

DEREHAM TOWN COUNCIL

20th May 2025

At the Annual Town Council Meeting held on Tuesday 20th May 2025 at the Memorial Hall, Dereham at 7.30pm.

Present: - Councillors R O'Callaghan (in the chair), H Clarke, C Coleman, P Duigan, Z Flint, S Green, A Greenwood, R Jamieson and L Monument.

Also in attendance were Deputy Town Clerk J Barron and Town Council Officer G Snow.

1. To appoint the Town Mayor for the year 2025-2026.

Councillor H Clarke proposed Councillor R O'Callaghan, seconded by Councillor P Duigan, there were no further nominations. It was put to the vote and agreed that Councillor R O'Callaghan serve as Town Mayor for the year 2025 – 2026.

Councillor R O'Callaghan took the chair.

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

Councillor R O'Callaghan read and signed the Declaration of Acceptance of Office.

3. To appoint the Deputy Mayor for the year 2025-2026.

Councillor A Greenwood proposed Councillor Z Flint, seconded by Councillor L Monument, there were no further nominations. It was put to the vote and agreed that Councillor Z Flint serve as Deputy Town Mayor for the year 2025 – 2026.

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

Councillor Z Flint 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.

Apologies for absence were received from Councillor H King.

7. Outgoing Town Mayor's address.

Councillor L Monument started by saying what a pleasure it has been to work with Councillors and Staff over the last year, and how nobody could accuse them all of not working together for the benefit of the Town, showing time and again their commitment to, and interest in, Dereham's heritage, its commercial needs and its children's future.

Councillor L Monument commented on the year-on-year work that goes into maintaining and improving Town Council assets, to provide good facilities for the Town, and even budgets to repair vandalism, giving credit to those Councillors and Staff who manage to keep the money coming in to help cover the money going out each month, and who plan ahead so that the Town Council are not caught unawares.

Councillor L Monument gave further credit to Councillors and Staff, that people come from the surrounding areas to use Dereham's playgrounds and the Neatherd Moor, to visit the Town's shops and Market, rarely praising the Town Council's efforts, but appreciating what is provided.

Councillor L Monument noted how the Town Council have had a lot to think about, and to have their say on, over the last year, Breckland's Local Plan revision, Local Government Reorganisation, Public Car Parks. She said how it has also been a pleasure and an honour representing Dereham at various civic events over the past year; visiting Le Paradis to lay a wreath on behalf of Dereham paying respects to the 97 Royal Norfolk Regiment soldiers who lost their lives in the massacre on 27 May 1940, commemorating the 80th anniversary of the D-Day Landings at Dereham War Memorial in June, attending the Battle of Britain Commemoration at County Hall in September, enjoying a musical morning at the Meeting Point in Dereham, to name but a few. A Highlight was celebrating the 80th anniversary of VE Day, where she walked around Fleece Meadow with WWII Veteran Audrey Foster, listening to her talk about what she did during the war, before she then lit the beacon.

Councillor L Monument finished by saying how it has been a very good year, once again thanking Staff for their support, and fellow Councillors for their enthusiasm and hard work, as well as Councillor H King for acting as her escort.

8. To receive tributes to outgoing Mayor.

Councillor P Duigan paid tribute to Councillor L Monument's 4th time as Mayor of Dereham, joking that her crown & glory has been winning the 2024 Bowls Match. Councillor P Duigan went on to say that Councillor L Monument has represented the town very well as Mayor, that he has been impressed with the dignity and good humour she has shown, and that she will be missed as Mayor.

Councillor H Clarke thanked Councillor L Monument for her last year of service as Mayor and said that she can now have a well deserved break. Councillor H Clarke remarked on how Councillor L Monument would chip in with her valued words of wisdom in the Council Chamber, how she has served with aplomb, chairing and keeping to the point with matters of detail, not failing to say when the Council are heading in the wrong direction. Councillor H Clarke went on to say that he hopes the new Mayor will have learnt from the now former Mayor's shining example.

Councillor A Greenwood echoed Councillor H Clarke's words, adding that Councillor L Monument has led with dignity and an assurance, and thanked

Councillor L Monument personally for the way she has represented her civic duties and the town.

Councillor R O'Callaghan thanked Councillor L Monument for allowing him to shadow her for the last year as Deputy Mayor and also echoed what the other Councillors had said.

9. **To receive announcements.**
There were no announcements.
10. **To agree membership of Committees.**

Proposed by Councillor R O'Callaghan seconded by Councillor Z Flint it was agreed that the committee members stated below remain the same.

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

Councillors A Brooks, A Greenwood, P Duigan, Z Flint, R Jamieson and P Morton.

Recreation

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

Councillors A Brooks, A Greenwood, P Duigan, Z Flint, R Jamieson and P Morton.

Committee Cycle B:

Markets & Buildings

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

Councillors 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, Communications and Events.

Councillors 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

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

Personnel Committee

Responsible for; Wage Reviews, Appraisals, Interviewing for staff.

Councillors Z Flint, S Green, R Jamieson, H King and L Monument.

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

Councillor R Jamieson said that he would be interested in being on the Finance & Governance Committee.

Councillor R O'Callaghan said that this would be discussed at a later date.

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

Proposed by Councillor R O'Callaghan, seconded by Councillor Z Flint it was agreed that the committee members stated below remain the same,

(a) **Trustees of Charities:**

Aaron Williamson's Charity

Councillors P Morton and H Clarke.

Dereham Relief in Need Charities

Councillors P Morton and H Clarke.

East Dereham Educational Charity Trust.

Councillors P Morton and H Clarke.

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

Citizens Advice Bureau.

Councillor A Brooks.

Civil Emergency Member (to liaise with Breckland Council Emergency Officer)

Councillor P Duigan

Councillor H Clarke informed the Council that the Aaron Williamson's Charity are currently having some administrative difficulties. The Town Clerk has agreed to temporarily take on the administrative responsibilities as the charity had fallen behind. The trustees will be getting to grips with this in the near future and will

report back to the Council in December.

Deputy Town Clerk J Barron agreed to check with Councillors P Morton and A Brooks, who were not in attendance, that they are ok to remain in the positions above.

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 the Annual Town Council Meeting 19th May 2026.

Councillor L Monument gave her apologies in advance for not being able to attend the Committee Meetings on 22 July 2025.

13. **To confirm Civic Sunday date 14th September and make arrangements for Bowls Match.**
The Mayor, Councillor R O'Callaghan announced that his Civic Sunday will be held on the 14th of September 2025 and annual bowls match would be confirmed at a later date.

Councillor A Greenwood informed the Council that the Bowls Club are due to have a meeting the coming weekend and would be able to confirm availability for the Bowls Match following this.

Chairman