

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 9th FEBRUARY 2026 AT THE TOWN HALL.

Present: Cllrs: K Bayes, S Toone, M Willoughby, M Taylor, P Wilmshurst,
R Wilmshurst, M Green, C Scrivner, M McGeary, R Hood and S Maisey.

Members of Public: – 1

Proper Officer: D Joy
Admin Assistant: J Hodds

The Chair informed members that the meeting was being recorded.

MINUTES

01 Apologies for Absence

None

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

None

03 Minutes of Previous Meetings

3.1 To AGREE and sign the minutes from the Full Council Meeting on the 12th November 2025.

The motion was proposed,

Members **AGREED** to amend the resolution to say:

*“To **AGREE** and sign the minutes from the Full Council Meeting on the 19th January 2026.”*

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 19th January 2026.

The Chair signed the minutes

The Clerk informed the meeting that by adopting the minutes from Committees and working group that Full Council were ratifying their resolutions and not agreeing to their accuracy.

3.2 To ADOPT the minutes of the events Working Group Meeting on the 12th January 2025.

The motion was proposed,

Members **AGREED** to **ADOPT** the minutes of the events Working Group Meeting on the 12th January 2025.

3.3. To ADOPT the minutes of the Finance and Data Protection Committee Meeting on the 2nd February 2026

The motion was proposed,

Members **AGREED** to **ADOPT** the minutes of the Finance and Data Protection Committee Meeting on the 2nd February 2026.

04 **Mayors Report**

I attended the launch of the Healthier Stalham Project at the Town Hall on Friday 27th February. The event was well attended by a range of organisations who came together to discuss ways in which the project could support residents, community organisations, and local businesses.

Doreen and I attended the Market Town Conference at Thursford, where keynote speakers highlighted several approaches to increasing footfall within our town centres. Representatives from Norfolk County Council and North Norfolk District Council also presented examples of projects across the county that had received funding through the 'High Streets Matter' initiative and the positive impact these projects had made in their areas. We were advised that further funding will be available in the next financial year, particularly to support the hospitality sector.

I also met with Darleen, Rector of St Mary's Church, to discuss the potential of establishing a market within the church grounds. It was proposed that stallholders would be carefully selected to complement the existing high street offer rather than compete with local businesses. It was also suggested that high street businesses could be offered the opportunity to take a free stall on market days. The church would be open during the market to provide refreshments.

It was agreed that this proposal will be brought forward for further discussion with the Full Council.

05 **Public Participation Time**

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

To receive the Mayors Report

Note that only items on this Agenda are to be discussed – for any other item/subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed,

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

County Councillor Dixon gave his report.

District Councillor Taylor gave his report.

The motion was proposed,

Members **AGREED** to resume the meeting

06 **MATTERS FROM PREVIOUS MEETINGS**

To report on progress on items from previous meetings. No decisions may be taken.

- 6.1 All agreed minutes filed.
- 6.2 All payments authorised.
- 6.3 Planning Application responded to.
- 6.4 Response sent to NNDC regarding assets awaiting reply.
- 6.5 Cozens instructed regarding new street lamps.
- 6.6 Health & Safety training for Councillors ongoing.
- 6.7 VAT Course pending.
- 6.8 Amenities Committee updated.
- 6.9 Meeting held with H&S Company awaiting quotes.
- 6.10 Newsletter delivery list ongoing.
- 6.11 Richardson speaking at Annual Town Meeting.
- 6.12 St Marys informed of grant update.
- 6.13 Updated policies placed on website.
- 6.14 Factory Shop response pending (MT & KB)
- 6.15 Lamp of Peace pending.
- 6.16 Replies sent to all correspondence from last meeting.

07 Amenities

- 7.1 Update on Millside’s weekly playground inspections and to consider and agree any actions.
No motion proposed.
- 7.2 To consider and agree the risk assessment for the Pontoon and the Staithe.
The motion was proposed,
Members **AGREED** the risk assessment for the Pontoon and the Staithe.
- 7.3 Update on Millside’s Annual Play Inspection and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for the Amenities Committee to work through the actions required.
- 7.4 Update on litter picks and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for a litter pick to commence this Thursday 9.30am at the Poppy Centre and going forward weekends and evenings.
The Clerk is to advertise this on FB.
- 7.5 Update on Net Zero and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to add a section to the newsletter going forward with information for residents and to place a “Net Zero” tip on FB once a month.

08 Finance & General Purposes Committee

- 8.1 To consider and agree January’s reconciliations of bank accounts.
The motion was proposed,
Members **AGREED** January’s reconciliations of bank accounts.
- 8.2 To consider and agree February’s payments.
The Clerk informed the meeting that Council were still waiting on EON to verify the bills.
The motion was proposed,
Members **AGREED** February’s payments.
- 8.3 To consider and agree the Internal Auditor for 2025-2026 accounts.
The motion was proposed,
Members **AGREED** for the Finance Committee to call and EGM to work through the process of an internal auditor and report back to Council.

09 Training

10 Policies, Documents and Communications.

- 10.1 To review Councils Equality and Diversity Policy and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.
- 10.2 To review Councils Financial Risk Management Policy and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.
- 10.3 To review Councils Compliments and Complaints Policy and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.
- 10.4 To consider and agree the Councillor Induction Pack.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.

- 10.5 To consider and agree if to make the Events Working Group a constituted Committee.
The Clerk informed the meeting that Council had previously been advised to do this.
The motion was proposed,
Members **AGREED** for the Clerk to collate a new Terms of Reference and report back to Council.
- 11 Events**
- 11.1 To consider and agree the risk assessment for the Artisan Fayre.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.
- 11.2 To consider and agree the risk assessment for Stalham's Spring Watch.
The motion was proposed,
Members **AGREED** for Cllr Hood to send her adjustments to the Clerk and then the updated policy to be ratified by Council.
- 11.3 To consider and agree if to hold an Easter Egg Hunt over the Easter Holidays.
The motion was proposed,
Members **AGREED** to hold an Easter Egg Hunt, same as the Christmas bauble Hunt, over the Easter Holidays.
- 11.4 To consider and agree protocol for events on 2027.
The motion was proposed,
Members **AGREED** for the events for 2026 to be finalised at the Events Meeting and for a separate meeting in March to finalise the events for 2027.
- 12 To Report any other business.**
Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.
- 12.1. Delegation of Powers for:
Reply to the EDP re Council's new bus shelter.
Wayfinding response to NNDC.
- 13 Correspondence**
- 13.1 To consider correspondence received by the Council and agree responses thereto.
Email from the Business Forum regarding flags.
The Clerk advised members on the Health and Safety issues involved with working at height.
The motion was proposed,
Members **AGREED** to put a request to the Business Forum, that Council take over the responsibility of the flag holders and flags, and the Clerk to check with the insurance the protocols for this task.

14 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues.

14.1 Update on Employment issues and to consider and agree any actions.

Council agreed to move appraisals to April and for the staffing committee to continue ongoing work with MAD for a discretionary performance bonus policy

14.2 To **ADOPT** the minutes from the Employment Meeting held on the 26th January 2026.

The minutes were not adopted as were not circulated to members.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Town Council 9th March 2026.

MEETING CLOSED: 9.05pm

CHAIR: _____

DATE: _____