

Minutes of the Annual Holt Town Council Meeting on

Monday 12th May 2025 at 7pm

at the Holt Playing Fields, Kelling Road, NR25 6TX

Attendees: Cllr Sarah Tribe (Mayor), Cllr Phil Wright (Deputy Mayor), Cllr Ray Moore, Cllr Rodney Smith, Cllr Chris Bishop, Cllr Maggie Prior, Cllr Tony Pointer, Cllr Martin Batey, Cllr Sue Barham and Town Clerk Gemma Harrison.

0 members of the public were present.

1. Election of Chairman

1.1 Cllr Rodney Smith PROPOSED Cllr Sarah Tribe as Chairman/Mayor for 25/26, this was SECONDED by Cllr Philip Wright and AGREED by all. Cllr Tribe signed the Declaration of Office.

2. Election of Vice-Chairman

2.1 Cllr Smith PROPOSED Cllr Philip Wright as Vice-Chairman this was SECONDED by Cllr Sandy Roper and AGREED by all. Cllr Wright signed the Declaration of Office.

3. Welcome and to note any Declarations of Interest

3.1 Cllr Tribe welcomed everyone to the meeting; a warm welcome was extended to the newly elected District Cllr Connor Rouse.

3.2 Cllr Anita Jones and Cllr Bryan Payne sent their apologies which were noted and AGREED.

3.3 There were no declarations of interest.

4. Police Matters

4.1 The Town Council received a verbal report from the Clerk on behalf of PC Graham Gower-Smith.

5. Mayors Report

5.1 The Mayor's Report was circulated prior to the meeting and can be seen at Appendix A.

6. To approve the Minutes dated 14th April 2025 (circulated prior to the meeting)

6.1 The minutes were circulated prior to the meeting and were PROPOSED by Cllr Martin Batey and SECONDED by Cllr Chris Bishop and AGREED by all.

7. Matters Arising

- Old Carpet shop – update by landowner circulated prior to the meeting.
- Albert Street Toilets – Snagging inspection due and toilets should be opened within the next couple of weeks.

8. Reports

8.1 Norfolk County Council – There is no update regarding the Primary School. Cllr Tribe to contact officers direct about the delays to the new school. It was noted that Cllrs were disappointed and frustrated that questions asked previously have not been addressed by NCC. **ST**

8.2 NNDC Report –New District Cllr Connor Rouse introduced himself. Cllr Adams has asked to meet with the Employment Committee to discuss employment opportunities for the Holt area. Cllr Rouse working to get a survey out to local businesses and will report back to HTC at the next meeting. Clerk to arrange a meeting with Cllr Adams. **GH**

8.2 Greening Holt – None.

8.3 Skate Park Committee – It was noted that the application for the lease will be made shortly.

9. Adoption of the General Power of Competence (GPC)

9.1 It was PROPOSED by Cllr Martin Batey and SECONDED by Cllr Rodney Smith and AGREED by all to adopt the General Power of Competence for 25/26.

10. Holt Primary School.

10.1 This was discussed earlier at 8.1.

11. Jubilee Slates

11.1 The Holt Society have been in touch and a meeting will be arranged to discuss the money owed for the Jubilee Slates. **GH**

12. Anglian Water

12.1 No update, item deferred to the next meeting.

13. Planning

Cllr Batey left the meeting 19.36

13.1 The Planning Report was circulated prior to the meeting; the report was PROPOSED by Cllr Maggie Prior and SECONDED by Cllr Philip Wright and AGREED by all. Clerk to respond to NNDC. GH

Cllr Batey returned at 19.38

14. Finance

14.1 The finance for April was circulated prior to the meeting. The payments of £15,066.49 and receipts of £100,718 and Bank Reconciliation (Appendix B) were PROPOSED by Cllr Philip Wright and SECONDED by Cllr Martin Batey and AGREED by all. Clerk to arrange for the payments to be made. GH

14.2 The Internal Auditors report for 24/25 was shared with Cllrs. It was PROPOSED by Cllr Ray Moore and SECONDED by Cllr Martin Batey and AGREED by all.

14.3 AGAR Section 1 was read aloud by the Clerk. It was PROPOSED by Cllr Ray Moore and SECONDED by Cllr Martin Batey and AGREED by all.

14.4 AGAR Section 2 was read aloud by the Clerk and PROPOSED by Cllr Sandy Roper and SECONDED by Cllr Martin Batey and AGREED by all.

14.5 The Public Notice was shared with Cllrs and they AGREED the publishing dates for the accounts. The notice will be displayed outside the Council Offices and on the Town website.

14.6 The asset register was reviewed, and it was AGREED to add the CCTV and the new mower for Spout Hills to the insurance policy.

14.7 Insurance – the quote was not submitted by Aviva in time for the meeting and therefore this will be discussed via e-mail and reported back to the next meeting.

Cllr Martin Batey left the meeting 19.49

14.8 Pond repairs – The quote for the repair of the leaking pond was circulated. It was noted the repair was very expensive and further quotes are needed. Cllrs were made aware that they will need to budget for the repairs out of the 26/27 precept. In the meantime, the Clerk and Fundraising Committee will look at possible grant opportunities. GH

14.9 Cllrs thanked the two donators for the Picnic Bench for George V Play Area. Cllrs AGREED to contribute an additional £220 for the bench to enable the Holt Youth Council to go ahead with the purchase. This was PROPOSED by Cllr Maggie Prior and SECONDED by Cllr Sandy Roper and AGREED by all.

15. Correspondence

15.1 NNDC Street Trading Consultation – Clerk to respond adding in Church Street.

16. Holt Vision

16.1 The Holt Vision was discussed. It was noted the document is huge and impossible to tackle altogether and that HTC should adopt a piecemeal approach. Cllrs noted that we are still waiting for the traffic count data from NCC and that costings had not been sought but were keen to share the initial ideas with members of the public.

16.2 It was AGREED to publish the video of the Vision on the HTC website and on social media and to launch a 3-month consultation to gain public views.

16.3 It was noted that the document is an aspirational document, but Cllrs are keen to start the discussion. Clerk to work on a consultation launch for the summer.

17. Agree items for the next agenda

17.1 Holt Primary School, allotments, post box, Jubilee slates.

18. Date and Time of Next Meeting.

18.1 The next meeting will take place on Monday 9th June at 7pm in the Club Room at the Holt Playing Fields.

18.2 It was noted that Cllr Sarah Tribe and Cllr Simon Williams have sent their apologies in advance of the meeting.

The meeting ended at 8.20pm

Appendix A – Mayors Report

Methodist chapel

Gemma and I were invited by Brian Gilliland to view ongoing plans at the Methodist Chapel. They are working through their business plan and have an ambitious set of ideas to both the structural fabric of the building and also how the space could be utilised. They are keen to avoid attracting current clubs away from their traditional spaces in town and look to forge new partnerships. We were also able to offer some new suggestions and provide contact details for them. We thanked them for their tour of the building and discussion of their plans going forward and reminded them that we are here to support them.

Personnel Meet

Our subcommittee met for its annual personnel review, discussing workload, remit and salaries. We remain very impressed and appreciative of all the team in place - Ben Paul and Gemma - top job and the town is very lucky to have them.

Civic Reception at Cley

On 22nd I attended the annual Civic Reception by invitation of the Chairman of NNDC Victoria Holliday which this year was at the NWT reserve at Cley. I took our town clerk Gemma as my +1, seeing as she has links to Cley (she's also their clerk) and I lived in Cley before my move in to Holt some 20+ years ago. Good to see Councillor Batey attended in his capacity as district councillor, and Steve Blatch also. It was interesting to see so many chains in evidence! The evening was part celebration of the year's achievements and part fundraiser for The Dementia Society. Within my capacity as head of ops for the Coastal Exploration Society, we made a donation to the silent auction, which I believe in total raised +£2500.

Appendix B – Bank Reconciliation

Holt Town Council

9 May 2025 (2025-2026)

Prepared by:

Approved by: Date:

Date:

Name and Role (Clerk/RFO etc)

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2025

Cash in Hand 01/04/2025 99,032.30

ADD

Receipts 01/04/2025 - 30/04/2025 100,718.00

199,750.30

SUBTRACT

Payments 01/04/2025 - 30/04/2025 15,862.50

A Cash in Hand 30/04/2025 183,887.80

(per Cash Book)

Cash in hand per Bank Statements

Petty Cash 30/04/2025 0.00

Barclays Community Account 30/04/2025 158,549.03

Barclays Business Tracker Account 30/04/2025 11,813.83

Barclays Business Saver Account 30/04/2025 13,819.89

184,182.75

B

Less unrepresented payments

Plus unrepresented receipts

Adjusted Bank Balance 183,887.80

183,887.80

294.95

A = B Checks out OK