

16<sup>th</sup> May 2024

An ANNUAL MEETING of Sheringham Town Council will take place on **Tuesday 21st May 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>ELECTION OF CHAIR/MAYOR</b>                  MOTION: Council to accept nominations for the position of Chair/Mayor for the ensuing year and to vote upon appointment</p>
2.	<p><b>APOLOGIES</b>                  MOTION: Council to receive and approve apologies and reasons for absence.</p>
3.	<p><b>ELECTION OF VICE CHAIR/DEPUTY MAYOR</b>                  MOTION: Council to accept nominations for the position of Vice Chair/Deputy Mayor for the ensuing year and to vote upon appointment</p>
4.	<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>
5.	<p><b>APPROVAL OF MINUTES</b>                  MOTION: Council to approve and sign the minutes of the Annual Parish meeting held on 30<sup>th</sup> April 2024</p>
6.	<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 Chair will consider if the subject matter breaches the confidentiality of an individual, and if it is assisting the Council in its processes.                  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 Chairman of the meeting.</p>
7.	<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.                  It is recommended that item 32,33 &amp; 34 is heard in 3D as the matters relate to confidential employee matters and/or are commercially sensitive (PR)</p>

8.	<b>EMPLOYMENT MINUTES (SO 5J iV)</b> MOTION: Council to receive and agree recommendations made in the ordinary employment meeting held on 14th May 2024 (SB)
9.	<b>DELEGATION ARRANGEMENTS (SO 5JV)</b> MOTION: Council to note and agree delegation arrangements are recorded in the Council framework and to be reviewed outside the meeting (Chair)
10.	<b>TERMS OF REFERENCE FOR COMMITTEES (SO - 5JVi)</b> MOTION: Council to agree for review of terms of reference of all Committees to be undertaken outside the Annual meeting (Chair)
11.	<b>COUNCIL COMMITTEES (SO – 5JVii)</b> MOTION: Council to vote upon appointment of members, Chairs and Vice Chairs of the following Committees A – Planning (9) B – Employment Committee (7) C – Assets Committee (10) D – Finance & Governance Committee (7) E - MOTION: Community & Climate Committee (7)
12.	<b>ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS (SO 5Jix)</b> MOTION: Council to agree adoption of standing orders and revised financial regulations
13.	<b>ARRANGEMENTS WITH LOCAL AUTHORITIES, NOT FOR PROFIT BODIES AND BUSINESSES (SO 5JX)</b> MOTION: Council to note the following arrangements A – Grass Cutting NNDC & ALS B – Dog waste Collection NNDC C – Grave digging Various D – Putting Greens Leaseholder (NL) E – Leaseholders Council Properties & Land (Sports Assoc, Heritage Society, Woodland Trust) F – Window Cleaning/Bus Shelters/Town Clock (SS) G – Community Centre Contractors/servicing/Suppliers – various H – IT & Telephony – IT Norwich I – Payroll – Norfolk ALC J – Town Council Software – BrightHR, Microsoft & Scribe K – Professional Services (PD Solutions/NP Law/Leathes Prior/Hansells – others as required) L – STC Suppliers (i.e. Blyth & Wright) M – Clearview – CCTV N – Insurance – Zurich O – Malcolm Abbs – Putting Greens and other work (bench implementation and removal)
14.	<b>REVIEW OF REPRESENTATION ON/WORK WITH EXTERNAL BODIES</b> MOTION: Council to consider and decide upon appointment of members to be STC representatives on outside bodies A - Fairtrade B – Sheringham Little Theatre C – Sports Association D – Ottendorf & Muzillac Twinning Association E – North Norfolk Town & Parish Forum F – Sheringham Dementia Friendly Community G – Sheringham Museum H – Safer Neighbourhood Action Panel I – Sheringham Carnival K – Experience Sheringham L – Healthier Sheringham M – Sheringham GP Surgery N – Sheringham in Bloom P – Sheringham Art Q – Norfolk Coast Partnership

	R – The Great Collaboration
15.	<b>GENERAL POWER OF COMPETENCE (SO 5JXii)</b> MOTION: Committee to note that there are now sufficient elected members, Clerk requires completion of CiLCA qualification – once in place General Power of Competence can be obtained (Chair)
16.	<b>ASSETS REGISTER (SO 5JXiii)</b> MOTION: Council to review and note inventory of land and assets including buildings and office equipment (Chair)
17.	<b>INSURANCE ARRANGEMENTS (SO 5JXiV)</b> MOTION: Council to note confirmation of Insurance cover with Zurich, renewal date 1 <sup>st</sup> January 2025 (Chair)
18.	<b>SUBSCRIPTIONS (SO XV)</b> MOTION: Council to note the following subscriptions/Memberships A – Norfolk ALC B – SLCC C – NALC D – ICCM E – ICO Registration
19.	<b>COMPLAINTS PROCEDURE (SO 5XVi)</b> MOTION: Council to note current complaints procedure is displayed on the STC Website, policy due for review July 2025 (Chair)
20.	<b>FOI &amp; DATA PROTECTION LEGISLATION (SO 5XVii) (SO 11,20 &amp; 21)</b> MOTION: Council to note GDPR policy is in place and due for review March 2025, FOI and internal review process due for review July 2025. (Chair)
21.	<b>PRESS &amp; MEDIA (SO 5XViii)</b> MOTION: Council to note and agree policy is in place and due for review March 2025. (Chair)
22.	<b>EMPLOYMENT POLICIES AND PROCEDURES (SO 5XiX)</b> MOTION: Council to note that not all <b>statutory</b> policies are in place (Equal opportunities policy, Equality and Diversity policy, Disciplinary, dismissal and grievance policy – all outstanding), Staff Handbook remains outstanding (Chair)
23.	<b>S137 EXPENDITURE (SO XX)</b> MOTION: Council to note S137 expenditure - NIL
24.	<b>MEETING SCHEDULE</b> MOTION: Council to review and agree the proposed draft meeting schedule (Chair)
25.	<b>FINANCE &amp; ACCOUNTS</b> A – MOTION: Council to consider and approve the invoices for payments listing (Clerk)

**INVOICES**

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
Beeston Common Management Group		04.04.2024	£112.97	SSSI Commons Cutting	Small Holding & Allotment Act 1908 s.34	#40
ICCM	4813/2024/25	01.04.2024	£100.00	ICCM Membership	LG Act 1972 s.216(6)	#41
Clearview	24191	16.04.2024	£675.00	CCTV Maintenance Contract	Crime & Disorder Act 1998 s.17	#47
Nathan's Gardening Services	1063	17.04.2024	£375.00	Grass Cutting Cemetery & Commons	Open Spaces Act 1906	#48
Initial	60440857	15.03.2024	£295.68	Sanitary Bin Collection - Sports Pavilion	LG (Misc Provs) 1976 s.19	#50
Malcolm Abbs	2480	15.04.2024	£2,179.74	Works in Connection with UKPN at BHPG	LG (Misc Provs) 1976 s.19	#53
Malcolm Abbs	2479	15.04.2024	£6,194.40	Demolition, flag pole & Fence Removal-BHPG	LG (Misc Provs) 1976 s.19	#54
S D Simmons		26.04.2024	£120.00	Town Clock & Bus Shelter Cleaning	LG (Misc Shelters Prov) Act 1953 s.4	#56
Oddfellows Hall	INV138	30.04.2024	£20.00	Hire of Hall for meeting	LG Act 1972 s.111	#63
Fuzion Ltd.	1641	01.05.2024	£64.40	CCTV & CC Lift Phone Line Rental	Crime & Disorder Act 1998 s.17	#64
The CDS Group	74882	30.04.2024	£296.40	Feasibility Study for Service Building - Meadowland Burial Project	Open Spaces Act 1906	#65
Outsec	2404097	30.04.2024	£315.36	Transcription Service - Chair of Employment Expense	Employment Act 2002, Employment Relations Act 2004 Employment Act 2008	#66
IT Norwich	INV-13903	30.04.2024	£740.36	IT & Telephony - April 2024	LG Act 1972 s.111	#80
Cheverton	55464	30.04.2024	£24.00	Scroll for AGM	LG Act 1972 s.111	#81
First Class Business Solutions	262554	01.05.2024	£81.13	Photocopier Copies	LG Act 1972 s.111	#83
Pat's Wooden Crafts	315	02.05.2024	£107.00	Plaques for Bridge & Memorial Bench	Open Spaces Act 1906 s. 9&10	#90
Hello Blue	INV-3537	21.03.2024	£273.60	SCAP Signage Board-To be paid from SCAP Funds	LG Act 1972 s.111	#96
SMG	16818	10.05.2024	£666.00	Morley Hill Drawings	LG Act 1972 s.111	#97
Norfolk ALC	1311	14.02.2024	£6.00	Remainder Payment - Biodiversity Course	LG Act 1972 s.111	#98
ALS Lawns & Fencing	1426	11.05.2024	£1,170.00	Verge Cutting Contract	Open Spaces 1906 s 9&10	#99
IT Norwich	INV-13934	30.04.2024	£358.39	Remote Support April 2024	LG Act 1972 s.111	#100
Hansells Solicitors	266104	05.04.2024	£966.00	Legal Fees - Station Approach PG	Recreation - Open Spaces Act 1906 9&10	#104
Hansells Solicitors	266209	05.04.2024	£339.00	Legal Fees - HRU	LG (Misc Provs) 1976 s.19	#103
Hansells Solicitors	266206	05.04.2024	£182.00	Legal Fees - Morley Hill 08.23-04.24	Open Spaces Act 1906 s. 9&10	#102
Hansells Solicitors	266208	05.04.2024	£2,718.00	Legal Fees - Morley Hill	Open Spaces Act 1906 s. 9&10	#101
Michlmayr	INV-24959	14.05.2024	£2,773.20	Town Clock Repairs	Clocks-Parish Councils Act 1957 s.2	#106
Blyth & Sons Ltd.	Misc24S007	14.05.2024	£100.00	Grave Digging	Sections 9&10 LGAct 1972 s.214	#107
Beeston Common Management Group		15.05.2024	£116.98	H&S Equipment for Chainsaw Use	Open Spaces 1906 s 9&10	#108
			£21,370.61			

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

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

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref
Experience Sheringham		10.04.2024	50.00	Membership	LG Act 1972 s.111	#49
R Wilson		22.04.2024	92.40	EROB Refund Approved at FC 16.4.24	LG Act 1972 s.111	#52
Personnel Advice Solutions		26.04.2024	240.00	HR Advice Service	Employment Act 2002, Employment Relations Act 2004 Employment Act 2008	#67
		30.04.2024	£16,160.84	Staff Salaries	LG Act 1972 s.112	
Norfolk Pension		01.05.2024	£1,188.88	Pension Contributions	LG Act 1972 s.112	#85
HMRC		01.05.2024	£6,859.85	PAYE	LG Act 1972 s.112	#86
Sheringham in Bloom		03.05.2024	£2,000.00	Grant Payment Approved 16.4.24	LG Act 1972 s.111	#87
Sheringham Little Theatre		03.05.2024	£2,000.00	Grant Payment Approved 16.4.24	LGA 1972 s.145	#89
Playing for Cake		03.05.2024	£800.00	Grant Payment Approved 16.4.24	LG Act 1972 s.111	#88
			29,391.97			

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

**Debit CARD PAYMENTS**

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref
Screwfix	A17607007657	25.04.2024	42.99	Safety Boots for Caretaker	LG Act 1972 s.111	#57
Sainsbury's		30.04.2024	11.45	Refreshments for APM	LG Act 1972 s.12 para 23	#62
Longwater Gravel	346282	01.05.2024	256.03	Granite Chippings for Cemetery	LG Act 1972 s.111	#82
Motor Insurer's Bureau	AM293072	07.05.2024	10.00	Obtain Motor Insurance details of driver who drove away from accident at CC.	LG Act 1972 s.111	#94
			320.47			

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)		£163,648.93		As at 09.05.24	
CC, MEMORIALS ETC		£5,879.79		As at 13.05.24	
<b>TOTAL</b>					<b>£169,528.72</b>
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£25,902.92		As at 02.05.24	
NSI INVESTMENT	SURPLUS	£125,000		On Asset Register	
NSI INTEREST	SURPLUS		£41,605	As at 15.04.24	
CCLA	SURPLUS	£200,000	£13,578.30	As at 03.05.2024 Total of Monthly interest payable APR 5% (Total since 31.07.2023)	
<b>TOTAL</b>					<b>£406,086.42</b>
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£7,296.96		As at 01.05.24	
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	£2,291.62	As at 18.04.24 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	
<b>TOTAL</b>					<b>£559,588.58</b>
COMMUNITY (SCAP & INVESTMENT INTEREST)	N/A	£6,738.56		As at 02.04.2024 SCAP £3976.26 (Less £273.60 Hello Blue Inv in May pack) INVESTMENT INTEREST £6074.30	<b>£6,074.30</b>
					<b>£1,137,301.76</b>
				Defib came out of community account - £3312.00	

E – MOTION: Council to note the scribe accounts summary (Clerk)

26. **MAYOR & CLERK REPORTS**  
 MOTION: Council to note and agree the Mayors verbal report (tbc after election)  
 MOTION: Council to review and agree the Clerks report (Clerk)
27. **CORRESPONDENCE**  
 MOTION: Council to note the correspondence received since the last meeting. (Clerk)
- NALC - Various bulletins  
 Norfolk ALC – Various bulletins plus revised financial regulations  
 SLCC – Daily Digest and bulletins  
 Events – Public sector executive newsletters  
 Norfolk Highways – Grit Bin audit  
 Scribe Webinars  
 Allotment issues re taps  
 Ottendorf Green purchase various  
 TT Jones light conclusion  
 VE Day 80 – Bruno Peak – 8<sup>th</sup> May 2025 event  
 Damage at Community Centre – PC Jack Houghton  
 Purchase of Station Approach – Milo Creasey  
 ACAS Webinars various
28. **PROJECT OFFICER UPDATE**  
 MOTION: Council to note and receive a report from the Project Officer with implementation of recommendations made (PO)
29. **EVENTS**  
 MOTION: Council to receive an update on the event to be held on 6<sup>th</sup> June to commemorate D Day (MA)
30. **HANDFORD DRIVE**

	MOTION: Council to review proposal provided by Flagship Group and <b>support or decline support</b> for proposal (Clerk)
31.	<p><b>SHERINGHAM IN BLOOM – COUNCIL ASSETS</b></p> <p>A - MOTION: Council approves work to confirm the ownership by Sheringham Town Council of the assembly of columns and outreach brackets used for hanging baskets in various locations about town and add the equipment to the STC Asset Register (PR)</p> <p>B – MOTION: Council approves the inspection by a competent person of the columns and outreach brackets and brackets attached to the Town Clock by load testing to a sufficient factor of safety for the maximum weight of a watered hanging basket and to confirm the equipment fit for purpose. (PR)</p> <p>C – MOTION: Council approves that subject to an approved risk assessment and method statement that the Maintenance Supervisor or other Maintenance Staff members as directed by the clerk, will water the towns hanging baskets and planters throughout the season, and this arrangement is approved by council until otherwise advised. (PR)</p>
32.	<p><b>PAVILLION TASK AND FINISH GROUP</b></p> <p>A -MOTION: Council to note the contents of the report including meeting notes from 21.05.24 (PR)</p> <p>B – MOTION: Council to agree to recommendations 3A, B &amp; C, which includes the request that Council supports a person to write an SSA business plan to aid future grant applications (PR)</p>
33.	<p><b>HEALTH &amp; SAFETY</b></p> <p>MOTION: Council to consider approval of a Health and Safety Consultant following a recent investigation report (Clerk)</p>
34	<p><b>STAFF MATTERS</b></p> <p>MOTION: Council to receive verbal update from the Chair of Employment in relation to staff matters. (SB)</p>
35.	<p><b>DATE OF NEXT MEETING</b></p> <p>MOTION: Next meeting scheduled Tuesday 20<sup>th</sup> June</p>