

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 12th MAY 2025 AT THE POPPY CENTRE.

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

Members of Public: – 1

Clerk: D.Joy

MINUTES

01 Election of Mayor/Chair

The motion was proposed, the motion was seconded,
Members **VOTED** Cllr Bayes as Mayor/Chair.
Cllr Bayes signed the Acceptance of Office.

02 Election of Deputy Mayor/Vice Chair

The motion was proposed, the motion was seconded,
Members **VOTED** Cllr Green as Vice Mayor/Vice Chair.
Cllr Green signed the Acceptance of Office.

03 Apologies for Absence

None

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 7th April 2025

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes from the Full Council Meeting on the 7th April
2025.

The Chair signed the minutes

5.2 To agree and sign the minutes of the Full Council Meeting held on the 16th April 2025

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes from the Full Council Meeting on the 16th April
2025.

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.

County Councillor Dixon gave his report

District Councillor Taylor gave his report.

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 they are responsible for updating their Register of Interest forms, sending it to NNDC, and their partners interests should also be placed on this form.

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.

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

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

The motion was proposed, the motion was seconded,
Members **APPOINTED** Cllrs Toone, Scrivner, Taylor, 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

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 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** all members to be on the Events Working group.
- 8.12 To appoint a Chair and Vice Chair for the Events Working Group.
The motion was proposed, the motion was seconded,
Members **APPOINTED**
Cllr McGeary – Chair
Cllr Green – Vice Chair

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.
The motion was proposed, the motion was seconded,
Members **AGREED** to adopt the General Power of Competence.
- 9.2 To review and agree Councils Standing Orders.
The motion was proposed, the motion was seconded,
Members **AGREED** Councils' 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 these are the new Financial Regulations and to go through the 17 pages to do the adjustments needed.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to update the changes and email out to members.
- 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.

10. Amenities and Property Committee

- 10.1 Update on the flag pole at the Town Hall and to consider and agree any options.
The Clerk informed the meeting that the high cost of the fitting was due to the Health and Safety equipment contractors now are required to have to fit items at height.
The motion was proposed, the motion was seconded,
Members **AGREED** to fit the flagpole themselves.
- 10.2 To consider and agree if to have some form of memorial for Richard Jackson.
The motion was proposed, the motion was seconded,
Members **AGREED** to have a bench in the churchyard in memory of Richard Jackson and for the Clerk to liaise with the Church.

11. Finance and Data Protection

11.1 To consider and agree bank reconciliations for April
The motion was proposed, the motion was seconded,
Members **AGREED** bank reconciliations for April.

11.2 To consider and agree Mays payments.
The motion was proposed, the motion was seconded,
Members **AGREED** Mays payments

12. Asset Register

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. Delegated Authority.

14. Correspondence

14.1 Thank you from Cllr Dixon for the VE Day celebrations.

14.2 Thank you from SABF for the VE Day celebrations.

14.3 Thank you from relatives for the VE Day celebrations.

14.4 Thank you from the Baptist Church for the VE Day celebrations.

14.5 Thank you from the RBL for the VE Day celebrations.

14.6 Thank you from Sydney House for the VE Day celebrations.

14.7 Request from NNDC.

The motion was proposed, the motion was seconded,
Members **AGREED** to place a link to NNDC website for the Housing 21 project.

14.8 PSPO Review from NNDC

The Clerk informed the meeting that Council had only been given 13 days to respond to this consultation.

The motion was proposed, the motion was seconded,
Members **AGREED** the following:

- To ask for an extension
- To ask if this can be adjusted during the duration of the order.
- To go to the public for consultation.

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 confidential items,

15.1 To agree and sign the minutes of the Employment Committee held on the 14th April 2025.

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes of the Employment Committee held on the 14th April 2025.

16 Date of Next Meeting

16.1 To confirm that the date of the next Meeting of the Full Council 9th June 2025.

MEETING CLOSED: 8:00PM

CHAIR: _____

DATE: _____

May's Payments				
Voucher Number	Payable to	Payment Method	Description	Amount
28	N Power	D/D	Street Lights January 2024	£1,603.72
29	EON	D/D	Town Hall Electric April 2025	£270.22
30	EE	D/D	Mobiles - March	£40.80
31	BT	D/D	Phone & Internet May	£76.55
32	Cozens	ONLINE	Street Lights maintenance May 25	£180.00
33	Doreen Joy	ONLINE	Employment Costs	£12,560.87
34	Julie Hodds	ONLINE		
35	HMRC	D/D		
36	Norfolk Pension Fund	D/D		
37	ICO	D/D		
38	Unity Bank	ONLINE	Annual Subscription	£52.00
39	Unity Bank	ONLINE	Bank Charges April 25	£21.60
40	Unity Bank	ONLINE	Bank Charges March 25	£10.80
41	BBT	ONLINE	Town Hall & Millside	£130.00
42	Rialtus	ONLINE	Year End 24/25	£692.40
43	S Ayling	ONLINE	Town Hall Cleaning April	£165.50
44	Rainbow Stationary	ONLINE	Stationary April	£305.43
45	NALC	ONLINE	Annual Subscription 25/26	£475.02
46	RBS	ONLINE	Accounting package annual fee	£352.80
47	RBS	ONLINE	Consultancy Fee	£718.80
48	Lloyds	ONLINE	Credit Card	£331.51
49	J Hodds	ONLINE	Tesco expenses	£40.98
50	D Joy	ONLINE	Event Expenses	£92.99
50	Darrens Gardening	ONLINE	Grass Cutting April	£631.83

Agreed at Full Council: 12.5.25

Chair Sign:

RFO Sign:

May's Payments				
Voucher Number	Payable to	Payment Method	Description	Amount
51	K Hudson	ONLINE	Allotment Plot 8 deposit refund	£25.00
52	Café Charlotte	ONLINE	Buffet for VE Day	£100.00
53	Century Printing	ONLINE	Banners for 101 Years	£112.80
54	Century Printing	ONLINE	Presentation Cheques for ATM	£216.58
55	Budget Marquees	ONLINE	Deposit for marquee at Beer Festival	£48.75
56	Skyliner	ONLINE	Band for VE Day	£900.00
57	VOID LINE			
58	Knights Trophies	ONLINE	Trophies for ATM	£215.60
59	Flower Moments	ONLINE	Flowers for ATM	£65.00
60	Local Flavours	ONLINE	Cookery Theatre for Artisan	£2,160.00
61	N Hindle	ONLINE	Memorial foundation	£324.00
62	A Billings	ONLINE	Artisan stall refund - paid twice	£30.00

63	J. Palmer	ONLINE	101 & Artisan stall refund - paid twice	£60.00
64	Stalham DIY	ONLINE	Items for Town Hall Toilets	£16.40
65	Westcotec	ONLINE	Difference in invoice INV16569	£35.10
66	SR Print	ONLINE	Stickers for V E Day	£36.00
67	Autumnal Artistry	ONLINE	Balance payment Face Painting VE Day	£88.00
68	W Williams	ONLINE	Photo Booth VE Day Deposit	£100.00
69	W Williams	ONLINE	Photo Booth Final Payment	£300.00
70	Friends of Stalham Schools	ONLINE	Grant Payment	£250.00
71	1st Stalham Brownies	ONLINE	Grant Payment	£250.00

Agreed at Full Council: 12.5.25

Chair Sign:

RFO Sign:

May's Payments				
Voucher Number	Payable to	Payment Method	Description	Amount
72	North Norfolk Community Transport	ONLINE	Grant Payment	£500.00
73	Broadland First Responders	ONLINE	Grant Payment	£315.00
74	Stalham WI	ONLINE	Grant Payment	£76.86
75	Stalham In Bloom	ONLINE	Grant Payment	£500.00
76	Stalham Community Gym	ONLINE	Grant Payment	£250.00
77	The Museum of the Broads	ONLINE	Grant Payment	£500.00
78	Stalham Trefoil Guild	ONLINE	Grant Payment	£200.00
79	1st Stalham Rainbows	ONLINE	Grant Payment	£255.00
80	Horticultural Society	ONLINE	Grant Payment	£485.84
81	Baptist Church	ONLINE	Grant Payment	£400.00
82	St Mary's Church	ONLINE	Grant Payment	£500.00
83	2nd Stalham Brownies	ONLINE	Grant Payment	£250.00
84	Joint Service Cadet Corps	ONLINE	Grant Payment	£250.00
85	SAGE	ONLINE	Payroll 16/4/25-15/5/25	£12.00

Agreed at Full Council: 12.5.25

Chair Sign:

RFO Sign: