



Sheringham Town Council
 Sheringham Community Centre
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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 Peggall, & 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	
	A – IT WAS RESOLVED Council noted and agreed the recommendations of the Finance & Governance Meeting Committee Meeting held on 8 th February 2024. B - IT WAS RESOLVED: Council noted the update and agreed the recommendations made in the Assets Committee meeting held on 13 th February 2024. C – IT WAS RESOLVED Council noted the minutes of the extraordinary employment meeting held on 6.02.24. D – IT WAS RESOLVED Council noted and agreed the recommendations/updates made in the Morley Hill Task & Finish Group Report. E – IT WAS RESOLVED Council to noted and agreed the recommendations made in the Wayfinding Task and finish group report. F – IT WAS RESOLVED Council to noted and agreed the recommendations made in the Pavilion Task and finish group reports.	Proposed: IK Seconded: ML all in favour Proposed: JS Seconded: JD All in favour Proposed: SB Seconded: JS 10 in favour 1 Abstention See 2024/FC/37. Proposed: CH Seconded: SB All in favour Proposed: PR Seconded: MA All in favour

	<p>G – IT WAS RESOLVED Council noted and agreed the recommendations made in the SCAP Task and finish group report.</p> <p>H – IT WAS RESOLVED Council reviewed and agreed the recommendations made by the events working group.</p> <p>I - IT WAS RESOLVED Council noted an update from the CT2 task and finish group.</p> <p>J – IT WAS RESOLVED Council noted, reviewed and agreed the recommendations made in the Alleyway Naming Task & Finish Group.</p> <p>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.</p> <p>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</p>	<p>Proposed: SB Seconded: MA All in favour</p> <p>Proposed: PP Seconded: MA All in favour</p> <p>Proposed: ML Seconded: MA All in favour</p> <p>Proposed: SB Seconded: ML All in favour</p> <p>Proposed: IK Seconded: JS All in favour</p> <p>Proposed: PR Seconded: IK All in favour Proposed: PR Seconded: JS All in favour</p>
2024/FC/26	DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS	
TW absent	<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>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)</p>	<p>Proposed: ML Seconded: SB All in favour</p>
	SHERINGHAM BEAT MANAGER UPDATE	
TW returned	No report received – Motion removed	Chair
2024/FC/27	FUNDING REQUESTS	
	A – IT WAS RESOLVED to award £2000 to Sheringham Muzillac Twinning association (with an end of funding report required).	<p>Proposed: PR Seconded: ML All in favour</p>

B – IT WAS RESOLVED to award £2000 to Sheringham Otterndorf Twinning association (with an end of funding report required).

Proposed: SB
Seconded: PP
All in favour

C - IT WAS RESOLVED to award £1000 to North Norfolk Foodbank towards a replacement container (with an end of funding report required).

Proposed: IK
Seconded: SB
10 in favour
1 against

2024/FC/28

FINANCE & ACCOUNTS

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

A – D

February 2024						
INVOICES						
Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref.
Karl Harper	860	11.01.2024	£350.00	Grave Digging Fees	S. 98. 10 LG Act 1972 s.214	#781
Clearview	23279	16.01.2024	£575.00	January 2024 Maintenance Contract - CCTV	Crime & Disorder Act 1998 s.17	#786
Lairdhes Print	189840	18.01.2024	£504.00	Legal Fees	LG Act 1972 s.112	#789
IT Norwich	INV-13571	22.01.2024	£77.20	Hard Drive for Clerk's PC	LG Act 1972 s.111	#794
Karl Harper	862	18.01.2024	£350.00	Grave Digging Fees	s. 98.10 LG Act 1972 s.214	#797
Karl Harper	863	23.01.2024	£350.00	Grave Digging Fees	s. 98.10 LG Act 1972 s.214	#796
Clir 5 Brisbane	229754687	22.01.2024	£30.00	hire of room at Dalet Country House Hotel	LG Act 1972 s.111	#801
Reed	229754687	26.01.2024	£861.00	Funding Assistant	LG Act 1972 s.112	#813
Cheverton Printers	54912	29.01.2024	£234.40	Labels for Assets	LG Act 1972 s.111	#818
Steve Stronnet	26.01.2024	26.01.2024	£120.00	TC & Bus Shelter Cleaning	LG Act (Misc Shelters Prov) Act 1953 s.4	#833
Danny's Construction	23828	29.09.2023	£6,320.80	Town Clock Maintenance Work	LG Act (Misc Shelters Prov) Act 1953 s.4	#524
IT Norwich	INV-18384	31.01.2024	£32.71	Clir Expenses	LG Act 1972 s.111	#836
Karl Harper	865	31.02.2024	£360.00	Pathway on Beechon Common	Commons & Common Pastures - Small Holdings & Allotments Act 1906 s.34	#837
Fuzion Systems Ltd.	1590	01.02.2024	£63.40	Lift Phone & CCTV Line	LG Act 1972 s.112	#838
Edgefield Nurseries	6609	31.01.2024	£173.20	Plants for Cemetery	Open Spaces Act 1906 s.9&10	#841
IT Norwich	INV-18634	31.01.2024	£1,042.38	IT & Telephone Management Package	LG Act 1972 s.111	#842
IT Norwich	INV-18645	31.01.2024	£562.56	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	£112.25	Community Centre Lift	LG Act 1972 s.112	#848
Everwell	62688	06.02.2024	£450.00	Occupational Health Consultation	Employment Act 2002, Employment Relat	#852
Ivan's Pest Control	06.02.2024	06.02.2024	£130.00	Mole control at BHPG	Open Spaces Act 1906 s.9&10	#853
Norfolk Fire Protection	2866	07.02.2024	£594.80	Fire Marshal Training for staff	LG Act 1972 s.112	#854
East Coast Insulations	21246	03.02.2024	£1,104.00	Asbestos Survey on Ashets	LG (Misc Shelters Prov) Act 1953 s.4	#855
East Coast Insulations	21245	03.02.2024	£8,376.00	Asbestos Removal BHPG	Open Spaces Act 1906 s.9&10	#856
Reed	239796961	09.02.2024	£483.33	Funding Assistant	LG Act 1972 s.112	#861
Reed	239796962	09.02.2024	£530.72	Funding Assistant	LG Act 1972 s.112	#861
Karl Harper	866	11.02.2024	£200.00	Ashes Plot - Digging - Double	Open Spaces Act 1906 s.9&10	#863
Sark Keogh Building Services Ltd.	1479	09.01.2024	£144.00	Supply & Replace Smoke Seals on 2 Fire Doors	LG Act 1972 s.112	#864
IDS	74722	31.01.2024	£889.26	RIBA Stage 0 Meadowland Burial Feasibility Assessment - Service Building	Open Spaces Act 1906	PO#19
IDS	74714	31.01.2024	£3,354.46	RIBA Stage 0 Meadowland Burial Feasibility Assessment	Open Spaces Act 1906	PO#19
			£24,766.40			

Proposed: MA
Seconded: IK
all in favour
Clerk

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

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	8110140682	23.01.2024	£3,117.60	Electrical Supply Adjustment - BHPG	LG (Misc Prov) 1976 s.19	#298
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	£12,726.19	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	262.27	Pension	LG Act 1972 s.112	#833
			£21,379.18			

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

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	PC-1706-0989-3043-1499	24.01.2024	455.06	Small Claims re Secure Defence Ltd.	LG Act 1972 s.112	#800
Post Office	I-51185	21.01.2024	8.98	Postage - Memorial Plaque	LG Act 1972 s.111	#799
Vodafone	253402976	03.01.2024	31.35	Historic Mobile phone bill	LG Act 1972 s.111	#806
DOOH Brands Ltd. (Amazon)	INV-GB-121416321-2024-M785	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	Wood Fabric for Cemetery	Parish Council & Burial Authorities (Misc Provs) Act 1970 s.1	#820
Wolvet Ltd. (Amazon)	INV-GB-1208721575-2024-2181	21.01.2024	4.99	First Aid Supplies	LG Act 1972 s.133	#831
PaSha St Ltd. (Amazon)	INV-GB-165717181-2024-12717	23.01.2024	5.00	First Aid Supplies	LG Act 1972 s.133	#830
3 Counties Wholesale	INV-GB-1188789595-2024-723	23.01.2024	5.25	First Aid Supplies	LG Act 1972 s.133	#829
R & Components Ltd. (Amazon)	INV-GB-128359311-2024-5175	23.01.2024	4.99	First Aid Supplies	LG Act 1972 s.133	#828
Amazon EU Sarl UK Branch	GB41VLTAEU	23.01.2024	81.50	First Aid Supplies	LG Act 1972 s.133	#827
Frank Berry Office Supplies (Amazon)	INV-GB-1549478725-2024-1551	25.01.2024	9.25	Stationery	LG Act 1972 s.111	#824
Walgreen Global (Amazon)	INV-GB-1244864943-2024-1438	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	28.99	Heavy Duty Padlock	LG Act 1972 s.111	#828
Vodafone		24.01.2024	31.35	Mobile	LG Act 1972 s.111	#834
Marquee Media (Amazon)	INV-GB-134506251-2024-9147	03.02.2024	25.45	A4 White Paper	LG Act 1972 s.111	#859
Amazon EU Sarl UK Branch	GB410F0VBAEU	12.02.2024	96.46	Strobe Siren Panic Alarm Button	LG Act 1972 s.133	#866
Amazon EU Sarl UK Branch	GB410F0VBAEU	12.02.2024	27.98	Lanyards for Staff	LG Act 1972 s.111	#863
			1392.57			

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	TERMINAL	TOTAL	
CURRENT ACCOUNT (PRECEPT & INCOME)			£80,245.20	As at 15/2/24		
DC MEMORIALS ETC			£2,805.43	As at 15/2/24		
TOTAL					£83,050.63	
BARCLAYS SAVINGS ACCOUNT	SURPLUS		£50,833.42	As at 15/2/24		
NSI INVESTMENT	SURPLUS		£125,000	On Asset Register		
NSI INTEREST	SURPLUS		£39,810	As at 05.12.2023		
ECLA	SURPLUS	£200,000	£4,718.06	As at 15.3.2024 Total of Monthly Interest payable APR 5%	£204,718.06	
TOTAL					£620,161.76	
BARCLAYS CAPITAL ACCOUNT	CAPITAL		£6,993.60	As at 15/2/24		
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	£1,431.01	As at 15.2.24 Monthly rolling (at 18.01.24 at 2.8%)		
ECLA	CAPITAL	£400,000		transferred 2/2/24		
TOTAL					£557,824.61	
COMMUNITY (SCAP & INVESTMENT INTEREST)	N/A		£10,050.94	SCAP £3976.28 INVESTMENT INTEREST £6074.30 as at 15/02/24	£6,074.30	
					£1,066,815.30	

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

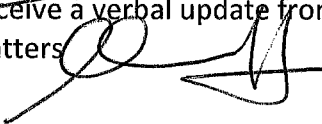
B – MOTION – Council reviewed, agreed and confirmed implementation of the Grave Digging & Maintenance Code of Practice 2024 should take place with immediate effect.

Proposed: JS
Seconded: IK
all in favour

2024/FC/30

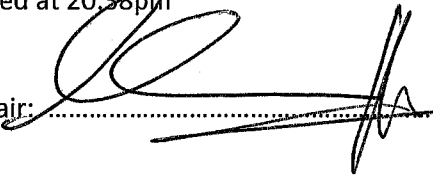
DEFIBRILLATOR PURCHASE

	<p>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.</p> <p>It is minuted Cllr Kime offered to assist in the undertaking of the weekly checks (after appropriate training and supervision)</p>	<p>Proposed: MA Seconded: IK all in favour</p>
2024/FC/31	PUBLIC CONSULTATION – SPORTS PAVILLION	
	<p>IT WAS RESOLVED Council approved recommendation that 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</p>	<p>Proposed: PR Seconded: SB All in favour</p>
2024/FC/32	EASEMENT WITH FLAGSHIP	
	<p>IT WAS RESOLVED Council reviewed the options and agreed to the recommended course of action – that being option 2</p>	<p>Proposed: ML Seconded: MA 10 in favour 1 abstention</p>
2024/FC/33	OUTSIDE REPRESENTATIVE MEETING REPORTS	
	<p>A - IT WAS RESOLVED Council received and noted a written report from a Sheringham Carnival Association outside representative</p> <p>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.</p> <p>B - IT WAS RESOLVED Council received and noted a report from the Sheringham Sports Association representative</p>	<p>A & B Proposed: JS Seconded: MA All in favour</p>
2024/FC/34	MAYOR & CLERKS REPORTS	
	<p>A – IT WAS RESOLVED Council to note and receive the Mayors Announcements</p> <p>B – IT WAS RESOLVED Council to note and receive the Clerks report and agree recommendations made</p>	<p>Proposed: PR Seconded: JS All in favour</p>
2024/FC/35	CORRESPONDENCE	
	<p>IT WAS RESOLVED that Council noted the correspondence</p>	<p>Proposed: MA Seconded: CH All in favour</p>
2024/FC/36	GRANTS AND FUNDING ASSISTANT	

	IT WAS RESOLVED Council noted and approved the update provided by the Grants & Funding Assistant 3D – Opened – IK, Seconded – JD - all in favour	Proposed: JS Seconded: JD all in favour
2024/FC/37	ITEM 6C – MORLEY HILL	
	IT WAS RESOLVED that council noted and agreed the update report provided by Cllr Ratcliffe 3D – Opened – IK, Seconded - RS all in favour	Proposed: PR Seconded: CM All in favour
2024/FC/38	PUTTING GREENS	
	19A – WITHDRAWN B – IT WAS RESOLVED that the review of tenders for Station Approach Putting Green would be delegated to the task and finish group, with recommendations brought to the next full council meeting. C – IT WAS RESOLVED Council agreed to the publication of the expressions of interest invitation – Beeston Hills Putting Green. D – IT WAS RESOLVED Council agreed to the award of the putting greens remedial works at a cost of £900	Proposed: JS Seconded: JD All in favour Proposed: JS Seconded: JD All in favour Proposed: PR Seconded: JS 10 in favour 1 Abstention
2024/FC/39	STAFF MATTERS	
It is minuted the Proper Officer was asked to leave the Chamber for this matter.	IT WAS RESOLVED Council to receive a verbal update from the Chair of Employment regarding Staff Matters <i>received</i> 	Proposed: ?? Seconded: ?? All in favour
2024/FC/40	DATA BREACH	
	A -IT WAS RESOLVED Council received a verbal update regarding a data breach from the Data Controller and the actions being taken. B - IT WAS RESOLVED Council noted that notification of the above will be reported to the District Council monitoring Officer	Proposed: IK Seconded: CM All in favour
2024/FC/41	DELEGATION IN CLERKS ABSENCE	
	A -IT WAS RESOLVED Council noted and agreed oversight of essential Officer and Council Matters will be delegated to the Chair of Council in the Clerks absence (28 th Feb – 15 th March), this does not include decisions which require Committee/Council approval or breach standing orders. Engagement will be made with the Chair of a Committee if relevant.	Proposed: JD Seconded: MA 10 in favour 1 Abstention Proposed: IK Seconded: CM

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

The meeting closed at 20:38pm

Signed by the Chair:  Date: 19/3/24