



MINUTES OF THE FULL COUNCIL MEETING HELD ON  
MONDAY 10th JUNE 2024 AT THE POPPY CENTRE.

Present: Cllrs: K Bayes (Chair) Cllrs: M Green, S Toone, R Hood,  
M McGeary, P Hanton, P Wilmshurst, R Wilmshurst and C Scrivner

Members of Public: – 1

Clerk: Ms D. Joy  
Admin: Ms J Hodds

The Chair informed members that the meeting was being recorded.

**MINUTES**

**01 Apologies for Absence**

Cllr M Willoughby – away

Cllr M Taylor - work

The motion was proposed, the motion was seconded,

Members **AGREED** Cllrs Willoughby and Taylor's 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)

None

**03 Minutes of Previous Meetings**

**3.1 To agree and sign the minutes from the Full Council Meeting on the 13<sup>th</sup> May 2024.**

The motion was proposed, the motion was seconded,

Members **AGREED** the minutes from the Full Council Meeting on the 13<sup>th</sup> May 2024.

The Chair signed the minutes.

**3.2 To adopt the minutes of the Amenities Committee held on the 3<sup>rd</sup> June 2024.**

The motion was proposed, the motion was seconded,

Members **ADOPTED** the minutes from the Amenities Committee held on the 3<sup>rd</sup> June 2024.

**3.3 To adopt the minutes of the Events Working Group held on the 13<sup>th</sup> April 2024.**

The motion was proposed, the motion was seconded,

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

*“To adopt the minutes of the Events Working Group held on the 13<sup>th</sup> May 2024.”*

The motion was proposed, the motion was seconded,

Members **ADOPTED** the minutes from the Events Working Group held on the 13<sup>th</sup> May 2024.

#### 04 Mayors Report

- I would like to acknowledge the successful ATM (Annual Town Meeting) on 8<sup>th</sup> May. It was lovely to see so many community organisations coming together and receiving grants and awards. I would like to thank the WI for providing refreshments on the evening.
- In my absence at the last Full Council I would like to thank my fellow councillors for electing me as Mayor of Stalham Town, I will endeavour to continue to represent the Town to the best of my ability.
- I would like to thank both Cllr Phil Hanton and Glyn Wilson for the 100 years at the recreation ground Quiz – a great evening was had by all who attended – raising money for the Poppy Centre.
- 100 Years at the Rec – unfortunately postponed due to the weather – looking to reschedule, which will be discussed later.
- Photo Exhibition: unfortunately cancelled due to the Town Hall not being ready after the refurbishment – this will be rescheduled.
- I would like to again thank all councillors and partners for helping to put up the union flags in advance of D-day.
- Darren Boden for arranging to weed the route prior to the D-day commemoration event
- D-day I would like to thank everyone sincerely for the brilliant effort that was made to make the event a success. Particularly Doreen and Julie. It was a fitting tribute and received nothing but deserved praise.
- I would like to acknowledge the community spirit that was clear to see leading up to and on the 80<sup>th</sup> Anniversary of D-day. I would like to propose that we acknowledge the efforts and contributions made by everyone on and leading up to the day. I would like to ensure each receive a thank you letter or card from the council.
- Deputy Mayoress, Cllr Maggie Green attended Sydney House fund raising Event on Friday afternoon.

#### 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.

District Councillor Bayes 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 filed.
- 6.2 All payments authorised.
- 6.3 All policies updated and placed on the website.
- 6.4 Cllr Bayes credit card received.
- 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 have confirmed work will be carried out on their building.
- 6.9 Planning applications responded to.
- 6.10 Keyholders for the Town Hall sent to Dragon Security.
- 6.11 Cllrs R Wilmshurst and P Wilmshurst attended induction training.
- 6.12 First Aid course attended.
- 6.13 Councils Engagement Day organised.
- 6.14 Volunteers Fair in progress.
- 6.15 Councils insurance renewed.
- 6.16 ICCM membership cancelled.
- 6.17 Letter of support sent to Stalham Football Club.
- 6.18 Youth Club lease in progress.
- 6.19 Clerks job advertisement pending.

## **07 Amenities**

- 7.1 Update on Millside's weekly playground inspections and to consider and agree any actions.

The motion was proposed, the motion was seconded,  
Members **AGREED** to request Councils' contractor to look at the Trail board and for Cllr Hanton to organise both gates being opening during the summer.

- 7.2 To consider and agree if to request extra services from D.Boden as and when needed.

The motion was proposed, the motion was seconded,  
Members **AGREED** to request extra services from D.Boden as and when needed.

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

- 8.1 To consider and agree April's reconciliations of bank accounts.

The motion was proposed, the motion was seconded,  
Members **AGREED** Aprils' bank reconciliations

- 8.2 To consider and agree June's payments.

