

15<sup>th</sup> February 2024

An ORDINARY MEETING of Sheringham Town Council will take place on **Tuesday 20<sup>th</sup> February 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.	<p><b>APOLOGIES</b> MOTION: Council to receive and approve apologies and reasons for absence</p>
2.	<p><b>DECLARATIONS OF INTEREST and DISPENSATIONS</b> 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.</p> <p>The Clerk has received and approved dispensation requests for all Councillors.</p>
3.	<p><b>APPROVAL OF MINUTES</b> MOTION: Council to approve and sign the minutes of the Full Council meeting held on 23<sup>rd</sup> January 2024.</p>
4.	<p><b>OPEN MEETING</b> 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.</p> <p>Matters pertaining to employment/personnel matters are not a matter for public participation.</p>
5.	<p><b>EXCLUSION OF PRESS AND PUBLIC</b> 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.</p> <p>It is suggested that items 6C, 19 - 21 be heard in 3d due to matters pertaining to employment matters or matters considered commercially sensitive.</p>
6.	<p><b>COMMITTEE, WORKING GROUP MEETINGS and TASK &amp; FINISH GROUPS</b> A -MOTION: Council to note and agree the recommendations of the Finance &amp; Governance Meeting Committee Meeting held on 8<sup>th</sup> February 2024 (PB) B -MOTION: Council to note the update and agree the recommendations made in the Assets Committee meeting held on 13<sup>th</sup> February 2024 (JS)</p>

	<p>C – MOTION: Council to note the minutes of the extraordinary employment meeting held on 6.02.24 (SB)</p> <p>D – MOTION: Council to note and agree the recommendations/updates made in the Morley Hill Task &amp; Finish Group Report (PR)</p> <p>E – MOTION: Council to note and agree the recommendations made in the Wayfinding Task and finish group report (PR)</p> <p>F – MOTION: Council to note and agree the recommendations made in the Pavilion Task and finish group reports (PR)</p> <p>G – MOTION: Council to note and agree the recommendations made in the SCAP Task and finish group report (PR)</p> <p>H – MOTION: Council to review and agree the recommendations made by the events working group (PR)</p> <p>I - MOTION: Council to note an update from the CT2 task and finish group (ML)</p> <p>J – MOTION: Council to note review and agree the recommendations made in the Alleyway Naming Task &amp; Finish Group (SB)</p> <p>K – MOTION: Council to review and agree the recommendations made in the Putting Greens Strategy Working group meeting of 8.2.24 &amp; 16.2.24 (PR)</p> <p>L – MOTION: Council to review memberships of all working groups and Task and Finish Groups (PR)</p>
7.	<p><b>DISTRICT COUNCILLOR and COUNTY COUNCILLOR REPORTS</b></p> <p>A -MOTION: Council to note and receive reports from District Councillor Team.</p> <p>B - MOTION: Council to note and receive a report from County Cllr Judy Oliver.</p>
8.	<p><b>FUNDING REQUESTS</b></p> <p>A – MOTION: Council to review and consider a funding request made by Sheringham Muzillac Twinning Association (Clerk)</p> <p>B – MOTION: Council to review and consider a funding request made by Sheringham Ottendorf Twinning Association (Clerk)</p> <p>C – MOTION: Council to review and consider a funding request made by North Norfolk Foodbank (Clerk)</p>
9.	<p><b>SHERINGHAM BEAT MANAGER UPDATE</b></p> <p>MOTION: Council to receive and note an update provided by Beat Manager PC Jack Houghton</p>
10.	<p><b>FINANCE &amp; ACCOUNTS</b></p> <p>A - MOTION: Council to consider and approve the invoices for payment listing. (Clerk)</p>

