



MINUTES OF THE FULL COUNCIL MEETING HELD ON  
MONDAY 14th OCTOBER 2024 AT THE TOWN HALL.

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

Members of Public: – 3

Clerk: D.Joy

**MINUTES**

The Chair informed members the meeting was being recorded.

**01 Apologies for Absence**

Cllr Hood – unwell

The motion was proposed, the motion was seconded,  
Members **AGREED** Cllr Hood'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 9<sup>th</sup> September 2024.**

The motion was proposed, the motion was seconded,

Members **AGREED** the minutes from the Full Council Meeting on the 9th September 2024.

The Chair signed the minutes.

**04 Mayors Report**

Waiting on KB

## **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 Taylor gave his report.

A member of the public commented on a planning application refusal from NNDC.

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 Fire Doors pending
- 6.4 AB Fire Safety instructed to carry out annual fire doors inspections.
- 6.5 Changes to event booking form updated.
- 6.6 HR Company ongoing.
- 6.7 Community Ownership Scheme pending.
- 6.8 Town Hall flagpole ongoing
- 6.9 Oil Tank at Town Hall waiting on NNDC
- 6.10 Legionella report waiting on quotes
- 6.11 Moles at Campingfield on Amenities in November.
- 6.12 Parish Partnership waiting on reply from Sutton Parish Council.
- 6.13 Feed back re Stalham High Street sent to NNDC.
- 6.14 Westcotec emailed or a quote re new pole for SAM2.
- 6.15 Contractor instructed to carry out street light electrical testing.
- 6.16 Email sent to Tim Adams regarding closing of the High Street toilets.
- 6.17 Ordered new laptop.
- 6.18 Emailed EE re new mobile phone contract.
- 6.19 Burial safe ordered.
- 6.20 Charity/Council course booked.
- 6.21 Meeting dates updated.
- 6.22 2025-2026 Projects added to budget.
- 6.23 Council solicitors sent Staithe agreement.
- 6.24 Business forum email replied to.

## **07 Amenities**

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

No action required.

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

- 8.1 To consider and agree Augusts' and Septembers' reconciliations of bank accounts.  
The motion was proposed, the motion was seconded,  
Members **AGREED** August and September's reconciliations of bank accounts.
- 8.2 To consider and agree October's payments.  
The motion was proposed, the motion was seconded,  
Members **AGREED** October's payments.
- 8.3 To consider and agree the external auditors report for 2023-2024.  
The Clerk informed the meeting that the comments raised by the external auditor are from last year's audits and a clarification has been given:  
a) The figure PKF Littlejohn require regarding the charity's monies held in Councils account 2022/2023 could not be quantified due to the disarray of the accounts.  
b) The cemetery wall figure in Council's asset register is correct.  
The motion was proposed, the motion was seconded,  
Members **AGREED** the external auditors report for 2023-2024.
- 8.4 To consider and agree if to cover the costs for the Towns Christmas tree.  
The Clerk informed the meeting this had not been budgeted for and would come from general reserves.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to ask the Community Charity Shop would like to donate to this tree, but if they were unable Council would cover the costs.
- 8.5 To consider and agree to cover the costs for a volunteer drop in at the Church Christmas Tree Festival.  
The Clerk informed the meeting this had not been budgeted for and would come from general reserves.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to approach Tesco's to cover the costs on behalf of the Council.

## **09 Training**

- 9.1 To consider and agree for the Clerk and Admin assistant to attend a free venue hire training from County Council.  
The motion was proposed, the motion was seconded,  
Members **AGREED** for the Clerk and Admin assistant to attend a free venue hire training from County Council.

## **10 Policies, Documents and Communications.**

- 10.1 To consider if to enter the Church Tree Festival this year, and if so the budget.  
The Clerk informed the meeting this had not been budgeted for and would come from general reserves.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to enter the Tree Festival with a Net Zero net Budget theme.
- 10.2 To consider if to have a Community Group to help tackle issues in Stalham.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to formulate the **Stalham Town Action Group** (S.T.A.G), for the Clerk to formulate a Terms of Reference and to pre advertise this group.
- 10.3 To consider and agree if to grant Broadland Model Society an interim grant.  
The motion was proposed, the motion was seconded,  
Members **AGREED** to consider the grant application as there were some funds left in the Councils grant budget. The Council will also hold a Christmas Quiz night to bring up the shortfall

**11 Events**

11.1 Update on the Beer Festival and to consider and agree any actions.

The motion was proposed, the motion was seconded,  
Members **AGREED** for a debrief meeting on the 22<sup>nd</sup> October at 7pm at the Town Hall.

**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: None

The Clerk informed the meeting an FOI had been received regarding the Beer Festival.

Cllr Bayes informed the meeting that dredging the Staithe will begin in December.

Cllr Green mentioned the Volunteer Workshop this Saturday at the Town Hall.

**13 Correspondence**

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

13.1 Thank you from resident re Beer Festival.

The council were appreciative of the numerous positive feedback from the 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 11<sup>th</sup> November 2024 at 7pm at the Town Hall.

MEETING CLOSED: 8:15pm

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

SIGN: \_\_\_\_\_

Novembers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
201	BT	D/D	Phone and Internet November	£167.94	K Bayes		S Toone	
202	EON	D/D	Town Hall Oct	£373.74	K Bayes		S Toone	
203	SAGE	D/D	Payroll 16.10.24-15.11.24	£12.00	K Bayes		S Toone	
204	N Power	D/D	Street Lights October	£1,231.51	K Bayes		S Toone	
205	Vodafone	D/D	Mobile 10.9.24-9.10.24	£34.53	K Bayes		S Toone	
206	Unity	D/D	Bank Charges - Sept	£6.75	K Bayes		S Toone	
207	S Ayling	ONLINE	Town Hall Cleaning Oct	£205.95	K Bayes		S Toone	
208	EE	D/D	Mobiles November	£42.17	K Bayes		S Toone	
209	Anglian Internet	ONLINE	Website and emails	£753.60	K Bayes		S Toone	
210	Lloyds	ONLINE	Credit card	£6.00	K Bayes		S Toone	
211	Rainbow	ONLINE	Stationary Oct	£48.87	K Bayes		S Toone	
212	Unity	D/D	Charges Oct	£13.65	K Bayes		S Toone	
213	CT Baker	ONLINE	Washer	£2.02	K Bayes		S Toone	
214	Century Printing	ONLINE	Volunteer Poster	£22.20	K Bayes		S Toone	
215	Mad HR	ONLINE	HR Advice	£912.60	K Bayes		S Toone	
216	M McGeary	ONLINE	Mileage for Towns Conference	£40.50	K Bayes		S Toone	
217	S & B	ONLINE	S&B VAT Claim 1.4.24-31.8.24	£421.33	K Bayes		S Toone	
218	D Joy	ONLINE	Employment Costs	£8,088.27	K Bayes		S Toone	
219	J Hodds	ONLINE			K Bayes		S Toone	
220	HMRC	D/D			K Bayes		S Toone	
221	Dunhelm	ONLINE	Curtains & Blinds for Town Hall	£1,765.00	K Bayes		S Toone	
222	NALC	ONLINE	Training for Charity Trustee	£96.00	K Bayes		S Toone	
223	Broadland Computers	ONLINE	New lap top & software	£569.17	K Bayes		S Toone	

**Agreed at Full Council on 11.11.24 Chair Sign:**

**RFO Sign:**

Novembers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
224	St Marys	ONLINE	Electric for beer festival	£70.56	K Bayes		S Toone	
225	Bowers & Barr	ONLINE	EICR Town Hall work	£1,045.34	K Bayes		S Toone	
226	Rialtus	ONLINE	Software on new lap top	£30.00	K Bayes		S Toone	
227	LJ Tree Services	ONLINE	Tree Work @ Campingfield	£385.00	K Bayes		S Toone	

**Agreed at Full Council on 11.11.24 Chair Sign:**

**RFO Sign:**