



MINUTES OF THE FULL COUNCIL MEETING HELD ON  
MONDAY 12<sup>th</sup> FEBRUARY 2024 AT THE TOWN HALL.

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

Members of Public: – 5

Clerk: Ms D. Joy

The Chair informed members that the meeting was being recorded.

### **MINUTES**

#### **01 Apologies for Absence**

Cllr Hanton - away

The motion was proposed, the motion was seconded,  
Members **AGREED** Cllr Hantons' apologies for absence.

#### **02 Declarations of Interest and requests for Dispensations**

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

Cllr Green declared an interest in item 8.4 and asked for a dispensation to speak.

The motion was proposed, the motion was seconded,  
Members **AGREED** to grant Cllr Green a dispensation to speak.

#### **03 Minutes of Previous Meetings**

##### **3.1 To agree and sign the minutes from the Full Council Meeting on the 15<sup>th</sup> January 2024.**

The motion was proposed, the motion was seconded,  
Members **AGREED** the minutes from the Full Council Meeting on the 15th January 2024.

The Chair signed the minutes.

##### **3.2 To adopt the minutes of the Finance & Data Protection Committee held on the 5th February 2024.**

The motion was proposed, the motion was seconded,  
Members **AGREED** to adopt the minutes of the Finance & Data Protection Committee held on the 5th February 2024.

#### 04 **Mayors Report**

This month has been relatively quiet.

- On behalf of the Town Council, I would like to thank Norfolk Constabulary for their presence in the Town during the week commencing January, there have been several positive comments.
- The remaining flags were removed by the Town Council and Richard Cooke on Sunday 21st January.
- We thank Stalham Business Forum for putting up the 2 Wherry brackets on the Town Hall.
- Maggie Green, Deputy Mayor attended the British Legions meeting on 18th January where Enid Pollard was recognised for her efforts in selling poppies for 70 years.
- I attended the Business Forum meeting in January and updated the meeting regarding planned events and the High Street Task Force
- Matthew and I attended the Initial Town's Meeting on Monday 5th February 2024 at the Swan, Stalham.
- I would like to thank Doreen, Julie, and fellow councillors for their efforts this month regarding the advanced planning of our events for this year.
- I met with Mike from Wildcraft Brewery and the Swan to discuss the proposed Beer Festival, with a provisional date being agreed as 20th-22nd September 2024, location to be agreed this month.
- Church Wall/Brumsted (Baker's old yard) Subject to planning consent the wall will be replaced with flint wall designed to match with the wall at front and back of the church.

#### 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 all members of the public present to speak.

County Councillor Dixon gave his report.

A member of the public asked Council to investigate flooding in Stalham.

A member of the public thanked Council for the bin on the A149.

A member of the public mentioned promoting the Poppy Centre.

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 filed.
- 6.2 All payments authorised.
- 6.3 Tree surgeon work to start in March.
- 6.4 Cllr Scriver credit card application completed waiting on Cllr Bayes.
- 6.5 Councils legionella report pending.
- 6.6 Advice re Councils position as Trustees of a Charity pending.
- 6.7 Community Ownership Scheme pending.
- 6.8 Boots property pending.
- 6.9 Planning application responded to
- 6.10 Waiting on credit card to order flags.
- 6.11 £5000 transferred to the Charity for the Skate Park
- 6.12 Net Zero meeting pending
- 6.13 Volunteer workshops for February organised.
- 6.14 Councils engagement days organised for February and March.
- 6.15 NALCS Subscription renewed.
- 6.16 Annual Town Meeting arrangements in progress.
- 6.17 Banners for High Street pending waiting on permission from NCC.

## **07 Amenities**

- 7.1 Update on Millside's Annual playground inspection and to consider and agree any actions.  
Cllr McGeary mentioned the issues at Millside were the same as last month.
- 7.2 Update on the Town Halls Fire Risk Assessment and to consider and agree any actions.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to action the administration items asap and to get quotes for the 0-6 month items that needed to be actioned.

## **08 Finance & General Purposes Committee**

- 8.1 To consider and agree December's reconciliations of bank accounts.  
The motion was proposed, the motion was seconded,  
Members **AGREED** December's reconciliations of bank accounts.
- 8.2 To consider and agree February's payments.  
The motion was proposed, the motion was seconded.  
Members **AGREED** February payments and, and the additional payments of £3845.00 to the Stalham and Brumstead Recreation Ground.
- 8.3 To consider and agree the internal auditor for 2023-2024.  
The motion was proposed, the motion was seconded.  
Members **AGREED** to amend the resolution to say:  
*"To consider and agree the internal auditor for 2024-2025"*  
Cllr Hood asked for a recorded vote.  
The motion was proposed, the motion was seconded.  
Members **AGREED** to appoint Sue Lake as their internal auditor for 2024-2025.  
Cllrs Bayes, Green, Toone, Willoughby, Taylor, McGeary and Scrivner voted in favour of this motion.  
Cllr Hood abstained.
- 8.4 Update on the office quotes and to consider and agree any actions.  
The motion was proposed, the motion was seconded.  
Members **AGREED** the quote to refurbish the office.

## 09 Training

### 10 Policies, Documents and Communications.

#### 10.1 To consider and agree if to contribute to the Baptist Church's newsletter.

The motion was proposed, the motion was seconded.

Members **AGREED** to contribute to the Baptist Church's newsletter.

#### 10.2 Update on the workshops and to consider and agree any actions.

The motion was proposed, the motion was seconded.

Members **AGREED** for the following:

Clerk to arrange for flyers to be printed and distributed to the Food Larder and Macarthy and Stone.

To have 2 A frames boards with the poster on placed outside the Town Hall and Tesco's.

#### 10.3 Update on the Councils engagements days and to consider and agree any actions.

The motion was proposed, the motion was seconded.

Members **AGREED** for Councillors to think about how to engage at these meetings and report back to Council.

#### 10.4 To consider and agree the letter to go to Stalham Businesses.

The motion was proposed, the motion was seconded.

Members **AGREED** the letter and to distribute this letter in April.

## 11 Events

### 11.1 Update on events and to consider and agree any actions.

The motion was proposed, the motion was seconded.

Members **AGREED** the following:

D-Day – to allow people to ring their own drinks to the Fish and Chip Supper.

Cllr Bayes to speak with St Marys about using the church yard.

100 Years- Cllr Bayes to ask Harbour Radio to attend.

Artisan Fayre Order 3 banners 6ft x 3ft to go on the A149, walkthrough to Tescos and Community Noticeboards.

Order 3 banners 4ft x 2ft to for areas around the High Street.

Cllr Bayes to book the Kitchen Theatre and to ask them to do a promotional video.

Cllr Bayes to ask Kayleigh Poacher to advertise.

The Clerk to check how many food outlets are coming.

General To look at contacting the EDP to do a feature on all events and what's going on in Stalham.

Cllr Green to investigate walkie talkies.

### 11.2 To consider and agree the risk assessment for The Artisan Market.

The motion was proposed, the motion was seconded.

Members **AGREED** the risk assessment for The Artisan Market.

### 11.3 To consider and agree the risk assessment for the 100 Years at the Rec.

The motion was proposed, the motion was seconded.

Members **AGREED** the risk assessment for the 100 Years at the Rec.

### 11.4 To consider and agree the risk assessment for D Day commemoration.

The motion was proposed, the motion was seconded.

Members **AGREED** the risk assessment for the D Day commemoration.

**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.

Flooding in Stalham

Cllr Bayes gave an update on the High Street Task Force.

Cllr Hood raised about councillors attending Catfield councils' meetings.

Cllr Scrivner queried the highways work being completed at the Stalham Green Surgery. The Clerk said she would investigate this.

Cllr Hood informed the meeting she had arranged for 1<sup>st</sup> Aid training for Council. The Clerk will send an email out.

**13 Correspondence**

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

**13.1 Email from Sutton PC regarding the A149 report.**

The Clerk informed the meeting that a provisional date of the 7<sup>th</sup> March at 6pm, venue to be confirmed.

**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 legal and contractual issues.

**15 Employment**

**15.1 Update on Employment and to consider and agree any actions.**

Cllr Green informed the meeting about staff wearing lanyards.

**15.2 To adopt the minutes of the Employment Committee held on the 22nd January 2024.**

The motion was proposed, the motion was seconded.

Members **AGREED** to adopt the minutes of the Employment Committee held on the 22nd January 2024

**16 Date of Next Meeting**

**16.1 To confirm that the date of the next Meeting of the Town Council will be on the 11<sup>th</sup> March 2024 at 7pm at the Town Hall.**

MEETING CLOSED : 9:03PM

CHAIR: \_\_\_\_\_

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

Februarys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
258	N Power	D/D	Street lights Jan 2024	£1,497.67	K Bayes		S Toone	
259	EON	D/D	Town Hall Electric	£2,672.03	K Bayes		S Toone	
260	Vodafone	D/D	Mobile 10.12.23-9.1.24	£34.53	K Bayes		S Toone	
261	BT	D/D	Phone & Internet Jan 24	£62.58	K Bayes		S Toone	
262	SAGE	D/D	Payroll 16.1.24-15.2.24	£8.40	K Bayes		S Toone	
263	Cozens	Online	Street light maintenance Jan 24	£270.00				
264	Unity Bank	D/D	Account Fee 4.9.23-4.12.23	£18.00	K Bayes		S Toone	
265	Stalham & Brumstead Recreation Ground	Online	Grant for the Skate Park repairs	£5,000.00	K Bayes		S Toone	
266	BBT	Online	Various work	£50.00	K Bayes		S Toone	
267	Doreen Joy	Online	Staffing Costs	£4,562.95	K Bayes		S Toone	
268	Julie Hodds	Online			K Bayes		S Toone	
269	HMRC	D/D			K Bayes		S Toone	
270	S Ayling	Online	Town Hall Jan 24	£132.98	K Bayes		S Toone	
271	Natwest	D/D	Bank charges Dec 2023	£0.70	K Bayes		S Toone	
272	NNDC	Online	New litter bin collection charge	£47.88	K Bayes		S Toone	
273	Century Printing	Online	Various item for office	£406.55	K Bayes		S Toone	
274	CC Planning	Online	NDP Meetings	£840.00	K Bayes		S Toone	
275	Stalham DIY	Online	Bin bags and batteries	£4.60	K Bayes		S Toone	
276	Anglian Internet	D/D	Wordpress	£90.00	K Bayes		S Toone	

Agreed at Full Council on 12.2.24

Chair Sign:

RFO Sign: