

# DEREHAM TOWN COUNCIL

27<sup>th</sup> May 2025

At a meeting of the **Markets & Buildings Committee** held at the Assembly Rooms on **Tuesday 27<sup>th</sup> May 2025** at 7pm.

**Present:** Councillors R O'Callaghan (Vice Chairman), H Clarke, C Coleman, H King and L Monument

Also present: Councillors P Duigan, Z Flint, Deputy Town Clerk J Barron and Town Council Officer G Snow.

1. **To receive apologies for absence.**  
There were no apologies for absence.

2. **Declaration of Interest.**  
There were no declarations of interest.

3. **To elect a Chairman.**

Councillor R O'Callaghan proposed Councillor S Green in his absence. There were no other nominations, it was agreed in his absence that Councillor S Green be Chairman of the Markets & Buildings Committee 2025/26 should he accept.

4. **To elect a Vice Chairman.**

Councillor L Monument proposed Councillor R O'Callaghan. There were no other nominations, it was agreed that Councillor R O'Callaghan be Vice Chairman of the Markets & Buildings Committee 2025/26.

5. **To discuss a late arrival policy for the Memorial Hall.**  
Currently the Terms of Hire state that if the hirer is late, and reasonable notice has not been given, a £16.90 surcharge per hour the hirer is late will be charged. Any part-hour will be charged as a full hour.

Councillors felt that this was not enough of a deterrent for hirers, and that the surcharge would need to be increased in order to be a more effective deterrent.

The committee recommended to reword point 8 of the Terms of Hire to state "If the hirer is late, and reasonable notice has not been given, a £40 surcharge will be charged" and to add "Dereham Town Council staff will wait no more than 30 minutes beyond the agreed hire start time. Dereham Town Council accepts no responsibility for losses, damages, or disappointment where a hirer has to cancel or delay the start of an event as a result of not arriving at the agreed hire start time." This will also need to be made clear on the booking form, as well as reiterated in final check correspondence.

6. **To review Tuesday Market incentive scheme.**

The committee recommended that the Tuesday Market incentive scheme continue for a further 6 months when it would then be reviewed again.

The committee recommended that there be a free of charge 'pop up' pitch available on the Tuesday Market that local (Dereham) charities, groups and organisations can apply to use. These charities, groups and organisations would be able to apply to use the pitch once every 3 months and would be subject to the usual paperwork. The 'pop up' pitch would be subject to availability, paying traders would be prioritised.

7. **Update on Kitchen Fire Suppression System at Memorial Hall.**

Deputy Town Clerk J Barron gave an update to Councillors, advising that the new Fire Doors have been installed and that the Fire Suppression System in the kitchen is now fully operational, with a couple of outstanding actions which will be completed by 27 June 2025.

**Chairman**