



MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON
MONDAY 13th May 2024 AT THE POPPY CENTRE.

Present: Cllrs: M Green, S Toone, R Hood, M Willoughby,
P Hanton, P Wilmshurst, R Wilmshurst, and C Scrivner

Members of Public: – 0

Clerk: Ms D. Joy
Admin: Miss J Hodds.

The Chair informed members that the meeting was being recorded.

MINUTES

01 Election of Mayor

The motion was proposed, the motion was seconded,
Members **VOTED** Cllr Bayes in as Mayor.

02 Election of Deputy Mayor

The motion was proposed, the motion was seconded,
Members **VOTED** Cllr Green in as Vice Mayor.

03 Apologies for Absence

Cllrs Bayes and McGeary -away
Cllr Taylor – Work

The motion was proposed, the motion was seconded,
Members **AGREED** Councillors apologies for absence.

04 Declarations of Interest and requests for Dispensations

None

05 Minutes of Previous Meetings

5.1 To agree and sign the minutes of the Full Council Meeting held on the 8th April 2024

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes from the Full Council Meeting on the 8th April 2024.

The Chair signed the minutes.

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 all members of the public present to speak.

No member of the public present.

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 it was their responsibility to ensure their interest forms are up to date.

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 Amenities and Property Committee Terms of Reference with the following changes:
Committee members from 6 to 5 members to allow fair and equal process.
The Chair and Vice Chair of the committee will be voted by Full Council to be in line with Standing Orders.

8.2 To appoint members for the Amenities and Property Committee

The motion was proposed, the motion was seconded,
Members **APPOINTED** Cllrs Toone, Hanton, Green, Willoughby and P Wilmshurst to the Amenities and Property Committee.

8.3 To appoint a Chair and Vice Chair of Amenities and Property Committee.

The motion was proposed, the motion was seconded,
Members **APPOINTED**
Cllr Toone – Chair
Cllr Hanton – Vice Chair

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

The motion was proposed, the motion was seconded,
Members **AGREED** the Finance & Data Protection Committee Terms of Reference with the following changes:
Committee members from 6 to 5 members to allow fair and equal process.
The Chair and Vice Chair of the committee will be voted by Full Council to be in line with Standing Orders.

8.5 To appoint members for the Finance & Data Protection Committee.

The motion was proposed, the motion was seconded,
Members **APPOINTED** Cllrs Toone, Scrivner, R Willmshurst, Green and Willoughby.

8.6 To appoint a Chair and Vice Chair of Finance & Data Protection Committee.

The motion was proposed, the motion was seconded,
Members **APPOINTED**
Cllr Scrivner – Chair
Cllr Willoughby – Vice Chair

8.7 To review the Employment Committee Terms of Reference.

The motion was proposed, the motion was seconded,
Members **AGREED** the Employment Committee Terms of Reference with the following changes:
The Chair and Vice Chair of the committee will be voted by Full Council to be in line with Standing Orders

- 8.8 To appoint members for the Employment Committee.
The motion was proposed, the motion was seconded,
Members **APPOINTED** Cllrs Green, Scrivner, McGeary and Hood.
- 8.9 To appoint a Chair and Vice Chair for the Employment Committee.
The motion was proposed, the motion was seconded,
Members **APPOINTED**
Cllr Green – Chair
Cllr Hood – Vice Chair
- 8.10 To review the Events Working Group Terms of Reference.
The Clerk informed the meeting this should be a properly constituted Standing Committee.
The motion was proposed, the motion was seconded,
Members **AGREED** the Events Working Group Terms of Reference.
- 8.11 To appoint members for the Events Working Group.
The motion was proposed, the motion was seconded,
Members **AGREED** for all members to be on the Events Working group.

09 Council Policies and Documentation

- 9.1 To consider and agree if to adopt the General Power of Competence.
The Clerk confirmed she held the CiLCA qualification and Council was 2 thirds elected.
- 9.2 To review and agree Councils Standing Orders.
The Clerk informed the meeting that this had been updated to the lasted NALC model document.
The motion was proposed, the motion was seconded,
Members **AGREED** the new Standing Orders.
- 9.3 To review and agree Council's Code of Conduct policy.
The motion was proposed, the motion was seconded,
Members **AGREED** Council's Code of Conduct policy.
- 9.4 To review Councils Financial Regulations.
The Clerk informed the meeting that new Financial Regulations had just been released, and as soon as she has gone through them, they would be on the next agenda for members to agree.
The motion was proposed, the motion was seconded,
Members **AGREED** Councils current Financial Regulations.
- 9.5 To consider and agree Councils' Working Group TOR
The motion was proposed, the motion was seconded,
Members **AGREED** Councils Working Group TOR.
- 9.6 To consider and agree Councils Scheme of Delegation.
The motion was proposed, the motion was seconded,
Members **AGREED** Councils Scheme of Delegation.
- 9.7 To consider and agree Councils Social Media Policy.
The motion was proposed, the motion was seconded,
Members **AGREED** Councils Social Media Policy.
- 9.8 To consider and agree Councils point of contact and representative for the "Net Zero" project.
The motion was proposed, the motion was seconded,
Members **AGREED** for Cllr Bayes to be Councils representative for the "Net Zero" project.

10. Amenities and Property Committee

10.1 To consider and agree Councils' response to the Broads Authority Consultation

The motion was proposed, the motion was seconded, Members **AGREED** to have no response.

10.2 To consider and agree Councils' insurance renewal.

The motion was proposed, the motion was seconded, Members **AGREED** Councils insurance renewal.

11. Finance and Data Protection

11.1 To consider and agree bank reconciliations for April.

The Clerk informed the meeting this would be on June's agenda.

11.2 To consider and agree Mays payments.

The motion was proposed, the motion was seconded, Members **AGREED** Mays payments list with the following additions:

WI	£150.00	Annual Towns Meeting buffet.
Stalham DIY	£78.60	Various items (see invoice)
CCLA	£113,000.00	Councils savings account.

11.3 To consider and agree if to support Stalham Beer Festival financially.

The motion was proposed, the motion was seconded, Members **AGREED** to defer this until a budget had been produced.

11.4 To consider and agree if to renew the ICCM membership.

The motion was proposed, the motion was seconded, Members **AGREED** not to renew the ICCM membership, as it performed no benefit to Council.

11.5 To consider and agree if to cover the costs for dignitaries for the D-Day Fish Supper.

The motion was proposed, the motion was seconded, Members **AGREED** to cover the cost for the Sheriff of Norfolk and his Consort for the D-Day Fish and Chip Supper.

11.6 Update on First Aid Course and to consider and agree any actions.

The motion was proposed, the motion was seconded, Members **AGREED** to pay a donation of £50.00 for the use of the Baptist Church as the Town Hall and Poppy Centre was unavailable.

12. Asset Register

12.1 To consider and agree Councils asset register for 2023-2024.

The motion was proposed, the motion was seconded, Members **AGREED** Councils asset register for 2023-2024.

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.

13.1 Delegation of Powers for additional costs for the office works - **Approved.**

13.2 Delegation of Powers for

A. To have the mezzanine area made right by the contractor who is putting the RSJ The price to make this part of the town hall good has been estimated at £1500.00 .- **Approved**

B. To purchase paint and other items needed for the Community Payback to paint the Town Hall. **Approved**

14. Correspondence

- 14.1 Email from the Business Forum thanking Council for the Annual Towns Meeting and their grant.
- 14.2 Various emails from residents and volunteer groups congratulating Council for the Annual Towns Meeting.
- 14.3 Letter of support for Stalham Town Football Club for a grant application.
The motion was proposed, the motion was seconded,
Members **AGREED** the letter of support drafted by Cllr Bayes

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 **RESOLVED** 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 Scout Club Lease and to consider and agree any actions.

The motion was proposed, the motion was seconded,
Members **AGREED** to amend the resolution to say:
“Update on Youth Club Lease and to consider and agree any actions.”
The motion was proposed, the motion was seconded,
Members **AGREED** to instruct Capron and Helliwell to advise Council on this lease.

The meeting was suspended to allow Cllr Dixon to give his report.
Cllr Dixon gave his report.
The meeting was resumed.

The Clerk and Admin Assistant left the meeting.

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

The motion was proposed, the motion was seconded,
Members **AGREED** to advertise the Clerk position.

15.3 To adopt the minutes for the Employment meeting held on the 15th April.

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes for the Employment meeting held on the 15th April.

16 Date of Next Meeting

- 16.1 To confirm that the date of the next Meeting of the Full Council 10th June 2024.

MEETING CLOSED: 8:50pm

CHAIR: _____

DATE: _____

May's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
33	N Power	D/D	Street Lights April 2024	£1,285.38	S.Toone		C. Scrivner	
34	EON	D/D	Town Hall Electric March 2024	£477.52	S.Toone		C. Scrivner	
35	Vodafone	D/D	Mobile 10.4.24-9.5.24	£34.53	S.Toone		C. Scrivner	
36	BT	D/D	Phone & Internet May	£68.00	S.Toone		C. Scrivner	
37	Cozens	ONLINE	Street Lights maintenance April 24	£270.00	S.Toone		C. Scrivner	
38	Doreen Joy	ONLINE	Employment Costs	£5,140.18	S.Toone		K.Bayes	
39	Julie Hodds	ONLINE			S.Toone		C. Scrivner	
40	HMRC	D/D			S.Toone		C. Scrivner	
41	HMRC	D/D			S.Toone		C. Scrivner	
42	ICO	D/D	Annual Subscription	£35.00	S.Toone		C. Scrivner	
43	Platten Pest Control	ONLINE	Jan-March Pest Control (Allotments)	£216.00	S.Toone		C. Scrivner	
44	Plot 5A	ONLINE	Overpayment	£30.00	S.Toone		C. Scrivner	
45	NALC	ONLINE	Councillor training	£96.00	S.Toone		C. Scrivner	
46	Rainbow Stationary	ONLINE	Stationary & First Aid Kits	£116.47	S.Toone		C. Scrivner	
47	NALC	ONLINE	Annual Subscription	£690.27	S.Toone		C. Scrivner	
48	RBS	ONLINE	Accounting package annual fee	£332.40	S.Toone		C. Scrivner	
49	Broadland Computers	ONLINE	IT assistance, M365 Licence, website	£508.00	S.Toone		C. Scrivner	
50	N Hindle	ONLINE	Memorial Testing	£630.00	S.Toone		C. Scrivner	
51	Harbour Radio	ONLINE	100 Years at the Rec	£200.00	S.Toone		C. Scrivner	
52	Natwest	ONLINE	Interest from Nationwide account	£482.91	S.Toone		C. Scrivner	
53	Brown & Payne	ONLINE	EIC Report	£583.14	S.Toone		C. Scrivner	
54	S Ayling	ONLINE	Town Hall Cleaning	£74.00	S.Toone		C. Scrivner	

Agreed at Full Council: 13.5.24

Chair Sign:

RFO Sign:

May's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
55	Bowers & Barr	ONLINE	Town Hall Works	£10,784.32	S.Toone		C. Scrivner	
56	Century Printing	ONLINE	Grants & Allotment numbers	£427.68	S.Toone		C. Scrivner	
57	Broadland 1st Responders	ONLINE	Grant Application 2024	£500.00	S.Toone		C. Scrivner	
58	Flegg Flying Club	ONLINE	Grant Application 2024	£250.00	S.Toone		C. Scrivner	
59	North Norfolk Community Transport	ONLINE	Grant Application 2024	£500.00	S.Toone		C. Scrivner	
60	Stalham Baptist Church	ONLINE	Grant Application 2024	£500.00	S.Toone		C. Scrivner	
61	Stalham Mens Shed	ONLINE	Grant Application 2024	£400.00	S.Toone		C. Scrivner	
62	1st Stalham Rainbows	ONLINE	Grant Application 2024	£400.00	S.Toone		C. Scrivner	
63	RBL	ONLINE	Grant Application 2024	£500.00	S.Toone		C. Scrivner	
64	Stalham & District Horticultural Society	ONLINE	Grant Application 2024	£247.92	S.Toone		C. Scrivner	
65	1 st Stalham Scout Group	ONLINE	Grant Application 2024	£476.20	S.Toone		C. Scrivner	
66	Stalham Business Forum	ONLINE	Grant Application 2024	£250.00	S.Toone		C. Scrivner	
67	901 Troop Marine Cadet	ONLINE	Grant Application 2024	£200.00	S.Toone		C. Scrivner	
68	Stalham Football Club	ONLINE	Grant Application 2024	£500.00	S.Toone		C. Scrivner	
69	Hall Booking Online	ONLINE	Annual Subscription	£120.00	S.Toone		C. Scrivner	
70	S & B Charity	ONLINE	First half of Budget amount from STC	£10,000.00	S.Toone		C. Scrivner	
71	D Boden	ONLINE	Grass Cutting - Cemeteries	£571.73	S.Toone		C. Scrivner	
72	Great Yarmouth Ceilings	ONLINE	New Ceiling at Town Hall	£4,642.37	S.Toone		C. Scrivner	

Agreed at Full Council: 13.5.24

Chair Sign:

RFO Sign:

May's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
73	Broadland Metal Art	ONLINE	D Day Tommy	£450.00	S.Toone		C. Scrivner	
74	Cromer Trophies	ONLINE	Community Awards	£90.00	S.Toone		C. Scrivner	
75	Eastern Counties	ONLINE	Scaffolding for Town Hall	£342.00	S.Toone		C. Scrivner	
76	WI	ONLINE	Buffet for ATM	£150.00	S.Toone		C. Scrivner	
78	Stalham DIY	ONLINE	Items for April	£78.60	S.Toone		C. Scrivner	
79	CCLA	ONLINE	Ear marked reserves to savings account	£113,000.00	S.Toone		C. Scrivner	

Agreed at Full Council: 13.5.24

Chair Sign:

RFO Sign: