



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 12th JUNE 2023 AT THE TOWN HALL.

Present: Cllrs: K Bayes (Chair) Cllrs: S Toone, R Hood, M Willoughby, and C Scrivner

Members of Public: – 3

Clerk: Ms D. Joy

MINUTES

The Chair informed the members that the meeting was being recorded.

01 Apologies for Absence

Cllr Green – away

Cllr McGeary – unwell

Cllr Hanton – away

Cllr Taylor – work

The motion was proposed, the motion was seconded,

Members **AGREED** to accept Councillors apologies for absence.

02 Declarations of Interest and requests for Dispensations

Cllr Hood declared an interest in Item 8.2

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from the Annual Meeting on the 17th April 2023.

The motion was proposed, the motion was seconded,

Members **AGREED** to amend the resolution to say:

“To agree and sign the minutes from the Annual Meeting on the 15th May 2023.”

The motion was proposed, the motion was seconded,

Members **AGREED** the minutes from the Annual Meeting on the 15th May 2023.

The Chair signed the minutes.

3.2 To adopt the minutes of the Finance and Data Protection Committee held on the 5th June 2023.

The motion was proposed, the motion was seconded,

Members **AGREED** to **ADOPT** the minutes of the Finance and Data Protection Committee held on the 5th June 2023.

04 Chairmans Report

The Chair informed the meeting he had nothing at this time to report.

05 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow 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 and to receive District and County Councillors reports.

A member of the public asked about a planning application. The Clerk informed him this would be on the next amenities meeting.

County Councillor Dixon arrived later in the meeting and gave his report.

The motion was proposed, the motion was seconded,

Members **AGREED** to resume the meeting.

06 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

- 6.1 All agreed minutes placed on the website and filed.
- 6.2 Amenities TOR Updated and placed on website.
- 6.3 Amenities committee members updated.
- 6.4 Finance TOR Updated and placed on website.
- 6.5 Finance committee members updated.
- 6.6 Employment TOR Updated and placed on website.
- 6.7 Employment committee members updated.
- 6.8 Standing orders updated and placed on website.
- 6.9 Code of Conduct policy updated and placed on website.
- 6.10 Financial Regulations updated and placed on website.
- 6.11 Scheme of Delegation updated and placed on website.
- 6.12 Meeting dates 2023 updated and placed on website.
- 6.13 Council insurance renewal accepted.
- 6.14 NALC Subscription renewed.
- 6.15 Membership to ICCM renewed.
- 6.16 April and Mays payments authorised and placed with minutes on website.
- 6.17 Accounts set up pending till after year end.
- 6.18 Waiting on WI re tree planting.
- 6.19 Natwest and Nationwide's bank reconciliation's up to date for year end.

07 Amenities

- 7.1 Update on Millside playground inspection and to consider and agree any actions.
No actions required.

08 Finance & General Purposes Committee

8.1 To consider and agree February and Marchs reconciliations of bank accounts.

The motion was proposed, the motion was seconded,
Members **AGREED** February and Marchs reconciliations of bank accounts for Natwest and Nationwide.

8.2 To consider and agree Junes payments.

The motion was proposed, the motion was seconded,
Members **AGREED** Junes payments with the addition of the ICCM for £95.00

8.3 To agree and sign the Annual Governance Statement 2020/2021. (Section 1)

The motion was proposed, the motion was seconded,
Members **AGREED** to amend the resolution to say:
"To agree and sign the Annual Governance Statement 2022/2023. (Section 1)"
The motion was proposed, the motion was seconded,
Members **AGREED** the Annual Governance Statement 2022/2023. (Section 1)
The Chair and the Clerk signed Section 1.

8.4 To agree and sign the Accounting Statements 2020/2021. (Section 2)

The motion was proposed, the motion was seconded,
Members **AGREED** to amend the resolution to say:
"To agree and sign the Accounting Statements 2022/2023. (Section 2)"
The motion was proposed, the motion was seconded,
Members **AGREED** the Accounting Statements 2022/2023.
The Chair and the Clerk signed Section 2.

8.5 To agree the explanation of variances for the AGAR 2020/2021.

The motion was proposed, the motion was seconded,
Members **AGREED** to amend the resolution to say:
"To agree the explanation of variances for the AGAR 2022/2023."
The motion was proposed, the motion was seconded,
Members **AGREED** the explanation of variances for the AGAR 2022/2023

8.6 To consider and agree the Notice of Public Rights to Inspect the Accounts.

The motion was proposed, the motion was seconded,
Members **AGREED** the Notice of Public Rights to Inspect the Accounts.

8.7 Update on Council's insurance and to consider and agree any actions.

The Chair informed the meeting that the insured sums had been updated and therefore there was an extra premium to pay on Councils Annual Policy of £912.00.

The motion was proposed, the motion was seconded,
Members **AGREED** to pay the extra premium for Councils updated insurance.

8.8 To consider and agree if to give the Recreation Ground Charity a grant for works on the play equipment and skate park.

The motion was proposed, the motion was seconded,
Members **AGREED** to give a grant to the Recreation Ground Charity to repair the skate park and basket swing.

09 Training

Nothing to report.

10 Policies, Documents and Communications.

10.1 To consider and agree the revised Terms of Reference for the Events working Group.

The motion was proposed, the motion was seconded,
Members **AGREED** the Terms of Reference for the Events working Group allowing for only Councillor at this time to be on the Working Group.

11 Events

Nothing to report.

12 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 of the safe requirements from the insurance. Cllr Toone asked about a meeting to agree the Neighbourhood Plan. He will meet with the Clerk to arrange.

13 Correspondence

To consider correspondence received by the Council and agree responses thereto.

None

14 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.

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

Cllr Hood informed the meeting that the various duties had been split between the Locum Clerks.

The motion was proposed, the motion was seconded,
Members **AGREED** the allocation of tasks to the Locum Clerks.

14.2 To adopt the minutes from the Employment Committee meeting held on the 22nd May 2022.

The motion was proposed, the motion was seconded,
Members **AGREED** to adopt the minutes from the Employment Committee meeting held on the 22nd May 2022.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Town Council will be on the 10th July 2023 at 7pm at the Town Hall.

MEETING CLOSED : 8:05PM

CHAIR: _____

DATE: _____

Junes' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
46	BT	D/D	Phone and Internet - May 2023	£62.58	S.Toone		K Bayes	
47	SAGE	D/D	Payroll - 16.5.23-15.6.23	£0.00	S.Toone		K Bayes	
48	N Power	D/D	Street Lights April	£408.28	S.Toone		K Bayes	
49	Gin City	ONLINE	Entertainment for the Coronation	£325.00	S.Toone		K Bayes	
50	R Snowden	ONLINE	Poppy Centre Cleaning 11.4.23-4.5.23	£360.00	S.Toone		K Bayes	
51	R Snowden	ONLINE	Poppy Centre Cleaning May	£360.00	S.Toone		K Bayes	
52	BBT Construction	ONLINE	Buccaner removal, disposal and barriers	£1,665.00	S.Toone		K Bayes	
53	R Turner	ONLINE	Repairing of gates at Burial ground	£475.00	S.Toone		K Bayes	
54	BHIB	ONLINE	Annual Insurance Renewal	£2,993.04	S.Toone		K Bayes	
55	A Floyd	ONLINE	February, Aprils Salary	£7,356.42	S.Toone		K Bayes	
56	P Stone	ONLINE	Salary 21.4.23-31.5.23		S.Toone		K Bayes	
57	D Joy	ONLINE	Salary 21.4.23-31.5.23		S.Toone		K Bayes	
58	HMRC	ONLINE	Month 12		S.Toone		K Bayes	
59	HMRC	ONLINE	PAYE 6.4.23-5.5.23		S.Toone		K Bayes	
60	HMRC	ONLINE	Year End Adjustment		S.Toone		K Bayes	
61	NALC	ONLINE	Annual Subscription	£657.15	S.Toone		K Bayes	
62	Rialtus	ONLINE	Annual Accounts Package Support 2023/2024	£203.07	S.Toone		K Bayes	
63	Cromer Trophies	ONLINE	Engraving of Mayoral Chain	£40.00	S.Toone		K Bayes	
64	Darrens Gardening Services	ONLINE	Grass Cutting April Churchyard Cemetary	£476.44	S.Toone		K Bayes	
65	P Hanton	ONLINE	Items for the Coronation	£110.00	S.Toone		K Bayes	
66	Century Printing	ONLINE	Coronation Programme	£96.00	S.Toone		K Bayes	
67	R Hood	ONLINE	Items for the Coronation	£708.02	S.Toone		K Bayes	

Agreed at Full Council on 12.6.23

Chair Sign:

RFO Sign:

Junes' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
68	AG Meale	ONLINE	Bedding Plants for the Coronation	£85.82	S.Toone		K Bayes	
69	Stalham WI	ONLINE	Refreshments for the Annual Town Meeting	£7.74	S.Toone		K Bayes	
70	M McGeary	ONLINE	Items for the Coronation	£79.60	S.Toone		K Bayes	
71	Rainbow	ONLINE	Stationary April and May	£611.47	S.Toone		K Bayes	
72	Stalham Town Council Natwest	D/D	From Nationwide account (Annual Interest)	£12.89	S.Toone		K Bayes	
73	Cozens	ONLINE	Street Light Maintenance - April Removal and install new LED lamp	£744.00	S.Toone		K Bayes	
74	Stalham Town Council Natwest	D/D	From Nationwide account (Annual Interest)	£141.85	S.Toone		K Bayes	
75	Wave	D/D	1.3.23-31.5.23 Water bill	£211.57	S.Toone		K Bayes	
76	BHIB	ONLINE	Review of current cover extra payment	£992.15	S.Toone		K Bayes	
77	Hall Booking Online	ONLINE	Booking Hall Subscription 2023/2024	£120.00	S.Toone		K Bayes	
78	Vodafone	D/D	Mobile phone bill 10.5.23-9.6.23	£35.63	S.Toone		K Bayes	
79	Darrens Gardening Services	ONLINE	Grass Cutting May Churchyard Cemetary	£476.44	S.Toone		K Bayes	
80	L Troy	ONLINE	Returning of marquee to Martham	£70.00	S.Toone		K Bayes	
81	Stalham DIY & Hardware	ONLINE	Hardware Items	£13.25	S.Toone		K Bayes	

Agreed at Full Council on 12.6.23

Chair Sign:

RFO Sign: