



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 8th JULY 2024 AT THE TOWN HALL.

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

Members of Public: – 3

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 Taylor - work

The motion was proposed, the motion was seconded,
Members **AGREED** Cllr 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 10th June 2024.

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes from the Full Council Meeting on the 10th June 2024.

The Chair signed the minutes

3.2 To adopt the minutes of the Finance and Data Protection Committee held on the 1st July 2024.

The motion was proposed, the motion was seconded,
Members **ADOPTED** the minutes from the Finance and Data Protection Committee held on the 1st July 2024.

04 Mayors Report

Cllr Bayes gave his report

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 Equipment at Millside fixed
- 6.5 Internal Audit report action plan in progress.
- 6.6 Advice re Councils position as Trustees of a Charity pending.
- 6.7 Community Ownership Scheme pending.
- 6.8 Annual Return 2023/2024 sent to external auditor.
- 6.9 September's volunteers day in progress
- 6.10 Invitation to PositiviTea responded to.
- 6.11 Parish online subscription renewed.
- 6.12 D-Day Thank You cards sent out.

07 Amenities

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

No action required.

- 7.2 Update on the Fire Doors and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** for Cllrs P Wilmshurst, Scrivner and Hood to investigate the protocols for the fire doors quote and defer purchasing the doors til their report is submitted to Council.

08 Finance & General Purposes Committee

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

The motion was proposed, the motion was seconded,

Members **AGREED** Mays and June's reconciliations of bank accounts.

- 8.2 To consider and agree July's payments.
 The motion was proposed, the motion was seconded,
 Members **AGREED** July's payments as presented with the addition of:
- | | | |
|-----------------------|----------|-------------------------------|
| N Power | £1091.58 | - Streetlights |
| Target Trees | £961.00 | - Tree Work |
| Stalham DIY | £82.05 | - Items for town hall |
| Horticultural Society | £15.00 | - 100 Years refund |
| P Campbell | £30.00 | - 100 Years refund. |
| Godstone Decorators | £8352.00 | - Town Hall decorating. |
| BBT | £195.00 | - Millside playground repairs |
| The Window Cleaner | £200.00 | - Town Hall windows/outside |

- 8.3 To consider and agree if to purchase a chain for the Deputy Mayor.
 The motion was proposed, the motion was seconded,
 Members **AGREED** to investigate costs and fundraising for this.

09 Training
 None

10 Policies, Documents and Communications.

- 10.1 To consider and agree if to wrote to NNDC re their lack of support in Stalham.
 The motion was proposed, the motion was seconded,
 Members **AGREED** for Cllrs to bring their suggestions to the next meeting.

11 Events

- 11.1 To consider and agree if to run the Beer Festival this year.
 The motion was proposed, the motion was seconded,
 Members **AGREED** to run the Beer Festival.
- 11.2 To consider and agree the changes to the stall booking form.
 The motion was proposed, the motion was seconded,
 Members **AGREED** to charge food outlets £50.00 from next year.

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:
 Made in conjunction with the Mayor, Deputy Mayor and Chair of Amenities.
 Purchases for the Town Hall
- | | |
|---------------------------------|-----------------|
| Curtains for Town Hall | Approved |
| Table storage for the Town Hall | Approved |
| Chair storage for the Town Hall | Approved |
| Archive storage for the office | Approved |
| Mat for Entrance to Town Hall | Approved |
| Electrical works | Approved |

13 Correspondence

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

- 13.1 Letter of thanks from the Royal British Legion.
 13.2 Email of thanks from resident for the Soldier Trai.

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 employment and legal issues.

The motion was proposed, the motion was seconded, Members **AGREED** to resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment.

The Clerk and Admin assistant left the meeting.

14.1 Update on Employment issues and to consider and agree any actions

The motion was proposed, the motion was seconded,

Councillors **AGREED** for the Employment Committee to seek independent HR advice, including obtaining information and quotes on HR/Employment subscription services.

14.2 To adopt the minutes for the Employment meeting held on the 21st June 2024.

The motion was proposed, the motion was seconded

Councillors **ADOPTED** the Minutes of the Employment Committee meeting held on the 21st June 2024.

15 Date of Next Meeting

- 15.1 To confirm that the date of the next Meeting of the Town Council will be on the 9th September 2024 at 7pm at the Town Hall.

MEETING CLOSED: 8:35PM

CHAIR: _____

DATE: _____

Julys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
123	BT	D/D	Phone and Internet June	£82.40	C Scrivner		S.Toone	
124	SAGE	D/D	Payroll 16.6.24-15.7.24	£8.40	C Scrivner		S.Toone	
125	N Power	D/D	Street lights June	£1,091.58	C Scrivner		S.Toone	
126	EON	D/D	Town Hall electric May 24	£156.86	C Scrivner		S.Toone	
127	Vodafone	D/D	Mobile 10.6.24-9.7.24	£34.53	C Scrivner		S.Toone	
128	Wave	D/D	Allotment 10.3.24-9.6.24	£40.50	C Scrivner		S.Toone	
129	Lloyds Credit Card	D/D	Walkie talkies & milk for 100 years	£159.68	C Scrivner		S.Toone	
130	Cozens	ONLINE	Maintenance June	£270.00	C Scrivner		S.Toone	
131	D Boden	ONLINE	Cemetery grass cutting - June	£571.73	C Scrivner		S.Toone	
132	S Ayling	ONLINE	Junes Salary	£282.42	C Scrivner		S.Toone	
133	Rainbow	ONLINE	Stationary June	£206.01	C Scrivner		S.Toone	
134	D.Joy	ONLINE	Locum work June	£5,486.84	C Scrivner		S.Toone	
135	J Hodds	STO	Salary June		C Scrivner		S.Toone	
136	HMRC	D/D	PAYE mth 11 & 1		C Scrivner		S.Toone	
137	Rialtus	ONLINE	Year End Closedown 23/24	£648.00	C Scrivner		S.Toone	
138	Dragon	ONLINE	Fire alarm system upgrade	£3,501.60	C Scrivner		S.Toone	
139	S & B Charity	ONLINE	Charity paid this invoice in error	£115.00	C Scrivner		S.Toone	
140	Stalham Carpets	ONLINE	Office carpet and entrance mat	£1,593.88	C Scrivner		S.Toone	
141	Festival Glasses	ONLINE	Glasses for beer festival	£2,985.60	C Scrivner		S.Toone	
142	K Bayes	ONLINE	Flags for High Street	£430.58	C Scrivner		S.Toone	
143	Office furniture direct	ONLINE	Chair trolley	£487.56	C Scrivner		S.Toone	
144	GLS	ONLINE	Table trolley	£572.99	C Scrivner		S.Toone	
145	Co-Op Stalham	ONLINE	Payment sent in error from Co-Op	£420.00	C Scrivner		S.Toone	
146	Bowers & Barr	ONLINE	Electrical work on Town hall	£2,605.99	C Scrivner		S.Toone	
147	TJ's Removal	ONLINE	Office move and rubbish removal	£650.00	C Scrivner		S.Toone	

Agreed at Full Council on 8.7.24 Chair Sign:

RFO Sign:

Julys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
148	Glitterized	ONLINE	Refund for Artisan Market	£30.00	C Scrivner		S.Toone	
149	Neighbourhood Watch	ONLINE	100 Years Refund (Cancelled event)	£15.00	C Scrivner		S.Toone	
150	Scorpien Leathercraft	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	
151	Glass Attack	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	
152	EL Catering	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	
153	Lamartis	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	
154	Coastal Coffees	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	
155	Monzu Pizza	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	
156	Sacha Crafts	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	
157	Sapphire Frills	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	
158	AJ Painter	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	
159	Norfolk and Good	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	
160	Unity	D/D	Bank Charges	£18.00	C Scrivner		S.Toone	
161	PJ Dann	ONLINE	Artisan Market	£225.00	C Scrivner		S.Toone	
162	Parish Online	ONLINE	Annual Subscription	£240.00	C Scrivner		S.Toone	
163	Century Printing	ONLINE	Junes Printing	£702.14	C Scrivner		S.Toone	
164	FAITH	ONLINE	Refunded in error	£15.00	C Scrivner		S.Toone	
165	Cozens	ONLINE	Julys maintenance	£270.00	C Scrivner		S.Toone	
166	EON	D/D	Electric Town Hall - June	£107.13	C Scrivner		S.Toone	
167	Target Trees	ONLINE	Tree report work	£960.00	C Scrivner		S.Toone	
168	Stalham DIY	ONLINE	Items for Town Hall	£82.05	C Scrivner		S.Toone	
169	BBT	ONLINE	To fix equipment at Millside	£195.00	C Scrivner		S.Toone	
170	Horticultural Society	ONLINE	100 Years Refund (Cancelled event)	£15.00	C Scrivner		S.Toone	
171	GodStone Decorators	ONLINE	To redecorate Town Hall	£8,352.00	C Scrivner		S.Toone	
172	P Campbell	ONLINE	100 Years Refund (Cancelled event)	£30.00	C Scrivner		S.Toone	

Agreed at Full Council on 8.7.24 Chair Sign:

RFO Sign: