

# DEREHAM TOWN COUNCIL

10<sup>th</sup> March 2020

At a meeting of the **Full Council** held on **Tuesday 10<sup>th</sup> March 2020** in the Assembly Rooms at **7.30pm**.

**Present:** Councillors L Monument (Chairman), A Brooks, C Bunting, H Bushell, H Clarke, P Duigan, A Grey, K Grey, S Green, H King, and P Morton.

Also in attendance: Town Clerk Tony Needham, Deputy Town Clerk Jillian Barron

150. **To receive apologies for absence.**

Apologies for absence were received from Councillor T Monument.

151. **Declaration of Interest.**

There were no declarations of interest.

*The meeting was adjourned.*

County Councillor W Richmond advised the meeting that the Town Council's applications for funding from the Parish Partnership for bus shelters and for the TROD at Shilling's Lane had been successful.

Councillor W Richmond said that the meeting that was due to take place tomorrow morning with Norfolk County Council's Highway Engineer had been cancelled.

*The meeting resumed.*

152. **To receive announcements.**

The Mayor, Councillor L Monument said that she had not attended any Civic engagements.

153. To receive, confirm as correct and sign the minutes of the **Full Council** meeting held on **Tuesday 11<sup>th</sup> February 2020.**

Proposed by Councillor L Monument, seconded by Councillor H Clarke, the minutes of the Full Council meeting Tuesday 11 <sup>th</sup> February 2020 were agreed and signed.
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154. **Personnel Committee**

(a) **To receive, confirm as correct and sign the minutes of the meeting held on Tuesday 4<sup>th</sup> February 2020.**

Proposed by Councillor L Monument, seconded by Councillor S Green, the minutes of the Personnel Committee meeting Tuesday 4 <sup>th</sup> February 2020 were agreed and signed.
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b) To receive a report from the Chairman, discuss any matters arising therefrom and vote on recommendations.

There were no recommendations.

155. **Finance & Governance Committee**

(a) To receive, confirm as correct and sign the minutes of the meeting held on **Tuesday 3<sup>rd</sup> March 2020.**

Proposed by Councillor H Bushell, seconded by Councillor P Morton, the minutes of the Finance & Governance Committee meeting Tuesday 3<sup>rd</sup> March 2020 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:

**To consider grant application**

The following grants were agreed:

<b>Organisation</b>	<b>Amount of grant agreed</b>	<b>Purpose of Grant</b>	<b>Comments</b>
Dereham Rugby Football Club	£500	Provision of WiFi and security camera to enhance the security of the club house and also provide added security for the public play park to deter vandals and anti-social behaviour.	Recognition should be given for the Town Council contribution.
Dereham Band	£400	Two summer Sunday concerts in the Queen Mothers Garden.	Recognition should be given for the Town Council contribution. The Committee would like the band to extend invitation to attend to Councillors.
Norfolk Quilters	£500	To provide activities for and promote friendship between ladies who are interested in sewing, making quilts, using textiles to produce works of art. To encourage improvement in mental health and combat loneliness, particularly in elderly people.	Recognition should be given for the Town Council contribution.

**To review Financial Regulations.**

Financial regulations were reviewed with the proposed amendments.

It was agreed to make the following amendments to Financial Regulations.

11(b)(i) – after the first paragraph insert.

*For non-construction projects, prior to the tender being advertised or sent to potential providers, the Council to agree how the tender will be scored and that the score weighting be included in the tender instructions.*

11(b)(i) - Fourth paragraph, insert new last sentence.

*Tender instructions should clearly state that submissions must be sealed and clearly marked “Tender Submission” .*

16.1 delete and replace with.

*All data is stored off site via cloud based storage.*

**Review Asset Register and Insurance Schedule**

The Asset Register and Insurance schedule were reviewed.

It was agreed that: the buildings insurance valuation be increased from 3% per year to 4% per year, with a review in 5 years.

**To review level of General Reserves**

The committee reviewed the level of general reserves.

The Council agreed to continue to have a target to increase general reserves by 4% each year and to review in 5 years' time.

**To consider allocating any underspend from 2019/20 financial year.**

Agreed that any underspend from the 2019/20 financial year be allocated to ear marked reserves – how any underspend is to be proportioned between reserves will be decided at the June Finance and Governance Committee.

156. To receive, confirm as correct and sign the minutes of the **Planning** meetings held on **Tuesday 11<sup>th</sup> February 2020 and Tuesday 25<sup>th</sup> February 2020.**

Proposed by Councillor L Monument, seconded by Councillor P Duigan the minutes of the Planning meetings Tuesday 11<sup>th</sup> February 2020 and Tuesday 25<sup>th</sup> February 2020 were agreed and signed.

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

Proposed by Councillor L Monument, seconded by Councillor H Clarke, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed and signed.

158. **To receive site selection report for new sports pitches.**

This was received.

159. **To consider delegating authority to the Clerk to award contract for work on Bishop Bonners Cottages.**

Proposed by Councillor L Monument, seconded by Councillor H Clarke it was agreed that authority be delegated to the Clerk to award contract for work on Bishop Bonners Cottages.

160. **To agree to appoint NALC to undertake a full review of resources for both officers and members for the benefit of the residents of Dereham.**

Proposed by Councillor A Grey, seconded by Councillor P Morton, it was agreed to appoint NALC to undertake a full review of Town Council resources for both officers and members.

161. **Update on recruitment process.**

The recruitment process would be reviewed at an Extraordinary Full Council meeting Tuesday 31<sup>st</sup> March 2020 and recruitment for further staff to be implemented immediately.

162. **To consider obtaining expert advice to develop the Council's recruitment and selection process.**

Agreed no action to be taken at present.

163. **To consider operational and reputational risks associated with levels of staffing.**

Proposed by Councillor P Morton, seconded by Councillor K Grey it was agreed that the Clerk could recruit up to two members of temporary staff to help support the permanent members of staff while the recruitment process is reviewed.

*Councillor H Bushell left the meeting.*

164. **Exclusion of Press & Public.**

Proposed by Councillor L Monument seconded by Councillor S Green it was agreed 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

165. **To consider engaging external experts.**

Proposed by Councillor K Grey, seconded by Councillor A Grey, it was agreed that either NALC or LGA should be contacted with regards to carrying out mediation.

166. **To Consider any actions to mitigate the short term staffing issues.**

This item was not discussed in view of suggestions agreed earlier.

**Chairman**

