

DEREHAM TOWN COUNCIL

9th May 2023

At the Annual Town Council Meeting held on Tuesday 9th May 2023 at the Memorial Hall, Dereham at 7.30pm.

Present: - Councillors H King (in the chair), A Brooks, H Clarke, K Cogman, C Coleman, P Duigan, S Green, A Greenwood, H Jones-Seymour, L Monument, P Morton and R O'Callaghan.

Also in attendance were County and District Councillor W Richmond, Deputy Town Clerk Jillian Barron and Town Council Officer Gemma Drew.

1. **To appoint the Town Mayor for the year 2023-2024.**

Councillor H Clarke proposed Councillor H King, seconded by Councillor P Morton, there were no further nominations. It was put to the vote and agreed that Councillor H King serve as Town Mayor for the year 2023 – 2024.

2. **To receive the Town Mayor's Declaration of Acceptance of Office.**

Councillor H King read and signed the Declaration of Acceptance of Office.

3. **To appoint the Deputy Mayor for the year 2023-2024.**

Councillor H Clarke proposed Councillor L Monument, seconded by Councillor P Morton. Councillor C Coleman proposed Councillor P Morton, Councillor P Morton declined, there were no further nominations. It was put to the vote and agreed that Councillor L Monument serve as Deputy Town Mayor for the year 2023 – 2024.

4. **To receive the Deputy Mayor's Declaration of Acceptance of Office.**

Councillor L Monument read and signed the Declaration of Acceptance of Office.

5. **Declaration of Interest**

There were no declarations of interest.

6. **To receive apologies for absence.**

There were no apologies for absence.

7. **Outgoing Town Mayor's address.**

Councillor H King said that he had had a really enjoyable year and continued by congratulating and thanking all his fellow councillors who had worked really hard. He went on to thank Councillor S Green, Town Council Officer Gemma Drew and Deputy Town Clerk Jillian Barron for all their hard work organising the Coronation event, he also thanked everyone else who helped with the event.

Councillor H King said that he was here to serve the community and hoped that if anyone had any queries or problems that they would come and speak to him. Finally, Councillor H King thanked Councillor P Morton for all his hard work and support during his time as the Deputy Mayor.

8. **To receive tributes to outgoing Mayor.**

Councillor P Duigan said he was glad to have Councillor H King back as Mayor as he did a splendid job last year. Councillor P Duigan also thanked Councillor P Morton for the great job he had done last year as Deputy Mayor.

Councillor P Morton thanked Councillor P Duigan and said that he had enjoyed his year as Deputy Mayor.

Councillor H King thanked Councillor P Morton for the excellent job he had done as a social ambassador.

9. **To receive announcements.**

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

22nd April 2023	-	Craft Fair at Dereham Windmill
3 rd May 2023	-	Meeting Point Afternoon Tea
5 th May 2023	-	Flower Preview at St Nicholas Church
6 th May 2023	-	Coronation Celebration – Fleece Meadow
6 th May 2023	-	Meeting Point Coronation Celebration
7 th May 2023	-	Church Service at St Nicholas Church

10. **To agree membership of Committees.**

Proposed by Councillor H King, it was agreed that the committee members would be as stated below.

Committees

Plans

Responsible for considering and commenting on all building plans submitted for comment by Breckland Council

All Councillors

Committee Cycle A:

Heritage & Open Spaces

Responsible for; open spaces, Bishop Bonner's Cottage, Windmill, Street Furniture, Town Sign, Explosive Store, Closed Churchyard

A Brooks, A Greenwood, K Cogman, P Duigan, H Jones-Seymour and P Morton

Recreation

Responsible for; allotments, transfer of Play Areas, grass cutting & ground maintenance

A Brooks, A Greenwood, K Cogman, P Duigan, H Jones-Seymour and P Morton

Committee Cycle B:

Markets & Buildings

Responsible for; Assembly Rooms (inc office furniture) Memorial Hall, Fleece Meadow, Markets.

S Green, H King, L Monument, C Coleman, H Clarke and R O'Callaghan.

Social & Welfare

Responsible for; War Memorial, Dereham Community Car Scheme, Twinning, Cemetery (inc Lodge, Chapel, trees, paths & roads), Barwell Court toilets, Christmas Tree and Christmas lights.

S Green, H King, L Monument, C Coleman, H Clarke and R O'Callaghan.

Other Committees/Working Parties

Finance & Governance

Responsible for; Grants, Audits, Accounts, Budgets

P Duigan, S Green, L Monument, P Morton and H Clarke.

Personnel Committee

Responsible for; Wage Reviews, Appraisals, Interviewing for staff

K Cogman, S Green, H King, L Monument and H Jones-Seymour.

The Mayor and Deputy Mayor are ex-officio members of all Committees (subject to Standing Order 42).

11. **To confirm representatives for outside bodies (normally appointed for 4 years) and to receive a brief report.**

Proposed by Councillor H King, it was agreed that the committee members would be as stated below.

(a) **Trustees of Charities:**

Aaron Williamson's Charity – **H Clarke and P Morton**

Dereham Relief in Need Charities – **H Clarke and P Morton**

East Dereham Educational Charity Trust – **H Clarke and P Morton**

(b) **Representation on other bodies:**

Friends of Dereham Hospital – (Check if still exists)

Dereham Twinning Association:

- *Caudebec: - P Morton*

Citizens Advice Bureau – **A Brooks**

Chamber of Trade/Business Forum (if still exists) – **C Coleman**

Civil Emergency Member (to liaise with Breckland Council Emergency Officer) – **P Duigan**

12. **To fix the dates and times of Council, Plans and Committee meetings.**
The dates and times of Council, Plans and Committee meetings were agreed up to 23rd July 2024.
13. **To make arrangements for Civic Sunday and Bowls Match.**
The Mayor, Councillor H King announced that Civic Sunday would be held on 10th September 2023.
The annual Bowls Match will be held on either Friday 11th August 2023 or Friday 25th August 2023, invitations will be sent out nearer the date.

The meeting was adjourned

County & District Councillor W Richmond congratulated Councillors H King and L Monument on becoming Mayor and Deputy Mayor.
He continued by saying that he had arranged a meeting with Matt Lines (NCC Highways) the Town Clerk Tony Needham and himself at 10am on the 23rd May, all councillors are welcome to attend or forward any questions. The meeting place has yet to be confirmed.

Councillor H Clarke requested that County Councillors P Duigan and W Richmond present a written report at the next Full Council meeting regarding the flooding in Toftwood.

The meeting resumed

14. To receive, confirm as correct and sign the minutes of the **Full Council** meeting held on **Tuesday 11th April 2023**.

Proposed by Councillor H King, the minutes of the Full Council meeting Tuesday 11 th April 2023 were agreed and signed.
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Councillor A Brooks left the meeting

15. To receive, confirm as correct and sign the minutes of the **Extraordinary Full Council** meeting held on **Tuesday 25th April 2023**.

Proposed by Councillor H King, the minutes of the Extraordinary Full Council meeting Tuesday 25th April 2023 were agreed and signed subject to an amendment on page 8, question 26, a full stop after the word 'no' and a capital E at the beginning of employment.

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

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

Chairman