

Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
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www.sheringhamtowncouncil.gov.uk

An ORDINARY MEETING of the TOWN COUNCIL was held on Tuesday 20th February 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 Morris,

Cllr Stubbs, Cllr Kime, Cllr Pegnall, & Cllr Worboys

In Attendance:

3 members of the public

2 Officers - Mel Ashcroft & Treena Paul

Clerk/Minutes:

Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
2024/FC/20	APOLOGIES	
	Cllr Bailey – Personal, Cllr Shepherd - Personal IT WAS RESOLVED that the apologies be accepted.	Proposed: SB Seconded: JD All in favour
2024/FC/21	DECLARATIONS OF INTEREST and DISPENSATIONS	
	IT IS NOTED the Clerk has received and approved dispensation requests for all Councillors. Declarations of Interest Cllr Heinink – NNDC DC & Sports Association representative Cllr Brisbane, Langsdon & Ratcliffe – Members of SMTA Cllr Ashcroft – SMTA & SOTA Chair Cllr Worboys – Allotment holder Cllr Dorey – item 19D – Contractor known to him.	
2024/FC/22	APPROVAL OF MINUTES	
	IT WAS RESOLVED Council approved and the Chair signed the minutes of the Full Council meeting held on 16 th January 2024.	Proposed: JS Seconded: MA

		9 in favour 1 against 1 abstention
2024/FC/23	OPEN MEETING 3 members of the Public Present	
	A member of the public presented to the Council in relation to a funding request for SMTA 2024/FC/27-A A member of the public presented to the Council in relation to a funding request for SOTA 2024/FC/27-B	
2024/FC/24	EXCLUSION OF PRESS AND PUBLIC	
	3 members of the Public Present Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972 IT WAS RESOLVED that items 6D, 19, 20 & 21 be held in 3D due to confidential staff matters, contractual negotiations and commercially sensitive contents which required exclusion of the press or public.	Proposed: PR Seconded: IK All in favour
2024/FC/25	COMMITTEE, WORKING GROUPS AND TASK & FINISH GROUPS	en samenta
	A – IT WAS RESOLVED Council noted and agreed the recommendations of the Finance & Governance Meeting Committee Meeting held on 8 th February 2024.	Proposed: IK Seconded: ML all in favour
	B - IT WAS RESOLVED: Council noted the update and agreed the recommendations made in the Assets Committee meeting held on 13 th February 2024.	Proposed: JS Seconded: JD All in favour
	C – IT WAS RESOLVED Council noted the minutes of the extraordinary employment meeting held on 6.02.24.	Proposed: SB Seconded: JS 10 in favour 1 Abstention
	D – IT WAS RESOLVED Council noted and agreed the recommendations/updates made in the Morley Hill Task & Finish Group Report.	See 2024/FC/37.
	E – IT WAS RESOLVED Council to noted and agreed the recommendations made in the Wayfinding Task and finish group report.	Proposed: CH Seconded: SB All in favour
	F – IT WAS RESOLVED Council to noted and agreed the recommendations made in the Pavilion Task and finish group reports.	Proposed: PR Seconded: MA All in favour

	G – IT WAS RESOLVED Council noted and agreed the recommendations made in the SCAP Task and finish group report.	Proposed: SB Seconded: MA All in favour
	H – IT WAS RESOLVED Council reviewed and agreed the recommendations made by the events working group.	Proposed: PP Seconded: MA All in favour
	I - IT WAS RESOLVED Council noted an update from the CT2 task and finish group.	Proposed: ML Seconded: MA All in favour
	J – IT WAS RESOLVED Council noted, reviewed and agreed the recommendations made in the Alleyway Naming Task & Finish Group.	Proposed: SB Seconded: ML All in favour
	K – IT WAS RESOLVED Council reviewed and agreed the recommendations made in the Putting Greens Strategy Working group meeting of 8.2.24 & 16.2.24.	Proposed: IK Seconded: JS All in favour
	L – IT WAS RESOLVED Council reviewed memberships of all working groups and Task and Finish Groups. Cllr Stubbs to join the Pavilion Task & Finish Group IT WAS RESOLVED as part of motion L to create an Annual Parish Meeting Task & Finish Group with membership made up of the Chairs of each Committee	Proposed: PR Seconded: IK All in favour Proposed: PR Seconded: JS All in favour
2024/FC/26	DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS	
TW absent	A - IT WAS RESOLVED Council noted and received a report from District Cllrs Heinink, Bailey & Withington B - IT WAS RESOLVED Council noted and received a report from County Cllr Judy Oliver.	Proposed: ML Seconded: SB All in favour
	It is minuted that STC will write a letter to NCC to request that works at Skelding Hill and other paths be expedited (September is current timescale)	
	SHERINGHAM BEAT MANAGER UPDATE	
TW returned	No report received – Motion removed	Chair
2024/FC/27	FUNDING REQUESTS	
n marana a a a recursión de acusar d	A – IT WAS RESOLVED to award £2000 to Sheringham Muzillac Twinning association (with an end of funding report required).	Proposed: PR Seconded: ML All in favour

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	B – IT WAS RE	ning	Proposed: SB					
	association (v	Seconded: PP						
		All in favour						
	C - IT WAS RE	Droposodi IV						
		Proposed: IK						
	a replacemen	Seconded: SB						
								10 in favour
							Comment Completion on the Arts)	1 against
2024/FC/28	FINANCE & A	CCOUNTS	1200		gradista de la composição	Section 1	1	the second
	A - IT WAS RE	SOLVED th	nat Cour	ncil ap	proved the inv	oices for payment		A – D
	February 2024							Proposed: MA
	INVOICES							Seconded: IK
	Corecary	knroice No.	Date	Amount	Description	Power of Speed	Ref:	all in favour
	Clearview	23279	18.01.2024 16.01.7024	2875.00	Grave Digging Fees Lanuary 2024 Makritonance Confract		#781 #786	
	I sather Prior	199890 1NV-13571	18.01.3034 22.01.3034	652.28	Legal Pees Hard Evrice for Clerk's PC	16 Act 1971 s.112	\$789 \$794	Clerk
	Karl Harper Karl Harper Clir S Brisbane	\$63 \$63	22.01.2024 22.01.2024	£250.00	Grave Digging Fees Grave Digging Fees Hire of room at Dales Country House	1. 98.101G Act 1972 a.214 1. 98.101G Act 1972 a.214 Hotel UG Act 1972 r.111	#797 #796 #301	CIEIK
	Resid Cheverton Printers	239756687 54912	25.01,2034 29.01,2034	CS\$1.01	Funding Assistant Labels for Assats	U9 ACT 1972 1-112 U8 ACT 1972 1-111	9819 9818	
	Meve Semmons Denny's Construction	23823	28.01.3024 29.09.2023	(120.00 (6,320.40	TC & Bus Shelter Cleaning Town Clock Maintenance Work	LG Act (Misc Shelters Prov.) Act 1953 s.4 LG Act (Misc Shelters Prov.) Act 1953 s.4	3635 3524	
	IT Norwich Karl Harper	1NV-13584 865	11.01.2024 11.01.2024		Cilr Expenses Pathway on Baeston Common	LG Act 1972 s.111 Commons & Common Pastures - Small	#836 #837	
	Fuzion Systems Ltd.	1590	OT-03-2034	£62.40	UR Phone & CCTV Une	Holdings & Allotments Act 1508 s. 34 US Act 1972 s. 131	#838	
	Edge field Hurselles If Norwich If Norwich	6609 (NV-19624 INV-13645	31.01.2024 31.01.2024 31.01.2024	£1,048.10	Plants for Cemetary IT & Telephone Management Packag IT Billable Hours	Open Spices Act 1906 s.98.10 LG Act 1972 s.111 LG Act 1972 s.111	#841 #842 #843	
	FCBS Stannah	261440 1085635788	08.02.2024 06.02.2024	£58.07	Photocopier Copies Community Centre Lift	IG Act 1972 L111 LG Act 1972 L131	0849 #\$48	
	Systemali Systematical Systematical Systemat	62688	08.02.2024 08.03.2024	£130.00	Occupational Health Consultation Mole control at BHPG	Employment Act 2002, Employment Rel Open Spaces Act 1966 s.9610	#453	
	Harfolk Fine Protection East Coast Insulations	2865 21248	07.02.7024 02.02.7024	£1,104.00	Fire Marshal Training for stuff Asbestos Survey on Assets	LG Act 1977 s. 131 LG (Miss Shelbert Prov) Act 1953 s.A	#854	
	East Coast Insulations Reed Reed	21245 239796961 229776962	02.02.2024 09.02.2024 09.02.2024	£483.33	Asbestos Removel BHPG Fonding Assistant Funding Assistant	Open Spaces Act 1905 s.98.10 LG Act 1972 s.112 LG Act 1972 s.112	#855 #851	
	Xeri Harper	356	12.02.2024	£200,00	Ashes Pick - Digging - Double	Open Souces Art 1906 s. 9&10	#363	
	Sam Reagh Building Services Ltd.	1479	30.01.2024	2344.60	Supply & Replace Smoke Seals on 2 F	- no nov vaj varigidino, niciparaspopina estastriparano zazistas ovjesto aprilazione estripore e FLE FLOORE EFFE BANK ESTAS PER	3864	
	CDS	74733	31.01.3024	5383.20	RIBA Stage 0 Mondowland Sural Fee Assessment - Service Building	COSEII SOSOETACE 1900	PORIS	
	COS	74714	31,01,2024	£3,354.40	RIBA Stage 0 Meadonfand Burial Fea Assessment	Open Spaces Act 1906	PO#19	
	2011/5/6/2017/00/00/2016/6/2016/2016/2016/2016/2016/2	******	***************************************		45/03/4694445544576447447644444444444444444444	addyste mannet der eine eine eine eine eine eine eine ei		
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	meeting by th	e Clerk us	ing dele	gated	powers.			
	February 2024						-	
	INVOICES APPROVED FOR PAYME	MY BY THE CLERK OUTSHO	EMEETING USING C	HIEGATEU POA	VERS			!
	Company	Arvoice No.	Date		RTISTION	Power of Spend	Ref:	
	North Norfolk Outdoor Fitness UK Power Networks	6110140532	12:01:2024 23:01:2024		oringham Welking Group - Dec 2023 ctrical Supply Adjustment - BHPG	LG (Mist Provs) 1976 s.19	#258	
	Personnel Advice Solutions		02.02.2024		winer for HR Services	Employment Act 2002, Employment Relations Act 2004 & Employment Act 2008	#845	
	HURC Western Branch & Branch		31.01.2024 25.01.2024	6,778.03 PA	re/xi	[6] Act 1979 s.112 [6] Act 1977 s.112	#952	
	Norfolk Perulan Fund		25.01.2024	262.37 Per		IG AST 1977 5.111	#333	
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15 15 15 15 15 15 15 15	Debit Card Payments			-	**************************************		
18.01.2024 251.23 Roswegian Granite Chippings for Grave Partial Council & Burlel Authorities (Misc prov) Act 1570 s.1.	entra per esta de la companya de la Destra per esta de la companya de l	Invoke No.	Date	Arnount	Description	Power of Sperid	Ref
Contribution Cont	ife-Yac	9332	15.01.2024	331.54	Ufe-Vac First Aid Device		875
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Foodstone 53,902376 03,01,2024 31,35 listoric Mobile phone littl U.G. Act 1972 s.111 RED DONAU Brands ktd. (Amason) IVV-GE-1234,8231-1 RED 1024 179.5 Key Safe for Office U.G. Act 1972 s.111 RED 1024 179.5 RED 1024 179.5 Red	ivil Money Claims		24.01.2024	455.00	Small Claim re; Secure Defence Lid.	LG Act 1977 5.112	arist
Section Sect	Post Office	1-51185	23.51,2024	9.90	Postaga - Memorial Plaque	kg Act 1972 s.311	875
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No. No.	OOMU Brands Ltd. (Amaten)		18.01.2024	A STATE OF THE PARTY OF	Service manufacture and appropriate manufacture and an extensive service servi	CANCE AND	#3 ²
1209721575-2034 21.01 22.01.2034 4.39 First Aid Supplies LG Act 1972 s.133 R6	lesiport (Europe) Ltd. (Ansecon)	INV-GB-128743471	18.01.2023	39,98	Weed Fabric for Cemetery		98
23.91.2024 3.9	Volvex Ltd. (Amuzon)	1208721575-2024-	21.01.2034	4,99	First Aid Supplies	LG ACI 1972 5.131	#8
148769595-2024 23.01.2024 3.25 First Aid Supplies 10 Act 1972 s.133 R8 Components Ltd. (America) 10V-06-188359313- 23.01.2024 4.39 First Aid Supplies 10 Act 1972 s.133 R8 Components Ltd. (America) 2024-5175 23.01.2024 4.39 First Aid Supplies 10 Act 1972 s.133 R8 Components Ltd. (America) 10V-08-188369313- 23.01.2024 23	asha 81 Ltd. (Amazon)		23.01.2024	5.00	First Ald Supplies	(G Act 1972 1-13)	RES:
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NV-GB Stationery LG Act 1972 s.111 R8 Stationery LG Act 19	i & Components (td. (Amazon)		23.01.2024	4.39	First Aid Supplies	LG ACT 1972 5.133	#8;
S45478725-2024 25.01.2024 8.25 Stationery US Act 1972 s.111 88	unazon Eu Sarl UK Branch	GBUVELTAEUI	23.01.2024	41.50	First Aid Supplies	18 Act 1972 s.133	#8
124865445-2024 127.01.2024 14.32 2 Heavy Duty Locks LG Act 1972 s.111 86	rank Berry Office Supplies (Amazon)	1549478725-2024-	25.01.2024	9.25	Stationery	US Act 1972 5.211	#8.
MID Usale (Armazon) 2004-2164 28.00.2024 29.59 Heavy Bully Parliock I.G. Act 1972.1.11 III	Velgreen Global (Ameron)	1244854943-2024-	27.01,2624	41.32	ž x Heavy Duty Locks	ig act 1972 s.111	483
Marqueo Media (Amazon) INV-63-244-506251- 2024-9347 05.02-2024 25.49 Ad-White Paper U5 Act 1972-5.131 W Amazon RU Sarl UK Branch G8410697ABEU 12.02-2024 36.46 Strobe Streen Panic Alarm Buiton 1.0 Act 1972-5.133 38	WIO Reade (Amazon)		28.01.2024	29,95	Heavy thely Padkock	1G Act 1977 \$.111	₩ĕ
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	Amazon EU Sarl UK Branch	G8410FOVKAEUI	12.02.2024	27.90	Lanyards for Staff	LG Act 1972 s.111	84
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	CONTRACTOR OF THE PROPERTY OF	-	<del> </del>	<u> </u>			

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

accoupitinyestment	ALLOCATED TO	AMOUNT	3	HTEREST	TIMBLENE	TOTAL
Surrent account (precept & income)		£	\$0,249.20		As at 15/2/14	
IC, MEMORIAIS ETC		Control Contro	12,555.43	- MANAGEMENT CONTRACTOR OF THE PROPERTY OF THE	As at 15/2/24	
KOFAL	were the second		.,,,,,,,,,,,,,,,	a) militra lo microtalini di si d	ermaniemitemitemiteitikkiumimethoris	(82,814.)
SARCLAYS SAYINGS ACCOUNT	SURPLUS		50,603,42		A1 at 15/2/24	
usi drvestment	SURPLUS		£125,000		On Asset Register	and merical country was
NS INTEREST	SURPLUS	*****		£39.810	As at 05.12.2023	NAME OF PROPERTY OFFI
ECLA	SURPLUS		£200,000		As at 15.3.2014 Yotal of Monthly Interest payable APR 5%	8420,161.3
TOTAL	AND THE PERSON NAMED OF TH	dalaram natur para para para para para para para pa			AND RESERVE THE PROPERTY OF TH	Onto 100 to 100
BAROLAYS CAPITAL ACCOUNT		KODYSKEZY OL PETROMONOCZNICHOMONOCZNOCH	DE 193.60	EXEL AND THE PROPERTY OF THE P	As at 13/2/24	MARKON ARREST MARKET TO SERVICE
Barchays Treathbry Deposit	САРІГАЦ		£130,000	£1,411.01	As at 15.2.24 Monthly rolling Matures 18th each month (18.01.24 at 2.5%)	
	CAPITAL	AND A SECURITION OF THE PROPERTY OF A PARTY OF	£400,000	E990-00170-0039000000000000000000000000000000000	Transferred 2/2/24	****************
ETKL				AT NOW AND ADDRESS OF THE PARTY	*******************************	1557,824.6
Community (SCAP & Investment Interest)	N/A	£	10,030,34		SCAP 83976.28 INVESTARINT INVERSEST EBOTA.30 33 41 IS/02/14	D\$ 074.1
TO STATE OF THE ST	Marchet and Schoolstering State Colores and Anthropological State Colores	CELEBOOK OF VERNINGER PROCESSES AND CONTRACTOR OF THE CELEBOOK		nastis elle soldiotels del laccionel comela dece Discharge di Simboliti esi alle della filo	ografiyası deririnin ili ili göydərir ayının diletik ilin vayatırının iş deriran, sirini	£1,066,815.3

2024/FC/29	PROJECT OFFICER REVIEW	
	A - MOTION - Council noted an update from the Project Officer (Project Officer)	Proposed: JS Seconded: MA all in favour
	B – MOTION – Council reviewed, agreed and confirmed implementation of the Grave Digging & Maintenance Code of Practice 2024 should take place with immediate effect.	Proposed: JS Seconded: IK all in favour
2024/FC/30	DEFIBRILLATOR PURCHASE	

	IT WAS RESOLVED Council agreed to the purchase of the defibrillator and BT approved Contractor at a cost of £1890 In accordance with 2023/FG/44 & 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). Post installation checking and maintenance should be added to the forthcoming Assets and Management database.  It is minuted Cllr Kime offered to assist in the undertaking of the weekly checks (after appropriate training and supervision)	Proposed: MA Seconded: IK all in favour
	DUBUIC CONSULTATION CROPES DAVIBUION	
2024/FC/31	PUBLIC CONSULTATION - SPORTS PAVILLION  IT WAS RESOLVED Council approved recommendation that Officers create	Proposed: PR
	IT WAS RESOLVED Council approved recommendation that Officers create and commence a 6-week public consultation into the Sports Pavilion	Seconded: SB
	project using the same process and tools adopted for the BH Putting	All in favour
	Green	All III lavoui
2024/FC/32	EASEMENT WITH FLAGSHIP	
	IT WAS RESOLVED Council reviewed the options and agreed to the	Proposed: ML
	recommended course of action – that being option 2	Seconded: MA
		10 in favour
		1 abstention
		la de la companya de
2024/FC/33	OUTSIDE REPRESENTATIVE MEETING REPORTS	1
	A - IT WAS RESOLVED Council received and noted a written report from a Sheringham Carnival Association outside representative	
	Sheringham Carnival Association outside representative	
	It is minuted that Cllr Kime raised concerns in relation to the PA system which STC have taken on as an asset. Clerk to contact Contractor to ask that confirmation that's its functionality is as intended by its design.  B - IT WAS RESOLVED Council received and noted a report from the Sheringham Sports Association representative	A & B Proposed: JS Seconded: MA All in favour
2024/FC/34	MAYOR & CLERKS REPORTS	
	A – IT WAS RESOLVED Council to note and receive the Mayors Announcements	Proposed: PR
	Announcements	Seconded: JS
	B – IT WAS RESOLVED Council to note and receive the Clerks report and	All in favour
}	agree recommendations made	, iii iii iavoai
2024/FC/35	CORRESPONDENCE	
// // // // // // // // // // // // //	IT WAS RESOLVED that Council noted the correspondence	Proposed: MA
	The was resource that council hoted the correspondence	Seconded: CH
		All in favour
2024/FC/36	GRANTS AND FUNDING ASSISTANT	

the Grants & Funding Assistant	Proposed: JS Seconded: JD
	Seconded: JD
	all in favour
3D - Opened - IK, Seconded - JD - all in favour	
2024/FC/37 ITEM 6C – MORLEY HILL	
IT WAS RESOLVED that council noted and agreed the update report	Proposed: PR
provided by Cllr Ratcliffe	Seconded: CM
	All in favour
3D - Opened - IK, Seconded - RS all in favour	
2024/FC/38 PUTTING GREENS	
19A – WITHDRAWN	CONTRACTOR OF THE PROPERTY OF
B – IT WAS RESOLVED that the review of tenders for Station Approach	Proposed: JS
1	Seconded: JD
	All in favour
/ A see the field for the fiel	III IAVOAI
C – IT WAS RESOLVED Council agreed to the publication of the expressions	Proposed: JS
· · · · · · · · · · · · · · · · · · ·	Seconded: JD
!	All in favour
	AII II IAVUUI
D – IT WAS RESOLVED Council agreed to the award of the putting greens	Proposed: PR
	Seconded: JS
	10 in favour
	1 Abstention
2024/FC/39 STAFF MATTERS //e cie/e	T WASCULION
	Proposed: ??
	Seconded: ??
asked to	All in favour
leave the	
Chamber for	
this matter.	
2024/FC/40 DATA BREACH	
A -IT WAS RESOLVED Council received a verbal update regarding a data	
	Proposed: IK
	Seconded: CM
	All in favour
reported to the District Council monitoring Officer	
2024/FC/41 DELEGATION IN CLERKS ABSENCE	
	Proposed: JD
	Seconded: MA
, , , , , , , , , , , , , , , , , , , ,	10 in favour
· · · · · · · · · · · · · · · · · · ·	1 Abstention
Engagement will be made with the Chair of a Committee if relevant.	
F	Proposed: IK
s	Seconded: CM

	IT WAS RESOLVED Council noted and agreed that issuing of Summonses during the Clerks absence will be delegated to the Chair of Council ( $28^{th}$ Feb $-18^{th}$ March).	10 in favour 1 Abstention
	IT WAS RESOLVED Council noted and agreed 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)	Proposed: IK Seconded: CM 10 in favour 1 Abstention
	3D Closed – Proposed SB, Seconded PR – All in favour	
2024/FC/42	DATE OF NEXT MEETING	
	Tuesday 19 th March 2024 at 20:40pm	

The meeting closed at 20;38pm

Signed by the Chair: