

**Minutes of an Amenities Committee Meeting of Stalham Town Council
held on Monday 3rd July at 7 pm at the Poppy Centre Stalham**

In attendance: Cllrs Toone (Chair) Bayes, Hanton, Hood, Green

Present: Philip Stone (Locum Clerk)

1. Minutes

To approve the minutes of the last meeting held on 24th January 2023

Proposed to accept, seconded, and unanimously resolved.

2. Apologies

To receive and consider apologies for absence

Received for Cllr Willoughby alternative appointment, proposed seconded, and unanimously accepted.

3. Declarations of Interest

None received.

4. Public Participation

Members of the public in attendance may address the council (5) minutes.

No members of the public were in attendance.

5. Updates on ongoing matters not elsewhere on the agenda

5.1 Land Registrations Town Hall ongoing. (Application has been expedited)

5.2 Stability of headstones (checks remain outstanding, Cllr Toone to arrange via clerk)

5.3 Allotment holder meeting (Cllr Toone to deal directly with allotment holders and to report back via clerk)

5.4 Fire Risk Assessment Town Hall (Done Cllr Toone to provide a copy to the committee via the clerk)

5.5 Pat testing, not carried out as is advisory, clerk recommended commissioning pat testing for all electrical items, request noted by committee.

5.6 Existing request for the siting of a memorial bench to be investigated and resolved by Cllr Toone in conjunction with the clerk

6. Items for discussion and resolution

6.1 Town Hall refurbishment works

Estimates Received

Lowering ceiling Great Yarmouth Ceilings £3,636.36 plus vat

Proposed to accept, seconded, and unanimously resolved.

Heating Bowers & Barr £5,716.78 plus vat.

Proposed to accept, seconded, and unanimously resolved.

Led lighting Bowers & Barr £2,118.61 plus vat.
Proposed to accept, seconded, and unanimously resolved.

The committee identified; quotes required for:

Updating and conversion of toilets to form two disabled toilets with baby-changing facilities.

Works required for the main hall floor.

The office floor.

Refurbishment works for the office.

Proposed Cllr Toone in conjunction with the clerk to obtain quotes for the works identified for the Town Hall, seconded and unanimously resolved.

6.2 Burial Ground (extension works) & High Street Cleanliness

Burial Ground

Cllr Toone confirmed the intention is to use the probation service, probationers to carry out clearance works which will enable Target Trees to carry out all necessary tree works.

Host Partner Beneficiary Agreement with the probation service discussed.

The clerk confirmed:

1. The agreement requires approval once only and would then be used for all future works.
2. Where access to a toilet is not available a porta loo would need to be provided when work is carried out at the cost of the council.
3. The council would be responsible for meeting costs for consumables such as materials and petrol.
4. The probationers when carrying out supervised work for the council would be covered under the council's public liability insurance.
5. All work carried out is only done once the probation service has carried out a full formal risk assessment.

Proposed to agree to the Host Partner Beneficiary Agreement, seconded, and unanimously resolved.

Quote received from Target Trees £5,400 plus vat for recommended tree works.

Proposed to accept Target Trees quote, seconded, and unanimously resolved.

Once the time scale of the job is determined Cllr Toone to confirm the cost of toilet provision.

High Street Cleanliness

Proposed Darren Boden to clear the high street, passageway to Tesco's, and car park of weeds at a cost of £150-£200 such work to be carried out as soon as possible, seconded and unanimously resolved.

6.3 Memorial Bench Policy

Draft policy reviewed and amended clause 3 to read (Benches must be in keeping with the intended location and be of solid construction and a design approved by the Council)

Proposed to approve the Memorial Bench Policy as amended, seconded, and unanimously resolved.

6.4 Coronation Bench (location)

Proposed location outside the Co-op Funeral services, the clerk confirmed estimated delivery of the free Coronation bench was the summer of 2024.

The clerk suggested an alternative quicker supplier could be The Bench UK which supply refurbished benches at a cost for materials and initial bench end purchase. The Bench UK being associated with Men's Sheds.

Proposed clerk to deal directly with Co-op and report back to the committee on the suggested timescale and location., seconded and unanimously resolved.

6.5 WI Tree (location)

Cllr Toone confirmed this had been dealt with and finalized on the 3rd July.

6.6 Staithe Insurance Costs & Recommendations

The clerk confirmed Aviva would insure the staithe for rebuilding but only at an annual policy premium of £40,000. Proposed not to insure the staithe for rebuilding, seconded and unanimously resolved.

The clerk advised on the basis of the cost of replacement of the staithe approximately (currently £1,660-£1,800 per meter) that the £5,000 being put aside each year for future repair works was insufficient against a life span of £25 years and should be a sum of at least £15,500 per annum.

The clerk recommended consideration should be given to transferring the ownership of the staithe and all liability to the Broads Authority, the advice was noted.

6.7 Streetlights

Proposed clerk to obtain a quote in conjunction with Cllr Toone for the replacement of all bulbs with led lights from Cozens, seconded and unanimously resolved (Cllr Bayes to confirm with clerk any other potential suppliers)

6.8 Hedge trim closed cemetery

Completed by Cllrs. The clerk confirmed this was part of the contract with Darren Boden and as it has been done that Mr Boden has been asked to tend to the burial ground hedge instead.

6.8 Drainage Issue Town Hall

Proposed independent legal advice is obtained on the council's behalf from Capron & Helliwell Solicitors in the sum of £450 plus vat and disbursements, seconded and unanimously resolved.

7. **Further action that required to enable amenities report to be given** by Cllr Toone.
6.8 Written legal advice to be provided to council via clerk once to hand.

Meeting closed 8pm

