

8th April 2026

Dear Sir/ Madam

You are hereby summoned to attend the Full Council Meeting to be held in the Town Hall on Monday 13th April 2026, at 7.00pm for the purpose of transacting the business listed on the agenda below.

Yours faithfully

Doreen Joy – Proper Officer & RFO
Stalham Town Hall
74 High Street, Stalham
Norfolk, NR12 9AS
Tel: 07881 638145
Email: Clerk@stalham-tc.gov.uk

AGENDA

01 Apologies for Absence

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)

03 Minutes of Previous Meetings

- 3.1 To **AGREE** and sign the minutes from the Full Council Meeting on the 9th February 2026.
- 3.2 To **AGREE** and sign the minutes from the Full Council Meeting on the 9th March 2026.
- 3.3. To **ADOPT** the minutes of the Finance & Data Protection Committee Meeting on the 31st March 2026.
- 3.4 To **ADOPT** the minutes of the Events Working Group held on the 16th March 2026

04 Mayors Report

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.

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 applications replied to.
- 6.4 Councillor Courses in progress
- 6.5 Internal Auditor engaged.
- 6.6 Developer emailed re S106 monies idea.
- 6.7 Councils Risk Management Policy pending (RH & DJ).
- 6.8 Councils Compliments and Complaints Policy pending (RH & DJ).
- 6.9 Councillors Induction Pack pending (RH & DJ).
- 6.10 Newsletter delivery list – still some roads need covering.
- 6.11 Admin Assistant courses booked.
- 6.12 Christmas Risk Assessment update and placed on October's Full Council for delegated assignments.
- 6.13 Community Planning engaged re Neighbourhood plan.
- 6.14 Redcat engaged re Health and Safety report.
- 6.15 Spring Watch risk assessment updated and emailed to insurance.

07 Amenities

- 7.1 Update on Millside's weekly playground inspections and to consider and agree any actions. (JH)
- 7.2 Update on residents' window and to consider and agree any actions.
- 7.3 Update on the public toilets in Stalham and to consider and agree any actions. (KB)
- 7.4 To consider and agree if to ADOPT the updated Neighbourhood Plan.
- 7.5 To consider and agree litter picking dates for 2026.
- 7.6 Update on the boiler service and to consider and agree any actions.
- 7.7 Update on the lighting at the Yarmouth Road development and to consider and agree any actions.

08 Finance & General Purposes Committee

- 8.1 To consider and agree March's reconciliations accounts.
- 8.2 To consider and agree April's payments.
- 8.3 To consider and agree if to agree the quote for the Fire Shutter at the kitchen.
- 8.4 To consider and agree the quotes for the CCTV at the back of the Town Hall.
- 8.5 To consider and agree the quotes for the Cooker for the kitchen.

09 Training

10 Policies, Documents and Communications.

- 10.1 To consider and agree Councils Anti-Bullying and Harassment Policy.
- 10.2 To consider and agree Councils No Smoking & Vaping Policy
- 10.3 To consider and agree Councils Fire Safety Policy.
- 10.4 To consider and agree if to employ MAD HR to compile Councils Employment Policies. (RH)
- 10.5 To consider and agree the Grant Applications for 2026.
- 10.6 To consider and agree a way forward with the Business Forum. (SM)
- 10.7 To consider and agree Councils Data Protection Policy.
- 10.8 To consider and agree thank you letter to East Coast College (KB)
- 10.9 To consider and agree letter inviting local businesses to Stalham (KB)

11 Events

- 11.1 To consider and agree the risk assessment for the Artisan Market.
- 11.2 To consider and agree the new charges from NNDC for street markets.

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:

Additional Victorian Lantern for the High Street
Letter in support of participants doing the Duke of Edinburgh Award.
Wayfinding posts in Stalham
Working Group for Grants.

13 Date of Next Meeting

- 13.1 To confirm that the date of the next Meeting of the Town Council 11th May 2026.