument, it was agreed that Councillor A Bowyer train staff on the maintenance of the garden at Norwich Road Cemetery for a period of 12 months.

Councillor A Bowyer returned to the meeting.

26. **To consider grant applications.**

Councillor P Duigan proposed that as it did not break any law allowing Councillors with a personal interest to remain in the meeting, and that as the Council would not be quorate without them, that those councillors should remain. There should be a recorded vote on each grant application, and any members of that organisation could abstain if they felt it appropriate, seconded by Councillor R Hambidge and agreed.

Councillors voted on Dereham (Ruthen) Twinning Association's First World War Centenary Grant application for £900.00 for a concert to commemorate the centenary of the end of WW1

For 5
Against 0
Abstain 2 (Councillors L Monument and H Bushell)

Councillors voted on Dereham (Ruthen) Twinning Association's Grant application for £750.00 for transport and communal activities during their September visit.

For 5
Against 0
Abstain 2 (Councillors L Monument and H Bushell)

Councillors voted on Dereham and Caudebec Les Elbeuf Twinning Association's First World War Centenary Grant application for £1000.00 to put on a tea dance with entertainment to commemorate the centenary of the end of WW1.

For 6
Against 0
Abstain 1 (Councillor A Bowyer)

Councillors voted on Dereham and Caudebec Les Elbeuf Twinning Association's Grant application for £300 towards hospitality at an evening event for French visitors.

For 6
Against 0
Abstain 1 (Councillor A Bowyer)

27. **To consider contributing to the Highways England Transport Model for Dereham.**

The Town Clerk informed Councillors that a meeting had been held with Breckland Council and Norfolk County Council with the view to carrying out a microsimulation study of Tavern Lane and congested areas in Dereham. This item will be brought back for discussion when a cost for the study is known.