



## **NOTICE OF PARISH COUNCIL MEETING**

You are hereby invited to attend the Martham Parish Council Meeting at the Community Centre on:

**Wednesday 19<sup>th</sup> April 2017 at 7.30pm**

Members of the press and public are invited to attend

### **AGENDA**

#### **1. ATTENDANCE**

To note those present and consider apologies for absence.

#### **2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room whilst the matter is under discussion.

You have a Personal Interest in a matter to be discussed if it affects:

- Your wellbeing or financial position
- That of your family or close friends
- That of a club or society in which you have a management role

In these instances members must declare a personal interest but can speak and vote on the matter. Whenever you declare an interest you must say why the interest arises so that it may be included in the minutes.

#### **3. MINUTES OF PREVIOUS MEETING**

To confirm the accuracy of the minutes of the Parish Council meeting held on 15<sup>th</sup> March 2017.

#### **4. PUBLIC FORUM**

- 4.1 To receive a report from District Councillors and the Police.
- 4.2 In line with standing orders each member of the public may address the Council for a maximum of five minutes in relation to items on the Agenda.

#### **5. MATTERS ARISING – TO RECEIVE UPDATES**

- 5.1 Registration of Land at Hemsby Road. To confirm Englands Solicitors have written to the Land Registry enquiring as to why the original registration as not completed.
- 5.2 Santander Signatories. To confirm the signatories have been updated and are now: Cllrs Bradford, Huke, Huxtable, Starkings and Watson.
- 5.3 Lloyds Account opening. To confirm this has been posted back to Lloyds bank, signatories are Cllrs Bradford, Huke, Hurkett and Starkings.
- 5.4 Survey of the Green – to confirm Survey Systems have programmed this work in April.

#### **6. COMMUNITY CENTRE**

- 6.1 To receive an update from Cllr Watson Martham Coronation Recreation Ground Trust Parish Council representative.
- 6.2 To note that the Trustees and Solicitor have been advised and are working together over the easement on Playingfield Lane. Council no longer involved.
- 6.3 Telephone Box/Scoreboard update. Cllr Starkings/Bradford

- 6.4 To note Non Domestic Rating Demand Notice 23017/18. £3122.20. Small Business Rate Relief applied – zero balance.
- 6.5 Martham Parish Council resolves to vacate the community centre within 3 months, handing back responsibility for the building to the Martham Coronation Recreation Ground trust who then can manage their asset for public benefit. In doing so the parish council will seek to hire facilities in the village to hold its meetings, and consider alternative arrangements where the parish clerk is available to meet face-to-face with residents to deal with their enquiries. (see appendix 1). Cllr Sutton

## **7. LAND REGISTRY FIRST TIER TRIBUNAL CASE - COSTS**

- 7.1 To receive an update from Cllr Hooper.

## **8. CORRESPONDENCE**

- Norfolk Mediation Service – request for funding. Attached.
- Anglian Water Business – notification of merger with Northumbrian Water. Tabled.
- Anglian Water Business – notification that Direct Debit collection name will change. Tabled.
- Greater Yarmouth Tourism and Business Magazine. Tabled.
- Norfolk Co Co – notification of new Highways Departments. Tabled.
- Updated Norse Collection rates/transfer note returned. Tabled.
- Norfolk Playingfield Association – Invitation to Summer Party - £10/ticket. To consider attendance.

## **9. PLANNING**

- 9.1 To consider the adoption of a 'Pre-Planning Policy. Cllr Hooper
- 9.2 To consider the adoption of a BIMBY plan. Cllr Hooper
- 9.3 To consider applications received from GYBC for comment;  
06/17/0185/F – 43 Staithe Road – Cladding of existing main house. Demolition of existing flat roof garage and construction of new pitched roof double garage.

## **10. ADMINISTRATIVE MATTERS**

- 10.1 Annual Parish Meeting 10<sup>th</sup> May 2017.
- 10.2 Binding of minutes – quotation received of £70.00. To agree colour and lettering.
- 10.3 To consider a request to use the Village Green for a 'Doggie Family Fun Day' on 12<sup>th</sup> August 2017.
- 10.4 To consider changing Allotment Working Party to Allotment Committee.
- 10.5 To consider renewal of membership of Community Action Norfolk – Bronze £20, Silver £50, Gold £150.
- 10.6 To consider renewal of Norfolk Association of Local Councils membership. £525.62
- 10.7 Pension Investment Strategy Statement. Circulated by email. To consider comment.
- 10.8 To consider renewal of PPL Licence – Community Centre. £146.42
- 10.9 Norfolk ALC Spring Conference – Swaffham 24<sup>th</sup> May. £55. To consider attendance.
- 10.10 SLCC Summer Conference – Carrow Road 7<sup>th</sup> July. £49.50. To consider attendance.

## **11. FINANCIAL MATTERS**

- 11.1 To receive Bank Reconciliation as at 31.3.17 and note current balance of £61,891.30.
- 11.2 To authorise expenditure of £7393.65 to note March receipts £5015.86.
- 11.3 To receive Finance minutes and consider recommendations.
- 11.4 To receive Internal Audit.
- 11.5 To receive Annual Return 2016-17.
  - 11.5.1 To approve Section 1 of the Annual Return.
  - 11.5.2 To approve Section 2 of the Annual Return.

## **12. PERSONNEL**

- 12.1 To receive minutes of Personnel Committee;
  - 12.1.1 To agree job description.
  - 12.1.2 To agree person specification.
  - 12.1.3 To agree advert – including rate of pay.

## **13. POLICIES**

To agree;

- 13.1 Social Media Policy. Cllr Smith
  - 13.1.1 To nominate Cllr Hooper as 'webmaster'.
- 13.2 Communications Protocol for Press and Media. Cllr Smith

## **14. LITTER PICK**

Saturday 22<sup>nd</sup> April 10am – midday. Cllr Hooper

## **15. BUS SHELTERS.**

To discuss maintenance/cleaning. Cllr Watson.

## **16. SMEE**

- 16.1 To consider a request for the installation of a bench and sign.

## **17. ITEMS FOR NEXT AGENDA**

Next meeting Wednesday 10<sup>th</sup> May 2017

Published 11<sup>th</sup> April 2017

*Sarah Hunt*

Clerk and Responsible Financial Officer  
Martham Parish Council



Appendix – Agenda Item 6.5 meeting held on 19<sup>th</sup> April 2017

Martham Community Centre is the property of a charity, the Martham Coronation Recreation Ground trust. Martham Parish Council mistakenly believed it owned the building, does not currently have a lease for its use and therefore has not paid any money to the charity.

Martham Parish Council has been managing the building, and hiring out the space to the community, generating an income that has offset the direct expenditure incurred, for example paying for a caretaker, building insurance, heat and light. This however does not take into account the time spent by the clerk managing staff, taking bookings, unlocking/locking the building at times when the caretaker was unavailable.

In light of the risks to tax payers in the village, that the liability of the community centre would place a charge on taxpayers, the precarious position with regard to the income from hirers, specifically a contract that accounts for over 50% of the income, the cost of staff to clean the building, the future cost of maintaining the building, cost of insurance, heat and light, the inefficient use of the clerks time in managing the asset, time that could be better spent on other duties and notwithstanding the future cost of a lease: