

14th March 2024

An ORDINARY MEETING of Sheringham Town Council will take place on **Tuesday 19th March 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.



Peter Ratcliffe
Chair of Council

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 20 th February 2024.
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 6C, 15, 16 & 17 be heard in 3d due to matters considered commercially sensitive or personal information relating to staff/councillors.
6.	COMMITTEE, WORKING GROUP MEETINGS and TASK & FINISH GROUPS A - MOTION: Council to review and agree the recommendations made in the Putting Greens Strategy group meeting held on 08.03.24 (PR) B - MOTION: Council to note and agree the recommendations made in the Events Task & Finish group reports (MA/PR) C - MOTION: Council to note and agree the recommendations made in the Morley Hill Task & Finish group report (PR) D - MOTION: Council to note and agree the recommendations made in the Wayfinding Task & Finish group report (PR) E - MOTION: Council to note and agree the recommendations made in the Pavilion T&F group reports (PR) F - MOTION: Council to note and agree the recommendations made in the SCAP Task & Finish group report (PR) G - MOTION: Council to note an update from the CT2 task and finish group (ML) H - MOTION: Council to note an update from the Alleyway Naming Task & Finish Group (SB) I - MOTION: Council to note an update from the Parking & Road safety Task & Finish group (PB) J - MOTION: Council to note an update from the Barclays Bank Task & Finish group (CH) K - MOTION: Council to note an update from the Market Task & Finish group (CM) L - MOTION: Council to note an update from the meadowland burial Task & Finish group (SB) M - 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 a report from County Cllr Judy Oliver.

B - MOTION: Council to note a verbal update from District Councillor Team. (CH, PB)

8.

FUNDING REQUESTS

MOTION: Council to review and consider a funding request made by Playing for Cake (PR)

9.

SHERINGHAM BEAT MANAGER UPDATE

MOTION: Council to note and receive the update from Beat Manager PC Jack Houghton

10.

FINANCE & ACCOUNTS

A - MOTION: Council to consider and approve the invoices for payment listing. (Clerk)

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref.
Norfolk ALC	1311	14.02.2024	£36.00	Bio-Diversity Course	LG Act 1972 s.112	#867
AH Plumbing	3710	26.02.2024	£72.00	Community Centre Toilet Blockage	LG Act 1972 s.133	#877
JLM Health & Safety	INV-920	23.02.2024	£976.50	Health & Safety Investigation	LG Act 1972 s.112	#878
S D Simmons		23.02.2024	£120.00	Town Clock & Bus Shelter Cleaning	LG (misc Shelter Prov) Act 1953 s.4	#880
Reed Specialist Recruitment Ltd.	239832010	23.02.2024	£1,390.94	Grant Funding Specialist	LG Act 1972 s.112	#882
Reed Specialist Recruitment Ltd.	239812475	16.02.2024	£1,261.44	Grant Funding Specialist	LG Act 1972 s.112	#881
Legacy Habitat Management Ltd.	39215	23.02.2024	£7,170.00	SSSI Winter Works	Open Space Act 1906 s9 & 10	PO#22
Fuzion Systems Ltd.	1607	01.03.2024	£62.40	CCTV & Lift Phone Line Rental	Crime & Disorder Act 1998 s.17	#884
Pats Wooden Crafts	308	28.02.2024	£285.00	Wooden Plaques for Commons Benches	LG Act 1972 s.112	#885
Sports Clubhouses	SC-SHERINGHAM-1	28.02.2024	£2,844.00	Interim 60% RIBA Stage 1	LG (Misc Prov) Act 1976 s.19	#886
Parish Council Website	INV-2670	01.03.2024	£105.60	Website Domain Name Renewal	LG Act 1972 s.111	#888
First Class Business Solutions	261785	01.03.2024	£117.70	Photocopier Copies	LG Act 1972 s.111	#889
IT Norwich Ltd.	INV-13729	29.02.2024	£1,060.76	IT Telephone & Management Packages	LG Act 1972 s.111	#912
IT Norwich Ltd.	INV-13763	29.02.2024	£189.04	IT Remote Support	LG Act 1972 s.111	#911
Cheverton	55093	29.02.2024	£84.00	Freedom of Sheringham Scroll	LG Act 1972 s.111	#914
Stannah	1085637842	12.02.2024	£78.00	Lift Maintenance Contract 11.2.24-10.5.2024	LG Act 1972 s.133	#913
AMR Mechanical Services	131180	04.03.2024	£54.60	Call out - Fault on Boiler	LG Act 1972 s.133	PO#23
S D Simmons		06.03.2024	£80.00	CC Window Cleaning	LG Act 1972 s.133	#916
Clearview Communications	23599	16.02.2024	£675.00	Monthly Maintenance Contract	Crime & Disorder Act 1998 s.17	#917
J Lynes Framing Services	1001715	3.2024	£35.00	Framing of Freedom of Sheringham Scroll	LG Act 1972 s.111	#924
Crab & Lobster Festival	42	08.03.2024	£60.00	Supply of Docking Post (Lamp) for Decoration	LG Act 1972 s.111	#922
Personnel Advice Solutions	2948	29.02.2024	£300.00	HR Training for Councillors	Employments Act 2002 Employment Relations Act 2004 & Employment Act 2008	#928
First Class Business Solutions	261046	04.01.2024	£49.60	Photocopier Copies (January 24)	LG Act 1972 s.111	#930
Norfolk Drain Services	2231	12.03.2024	£1,456.80	Drain Work at Community Centre	LG Act 1972 s.133	#931
Community Heartbeat	20557	14.03.2024	£3,312.00	Defib for Telephone Box, Cromer Road	LG Act 1972 s.111	#936
			£21,876.38			

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

Company	Invoice No.	Date	Amount	Description	Power of Spend
Staff Salaries		29.02.2024	£12,933.49		LG Act 1972 s.112
HMRRC		29.02.2024	£4,799.80	PAYE/NI	LG Act 1972 s.112
			17,733.29		

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

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref
Vodafone		26.02.2024	41.25	To cancel old Vodafone account	LG Act 1972 s.111	#879
World of Books (Amazon)	INV-GB-100139601-2024-258952	01.03.2024	12.66	Churchyard/Cemetery Handbook (Conservation & Mission)	LG Act 1972 s.111	#890
UK Power Networks		27.02.2024	283.00	Electrical Alteration Work - BHPG	Open Spaces Act 1906 s.98.10	#892
Haute Flowers		28.02.2024	47.99	Flowers for Member of Staff	LG Act 1972 s.111	#895
Vinylbanners	9170988	29.02.2024	48.14	3 x Banners for Sports Pavilion Consultation	Open Spaces Act 1906 s.98.10	#906
Amazon Services Europe SARL	DS-ASE-INV-GB-2024-102685327	06.03.2024	22.38	Ear Defenders for Gardeners	LG Act 1972 s.111	#918
ELKO Group (Amazon)	INV-GB-134013471-2024-2090	04.03.2024	5.88	2 x Hi vis Vest	LG Act 1972 s.111	#920
Amazon EU SARL UK Branch	GB41JBFMZAEUI	05.03.2024	14.98	HDMI Cable	LG Act 1972 s.133	#919
ChangHau (Amazon)	206-3703676-8004361	04.03.2024	7.99	Safety Goggles	LG Act 1972 s.111	#925
Longwater Gravel		12.03.2024	251.23	Granite Chippings for Cemetery Graves	Open Spaces Act 1906 s.98.10	#927
			735.50			

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)		£27,517.30		As at 04.03.2024	
CC, MEMORIALS ETC		£6,829.26		As at 12.03.2024	
TOTAL					£34,346.56
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£50,902.92		As at 04.03.2024	
NSI INVESTMENT	SURPLUS	£125,000		On Asset Register	
NSI INTEREST	SURPLUS		£39,810	As at 05.12.2023	
CCLA	SURPLUS	£200,000	£5,866.46	As at 02.02.2024 Total of Monthly interest payable APR 5%	£421,579.66
TOTAL					
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£6,739.29		As at 04/03/24	
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	£1,733.95	As at 18.12.2023 Monthly rolling Matures 18th each month - Total since 18.09.2023 (19.02.24 at 2.3%)	
CCLA	CAPITAL	£400,000		Transferred 2/2/24	
TOTAL					£558,473.24
COMMUNITY (SCAP & INVESTMENT INTEREST)	N/A	£10,050.56		SCAP £3976.26 INVESTMENT INTEREST £6074.30 as at 04/03/24	£6,074.30
					£1,020,473.76
11.	EXPERIENCE SHERINGHAM MEMBERSHIP RENEWAL A - MOTION - Council to agree to renew full annual membership with Experience Sheringham at £50 (PR)				
12.	OUTSIDE REPRESENTATIVES MEETING REPORTS MOTION: Council to receive and note the report from a Sheringham Carnival Association outside representative (PR)				
13.	MAYOR & CLERKS REPORTS A – MOTION: Council to note and receive the Mayors Announcements (PR) B – MOTION: Council to receive a verbal Clerks report (Clerk)				
14.	PLANNING APPLICATIONS - TO COMMENT ON THE FOLLOWING PLANNING APPLICATION (JD) A – MOTION: Application: PF/24/0357 - Demolition of redundant commercial building and replacement with 4no. Studio Holiday Lets with associated landscaping, amenity space and cycle parking (resubmission of previously approved application ref: PF/21/1164 in order to extend period of implementation beyond 29th July 2024) Address: The Granary, 51 Station Road. Applicant: Mr Jon Nash B – MOTION: Council to note the date of the next Planning Committee meeting as Tuesday 2 nd April (JD)				
15.	BRITONS LANE MOTION: Council to review the updated report and approve the recommendation provided by the Project Officer (SP)				
16.	VERGES MOTION: Council to note the cost analysis information and approve the recommendation provided by the Project Officer (PR)				
17.	STAFF MATTERS MOTION: Council to receive a verbal report from the Chair of the Employment Committee (SB)				
18.	DATE OF NEXT MEETING MOTION: Tuesday 16 th April 2024 at 7pm				