



MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON
MONDAY 6th NOVEMBER 2023 AT THE TOWN HALL.

Present: Cllrs: S Toone (Chair) R Hood, M Willoughby, M Green and P Hanton

Members of Public: – 0

Clerk: Ms D. Joy

MINUTES

01 APOLOGIES FOR ABSENCE

Cllr Bayes - away

Cllr Taylor – work

The motion was proposed, the motion was seconded,
Members **AGREED** to accept Cllrs Bayes and Taylors apologies for absence.

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

None

03 MINUTES FROM PREVIOUS MEETINGS.

3.1 To agree and sign the minutes of the Amenities Committee held on the 4th September 2023 and **ADOPTED** by Full Council on the 11th September 2023.

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes of the Amenities Committee held on the 4th September 2023 and **ADOPTED** by Full Council on the 11th September 2023.

04 PUBLIC PARTICIPATION TIME

The meeting will be adjourned for a period specified in the Resolution (no longer than 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.

No members were present to speak.

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

05 MATTERS FROM PREVIOUS MEETINGS

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

- 5.1 Minutes filed.
- 5.2 Tree work on Campingfield Burial Ground completed.
- 5.3 Headstone checks remain outstanding.
- 5.4 Allotment meeting remain outstanding.
- 5.5 Memorial bench at Smallburgh House waiting to be fitted.
- 5.6 Burial ground extension reseeded.
- 5.7 Old equipment disposed of.
- 5.8 LED lights included in this financial years expenditure.
- 5.9 Road closure for Remembrance Sunday obtained and advertised.
- 5.10 Awaiting parts to fit bin at A149 bus stop.
- 5.11 Town Hall Fire Risk assessment completed will be discussed at Full Council.
- 5.12 Awaiting revised letter from solicitor re Town Hall drainage issue.
- 5.13 Asbestos survey booked in for 9th November.
- 5.14 Legionella testing completed will be discussed at Full Council.

06 TOWN HALL

6.1 To consider and agree to have a keypad system for the Town Hall.

The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to go ahead with in the £500 remit.
However, if this the cost is over £500 the Clerk should report the costs back to Council.

6.2 To consider and agree if to have wall protectors.

The motion was proposed, the motion was seconded,
Members **AGREED** to add this to the Town Hall refurbishment project.

6.3 To review the Town Hall's condition of Hire and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** to leave the hire agreement as presented and review once the Town Hall has undergone its refurbishment.

6.4 To review the Town Hall's hire charges and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** to raise the hourly rate by £1 from the 1st January 2024.

07 BURIAL GROUNDS

7.1 To consider and agree if to have a dedicated children section at Campingfield Burial Ground.

The motion was proposed, the motion was seconded,
Members **AGREED** to have a dedicated children's area and for the Clerk to put together a proposal and report back to Council.

7.2 To consider and agree if to have a reflective area at Campingfield Burial Ground.

The motion was proposed, the motion was seconded,
Members **AGREED** to have a reflective area at Campingfield Burial Ground and for the Clerk to work with Cllr Bayes on putting together a proposal.

7.3 To consider and agree an action to the wall at St Mary's burial ground.

The motion was proposed, the motion was seconded,
Members **AGREED** for Cllr Green and the Clerk to work together to research the history of this wall.

7.4 To consider and agree the price for the 5-year Memorial Testing.

The motion was proposed, the motion was seconded,
Members **AGREED** to instruct a professional carry out the 5-year Memorial Testing.

08 ALLOTMENTS

8.1 To consider and agree the Allotment Check list.

The motion was proposed, the motion was seconded,
Members **AGREED** the Allotment Check list with the addition of structures.

8.2 To consider and agree who to complete the allotment check list.

The motion was proposed, the motion was seconded,
Members **AGREED** for Cllrs Toone and Hanton to carry out this year's check list.

8.3 To consider and agree revamping the notices and boards at the allotments.

The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to arrange the revamping of the notice boards.

09 HIGHWAYS

10 STREET FURNITURE

10.1 To consider and agree if to repaint the noticeboard at the Staithe.

The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to arrange the repainting of the notice board.

10.2 To consider and agree if to purchase more brackets for the SAM2's.

The motion was proposed, the motion was seconded,
Members **AGREED** to purchase 3 more brackets for the SAM2's.

10.3 To consider and agree if to have more benches in the High Street.

The motion was proposed, the motion was seconded,
Members **AGREED** to investigate having more benches in the High Street and to refer the logistics at the next meeting.

10.4 To consider and agree if to adopt the grit bins.

The motion was proposed, the motion was seconded,
Members **AGREED** to adopt the grit bins and for Cllr Toone to let the Clerk know how any and where they are.

11 STREETLIGHTS

12 PROCEDURAL

12.1 To consider and agree if to take on a facilities management company.

The motion was proposed, the motion was seconded,
Members **AGREED** for Cllr Hood and the Clerk to work together to see if having a facilities management company is a viable option for Council.

12.2 To consider and agree if to complete a Community Resilience Plan.

The motion was proposed, the motion was seconded,
Members **AGREED** for Cllr Hanton to put this together and report back to Council.

13 STAITHE

13.1 To consider and agree if to have a pontoon at the Staithe.

This will be deferred until Cllr Bayes is in attendance.

14 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.

Cllr Hanton mentioned the vandalism to the tree at the school.

15 **CORRESPONDENCE**

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

15.1 **Email from NNDC regarding removal of phone boxes.**

The motion was proposed, the motion was seconded,
Members **AGREED** to request this phone box is not removed as it is the only one in the town.

16 **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 legal and contractual issues,
No members of the public were present.

16.1 **To consider and agree the quotes for the PAT test.**

The motion was proposed, the motion was seconded,
Members **AGREED** the quote for the PAT testing at the Town Hall.

16.2 **To consider and agree the quote for the streetlights at the recreation ground.**

Quotes not received will be place on the next Council meeting.

17.1 **DATE OF NEXT MEETING**

To confirm the next meeting of this Committee is TBA

MEETING CLOSED: 8:05PM

CHAIR: _____

DATE: _____