The motion was proposed, the motion was seconded,  
Members **AGREED** June's payments as presented with the addition of:

N Power	£1218.18	- streetlights
Broadland Chip Shop	£689.25	- D-Day Fish and Chip Supper
Stalham DIY	£213.78	- Items for town hall
Bag Piper	£370.00	- D-Day parade
Freewheel	£1150.00	- Beacon

- 8.3 To consider and agree the Internal Audit for 2023-2024  
 Members noted this was vastly improved from last year.  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** the Internal Audit for 2023-2024, and to action the points raised that have not already been put into place.
- 8.4 To agree and sign the Annual Governance Statement 2023/2024. (Section 1)  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** Annual Governance Statement 2023/2024. (Section 1)
- 8.5 To agree and sign the Accounting Statements 2023/2024. (Section 2)  
 The Clerk informed the meeting that the Internal Auditor had advised that the locum costs be placed under employment due to the length of service of the locum.  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** the Annual Governance Statement 2023/2024. (Section 2)
- 8.6 To agree the explanation of variances for the AGAR 2023/2024.  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** the explanation of variances for the AGAR 2023/2024.
- 8.7 To consider and agree the Notice of Public Rights to Inspection the Accounts  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** the Notice of Public Rights to Inspection the Accounts
- 8.8 To consider and agree the bank reconciliation for 2023-2024  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** the bank reconciliation for 2023-2024
- 8.9 To consider and agree if to support Stalham's Beer Festival financially.  
 The Clerk informed the meeting this has not been budgeted for and would come from Councils general reserves.  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** to support this eventing financially to meet the advanced cash flow requirements.

## 09 Training

None

## 10 Policies, Documents and Communications.

- 10.1 To consider and agree if to agree Councils Financial Risk Management Policy.  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** Councils Financial Risk Management Policy.
- 10.2 To consider and agree if to do revamp Councils Town Trail Leaflet.  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** to defer this to allow Cllr Hanton to investigate and report back.
- 10.3 To consider and agree Councils Equality and Diversity Policy.  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** Councils Equality and Diversity Policy.
- 10.4 Update on Council's Volunteer Fair days and to consider and agree any actions.  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** to push ahead with Septembers Volunteer Day.
- 10.5 To consider and agree if to attend the PositiviTea event on the 16<sup>th</sup> August 2024.  
 The motion was proposed, the motion was seconded,  
 Members **AGREED** for Council to register their interest in attending this event and will confirm the details nearer the time.

- 10.6 To consider and agree the meeting scheduling for Council.  
The motion was proposed, the motion was seconded,  
Members **AGREED** the following:  
To allocate Mondays for extra meetings needed.  
To cancel August's meeting.  
To review January's meeting at Septembers meeting.
- 10.7 To consider and agree if to renew Parish Online.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to renew the membership and to investigate training.

## **11 Events**

- 11.1 To consider and agree if to hold the Art Trail this summer.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to hold the Art Trail this summer.
- 11.2 To consider and agree the prizes for the Art Trail.  
To The motion was proposed, the motion was seconded,  
Members **AGREED** £100 for the Art Trail prizes.
- 11.3 To consider and agree if to reschedule the 100 Years at the Rec and if so the date.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to postpone this event til next year due to the full calendar this year and to market it as 101 Years of the Rec.

## **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.
- 12.1 Delegation of Powers for:  
To order 20 5ft x 3ft flags for the High Street for D-Day. **Approved**  
Cllr Bayes requested NNDC's neglect of financial support to the Town be placed on the next agenda.  
Cllr Hanton requested that VJ day is celebrated next year.

## **13 Correspondence**

- To consider correspondence received by the Council and agree responses thereto.
- 13.1 Email from the "Net Zero" team requesting a joint open day at the Town Hall.  
The motion was proposed, the motion was seconded,  
Members **AGREED** a joint open day at the Town Hall.
- 13.2 Email from WI thanking Council for the D-day event and allowing them to be part of it.
- 13.3 Email from the bagpiper thanking Council for a great event for D-Day.
- 13.4 Email from the Chair of NNDC thanking Council for a well organised D-Day event.
- 13.5 Email from the Consort of the Chair of NNDC thanking Council for inviting them to the great D-Day event.
- 13.6 Emails, calls and conversations from residents congratulating Council on a well-run D-Day event.

**14 Date of Next Meeting**

- 14.1 To confirm that the date of the next Meeting of the Town Council will be on the 8<sup>th</sup> July 2024 at 7pm at the Town Hall.

MEETING CLOSED: 9:22PM

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

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

Junes' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
80	BT	D/D	Phone and Internet - May	£70.80	S.Toone		K Bayes	
81	SAGE	D/D	Payroll - 16.5.24-15.6.24	£8.40	S.Toone		K Bayes	
82	N Power	D/D	Street Lights May	£1,218.18	S.Toone		K Bayes	
83	EON	D/D	Town Hall April	£208.56	S.Toone		K Bayes	
84	Vodafone	D/D	Mobile April	£34.53	S.Toone		K Bayes	
85	Wave	D/D	Town Hall Qtr 1	£104.90	S.Toone		K Bayes	
86	Lloyds	D/D	Credit Card May D-Day and Land Registry	£61.96	S.Toone		K Bayes	
87	Lloyds	D/D	Credit Card April D-Day & Tea Towels	£86.13	S.Toone		K Bayes	
88	Cozens	ONLINE	Street Lights Maintenance	£170.00	S.Toone		K Bayes	
89	D Boden	ONLINE	Burial Grounds grass Cutting May	£571.73	S.Toone		K Bayes	
90	S Ayling	ONLINE	Town Hall Cleaning April and May	£109.00	S.Toone		K Bayes	
91	Rainbow	ONLINE	Stationary May 24	£113.87	S.Toone		K Bayes	
92	D.Joy	ONLINE	Locum May	£5,477.98	S.Toone		K Bayes	
93	J Hodds	STO	Salary -May		S.Toone		K Bayes	
94	HMRC	D/D	Underpayment for QTR 4		S.Toone		K Bayes	
95	HMRC	D/D	Qtr 4 Payment		S.Toone		K Bayes	
96	Dragon	ONLINE	Panic Alarm	£66.72	S.Toone		K Bayes	
97	Eden Art	ONLINE	100 Years Refund (Cancelled event)	£30.00	S.Toone		K Bayes	
98	F Williams	ONLINE	100 Years Refund (Cancelled event)	£30.00	S.Toone		K Bayes	
99	K Davidson	ONLINE	100 Years Refund (Cancelled event)	£30.00	S.Toone		K Bayes	
100	K Blyth	ONLINE	100 Years Refund (Cancelled event)	£30.00	S.Toone		K Bayes	
101	S Williams	ONLINE	100 Years Refund (Cancelled event)	£30.00	S.Toone		K Bayes	
102	H Horner	ONLINE	100 Years Refund (Cancelled event)	£30.00	S.Toone		K Bayes	

**Agreed at Full Council on 10.6.24**

**Chair Sign:**

**RFO Sign:**

Junes' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
103	S Archer	ONLINE	101 Years Refund (Cancelled event)	£30.00	S.Toone		K Bayes	
104	FAITH	ONLINE	102 Years Refund (Cancelled event)	£15.00	S.Toone		K Bayes	
104	Punch & Judy	ONLINE	100 Years (Cancelled event)	£225.00	S.Toone		K Bayes	
105	ASFA Training	ONLINE	First Aid training	£727.20	S.Toone		K Bayes	
106	S Lake	ONLINE	Internal Audit 2023/2024	£300.00	S.Toone		K Bayes	
107	Clear Councils	ONLINE	Annual insurance	£4,435.05	S.Toone		K Bayes	
108	Richardsons	ONLINE	100 Years @ Rec	£2,325.00	S.Toone		K Bayes	
109	Dennys Construction	ONLINE	RSJ Town Hall	£5,362.80	S.Toone		K Bayes	
110	Mens Shed	ONLINE	Window Boxes ( Town Hall)	£180.00	S.Toone		K Bayes	
111	Baptist Church	ONLINE	Hall hire for 1st Aid	£50.00	S.Toone		K Bayes	
112	BBT	ONLINE	Removing harris fencing at Campingfield	£45.00	S.Toone		K Bayes	
113	NNDC	ONLINE	One off payment for Artisan Market	£89.00	S.Toone		K Bayes	
114	CT Baker	ONLINE	Items for Art Trail	£3.89	S.Toone		K Bayes	
115	Cozens	ONLINE	New street light @ Heron Gardens	£2,220.00	S.Toone		K Bayes	
116	Royal British Legion	ONLINE	Poppy Wreaths for D-Day	£60.00	S.Toone		K Bayes	
117	S & B	ONLINE	2ND Part Precepted amount	£10,000.00	S.Toone		K Bayes	
118	Broadland Chip Shop	ONLINE	D-Day Fish Supper	£689.25	S.Toone		K Bayes	
119	Mas Delights	ONLINE	101 Years Refund (Cancelled event)	£30.00	S.Toone		K Bayes	
120	Stalham DIY	ONLINE	D-Day & Town Hall	£213.75	S.Toone		K Bayes	
121	G Cranney	ONLINE	D-Day - Bag Piper	£370.00	S.Toone		K Bayes	
122	Freewheel	ONLINE	Beacon	£1,150.00	S.Toone		K Bayes	

**Agreed at Full Council on 10.6.24**

**Chair Sign:**

**RFO Sign:**