



MINUTES OF THE FULL COUNCIL MEETING HELD ON  
MONDAY 10th FEBRUARY 2025 AT THE TOWN HALL.

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

Members of Public: – 1

Clerk: D.Joy

**MINUTES**

The Chair informed members the meeting was being recorded.

**01 Apologies for Absence**

Cllr Wilmshurst – previous engagement

Cllr Hood – Unwell

Cllr Hanton - away

The motion was proposed,

Members **AGREED** Councillors 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> January 2025.

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 13<sup>th</sup> January 2025.

The Chair signed the minutes

3.2 To adopt the minutes from the Finance and Data Protection Committee on the 3<sup>rd</sup> February 2025.

Members **AGREED** to adopt the minutes from the Finance and Data Protection Committee on the 3<sup>rd</sup> February 2025.

## 04 Mayors Report

### Town's Team Meeting

Attended the Town's team last week which was a proactive meeting with several actions being identified

### Christmas Flags

I would like to thank Richard Cook and Nigel at the Swam for removing the Christmas Flags. Having planned to do this on Sunday 25th Richard and Nigel did it the day before, giving all who had offered to help, a Sunday lay in.

### Age Friendly Project

I attended the Age Friendly event at the Town Hall on 1st February, it was well attended with several residents popping in and engaging in the activities. Providing feedback on what concerns and services are missing for older residents in our communities.

### Meeting regarding the toilets

Stalham Town Council met with NNDC, on 30th January to discuss the toilets, actions were agreed as well as a commitment to further discussions.

### Repair to toilets and reopening

I would like to thank the property service at NNDC for the prompt repair of the vandalised toilets, which are now reopened.

### New business in Stalham

I visited the new business 'Home Stagers' opening on the 1st February. It is pleasing to see another diverse business adding variety to our high street and I would like to wish them all the very best.

### Christmas lights 2025

I would like to propose that we look at investigating options regarding the hiring of commercial Christmas lights. This would reduce the investment of buying our own, erecting of them maintenance and storage. Potentially erect near to 1st December and taken down before 12<sup>th</sup> night or 6<sup>th</sup> January

### Stalham - 5 Year Strategy

Having spoken to Doreen and Maggie, we would like to develop a 5 year strategy to support our residents, businesses and community groups vision across various themes. We will be looking to arrange a workshop for councillors in the next few weeks

## 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,

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

District Councillor Taylor gave his report.

County Councillor Dixon gave his report.

The motion was proposed,

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 fitted awaiting painting.
- 6.4 Tree surgeon actioned.
- 6.5 Transport for disabled people ongoing.
- 6.6 Verge cutting contract accepted.
- 6.7 1<sup>ST</sup> Responders informed re their grant.
- 6.8 Towns Team template completed and emailed.
- 6.9 The Baptist Church will speak at the Annual Town Meeting.
- 6.10 Councils policies updated and placed on the website.
- 6.11 Meeting dates for 2025 on website and noticeboards.
- 6.12 Cakes made and deliver to Sydney House.
- 6.13 Registered with Norfolk Screening.
- 6.14 Meeting with NNDC
- 6.15 Grass cutting quote accepted and contractor informed.
- 6.16 Plumbing work pending.

## **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 Councils Safety reviews request and to consider and agree any actions.  
The motion was proposed,  
Members **AGREED** to respond to Highways stating Councils disappointed and asking for an update on the Highways budgets.

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

- 8.1 To consider and agree January's reconciliations of bank accounts.  
The motion was proposed,  
Members **AGREED** January's reconciliations of bank accounts.
- 8.2 To consider and agree February's payments.  
The Clerk informed the meeting the electricity invoices had not generated yet and these are paid via Direct Debit, but Council would be informed of the amounts once generated.  
The motion was proposed,  
Members **AGREED** February's payments.
- 8.3 To consider and agree the internal auditor for 2024/2025.  
The motion was proposed,  
Members **AGREED** Sue Lake as Councils internal auditor for 2024/2025.

## **09 Training**

None

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

- 10.1 To review Councils' Grants Policy and to consider and agree any actions.  
The motion was proposed,  
Members **AGREED** the revised policy stating a deadline to receive invoices.
- 10.2 To consider and agree if to adopt a Freedom of the Town Policy.  
The motion was proposed,  
Members **AGREED** the Freedom of the Town Policy.
- 10.3 Update on Councils grants for 2024 and top consider and agree any actions.  
The motion was proposed,  
Members **AGREED** for the Scouts to change the use of the grant given.

## **11 Events**

- 11.1 To consider and agree the risk assessment for VE Day.  
The motion was proposed,  
Members **AGREED** the risk assessment for VE Day.
- 11.2 To consider and agree the risk assessment for Beer Festival  
The motion was proposed,  
Members **AGREED** the risk assessment for the Beer Festival.
- 11.3 To consider and agree the risk assessment for the Artisan Fayre  
The motion was proposed,  
Members **AGREED** the risk assessment for the Artisan Fayre.
- 11.4 To consider and agree the risk assessment for the 101 Years @ Rec  
The motion was proposed,  
Members **AGREED** the risk assessment for the 101 Years @ the Rec
- 11.5 To consider and agree where the profits from the Beer Festival will go.  
The motion was proposed,  
Members **AGREED** for the profits from the Beer Festival to go to Community Grants.

## **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:  
NALC consultation: It was agreed not to change to a LTD Company.  
Cllr Scrivner inquired about the meeting about the land at the top of the High Street.

## **13 Correspondence**

- To consider correspondence received by the Council and agree responses thereto.
- 13.1 Thank you from Broadland Model Railway Club
- 13.2 Email from SABF  
The motion was proposed,  
Members **AGREED** to invite the Business Forum to a meeting with members.

## **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.
- 14.1 Update on Employment issues and to **ADOPT** the minutes of the Employment Meeting on the 20<sup>th</sup> January 2025.  
Cllr Green updated the meeting on Employment issues.  
The motion was proposed,  
Members **AGREED** to **ADOPT** the minutes of the Employment Meeting on the 20<sup>th</sup> January 2025.

**15 Date of Next Meeting**

15.1 To confirm that the date of the next Meeting of the Town Council will be on the 10<sup>th</sup> March 2025 at 7pm at the Town Hall.

MEETING CLOSED: 8.15pm

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

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

277	N Power	D/D	Street lights Jan 2024	£0.00	K Bayes		S Toone	
278	EON	D/D	Town Hall Electric	£0.00	K Bayes		S Toone	
279	EE	D/D	January mobile	£40.80	K Bayes		S Toone	
280	BT	D/D	Phone & Internet Feb 24	£71.94	K Bayes		S Toone	
281	SAGE	D/D	Payroll 16.1.25-15.2.25	£12.00	K Bayes		S Toone	
282	Cozens	Online	Call out re Ingham Rd	£96.00	K Bayes			
283	Unity Bank	D/D	Bank Charges January	£11.10	K Bayes		S Toone	
284	Cozens	Online	Monthly Maintenance (Feb)	£180.00	K Bayes		S Toone	
285	Lloyds	Online	Credit Card Pad locks Ring door bell	£159.59	K Bayes		S Toone	
286	Employment Costs	Online	Staffing Costs HMRC Qtr 3	£13,994.80	K Bayes		S Toone	
287		Online			K Bayes		S Toone	
288		D/D			K Bayes		S Toone	
289								
290								
291		Online			K Bayes		S Toone	
292	Rainbow	Online	Stationary Jan	£87.10	K Bayes		S Toone	
293	J Plantten	Online	Pest Control Oct - Dec 24	£216.00	K Bayes		S Toone	
294	JJ Property Services	Online	Fire Doors (Town Hall)	£2,296.91	K Bayes		S Toone	
295	Plot 25	Online	Deposit Refund	£25.00	K Bayes		S Toone	
296	Play Safety	Online	Annual Inspection - Millside	£106.80	K Bayes		S Toone	
297	Dragon	Online	Alarm button	£6.79	K Bayes		S Toone	

Agreed at Full Council on 13.2.24

Chair Sign:

RFO Sign: