

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

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

Members of Public: – 3

Clerk: D.Joy

**MINUTES**

**01 Apologies for Absence**

Cllr Taylor – no apologies given

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 10<sup>th</sup> February 2025.**

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 10<sup>th</sup> February 2025.

The Chair signed the minutes

**3.2 To adopt the minutes from the Amenities Committee on the 3<sup>rd</sup> March 2025.**

The motion was proposed,

Members **AGREED** to adopt the minutes from the Amenities Committee on the 3<sup>rd</sup> March 2025

**04 Mayors Report**

The Chair thanks Cllr Green for tidying the back entrance to the Town Hall and informed the meeting of the opportunity from Great Yarmouth College for the Poppy Centre.

## 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.

The Community Connectors spoke about Stalham being a World Health Organisation Age Friendly Town.

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 painted.
- 6.4 Reply to Highways re Speed Survey
- 6.5 Transport for disabled people ongoing.
- 6.6 Still awaiting electricity bill for the Town Hall
- 6.7 Internal auditor emailed.
- 6.8 Policy's updated.
- 6.9 All risk assessments emails to insurance.
- 6.10 Meeting arranged with the Business Forum.

## 07 **Amenities**

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

Cllr McGeary informed the meeting that all was well at the Millside play area and the grass will need cutting.

- 7.2 To consider and agrees ways to reduce litter.

The motion was proposed,

Members **AGREED** to hold a children's poster competition to help raise awareness and create a "Keep Stalham Tidy" campaign

- 7.3 Update on Stalham's public toilets and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for the Clerk to ask how the mobile data is used to produce user numbers across the district.

- 7.4 Update on the Neighbourhood Plan and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to contact Collective Community Planning and invite them to speak to Council before the plan is agreed.

- 7.5 Update on the Local Plan Consultations and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for Cllrs Bayes and Taylor to attend these consultations.

- 7.6 To consider and agree if to have a key safe for the Town Hall for one off events.

The motion was proposed,

Members **AGREED** to have a key safe for the Town Hall, subject to the insurance.

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

- 8.1 To consider and agree January's reconciliations of bank accounts. (CCLA)  
The motion was proposed,  
Members **AGREED** January's reconciliations of bank accounts.
- 8.2 To consider and agree March's payments.  
The Clerk informed the meeting the electricity invoices had not been paid as there is a dispute over the bill.  
The motion was proposed,  
Members **AGREED** March's payments
- 8.3 To consider and agree the payment arrangements for the new lamp at the Churchyard.  
The motion was proposed,  
Members **AGREED** to cover 50% of the lamp costs.

## **09 Training**

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

- 10.1 To review Councils' Planning Protocol and to consider and agree any actions.  
The motion was proposed,  
Members **AGREED** Councils' Planning Protocol.
- 10.2 To review Councils' Social Media Policy and to consider and agree any actions  
The motion was proposed,  
Members **AGREED** Councils' Social Media Policy.
- 10.3 To review Councils' Lone Workers Policy and to consider and agree any actions.  
The motion was proposed,  
Members **AGREED** Councils' Lone Workers Policy.
- 10.4 To review Councils' Co-Option Policy and to consider and agree any actions.  
The motion was proposed,  
Members **AGREED** Councils' Co-Option Policy
- 10.5 To consider and agree if to put together a 5 Year Strategic Plan.  
The motion was proposed,  
Members **AGREED** to setup a workshop for members to pull together their ideas.
- 10.6 Update on the Towns Team and to consider and agree any actions.  
The Clerk informed the meeting that a Towns Event Calendar was already in place and had been for the past year. This will be shared more on Council's social media.  
Also, the Clerk has always liaised with Community Groups to put a calendar of events in one central place.  
The motion was proposed,  
Members **AGREED** the following:  
To create an Events printed leaflets for the town.  
To add an events section on the Councils Newsletter.  
To obtain contact details of a shop's landlord.  
To speak with the Baptist Church on co-ordinating a joint newsletter drop.

### **11 Events**

- 11.1 To consider and agree the food stall fees for the Beer Festival  
The motion was proposed,  
Members **AGREED** to charge £50 per day.
- 11.2 To consider and agree the times and dates for the food for the Beer Festival.  
The motion was proposed,  
Members **AGREED** to have pork pies & scotch eggs inside the Church Thursday and food vans on Friday and Saturday.

**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**

Cllr Scrivner asked about the meeting with the business forum.  
The Chair said this would be reported at the next meeting.

**13 Correspondence**

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

**13.1 Request from Stalham Academy regarding VE Day.**

The motion was proposed,  
Members **AGREED** for Cllr Toone and Green to visit the School and talk about VE Day.

**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 confidential items,

**14.1 To consider and agree the protocol at the Annual Towns meeting.**

The motion was proposed,  
Members **AGREED** the protocol for the Annual Towns Meeting.

**15 Date of Next Meeting**

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

MEETING CLOSED: 8:51pm

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

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

Marchs' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
295	N Power	D/D	Street lights Jan 2024	£0.00	C Scrivner		S Toone	
296	EON	D/D	Town Hall Electric	£0.00	C Scrivner		S Toone	
297	EE	D/D		£40.80	C Scrivner		S Toone	
298	BT	D/D	Phone & Internet March 25	£71.94	C Scrivner		S Toone	
299	SAGE	D/D	Payroll 16.2.25-15.3.25	£12.00	C Scrivner		S Toone	
300	Cozens	Online	Maintenance March	£180.00	C Scrivner		S Toone	
301	Unity Bank	D/D	Bank Charges February	£10.95	C Scrivner		S Toone	
302	Wave	Online	Water Bill (TH) Dec 24-Feb 25	£97.31	C Scrivner		S Toone	
303	Lloyds	Online	Standing charge	£9.00	C Scrivner		S Toone	
304	Employment Costs	Online	Staffing Costs	£4,912.97	C Scrivner		S Toone	
305		Online			C Scrivner		S Toone	
306		Online			C Scrivner		S Toone	
307	Rainbow	Online	Stationary Feb	£87.10	C Scrivner		S Toone	
308	S Ayling	Online	Town Hall Cleaning Feb	£217.50	C Scrivner		S Toone	
309	HMRC	D/D	Annual RTI Charge	£2.75	C Scrivner		S Toone	
310	Property Caretaker	Online	Painting fire doors	£318.00	C Scrivner		S Toone	
311	Westotec	Online	SAM2 Batteries	£175.50	C Scrivner		S Toone	
312	J Hodds	Online	Stamps & Paper	£15.55	C Scrivner		S Toone	
313	N Compass	Online	VE Day bunting and Freedom Of Town Certificate	£120.00	C Scrivner		S Toone	
<b>Agreed at Full Council on 10.3.25</b>						<b>Chair Sign:</b>		
						<b>RFO Sign:</b>		