



Sheringham Town Council
 Sheringham Community Centre
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An ORDINARY MEETING of the TOWN COUNCIL was held on Tuesday 16th January at 7.00pm at Sheringham Community Centre and was attended by the following:

Chair: Cllr Ratcliffe

Councillors: Cllr Brisbane, Cllr Shepherd, Cllr Ashcroft, Cllr Dorey, Cllr Langsdon, Cllr Bailey, Cllr Morris, Cllr Stubbs, & Cllr Kime

In Attendance: 0 members of the public
 2 Officers – Mel Ashcroft & Treena Paul

Clerk/Minutes: Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
2024/FC/1	APOLOGIES	
	Cllr Peggall & Worboys – Personal, Cllr Heinink - Business IT WAS RESOLVED that the apologies be accepted.	Proposed: RS Seconded: SB All in favour
2024/FC/2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	IT IS NOTED the Clerk has received and approved dispensation requests for all Councillors.	
2024/FC/3	APPROVAL OF MINUTES	
	IT WAS RESOLVED Council approved and the Chair signed the minutes of the Full Council meeting held on 19 th December 2023.	Proposed: SB Seconded: IK 9 in favour 1 abstention

	<p>Cllr Dorey made a request on behalf of Cllr Worboys relating to retention of the recording of the meeting dated 19th December, it was agreed that the Clerk would review the retention policy in this regard.</p> <p><i>The retention policy item 19 confirms that the recording of a meeting will be retained until the minutes are formally signed. The recording will be deleted at this stage unless the Clerk and Chair deem it necessary to retain. There is no provision for an individual Councillor to make this request or decision.</i></p> <p><i>Minute reference 2024/FC/3 confirms the formal signing of the minutes of the meeting dated 19th December 2023 and these are the true record of the meeting. Clerk</i></p>	
2024/FC/4	OPEN MEETING	
	0 members of the Public Present	
2024/FC/5	EXCLUSION OF PRESS AND PUBLIC	
	<p>2 members of the Public Present (joined meeting at 7:30pm)</p> <p>Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972</p> <p>IT WAS RESOLVED that items 6C & 17 be held in 3D due to confidential staff matters and commercially sensitive contents which required exclusion of the press or public.</p>	<p>Proposed: RS Seconded: IK All in favour</p>
2024/FC/6	COMMITTEE, WORKING GROUPS AND TASK & FINISH GROUPS	
	<p>A -IT WAS RESOLVED Council noted and agreed the recommendations made in the Community & Climate Committee Meeting held on 9th January 2023</p> <p>B -IT WAS RESOLVED Council noted and agreed the recommendation made in the the Alleyway Naming Task and Finish Group meeting held on 4th January 2024</p> <p>C – IT WAS RESOLVED Council noted and agreed the recommendations/updates made in the Morley Hill Task & Finish Group Report</p> <p>D - IT WAS RESOLVED Council noted and agreed Council the recommendations made in the Wayfinding Task and finish group report</p> <p>E - IT WAS RESOLVED Council noted and agreed the recommendations made in the Pavilion task and finish group notes</p> <p>F - IT WAS RESOLVED - Council noted and agreed the recommendations made in the SCAP and finish group report</p>	<p>Proposed: ML Seconded: IK all in favour</p> <p>Proposed: SB Seconded: RS All in favour</p> <p>See 2023/fc/220.</p> <p>Proposed: PR Seconded: CM All in favour</p> <p>E - F Proposed: PR Seconded: SB All in favour</p>

	<p>G - IT WAS RESOLVED Council noted and agreed the verbal update made by the Events working group report.</p> <p>H – IT WAS RESOLVED Council noted and agreed the verbal update from the Barclays Banking Hub task and finish Group</p> <p>I – IT WAS RESOLVED Council noted and agreed the verbal update from the Meadowlands burial task and finish group. Cllr Dorey asked that the continued cutting of the Meadowland burial area be taken to the next Assets Committee.</p> <p>J – IT WAS RESOLVED Council agreed to the creation of a telephone boxes task and finish group, with members Cllr Morris, Cllr Langsdon and Coopted member Cllr Beazley – reporting to the Community & Climate Committee.</p> <p>K – IT WAS RESOLVED Council agreed to the creation of a community awards scheme task and finish group, with members Cllr Brisbane, Cllr Langsdon and Coopted member Cllr Beazley – reporting to Full Council</p> <p>L – IT WAS RESOLVED Council reviewed membership of all working & task and finish groups – Remove Pedestrian Measures – (is part of Parking and Road Safety WG) Cllr Ratcliffe withdrew from the CT2, Barclays Banking Hub, Market and Parking & Road Safety groups. There was an action for Cllr Ratcliffe to contact NCC ref the brown signs report. Cllr Bailey joined the CT2 working Group. Cllr Langsdon joined the Alleyway naming task and finish group. Cllr Brisbane asked that it be noted that they were lead of the Alleyway naming Task and finish group.</p>	<p>Proposed: PR Seconded: SB All in favour</p> <p>Proposed: PB Seconded: JS All in favour</p> <p>Proposed: SB Seconded: RS All in favour</p> <p>Proposed: MA Seconded: PR All in favour</p> <p>Proposed: SB Seconded: ML All in favour</p> <p>Proposed: PR Seconded: JS All in favour PR</p>
2024/FC/7	DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS	
	<p>A - IT WAS RESOLVED Council noted and received a report from District Cllrs Heinink, Bailey & Withington</p> <p>B – IT WAS RESOLVED Council noted and received a report from County Cllr Judy Oliver.</p>	<p>Proposed: PB Seconded: MA All in favour</p>
2024/FC/8	SHERINGHAM BEAT MANAGER UPDATE	
	IT WAS RESOLVED Council noted and received a verbal report from Beat Manager PC Jack Houghton.	<p>Proposed: RS Seconded: IK All in favour</p>
2024/FC/9	FINANCE & ACCOUNTS	

A - IT WAS RESOLVED that Council approved the invoices for payment –

A – E

January 2024

INVOICES

Company	Invoice No.	Date	Amount	Description	Power of Sp
LogoWear Ltd.	32508	14.12.2023	£393.36	Workwear with logo	LG Act
Clearview	22852	14.12.2023	£749.23	CCTV Repairs (PO#18)	Crime
Anglian Mowers	56160	18.12.2023	£161.51	Stiga Multiclip Pro H - Service	Open
Anglian Mowers	56161	18.12.2023	£161.51	Stiga Multiclip Pro SXH - Service	Open
Anglian Drainage Ltd.	9432	17.10.2023	£180.00	Community Centre Drainage Investigation	LG Act
Notice Board Company (UK) Ltd.	21361	15.12.2023	£1,782.00	Notice Board for Community Centre	LG Act
S D Simmons		30.12.2023	£120.00	TC & Bus Shelter Cleaning	LG Act
Karl Harper	858	19.12.2023	£250.00	Grave Digging	Sectic
A H Plumbing	3573	19.12.2023	£129.38	Toilet Repairs Community Centre	LG Act
Grenke	0000040390/2024	20.12.2023	£509.98	Photocopier Lease	LG Act
Malcolm Abbs Ltd.	2455	06.12.2023	£7,775.25	Phase 2 Bench Installation	Open
Clearview	22950	22.12.2023	£675.00	CCTV Maintenance Contract	Crime
Fuzion Systems	1573	01.01.2024	£62.40	CCTV & Lift Phone	LG Act
IT Norwich	INV-13526	31.12.2023	£1,045.12	IT & Telephony Management Package	LG Act
IT Norwich	INV-13562	31.12.2023	£56.33	IT Support	LG Act
Pats Wooden Crafts	305	03.01.2024	£150.00	Memorial Plaques for Benches	Open
Ray Tuttle Lift Services Ltd.	R9557/LOR	05.01.2024	£118.91	6 Monthly LOLR Lift Inspection	LG Act
Blyth & Wright	737845	31.12.2024	£72.48	Various sundries for Maintenance Team	Open
Starboard Systems	INV-4962	27.12.2023	£504.00	Scribe Booking Software Renewal	LG Act
SMG	16547	30.11.2023	£3,862.30	RIBA Stages 0-2 & 3 BH Putting Green	Open
Working Law	98903	08.01.2024	£175.00	Professional Fees	Empl Relat
Clearview	22434	02.11.2023	£675.00	Maintenance Contract 01.11-30.11.2023	Crime
Clearview	22950	22.12.2023	£675.00	Maintenance Contract 01.12-31.12.2023	Crime
			£20,283.76		

Proposed: MA
Seconded: PB
all in favour

Clerk

B - IT WAS RESOLVED that Council approved the invoices paid outside of meeting by the Clerk using delegated powers.

January 2024

INVOICES APPROVED FOR PAYMENT BY THE CLERK OUTSIDE MEETING USING DELEGATED POWERS

Company	Invoice No.	Date	Amount	Description	Power of Spen
Hansells	264176	05.12.2023	£1,053.00	Legal Fees - MH (04.23-08.23)	LG Act 1972 s.1
Hansells	26418	05.12.2023	£3,411.00	Legal Fees - MH (08.23-12.23)	LG Act 1972 s.1
Hansells	264175	05.12.2023	£420.00	Legal Fees (Land at Weybourne Rd)	LG Act 1972 s.1
Hansells	264177	05.12.2023	£1,319.40	Legal Fees (General Property Matters)	LG Act 1972 s.1
		29.12.2023	12,458.97	Staff Salaries	LG Act 1972 s.1
Norfolk Pension Fund		20.12.2023	801.91	Pension	LG Act 1972 s.1
HMRC		20.12.2023	4,933.60	PAYE/NI Contributions	LG Act 1972 s.1
Zurich	3645920	22.12.2023	£10,175.88	Insurance	LG Act 1972 s.1
			34,573.76		

C - IT WAS RESOLVED that Council approved the debit & credit card payment listing

January 2024

Debit CARD PAYMENTS

Company	Invoice No.	Date	Amount	Description	Power of Spen
National Association Local Councils	8558205589	19.12.2023	39.22	Webinar - Reconnecting Communities through Community Transport	LG Act 1972 s
Marquee Media Ltd.	INV-GB-134506251-2023-59246	19.12.2023	18.10	A4 White Paper	LG Act 1972 s
Naked Sprout		20.12.2023	35.99	Toilet Rolls	LG Act 1972 s
Initial	60418578	30.11.2023	84.37	Sanitary Bins (Sports Pavilion) 1/4 Payment	LG (Misc Prov
CANVA	04024-40627408	08.01.2024	12.99	Design Application	LG Act 1972 s
Sentrex	111417	08.01.2024	1233.22	Remainder of invoice for deep clean PO# 20	Open Spaces
Land Registry	1000004143805	10.01.2024	6.00	Title Register & Plan - Olive Edis Way	LG Act 1972 s
Land Registry	1000004143874	10.01.2024	6.00	Title Register & Plan - Olive Edis Way	LG Act 1972 s
Land Registry	1000004143924	10.01.2024	3.00	Title Register - Olive Edis Way	LG Act 1972 s
Land Registry	1000004143904	10.01.2024	3.00	Title Register - Olive Edis Way	LG Act 1972 s
Land Registry	1000004142350	10.01.2024	3.00	Title Register & Plant - Community Centre	LG Act 1972 s
			1444.89		

D - IT WAS RESOLVED that Council noted and approved the current bank balances and investment position

FINANCIAL POSITION - BANK BALANCES, INVESTMENTS & INTEREST				
ACCOUNT/INVESTMENT	ALLOCATED TO	AMOUNT	INTEREST	TIMELINE
CURRENT ACCOUNT (PRECEPT & INCOME)		£106,658.36		As at 10.
CC, MEMORIALS ETC		£1,717.50		As at 10.
TOTAL				
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£50,633.42		As at 14.
NSI INVESTMENT	SURPLUS	£125,000		On Asse
NSI INTEREST	SURPLUS		£39,810	As at 05.
CCIA	SURPLUS	£200,000	£4,718.06	As at 03. Monthly 5%
TOTAL				
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£6,100.59		As at 02.
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	£1,138.47	As at 18 rolling 6 month - (18.01.24)
BARCLAYS TREASURY DEPOSIT	CAPITAL	£400,000	6074.3	6 Month (2.98%)
TOTAL				
COMMUNITY (SCAP & SWWG)	N/A	£4,275.71		SCAP £4. at 01.12.

2024/FC/10

SHERINGHAM NO OLD CALLING ZONE

A - IT WAS RESOLVED Subject to further investigation and consultation Sheringham Town Council to apply to Norfolk County Council for the town of Sheringham to become a no cold calling zone (JS)
B - IT WAS RESOLVED Council agreed Cllr Stubbs as a Cold Calling Community Champion (JS)
C - IT WAS RESOLVED Once registered, STC to erect signs, distribute advice packs to residents and door stickers (Provided by NCC)

Proposed: JS
 Seconded: RS
 all in favour

2024/FC/11

PROJECT OFFICER UPDATE

IT WAS RESOLVED Council reviewed and formally approved the Streetlighting layout at the Weybourne Road Development

Proposed: IK
 Seconded: CM
 all in favour

2024/FC/12

APPROVAL OF STREET LIGHTING LAYOUT WEYBOURNE ROAD

IT WAS RESOLVED to approve the streetlighting layout at Weybourne Road

Proposed: IK
 Seconded: PB
 All in favour

2024/FC/13

FREEDOM OF SHERINGHAM

IT WAS RESOLVED Council agreed as part of the national RNLI Celebration to award RNLI Sheringham the Freedom of Sheringham

Proposed: JD
 Seconded: JS
 All in favour

2024/FC/14

OUTSIDE REPRESENTATIVE MEETING REPORTS

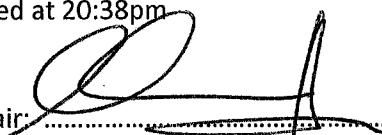
A - IT WAS RESOLVED Council received and noted a written report from a Sheringham Carnival Association outside representative (PR)

A - C
 Proposed: RS
 Seconded: SB
 All in favour

	B - IT WAS RESOLVED Council received and noted a report from the Experience Sheringham Group representative C - IT WAS RESOLVED Council received and noted a report from the Sheringham in Bloom Representative	
2024/FC/15	MAYOR & CLERKS REPORTS	
	A – IT WAS RESOLVED Council to note and receive the Mayors Announcements B – IT WAS RESOLVED Council to note and receive the Clerks report C – IT WAS RESOLVED Council agreed to the use of Beeston Common for the Viking festival on Saturday April 6 th (subject to condition of Common)	Proposed: PB Seconded: MA All in favour
2024/FC/16	CORRESPONDENCE	
3D Opened. Prop – IK Sec – RS All in favour	IT WAS RESOLVED that Council noted the correspondence	Proposed: IK Seconded: MA All in favour
2024/FC/17	GRANTS AND FUNDING ASSISTANT	
	A - IT WAS RESOLVED approved the recruitment on a temporary 3-month basis of a Grants and Funding Assistant The Chair requested that it be minute that this meeting will be the last time the matter of the grants relating to the streetlights should be raised.	Proposed: PR Seconded: IK 9 in favour 1 Against
2024/FC/18	ITEM 6C – MORLEY HILL	
	IT WAS RESOLVED that council noted and agreed the update report provided by Cllr Ratcliffe 3d closed – Proposed – IK, Seconded - RS all in favour	Proposed: RS Seconded: MA All in favour
2024/FC/19	DATE OF NEXT MEETING Tuesday 20 TH February 2023 at 7:00pm	

The meeting closed at 20:38pm

Signed by the Chair:



Date:

20 February 2024