

**MINUTES OF THE MEETING OF CROMER TOWN COUNCIL
HELD REMOTELY VIA ZOOM AT 19:00 ON 27 JULY 2020**

PRESENT

Mayor Cllr. R. Leeds, Deputy Mayor Cllr. M. Bossingham,
Cllr. T. Adams, Cllr. T. Bartlett, Cllr. D. Baksh, Cllr. P. Bennett, Cllr. P. Harris,
Cllr. M. Hayhurst, Cllr. D. Pritchard, Cllr. D. Robert,
Cllr. D. Russell, Cllr. M. Russell, Cllr. E. Spagnola, Cllr. P. West, Cllr. A. Yiasimi

Mrs. J. Chance FSLCC (Town Clerk)
Mrs. J. Warner PSLCC AICCM (Deputy Town Clerk)

2 members of the public

1. **MINUTES OF THE TOWN COUNCIL MEETING HELD ON 24 FEBRUARY 2020**

It was **AGREED** that the minutes of the meeting held on 24 February 2020 be **APPROVED**. The minutes will be signed by the Mayor at the earliest opportunity.

2. **DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS**

Members declared interests as follows:

Cllr. M. Bossingham – Royal British Legion

Cllr. D. Pritchard – Royal British Legion and Poppy Appeal Coordinator

Cllr. D. Russell – Royal British Legion

It was noted that declaration forms would be completed by all members declaring an interest.

3. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

4. **PUBLIC PARTICIPATION**

It was **AGREED** that Hilary Cox, Chairman of the Cromer Branch of the Royal British Legion will be invited to speak under item 8.

5. **FINANCE FOR YEAR ENDED 31 MARCH 2020**

5.1 **To consider Summary of Accounts for year ended 31 March 2020**

Members were in receipt of the Summary of Accounts which were **APPROVED**.

5.2 **To consider report from Internal Auditor for year ended 31 March 2020**

Members were in receipt of the report from the Internal Auditor which was noted.

5.3 **To consider and complete Annual Governance Statement 2019/20**

Members **AGREED** the responses to the Annual Governance Statement.

5.4 To consider and complete Accounting Statements 2019/20

Members were in receipt of the Accounting Statements which were **APPROVED**.

5.5 To note statement of Variances

Members were in receipt of the Statement of Variances which were **APPROVED**.

5.6 To set date for Notice of Public Rights and Publication of Annual Governance Statement & Accountability Return

Members **AGREED** to set the date for the Notice of Public Rights and the Publication of the Annual Governance Statement & Accountability Return as 01 August 2020.

All of the above documents were signed by the Clerk as RFO and will be signed by the Mayor at the earliest opportunity.

The Clerk was thanked for all her hard work in putting the accounts together.

6. RESIGNATION OF COUNCILLOR

It was noted that Hilary Cox had resigned as a Town Councillor and NNDC notified to start the legal process. Hilary was thanked for all her hard work and will also be sent a letter of thanks.

7. CROMER CARES

Members were in receipt of reports from Cllr. Hayhurt and Cllr. Adams each of which detailed at length the work which has been undertaken by Cromer Cares. Following discussion, during which it was suggested that there is a review, it was **AGREED** to adopt the strategic priorities and recommendations listed below:

Strategic priorities

We propose that the strategic priorities of Cromer Cares for the remainder of the year be as follows:

- To continue to support residents of Cromer and surrounding villages during the Covid-19 pandemic.
- To continue to support residents with the provision of a telephone befriending service, a food and essentials delivery service, a prescription delivery service, signposting to other services, advocacy, and the provision of foodbank vouchers.
- To build a policy framework and governance arrangements that enable Cromer Cares to continue as a Charity, ideally with the continued involvement of Cromer Town Council.
- To further build upon partnerships and links with other organisations, businesses, and volunteers.
- To consider the possibility of training and development for volunteers and coordinators.

- To develop the charity, so that it can continue to act as a resilience organisation for Cromer and the surrounding villages in future.
- To continue to act as a relief, support, advocacy, signposting, and advice-giving organisation for residents and Cromer and the surrounding villages.
- To continue to support residents through hardship, poverty including period poverty, crisis, ill health, addiction, social care, or social proscribing need.

Recommendations to Cromer Town Council:

1. To comment on and agree upon the proposed strategic priorities of the Cromer Cares.
2. To consider ongoing involvement in the governance structure of the Charity.
3. To consider ongoing practical arrangements, including telephone and staff time.

8. **FUTURE EVENTS**

With the on-going uncertainty of COVID-19 members discussed the up-coming events and agreed the following:

VJ Day – 15 August 2020

It was **AGREED** that this would be a small lowkey event to which there will be no invited guests. Arrangements will be made to live stream the event for people to watch and participate from the safety of their homes.

6:00 Piper to play Battle's O'er at Cromer War Memorial. Union Flag to be flown at North Lodge.

11:00 Mayor to lay a wreath at Cromer War Memorial. Standard Bearers from the Royal British Legion to lower the Standards for a 2-minute silence.

Battle of Britain Day – 15 September 2020

It was **AGREED** that this would be a small lowkey event to which there will be no invited guests. National guidance is still awaited in respect of Battle of Britain Day.

Remembrance Events

It was noted that the Royal British Legion have advised that it is likely that there will be no parades or Church Services this year. Further advice in respect of wreath laying and standard bearers is awaited.

Cromer Christmas Events 2020

It was noted that the Christmas Lights volunteers will still be putting up the Christmas Lights but are not planning a switch on event. It was **AGREED** that there would be no Christmas Events in Cromer in 2020.

New Year's Day Fireworks

It was **AGREED** that a small sub committee will meet to discuss whether it is feasible to hold the event and set a date for when a final decision will need to be made. Arrangements will also be made to consult with the key stakeholders (NNDC, Pier, Police etc).

It was **AGREED** that a press release will be issued in respect of all of the events.

9. **NORTH LODGE**

9.1 **North Lodge Maintenance Works**

A date for the start of the works to the west side of the building is awaited.

9.2 **Weddings at North Lodge**

It was noted that whilst the Norfolk Ceremony team have recommenced ceremonies at some venues, ceremonies will not commence at North Lodge until 01 September 2020. A risk assessment has been carried out and it has been established that only very small weddings can be accommodated at North Lodge. There is a small amount of flexibility if the wedding party are from the same household. This will be regularly reviewed in line with Government guidelines. PPE has been purchased and the Town Council has a small number of disposable masks to be used by the wedding guests if appropriate. The cleaner will be asked to fully sanitise the chamber, office WC and all touch points before and after every ceremony. There will be no tablecloths or flowers in the chamber.

10. **DATE OF NEXT MEETING** - 10 AUGUST 2020 at 7pm

The Clerk will be contacting all Committee Chairmen to ask whether they would like their committees to recommence meetings via zoom.

Signed

Dated