**February 2024**

**INVOICES**

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
Karl Harper	860	11.01.2024	£250.00	Grave Digging Fees	S. 9& 10 LG Act 1972 s.214	#781
Clearview	23279	16.01.2024	£675.00	January 2024 Maintenance Contract - CCTV	Crime & Disorder Act 1998 s.17	#786
Leathes Prior	199890	18.01.2024	£504.00	Legal Fees	LG Act 1972 s.112	#789
IT Norwich	INV-13571	22.01.2024	£52.28	Hard Drive for Clerk's PC	LG Act 1972 s.111	#794
Karl Harper	862	19.01.2024	£250.00	Grave Digging Fees	s. 9&10 LG Act 1972 a.214	#797
Karl Harper	863	22.01.2024	£250.00	Grave Digging Fees	s. 9&10 LG Act 1972 a.214	#796
ClIr S Brisbane		22.01.2024	£50.00	Hire of room at Dales Country House Hotel	LG Act 1972 s.111	#801
Reed	239756687	26.01.2024	£883.01	Funding Assistant	LG Act 1972 s.112	#819
Cheverton Printers	54912	29.01.2024	£224.40	Labels for Assets	LG Act 1972 s.111	#818
Steve Simmons		26.01.2024	£120.00	TC & Bus Shelter Cleaning	LG Act (Misc Shelters Prov) Act 1953 s.4	#835
Denny's Construction	23828	29.09.2023	£6,320.40	Town Clock Maintenance Work	LG Act (Misc Shelters Prov) Act 1953 s.4	#524
IT Norwich	INV-13584	31.01.2024	£32.71	ClIr Expenses	LG Act 1972 s.111	#836
Karl Harper	865	31.02.2024	£560.00	Pathway on Beeston Common	Commons & Common Pastures - Small Holdings & Allotments Act 1908 s.34	#837
Fuzion Systems Ltd.	1590	01.02.2024	£62.40	Lift Phone & CCTV Line	LG Act 1972 s.133	#838
Edgefield Nurseries	6609	31.01.2024	£173.20	Plants for Cemetery	Open Spaces Act 1906 s.9&10	#841
IT Norwich	INV-13624	31.01.2024	£1,048.38	IT & Telephone Management Package	LG Act 1972 s.111	#842
IT Norwich	INV-13645	31.01.2024	£562.96	IT Billable Hours	LG Act 1972 s.111	#843
FCBS	261440	06.02.2024	£58.07	Photocopier Copies	LG Act 1972 s.111	#849
Stannah	1085635788	06.02.2024	£312.95	Community Centre Lift	LG Act 1972 s.133	#848
Everwell	62688	06.02.2024	£450.00	Occupational Health Consultation	Employment Act 2002, Employment Relat	#852
Ivan's Pest Control		06.02.2024	£150.00	Mole control at BHPG	Open Spaces Act 1906 s.9&10	#853
Norfolk Fire Protection	2866	07.02.2024	£394.80	Fire Marshal Training for staff	LG Act 1972 s.133	#854
East Coast Insulations	21246	02.02.2024	£1,104.00	Asbestos Survey on Assets	LG (Misc Shelters Prov) Act 1953 s.4	#855
East Coast Insulations	21245	02.02.2024	£8,376.00	Asbestos Removal BHPG	Open Spaces Act 1906 s.9&10	#856
Reed	239796361	09.02.2024	£483.55	Funding Assistant	LG Act 1972 s.112	#861
Reed	239796362	09.02.2024	£630.72	Funding Assistant	LG Act 1972 s.112	#861
Karl Harper	866	12.02.2024	£200.00	Ashes Plot - Digging - Double	Open Spaces Act 1906 s.9&10	#863
Sam Keogh Building Services Ltd.	1479	30.01.2024	£144.00	Supply & Replace Smoke Seals on 2 Fire Doors	LG Act 1972 s.133	#864
CDS	74722	31.01.2024	£889.20	RIBA Stage 0 Meadowland Burial Feasibility Assessment - Service Building	Open Spaces Act 1906	PO#19
CDS	74714	31.01.2024	£3,554.40	RIBA Stage 0 Meadowland Burial Feasibility Assessment	Open Spaces Act 1906	PO#19
			£28,766.43			

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

**February 2024**

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

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
North Norfolk Outdoor Fitness		12.01.2024	£165.00	Sheringham Walking Group - Dec 2023		
UK Power Networks	8110140882	23.01.2024	£3,117.60	Electrical Supply Adjustment - BHPG	LG (Misc Provs) 1976 s.19	#798
Personnel Advice Solutions		02.02.2024	£240.00	Retainer for HR Services	Employment Act 2002, Employment Relations Act 2004 & Employment Act 2008	#845
		31.01.2024	£12,776.19	Staff Salaries	LG Act 1972 s.112	
HMRC		25.01.2024	4,778.02	PAYE/NI	LG Act 1972 s.112	#832
Norfolk Pension Fund		25.01.2024	262.37	Pension	LG Act 1972 s.112	#833
			21,339.18			

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

**February 2024**

**Debit CARD PAYMENTS**

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref
Life-Vac	9332	16.01.2024	111.54	Life-Vac First Aid Device	LG Act 1972 s.133	#787
Longwater Gravel		18.01.2024	251.23	Norwegian Granite Chippings for Grave	Parish Council & Burial Authorities (Misc Provs) Act 1970 s.1	#790
Civil Money Claims	RC-1706-0888-5045-3499	24.01.2024	455.00	Small Claim re: Secure Defence Ltd.	LG Act 1972 s.112	#800
Post Office	1-51185	23.01.2024	9.90	Postage - Memorial Plaque	LG Act 1972 s.111	#799
Vodafone	253402976	03.01.2024	31.55	Historic Mobile phone bill	LG Act 1972 s.111	#806
DOMU Brands Ltd. (Amazon)	INV-GB-121416321-2024-34786	18.01.2024	79.99	Key Safe for Office	LG Act 1972 s.111	#821
Bestport (Europe) Ltd. (Amazon)	INV-GB-128743471	18.01.2024	39.99	Weed Fabric for Cemetery	Parish Council & Burial Authorities (Misc Provs) Act 1970 s.1	#820
Wolvex Ltd. (Amazon)	INV-GB-1208721575-2024-2141	21.01.2024	4.99	First Aid Supplies	LG Act 1972 s.133	#831
Pasha 81 Ltd. (Amazon)	INV-GB-169717161-2024-12737	23.01.2024	5.00	First Aid Supplies	LG Act 1972 s.133	#830
3 Counties Wholesale	INV-GB-1488769595-2024-730	23.01.2024	5.25	First Aid Supplies	LG Act 1972 s.133	#829
R & Components Ltd. (Amazon)	INV-GB-138359311-2024-5175	23.01.2024	4.39	First Aid Supplies	LG Act 1972 s.133	#828
Amazon EU Sarl UK Branch	GB4JVELTAEUI	23.01.2024	41.50	First Aid Supplies	LG Act 1972 s.133	#827
Frank Berry Office Supplies (Amazon)	INV-GB-1549478725-2024-2551	25.01.2024	9.25	Stationery	LG Act 1972 s.111	#824
Walgreen Global (Amazon)	INV-GB-1244864945-2024-3438	27.01.2024	41.52	2 x Heavy Duty Locks	LG Act 1972 s.111	#825
MTD Trade (Amazon)	INV-GB-827401025-2024-2164	28.01.2024	29.99	Heavy Duty Padlock	LG Act 1972 s.111	#826
Vodafone		26.01.2024	31.55	Mobile	LG Act 1972 s.111	#834
Marquee Media (Amazon)	INV-GB-134506251-2024-9347	08.02.2024	25.49	A4 White Paper	LG Act 1972 s.111	#859
Amazon EU Sarl UK Branch	GB410F0Y3AEUI	12.02.2024	96.46	Strobe Siren Panic Alarm Button	LG Act 1972 s.133	#866
Amazon EU Sarl UK Branch	GB410F0VKAUI	12.02.2024	27.98	Lanyards for Staff	LG Act 1972 s.111	#865
			1302.57			

**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)		£80,249.20		As at 15/2/24	
CC, MEMORIALS ETC		£2,565.43		As at 15/2/24	
<b>TOTAL</b>					<b>£82,814.63</b>
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£50,633.42		As at 15/2/24	
NSI INVESTMENT	SURPLUS	£125,000		On Asset Register	
NSI INTEREST	SURPLUS		£39,810	As at 05.12.2023	
CCLA	SURPLUS	£200,000	£4,718.06	As at 15.2.2024 Total of Monthly interest payable APR 5%	<b>£420,161.76</b>
<b>TOTAL</b>					
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£6,393.60		As at 15/2/24	
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	£1,431.01	As at 15.2.24 Monthly rolling Matures 18th each month (18.01.24 at 2.3%)	
CCLA	CAPITAL	£400,000		Transferred 2/2/24	
<b>TOTAL</b>					<b>£557,824.61</b>
COMMUNITY (SCAP & INVESTMENT INTEREST)	N/A	£10,050.56		SCAP £3976.26 INVESTMENT INTEREST £6074.30 as at 15/02/24	<b>£6,074.30</b>
					<b>£1,066,875.30</b>

11.	<p><b>PROJECT OFFICER UPDATE</b></p> <p>A - MOTION - Council to note an update from the Project Officer (Project Officer)</p> <p>B – MOTION – Council to review, agree and implement the Grave Digging &amp; Maintenance Code of Practice 2024 (Project Officer)</p>
12.	<p><b>DEFIBRILATOR PURCHASE (CROMER ROAD TELEPHONE BOX)</b></p> <p>MOTION - Council to agree to the purchase of the defibrillator and BT approved Contractor at a cost of £1890 In accordance with 2023/FG/44 &amp; 2023/FC/136 for the sum to be deducted from interest earned on investments (grant funding is also being sought) with £300 added for contingencies (e.g. deep cleaning/replacement Perspex) (Clerk)</p>
13.	<p><b>PUBLIC CONSULTATION – SPORTS PAVILLION</b></p> <p><b>MOTION</b> – Council to approve Officers create and commence a 6-week public consultation into the Sports Pavilion project using the same process and tools adopted for the BH Putting Green (Clerk)</p>
14.	<p><b>EASESMENT WITH FLAGSHIP</b></p> <p>MOTION: Council to review the options and agree to the recommended course of action (Clerk)</p>
15.	<p><b>OUTSIDE REPRESENTATIVES MEETING REPORTS</b></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 Sheringham Sports Association (CH)</p>
16.	<p><b>MAYOR &amp; CLERKS REPORTS</b></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>
17.	<p><b>CORRESPONDENCE</b></p> <ul style="list-style-type: none"> <li>• Various NALC bulletins</li> <li>• Norfolk ALC Bulletins and reminders</li> <li>• Temp Closures via TRO various</li> <li>• ACAS training offers.</li> <li>• Free King Portrait</li> <li>• Local Gov Bulletins</li> <li>• Local Plan update</li> <li>• Sheringham Travel Hub</li> <li>• Payphones@BT</li> <li>• SLCC re Model employment Contract, Norfolk ALC comments</li> <li>• Email re Beeston Common</li> <li>• Putting Greens timeline request and opening date from neighbour</li> <li>• Complaint from resident re bins and water supply at Cemetery</li> </ul>
18.	<p><b>GRANTS AND FUNDING ASSISTANT</b></p> <p>MOTION: Council to note and approve the update provided by the Grants &amp; Funding Assistant (Clerk)</p>
19.	<p><b>PUTTING GREENS</b></p> <p>A – MOTION Council to review and agree the purchase of the replacement building from Containers Direct Ltd for Beeston Hills Putting Green (Clerk)</p>

	<p>B – MOTION Council to review Tenders received for Station Approach Putting Green and award accordingly (Clerk)</p> <p>C – MOTION Council to agree the publication of the expressions of interest invitation – Beeston Hills Putting Green (Clerk)</p> <p>D – MOTION – Council to agree the award of the Putting Greens remedial works at a cost of £900 (Clerk)</p>
20.	<p><b>STAFF MATTERS</b></p> <p>MOTION: Council to receive a verbal update from the Chair of Employment regarding Staff Matters (SB)</p>
21.	<p><b>DATA BREACH</b></p> <p>MOTION: Council to receive a verbal update regarding a data breach from the Data Controller and the actions being taken (Clerk)</p> <p>MOTION: Council to note that notification of the above will be reported to the District Council monitoring Officer (Clerk)</p>
22.	<p><b>DELEGATION IN CLERKS ABSENCE</b></p> <p>MOTION: Council to note and agree oversight of essential Officer and Council Matters will be delegated to the Chair of Council in the Clerks absence (28<sup>th</sup> Feb – 15<sup>th</sup> March), this does not include decisions which require Committee/Council approval or breach standing orders (Clerk)</p> <p>MOTION: Council to note and agree that issuing of Summonses during the Clerks absence will be delegated to the Chair of Council (28<sup>th</sup> Feb – 18<sup>th</sup> March) (Clerk)</p> <p>MOTION: Council to note and agree that any minute taking, or notes of decisions made in the Clerks absence will note that the Proper Officer was not present, for transparency and internal audit purposes (Clerk)</p>
23.	<p><b>DATE OF NEXT MEETING</b></p> <p>MOTION: Tuesday 20<sup>th</sup> March 2024 at 7pm</p>