

4th April 2024

An ordinary meeting of Sheringham Town Council **Assets Committee** will take place on **Tuesday 9th April 2024** in Sheringham Community Centre at **7.00pm** and the following business will be transacted. All Committee Members are summoned to attend. Members of the press and public are welcome.



Sarah Peberday
Town Clerk/RFO

AGENDA

1.	<p>APOLOGIES MOTION: Committee to receive and approve apologies and reasons for absence.</p>
2.	<p>DECLARATIONS OF INTEREST and DISPENSATIONS With reference to items on the agenda Committee Members are reminded of their responsibility to declare interests and to update their Register of Interests as required.</p>
3.	<p>APPROVAL OF MINUTES MOTION: Committee to approve and sign the minutes of the Assets Committee meeting held on 13.02.2024.</p>
4.	<p>OPEN MEETING Public participation: Members of the public will be invited to speak and/or question the Committee 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>
5.	<p>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.</p> <p>It is recommended that items 17 & 18 be heard in 3D as they are deemed Commercially sensitive or matters pertaining to employment/personnel matters are not a matter for public participation.</p>
6.	<p>ASSET REGISTER MOTION: Committee to review and approve the updated Asset Register (PO)</p>
7.	<p>BURIAL OFFER REPORT MOTION: Committee to note and recommend the approval of the actions required & recommendations listed in report supplied by the Burial Officer (PO)</p>
8.	<p>EXCLUSIVE RIGHTS OF BURIAL – REFUND REQUEST MOTION: Committee to recommend the refund amount of £92.40 as requested (PO)</p>
9.	<p>TOWN CLOCK A - MOTION: Committee to note the information provided in Item 1 of the Project Officer's report (PO) B - MOTION: Committee to review and approve the cost of £2311 for the proposed works to be undertaken (PO) C – MOTION: Committee to approve the recommendation that the Clock is scheduled for an annual inspection with the Michlmayr team at the cost of £307. (PO) D – MOTION: Committee to note the recommendation for future exterior works to be undertaken as listed in Item 1 of the Project Officer's report. (PO)</p>
10.	<p>THE MAINTENANCE SHED A – MOTION: Committee to note the estimated cost for the relocation of the maintenance shed from the cemetery to the community centre (Clerk) B – MOTION: Committee to note the estimated cost for the community centre car park preparation and surfacing for permeable tarmac (Clerk) C – MOTION: Committee to instruct the Project Officer to undertake the tender process and to agree to the submission of a pre-planning application to NNDC (Clerk) D – MOTION: Committee to note the police reported incidents provided by the Project Officer (PO)</p>

11.	<p>OFF GRID CCTV SYSTEM SOLUTION MOTION: Committee to review and recommend the off-grid CCTV system solution proposed by IT Norwich to be installed between the cemetery and allotments at the cost of £4282 (PO)</p>
12.	<p>COMMUNITY CENTRE A – MOTION: Committee to note an update provided in Item 3 of the Project Officer’s report regarding the sink hole in the community centre carpark (PO) B - MOTION: Committee to note the costs for additional CCTV camera and door alarm at the cost of £1,230 as provided by Norfolk Alarms LTD and recommend installation (Clerk)</p>
13.	<p>COMMONS A – MOTION: Committee to note an update report from the Beeston Commons Honorary Warden (FF) B – MOTION: Committee to note the report on the Fen Harvester working on Beeston common provided by Honorary Warden (FF) C – MOTION: Committee to note an update provided in Items 4, 5 & 6 of the Project Officer’s report regarding the Environmental Stewardship, the Beeston bridge project and the dangerous ground update (PO)</p>
14.	<p>HRU A - MOTION: Committee to note the latest newsletter supplied by the Sheringham & District Society (PO) B – MOTION: Committee to note an update provided in Item 7 of the Project Officer’s report (PO)</p>
15.	<p>PROJECT OFFICER REPORT MOTION: Committee to review and note the report provided by the Assets, Burials & Projects Officer which contains general project feedback and updates (PO)</p>
16.	<p>MAINTENANCE TASKS AND INSPECTIONS MOTION: Committee to receive a verbal update relating to the review of current maintenance tasks and an asset inspection schedule in line with the launch of Scribe Pulse which includes asset management, mapping and a real time dashboard. (Clerk / JS)</p>
17.	<p>STATION APPROACH PUTTING GREEN MOTION: Committee to note and make recommendations following receipt of the email correspondence from the tenant. (Clerk)</p>
18.	<p>H&S MANAGEMENT SYSTEM MOTION: Committee to review and recommend the implementation of the Health & Safety system proposal provided by JLM H&S LTD (Clerk) MOTION: Committee to recommend that Council establish an Employer/Employee H&S Committee (Clerk) MOTION: To receive a verbal update from the Chair of Employment (SB)</p>
19.	<p>DATE OF NEXT MEETING MOTION: Council to note the date of the next meeting as Tuesday 11th June 2024 (JS)</p>