

11TH January 2024

An ORDINARY MEETING of Sheringham Town Council will take place on **Tuesday 16th January 2024** at Sheringham Community Centre at **7.00pm** and the following business will be transacted. All Members are summoned to attend. Members of the press and public are welcome.



Sarah Peberday Town Clerk/RFO

AGENDA

1.	APOLOGIES MOTION: Council to receive and approve apologies and reasons for absence
2.	DECLARATIONS OF INTEREST and DISPENSATIONS With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required. The Clerk has received and approved dispensation requests for all Councillors.
3.	APPROVAL OF MINUTES MOTION: Council to approve and sign the minutes of the Full Council meeting held on 19 th December 2023.
4.	OPEN MEETING Public participation: Members of the public will be invited to speak and/or question the Town Council on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting. Matters pertaining to employment/personnel matters are not a matter for public participation.
5.	EXCLUSION OF PRESS AND PUBLIC MOTION: Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972, Council to decide on whether the press and public be excluded from the meeting for any agenda item on the grounds that its consideration would involve the disclosure of exempt information. It is suggested that items 3C & 17 be heard in 3d due to matters pertaining to employment matters.
6.	COMMITTEE, WORKING GROUP MEETINGS and TASK & FINISH GROUPS A -MOTION: Council to note and agree the recommendations of the Community & Climate Committee Meeting held on 9 th January 2023 (ML) B -MOTION: Council to note the update and agree the recommendations made in the Alleyway Naming Task and Finish Group meeting held on 4 th January 2024 (SB) C – MOTION: Council to note and agree the recommendations/updates made in the Morley Hill Task & Finish Group Report (PR) D – MOTION: Council to note and agree the recommendations made in the Wayfinding Task and finish group report (PR) E – MOTION: Council to note and agree the recommendations made in the Pavilion Task and finish group reports (PR) F – MOTION: Council to note and agree the recommendations made in the SCAP Task and finish group report (PR) G – MOTION: Council to review and agree a verbal update of planned 2024 by the events working group (MA) H - MOTION: Council to note an update from the Barclays Banking Hub task and finish group (Clerk) I - MOTION: Council to note an update from the Meadowlands burial task and finish group (ML) J – MOTION: Council to agree to the creation of a Telephone Boxes Task and Finish Group and agree members (to include Cllr Morris, Cllr Langsdon & Coopted member Beazley see 7A), with reporting to the Community and Climate Committee. (ML)

K – MOTION: Council to agree to the creation of a Community Awards Scheme Task and Finish Group and agree members (to include Cllr Brisbane, Cllr Langsdon & coopted member Beazley) to report to full council (SB)
 L – MOTION: Council to review memberships of all working groups and Task and Finish Groups (PR)

7. **DISTRICT COUNCILLOR and COUNTY COUNCILLOR REPORTS**
 A -MOTION: Council to note and receive reports from District Councillor Team.
 B - MOTION: Council to note and receive a report from County Cllr Judy Oliver.

8. **SHERINGHAM BEAT MANAGER UPDATE**
 MOTION: Council to receive and note an update provided by Beat Manager PC Jack Houghton

9. **FINANCE & ACCOUNTS**
 A - MOTION: Council to consider and approve the invoices for payment listing. (Clerk)

January 2024						
INVOICES						
Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
LogoWear Ltd.	32508	14.12.2023	£393.36	Workwear with logo	LG Act 1972 s.111	#711
Clearview	22852	14.12.2023	£749.23	CCTV Repairs (PO#18)	Crime & Disorder Act 1998 s.17	
Anglian Mowers	56160	18.12.2023	£161.51	Stiga Multiclip Pro H - Service	Open Spaces Act 1906 S.9 & 10	#717
Anglian Mowers	56161	18.12.2023	£161.51	Stiga Multiclip Pro SXH - Service	Open Spaces Act 1906 S.9 & 10	#716
Anglian Drainage Ltd.	3432	17.10.2023	£180.00	Community Centre Drainage Investigation	LG Act 1972 s.133	#719
Notice Board Company (UK) Ltd.	21361	15.12.2023	£1,782.00	Notice Board for Community Centre	LG Act 1972 s.133	#723
S D Simmons		30.12.2023	£120.00	TC & Bus Shelter Cleaning	LG Act (Misc Shelters Prov) 1953 s.4	#726
Karl Harper	858	19.12.2023	£250.00	Grave Digging	Sections 9 & 10 LG Act 1972 s.214	#727
A H Plumbing	3573	19.12.2023	£129.38	Toilet Repairs Community Centre	LG Act 1972 s.133	#728
Grenke	0000040390/2024	20.12.2023	£509.98	Photocopier Lease	LG Act 1972 s.111	#731
Malcolm Abbs Ltd.	2455	06.12.2023	£7,775.25	Phase 2 Bench Installation	Open Spaces Act 1906 S.9 & 10	#732
Clearview	22950	22.12.2023	£675.00	CCTV Maintenance Contract	Crime & Disorder Act 1998 s.17	#752
Fuzion Systems	1573	01.01.2024	£62.40	CCTV & Lift Phone	LG Act 1972 s.133	#753
IT Norwich	INV-13526	31.12.2023	£1,045.12	IT & Telephony Management Package	LG Act 1972 s.111	#754
IT Norwich	INV-13562	31.12.2023	£56.33	IT Support	LG Act 1972 s.111	#756
Pats Wooden Crafts	305	03.01.2024	£150.00	Memorial Plaques for Benches	Open Spaces Act 1906 S.9 & 10	#758
Ray Tuttle Lift Services Ltd.	R9557/LOR	05.01.2024	£118.91	6 Monthly LOLR Lift Inspection	LG Act 1972 s. 133	#761
Blyth & Wright	737845	31.12.2024	£72.48	Various sundries for Maintenance Team	Open Spaces Act 1906 S.9 & 10	#764
Starboard Systems	INV-4962	27.12.2023	£504.00	Scribe Booking Software Renewal	LG Act 1972 s.111	#765
SMG	16547	30.11.2023	£3,862.30	RIBA Stages 0-2 & 3 BH Putting Green	Open Spaces Act 1906 S.9 & 10	#771
Working Law	98903	08.01.2024	£175.00	Professional Fees	Employment Act 2002, Employment Relations Act 2004 & Employment Act	#773
Clearview	22434	02.11.2023	£675.00	Maintenance Contract 01.11-30.11.2023	Crime & Disorder Act 1998 s.17	#763
Clearview	22950	22.12.2023	£675.00	Maintenance Contract 01.12-31.12.2023	Crime & Disorder Act 1998 s.17	#752
			£20,283.76			

B - MOTION: Council to note the invoices approved for payment outside of meeting by the Clerk using delegated powers. (Clerk)

January 2024						
INVOICES APPROVED FOR PAYMENT BY THE CLERK OUTSIDE MEETING USING DELEGATED POWERS						
Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
Hansells	264176	05.12.2023	£1,053.00	Legal Fees - MH (04.23-08.23)	LG Act 1972 s.111	#720
Hansells	26418	05.12.2023	£3,411.00	Legal Fees - MH (08.23-12.23)	LG Act 1972 s.111	#721
Hansells	264175	05.12.2023	£420.00	Legal Fees (Land at Weybourne Rd)	LG Act 1972 s.111	#722
Hansells	264177	05.12.2023	£1,319.40	Legal Fees (General Property Matters)	LG Act 1972 s.111	#724
		29.12.2023	12,458.97	Staff Salaries	LG Act 1972 s.112	
Norfolk Pension Fund		20.12.2023	801.91	Pension	LG Act 1972 s.112	#734
HMRC		20.12.2023	4,933.60	PAYE/NI Contributions	LG Act 1972 s.112	#733
Zurich	3645920	22.12.2023	£10,175.88	Insurance	LG Act 1972 s.111	#730
			34,573.76			

C -MOTION: Council to note the debit & credit card payment listing. (Clerk)

January 2024						
Debit CARD PAYMENTS						
Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref
National Association Local Councils	8558205589	19.12.2023	39.22	Webinar - Reconnecting Communities through Community Transport	LG Act 1972 s.111	#718
Marquee Media Ltd.	INV-GB-134506251-2023-59246	19.12.2023	18.10	A4 White Paper	LG Act 1972 s.111	#729
Naked Sprout		20.12.2023	35.99	Toilet Rolls	LG Act 1972 s.133	#747
Initial	60418578	30.11.2023	84.37	Sanitary Bins (Sports Pavilion) 1/4 Payment	LG (Misc Provisions) Act 1976 s.19	#755
CANVA	04024-40627408	08.01.2024	12.99	Design Application	LG Act 1972 s.111	#772
Sentrex	111417	08.01.2024	1233.22	Remainder of invoice for deep clean PO# 20	Open Spaces Act 1906 s. 9&10	#770
Land Registry	1000004143805	10.01.2024	6.00	Title Register & Plan - Olive Edis Way	LG Act 1972 s.111	#778
Land Registry	1000004143874	10.01.2024	6.00	Title Register & Plan - Olive Edis Way	LG Act 1972 s.111	#777
Land Registry	1000004143924	10.01.2024	3.00	Title Register - Olive Edis Way	LG Act 1972 s.111	#776
Land Registry	1000004143904	10.01.2024	3.00	Title Register - Olive Edis Way	LG Act 1972 s.111	#775
Land Registry	1000004142350	10.01.2024	3.00	Title Register & Plant - Community Centre	LG Act 1972 s.111	#774
			1444.89			

D -MOTION: Council to note the current bank balances and investment position. (Clerk)

FINANCIAL POSITION - BANK BALANCES, INVESTMENTS & INTEREST					
ACCOUNT/INVESTMENT	ALLOCATED TO	AMOUNT	INTEREST	TIMELINE	TOTAL
CURRENT ACCOUNT (PRECEPT & INCOME)			£106,658.36	As at 10.01.2024	
CC, MEMORIALS ETC			£1,717.50	As at 10.01.2024	
TOTAL					£108,375.86
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£50,633.42		As at 14.12.2023	
NSI INVESTMENT	SURPLUS	£125,000		On Asset Register	
NSI INTEREST	SURPLUS			£39,810 As at 05.12.2023	
CCLA	SURPLUS	£200,000		As at 03.01.2024 Total of	
				£4,718.06 Monthly interest payable APR 5%	£415,443.70
TOTAL					
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£6,100.59		As at 02.01.2024	
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000		As at 18.12.2023 Monthly rolling Matures 18th each month - Total since 18.09.2023 (18.01.24 at 2.3%)	
				£1,138.47	
BARCLAYS TREASURY DEPOSIT	CAPITAL	£400,000		6 Month Matures 22.01.2024 (2.98%)	
				6074.3	
TOTAL					£556,100.59
COMMUNITY (SCAP & SWWG)	N/A	£4,275.71		SCAP £4180.71 SWWG £95.00 As at 01.12.2023	
					£1,079,920.15

- 10. **SHERINGHAM NO COLD CALLING ZONE**
A - MOTION: Sheringham Town Council to apply to Norfolk County Council for the town of Sheringham to become a no cold calling zone (JS)
B - MOTION: Council to nominate and agree a representative as a Cold Calling Community Champion (JS)
C - MOTION: Once registered, STC to erect signs, distribute advice packs to residents and door stickers (Provided by NCC) (JS)
- 11. **PROJECT OFFICER UPDATE**
MOTION - Council to note an update from the Project Officer (Project Officer)
- 12. **APPROVAL OF STREET LIGHTING LAYOUT WEYBOURNE ROAD**
MOTION – Council to review and formally approve the Streetlighting layout at the Weybourne Road Development (Clerk)
- 13. **FREEDOM OF SHERINGHAM**
MOTION – Council to review and agree as part of the national RNLI Celebration to award RNLI Sheringham the Freedom of Sheringham (PR)

14.	<p>OUTSIDE REPRESENTATIVES MEETING REPORTS</p> <p>A – MOTION: Council to receive and note a written report from a Sheringham Carnival Association outside representative (PR)</p> <p>B – MOTION: Council to receive and note a report from the Experience Sheringham Group representative (PR)</p> <p>C – MOTION: Council to receive and note a report from the Sheringham in Bloom Representative (PR)</p>
15.	<p>MAYOR & CLERKS REPORTS</p> <p>A – MOTION: Council to note and receive the Mayors Announcements (PR)</p> <p>B – MOTION: Council to note and receive the Clerks report (Clerk)</p> <p>C – MOTION: Council to consider request from Sheringham Carnival to use Beeston Common for the Viking Festival on Saturday April 6th 2024 (Clerk)</p>
16.	<p>CORRESPONDENCE</p> <ul style="list-style-type: none"> • Various NALC bulletins • Norfolk ALC Bulletins and reminders • Temp Closures via TRO various • Energy Tarif confirmation and credit correspondence – Complaint raised with SSE via Utility aid. • Climate Consultant Interest • ACAS training offers. • Defib discounts • Highway Inspection • UCheck updates • Putting Green Purchase documents – Station Approach
17.	<p>GRANTS AND FUNDING ASSISTANT</p> <p>A – Council to note and approve the recruitment on a temporary 3 month basis of a Grants and Funding Assistant (SB/Clerk)</p>
18.	<p>DATE OF NEXT MEETING</p> <p>MOTION: Tuesday 20th February 2024 at 7pm</p>