

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 9th JUNE 2025 AT THE TOWN HALL.

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

Members of Public: – 1

Clerk: D.Joy

MINUTES

01 Apologies for Absence

Cllr Hanton– away

Cllrs R & P Wilmshurst – previous engagement.

Cllr Taylor – 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 12th May 2025.

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 12th May 2025.

The Chair signed the minutes

3.2 To adopt the minutes from the Amenities Committee meeting held on the 3rd March 2025.

The motion was proposed,

Members **AGREED** the minutes from the Amenities Committee meeting held on the 3rd March 2025.

3.3 To adopt the minutes of the Events Working Group meeting held on the 2nd June 2025.

The motion was proposed,

Members **AGREED** the minutes from the Events Working Group meeting held on the 2nd June 2025.

04 Mayors Report

No 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,

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

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 Committees updated.

6.4 All reviewed policies updated and on website.

6.5 Flag pole ordered

6.6 Memorial bench for Richard Jackson waiting on PCC.

6.7 Thankyou cards sent to all those for VE Day.

6.8 NNDC emailed re PSPO order.

07 **Amenities**

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

The motion was proposed,

Members **AGREED** to get a quote for the trail boards

7.2 To consider and agree a place for a memorial bench for a resident.

The motion was proposed,

Members **AGREED** to have the bench at the Staithe.

7.3 To consider and agree the quotes for the plumbing work at the Town Hall.

The motion was proposed,

Members **AGREED** the quote for the plumbing work at the Town Hall.

7.4 To consider and agree if to replace the bin at the Staithe

The motion was proposed,

Members **AGREED** to replace the broken bin at the Staithe.

7.5 To consider and agree if to apply for the new County Council Bus Shelter Scheme for the A149.

The motion was proposed,

Members **AGREED** to apply for the new County Council Bus Shelter Scheme for the A149.

08 Finance & General Purposes Committee

8.1 To consider and agree Mays reconciliations of bank accounts.

The motion was proposed,

Members **AGREED** Mays reconciliations of bank accounts.

8.2 To consider and agree June's payments.

The motion was proposed, Junes payments.

Members **AGREED**

8.3 To consider and agree if engage Steve Parkinson on registering Council for VAT.

The motion was proposed,

Members **AGREED** to engage Steve Parkinson on registering Council for VAT

8.4 To consider and agree to subscribe to Parish Online.

The motion was proposed,

Members **AGREED** not to subscribe to Parish Online.

8.5 To consider and agree the Internal Audit for 2024-2025

The motion was proposed,

Members **AGREED** the Internal Audit and the items to be actioned.

8.6 To agree and sign the Annual Governance Statement 2024/2025. (Section 1)

The motion was proposed,

Members **AGREED** the Annual Governance Statement 2024/2025. (Section 1)

8.7 To agree and sign the Accounting Statements 2024/2025. (Section 2)

The motion was proposed,

Members **AGREED** the Accounting Statements 2024/2025. (Section 2)

8.8 To agree the explanation of variances for the AGAR 2024/2025.

The motion was proposed,

Members **AGREED**

8.9 To consider and agree the Notice of Public Rights to Inspection the Accounts

The motion was proposed,

Members **AGREED** the explanation of variances for the AGAR 2024/2025.

8.10 To consider and agree the bank reconciliation for 2024/2025.

The motion was proposed,

Members **AGREED** the bank reconciliation for 2024/2025.

8.11 To consider and agree Supporting Notes for 2024/2025.

The motion was proposed, supporting Notes for 2024/2025.

Members **AGREED**

8.12 To consider and agree a donation to 901 Troop for all their help at events.

The motion was proposed,

Members **AGREED** a donation of £100 to the 901 Troop for all their help at the 101 Yeas at the Rec.

8.13 To consider and agree Admin Assistant to have view access to the Councils bank account.

The motion was proposed,

Members **AGREED** for the Admin Assistant to have view access to the Councils bank account.

09 Training

None

10 Policies, Documents and Communications.

None

11 Events

11.1 To consider and agree the Risk Assessment for the Open Gardens.

The motion was proposed,

Members **AGREED** the Risk Assessment for the Open Gardens.

11.2 Update on Towns Events poster and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the Towns Events poster.

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 McGeary mentioned the rota for the Open Gardens.

Cllr Hood mentioned the Museum of the Broads would like to show Council around the Broads on one of their boats.

13 Correspondence

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

13.1 Thank you from Stalham in Bloom for their grant.

13.2 Email from residents regarding Local plan site ST19/ and ST19/B.

Councillors noted this letter.

13.3 Email regarding a High Street grant funding meeting on the 16th June, 6pm-7.30pm at Richardsons Café.

The Clerk informed the meeting she would be attending this and would Councillor let her know if they wish to go.

13.4 Email from Nigel Dixon re the Market Towns Fund.

Members **AGREED** for the Clerk to register for this and for members to put their ideas forward.

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 Update on the quotes for the Town Hall toilet refurbishment and to consider and agree actions.

The motion was proposed,

Members **AGREED** the quote and to raise the following queries with the contractor.

- Waterless urinals
- Ambient air hand dryers
- Ensuring one of the toilets is disabled compliant, and to have a higher height toilet.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Town Council will be on the 7th July 2025 at 7pm at the Town Hall.

MEETING CLOSED: 19:58pm

CHAIR: _____

DATE: _____

