



MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON  
MONDAY 15th MAY 2023 AT THE TOWN HALL.

**Present:** Cllrs: K Bayes (Mayor) Cllrs: S Toone, M Green, P Hanton, R Hood,  
M Willoughby, M McGeary, M Taylor and C Scrivner

**Members of Public:** – 2

**Clerk:** Ms D. Joy

Before the meeting all members signed their acceptance of office forms.

**MINUTES**

The Mayor informed members that the meeting will is being recorded.

**01 Election of Mayor**

The motion was proposed, the motion was seconded  
Members **ELECTED** Cllr Bayes to be the Mayor.  
Cllr Baynes signed the Mayors' acceptance of office.

**02 Election of Deputy Mayor**

The motion was proposed, the motion was seconded,  
Members **ELECTED** Cllr Green to be the Deputy Mayor.  
Cllr Green signed the Deputy Mayors' acceptance of office.

**03 Apologies for Absence**

None

**04 Declarations of Interest and requests for Dispensations**

None

The Mayor proposed that item 14.2 be moved to this part of the meeting to allow a member of the public to comments on this agenda item.

The motion was proposed, the motion was seconded,  
Members **AGREED** to move Item 14.2 to this part of the meeting.

**05** **Minutes of Previous Meetings**

The Clerk informed the meeting that when members agree the minutes of a meeting it is only the accuracy of decisions made that comes into question.

5.1 To agree and sign the minutes of the Full Council Meeting held on the 13th March 2023.

The motion was proposed, the motion was seconded, Members **AGREED** the minutes of the Full Council Meeting held on the 13th March 2023, with the following amendments:

The agreed date of the Town Market is the 23<sup>rd</sup> of July not the 27<sup>th</sup> July.  
The Mayor signed the minutes.

5.2 To agree and sign the minutes of the Full Council Meeting held on the 28th February 2023.

The motion was proposed, the motion was seconded, Members **AGREED** the minutes of the Full Council Meeting held on the 28th February 2023.

The Mayor signed the minutes.

5.3 To adopt the minutes of the Finance and Data Protection Meeting held on the 7th December 2022.

The Clerk informed the meeting that when Full Council adopt the minutes of a committee it is Council's way of ratifying the decision made by said committee.

The motion was proposed, the motion was seconded, Members **ADOPTED** the minutes of the Finance and Data Protection Meeting held on the 7th December 2022.

**06.** Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public and any Councillors with prejudicial interests to speak.

**Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.**

The motion was proposed, the motion was seconded, Members **AGREED** to adjourn the meeting to allow members of the public to speak.

None

The motion was proposed, the motion was seconded, Members **AGREED** to resume the meeting.

**07** **Interest Forms**

7.1 Annual review of members interest forms.

The Clerk informed members that their interest forms should include items covering the whole of North Norfolk's District Council area and not just Stalham.

## 08 Committees

### 8.1 To review the Amenities and Property Committee Terms of Reference.

The motion was proposed, the motion was seconded, Members **AGREED** the new Amenities & Properties Committee Terms of Reference with the following amendments:

- Item 6 - meeting dates will be set at Septembers' meeting.
- He/she to be changed to they
- Item 8 - Cemetery to be added to the list of responsibilities.

### 8.2 To appoint members for the Amenities and Property Committee

The motion was proposed, the motion was seconded, Members **AGREED** for Cllrs, Bayes, Green, Toone, Hanton, Willoughby and Hood to form the Amenities and Property Committee.

### 8.3 To review the Finance & Data Protection Committee Terms of Reference.

The motion was proposed, the motion was seconded, Members **AGREED** the new Finance & Data Protection Committee Terms of Reference with the following amendments:

- Item 6 - meeting dates will be set at September's meeting.
- He/she to be changed to they

### 8.4 To appoint members for the Finance & Data Protection Committee.

The motion was proposed, the motion was seconded, Members **AGREED** for Cllrs, Bayes, Green, Toone, Taylor, Willoughby and Scrivner to form the Finance & Data Protection Committee

### 8.5 To review the Employment Committee Terms of Reference.

The motion was proposed, the motion was seconded, Members **AGREED** the new Employment Committee Terms of Reference with the following amendments:

- Item 6 meeting dates will be set at September's meeting.
- He/she to be changed to they
- Item 9 - To conduct 6 monthly reviews and an annual appraisal for each employee.
- .Item 9 -To periodically and annually review all employment policies and procedures
- Item 9 - To develop and support all employees.

### 8.6 To appoint members for the Employment Committee.

The motion was proposed, the motion was seconded, Members **AGREED** for Cllrs, Hood, Green, McGeary and Scrivner to form the Employment Committee.

### 8.7 To review the Events Committee Terms of Reference.

The Clerk advised members that the Events should be a Committee and not a working group. The motion was proposed, the motion was seconded, Members **AGREED** to retaining the events as a working group and for the Clerk to put together a Terms of Reference and report back to Council.

### 8.8 To appoint members for the Events Committee.

No decision taken

**09 Council Policies and Documentation**

9.1 To consider and agree if to adopt the General Power of Competence.

The motion was proposed, the motion was seconded,  
Members **AGREED** to adopt the General Power of Competence.

9.2 To review and agree Councils Standing Orders

The motion was proposed, the motion was seconded,  
Members **AGREED** Councils' Standing Orders.

9.3 To review and agree Councils' Code of Conduct policy.

The motion was proposed, the motion was seconded,  
Members **AGREED** Councils' Code of Conduct policy.

9.4 To review Councils Financial Regulations

The motion was proposed, the motion was seconded,  
Members **AGREED** Councils' Financial Regulations.

With following adjustments:

Page 16 Contracts threshold was £25,000.00 and is now £30,000.00.

9.5 To consider and agree Councils' insurance renewal.

The motion was proposed, the motion was seconded,  
Members **AGREED** Councils insurance renewal, and asked the Clerk to investigate the following:

Skate Park Cover

£15,000.00 sports equipment cover.

9.6 To consider and agree Councils Scheme of Delegation.

The motion was proposed, the motion was seconded,  
Members **AGREED** Councils Scheme of Delegation with the following amendments:

- Item 4 & 5 incurred expenditure to be £500.00

9.7 To consider and agree the revised meeting dates for 2023.

The motion was proposed, the motion was seconded,  
Members **AGREED** for Full Council to be on the 2<sup>nd</sup> Monday of the month and the Committee meetings to be the First Monday of the month.

9.8 To consider and agree if to renew NALCs subscription.

The motion was proposed, the motion was seconded,  
Members **AGREED** to renew NALCs' subscription.

9.9 Update on Delegation of Authority decisions made:

Under the Councils' Scheme of Delegation, the Clerk on consultation with the Council made the following decisions:

The arrangements for the Kings Coronation Event.

**10. Amenities and Property Committee**

10.1 To consider and agree if to join the Institute of Cemetery and Crematorium Management

The motion was proposed, the motion was seconded,  
Members **AGREED** to join the Institute of Cemetery and Crematorium Management

**11. Finance and Data Protection**

**11.1 To consider and agree bank reconciliation's for January to March.**

The Clerk informed the meeting that she had only had access to the accounts from mid-February.

Unity Bank – reconciled up to the end of March.

Natwest Bus Account – reconciled up to the end of January.

Natwest Reserve Account – reconciled up to the end of March.

Nationwide Account – reconciled up to the end of December.

The motion was proposed, the motion was seconded,

Members **AGREED** the bank reconciliation's for January to March.

**11.2 To consider and agree April and Mays payments.**

The motion was proposed, the motion was seconded,

Members **AGREED** April and May's payments.

**11.3 To consider and agree the bank account arrangements.**

The motion was proposed, the motion was seconded,

Members **AGREED** the following:

Unity Bank – designated working bank account.

Natwest Bus Account – dormant account.

Natwest Reserve Account – designated for earmarked reserves.

Nationwide Account – designated for general reserves, and to cancel the standing order for the interest going to the Natwest Bus Account.

**11.4 To consider and agree signatories for bank accounts.**

The motion was proposed, the motion was seconded,

Members **AGREED** for Cllrs Toone, Hood, Scrivner and McGeary to be signatories on Council's bank accounts.

**12. Asset Register**

**12.1 To consider and agree Council's asset register for 2022-2023**

No decision was made – deferred to the next meeting.

**13. To Report any other business**

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

The Clerk informed the meeting on the following updates from the previous meeting:

Minutes filled and on the website.

Town Hall working group have had a meeting(ongoing)

Marchs payments authorized.

SAGE Payroll set up.

Emails NPTS re membership.

Cllr McGeary and Philip now in charge of Council's FB page.

Newsletter quotes ongoing.

Planning protocol in place.

Annual Town Meeting organised and held.

Coronation event held.

Town Market meeting being organised.

Registration of the Staithe ongoing

Hopkins Homes site on next Full Council meeting.

Library report received and will be issued for next Full Council meeting.

Highways report still in progress waiting on County Council to issue.

GDPR issues reported to relevant bodies.

Electricity quotes accepted.

Cllr Scrivner asked for clarification for the street light claim made last year.

The Clerk informed the meeting once she had the information, she would forward this on to Cllr Scrivner.

Cllr Scrivner asked for progress on the High Street Trask Force,

The Mayor informed the meeting he would look into this and report back to members.

**14. Correspondence**

14.1 Email from WI re tree planting.

The motion was proposed, the motion was seconded, Members **AGREED** for the WI to plant their tree at the burial ground, and Cllr Hanton will liaise with them.

14.2 Email from a resident re Water Drainage.

The motion was proposed, the motion was seconded, Members **AGREED** for Cllr Taylor and Cllr Bayes to speak with planning at NNDC and for Council to take legal advice, thereafter, if needed.

**15 Exclusion of the Press and Public**

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues,

The motion was proposed, the motion was seconded, Members **AGREED** to resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues,

15.1 Update on GDPR and to consider and agree any actions.

The motion was proposed, the motion was seconded, Members **AGREED** for the Mayor to contact the relevant bodies and report back to members.

15.2 Update on employment issues and to consider and agree any actions.

The motion was proposed, the motion was seconded, Members **AGREED** for the Mayor to contact the relevant bodies and report back to members.

**16 Date of Next Meeting**

16.1 To confirm that the date of the next Meeting of the Town Council 12<sup>th</sup> June 2023.

MEETING CLOSED: 9:58PM

DATE: \_\_\_\_\_

MAYOR: \_\_\_\_\_



May's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
15	CT Baker	ONLINE	Padlocks, post & gravel boards	£721.23	S.Toone		K Bayes	
16	P Stone	ONLINE	Locum Work - Feb 2023 (up to 26.3.23)	£2,175.00	S.Toone		K Bayes	
17	P Stone	ONLINE	Locum Work - March 2023 (inc 27th & 28th March)	£2,975.00	S.Toone		K Bayes	
18	Platten Pest Control	ONLINE	Rodent Control - Allotments Dec 2022 - Feb 2023	£288.00	S.Toone		K Bayes	
19	EON	D/D	Town Hall Electric March 2023	£365.81	S.Toone		K Bayes	
20	Stalham DIY	ONLINE	Stationary items	£5.60	S.Toone		K Bayes	
21	A Floyd	ONLINE	Town Hall - March		S.Toone		M Lilly	
22	L Dawson	ONLINE	Overpayment Pension		S.Toone		K Bayes	
23	Norfolk Pension Fund	ONLINE	Februarys Pension	£2,501.06	S.Toone		K Bayes	
24	HMRC	D/D	PAYE 6.3.23-5.4.23		S.Toone		K Bayes	
25	Doreen Joy	ONLINE	Salary March 2023		S.Toone		K Bayes	
26	Wave	D/D	Allotments Water 16.12.22-9.3.23	£66.42	S.Toone		K Bayes	
27	Cozens	ONLINE	Street lights maintenance - March 2023	£270.00	S.Toone		K Bayes	
28	S Hutcheson	ONLINE	IT Support 1.3.23 -3.3.23	£35.00	S.Toone		M Lilly	
29	Darrens Gardening & Landscaping	ONLINE	Grass Cutting - Church yards & Burial Grounds	£476.44	S.Toone		K Bayes	
30	N Power	D/D	Street lights March 2023	£473.83	S.Toone		K Bayes	
31	Rainbow Stationary	ONLINE	Stationary & Office Equipment April	£489.30	S.Toone		K Bayes	
32	Richardsons	ONLINE	Deposit for Fairground rides (Coronation)	£5,410.00	S.Toone		K Bayes	
33	Westcotec	ONLINE	Additional Brackets for SAM2	£71.40	S.Toone		K Bayes	
Denotes payments for new financial year								

Agreed at Full Council: 15.5.23

Chair Sign:

RFO Sign:

May's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
35	R Hood	ONLINE	TEN Coronation	£21.00	S.Toone		K Bayes	
36	P Stone	ONLINE	Locum work 4,5 & 6th April					
37	P Stone	ONLINE	Employment costs 1st - 27th April 2023	£2,959.52	S.Toone		K Bayes	
38	D Joy	ONLINE	Employment costs 1st - 20th April 2023		S.Toone		K Bayes	
39	S Toone	ONLINE	Adapter	£11.99	M Taylor		K Bayes	
40	BT	D/D	Phone & Internet April	£62.58	S.Toone		K Bayes	
41	Broadland Computers	ONLINE	Website & Emails 2023	£170.00	S.Toone		K Bayes	
42	Sage Payroll	D/D	Free month period 18.4.23-15.5.23	£0.00	S.Toone		K Bayes	
43	Calder Designs	ONLINE	Coronation Flags	£140.00	S.Toone		K Bayes	
44	Century Printing	ONLINE	A5 Leaflet for Coronation	£205.00	S.Toone		K Bayes	
45	Go Awesome	ONLINE	Childrens Entertainment (Coronation)	£250.00	S.Toone		K Bayes	

Agreed at Full Council: 15.5.23

Chair Sign:

RFO Sign: