



MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON
MONDAY 11th MAY 2026 AT THE TOWN HALL.

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

Members of Public: – 2

Proper Officer: D Joy
Admin Assistant: J Hodds

The Chair informed members that the meeting was being recorded.

MINUTES

01 Election of Mayor/Chair

The motion was proposed, the motion was seconded,
Members **VOTED** Cllr Bayes as Mayor/Chair.
Cllr Bayes signed the Acceptance of Office.

02 Election of Deputy Mayor/Vice Chair

The motion was proposed, the motion was seconded,
Members **VOTED** Cllr Green as Vice Mayor/Vice Chair.
Cllr Green signed the Acceptance of Office.

03 Apologies for Absence

Cllr Maisey - away
The motion was proposed, the motion was seconded,
Members **AGREED** Cllr Maisey's' apologies for absence.

04 Declarations of Interest and requests for Dispensations

None

05 Minutes of Previous Meetings

5.1 To agree and sign the minutes of the Full Council Meeting held on the 13th April 2026.

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes of the Full Council Meeting held on the
13th April 2026.

06 Public Participation Time

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

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, the motion was seconded, Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

Councillor Taylor gave his County report.

Councillor Taylor gave his District report.

The motion was proposed, the motion was seconded, Members **AGREED** to resume the meeting

Cllr Taylor left the meeting.

07 Interest Forms

7.1 Annual review of members interest forms.

The Chair reminded members to update their interests forms when they join new clubs and societies within NNDCs' boundary.

08 Committees

8.1 To review the Amenities and Property Committee Terms of Reference.

The motion was proposed, the motion was seconded, Members **AGREED** the Amenities and Property Committee Terms of Reference.

8.2 To appoint members for the Amenities and Property Committee.

The motion was proposed, the motion was seconded, Members **APPOINTED** Cllrs Toone, Maisey, Hood, Willoughby and P Wilmshurst to the Amenities and Property Committee

8.3 To appoint a Chair and Vice Chair of Amenities and Property Committee.

The motion was proposed, the motion was seconded, Members **APPOINTED**

Cllr Toone – Chair

Cllr Willoughby – Vice Chair

8.4 To review the Finance & Data Protection Committee Terms of Reference.

The motion was proposed, the motion was seconded, Members **AGREED** the Finance & Data Protection Committee Terms of Reference

8.5 To appoint members for the Finance & Data Protection Committee.

The motion was proposed, the motion was seconded, Members **APPOINTED** Cllrs Toone, Scrivner, Hood, Green and Willoughby

8.6 To appoint a Chair and Vice Chair of Finance & Data Protection Committee.

The motion was proposed, the motion was seconded, Members **APPOINTED**

Cllr Scrivner – Chair

Cllr Willoughby – Vice Chair

8.7 To review the Employment Committee Terms of Reference.

The motion was proposed, the motion was seconded, Members **AGREED** the Employment Committee Terms of Reference.

8.8 To appoint members for the Employment Committee.

The motion was proposed, the motion was seconded, Members **APPOINTED** Cllrs Green, Scrivner, McGeary and Hood.

8.9 To appoint a Chair and Vice Chair for the Employment Committee.

The motion was proposed, the motion was seconded,

Members **APPOINTED**

Cllr Green – Chair

Cllr Hood – Vice Chair

8.10 To review the Events Committee Terms of Reference.

The motion was proposed, the motion was seconded,

Members **AGREED** the Events Committee Terms of Reference.

8.11 To appoint members for the Events Committee.

The motion was proposed, the motion was seconded,

Members **AGREED** all members to be on the Events Committee.

8.12 To appoint a Chair and Vice Chair for the Events Committee.

The motion was proposed, the motion was seconded,

Members **APPOINTED**

Cllr Hood – Chair

Cllr McGeary – Vice Chair

09 Council Policies and Documentation

9.1 To consider and agree if to adopt the General Power of Competence.

The Clerk confirmed she held the CiLCA qualification and Council was 2 thirds elected.

The motion was proposed, the motion was seconded,

Members **AGREED** to adopt the General Power of Competence

9.2 To review and agree Council's Standing Orders.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Standing Orders

9.3 To review and agree Council's Code of Conduct policy.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Code of Conduct policy

9.4 To review and agree Council's Financial Regulations.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Financial Regulations.

9.5 To consider and agree Council's Working Group TOR.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Working Group TOR.

9.6 To consider and agree Council's Scheme of Delegation.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Scheme of Delegation.

9.7 To consider and agree Council's Insurance Renewal.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Insurance Renewal.

9.8 To consider and agree Council's Grant Awarding Policy.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Grant Awarding Policy.

9.9 Update on Councils' 5 Year Strategic Plan and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** for the Clerk to arrange a Strategic Plan meeting twice a year, to review and enable this plan.

9.10 To consider and agree if to subscribe to NALC for 2026/2027.

The motion was proposed, the motion was seconded,

Members **AGREED** to have NALC confirm what the subscription includes and then report back to Council.

10. Amenities and Property Committee

- 10.1 Update on the public toilets from NNDC and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** to request the date of the feasibility study for new toilets in Stalham from NNDC and then wait until this has been completed and received by Council.
- 10.2 Update on CCTV for the Town Hall and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** to install the Floodlight CAM Wired Pro for £199.99 and the monthly subscription.
- 10.3 Update on Millside playground inspections and to consider and agree any actions.
The meeting was updated that the Annual Inspection work is ongoing.
No action required.

11. Finance and Data Protection

- 11.1 To consider and agree reconciliations of accounts for April.
The motion was proposed, the motion was seconded,
Members **AGREED** bank reconciliations for April
- 11.2 To consider and agree May's payments.
The motion was proposed, the motion was seconded,
Members **AGREED** May's payments.
- 11.3 To agree and sign the Annual Governance Statement 2025/2026. (Section 1).
The motion was proposed, the motion was seconded,
Members **AGREED** the Annual Governance Statement 2025/2026. (Section 1).
The Chair signed Section 1.
- 11.4 To agree and sign the Accounting Statements 2025/2026. (Section 2)
The motion was proposed, the motion was seconded,
Members **AGREED** the Annual Governance Statement 2025/2026. (Section 2).
The Chair signed Section 2.
- 11.5 To agree the explanation of variances for the AGAR 2025/2026.
The motion was proposed, the motion was seconded,
Members **AGREED** the variances for the AGAR 2025/2026.
- 11.6 To consider and agree the Notice of Public Rights to Inspection of the Accounts.
The motion was proposed, the motion was seconded,
Members **AGREED** the Notice of Public Rights to Inspection of the Accounts.
- 11.7 To consider and agree the bank reconciliation for 2024/2025.
The motion was proposed, the motion was seconded,
Members **AGREED** to amend the resolution to say:
"To consider and agree the bank reconciliation for 2025/2026."
The motion was proposed, the motion was seconded,
Members **AGREED** the bank reconciliation for 2025/2026.
- 11.8 To consider and agree if to subscribe to ChatGPT Business.
The motion was proposed, the motion was seconded,
Members **AGREED** the following:
To subscribe to ChatGPT Business for 6 months then report back to Council.
For Cllr Hood to look into AI training for the Clerk and Admin Assistant to complete.
Cllr Hood to look into an AI Policy for Council.
- 11.9 Update on S106 and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** for this to go on the Strategic plan meeting
- 11.10 To agree the Confirmation of dates of the period for the exercise of Public Rights.
Already resolved Item 11.6.

11.11 To consider and agree the Internal Auditors report.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to put together an action plan and present this
to the Finance Committee.

12. Asset Register

12.1 To consider and agree the Asset register for 2025-2026
The motion was proposed, the motion was seconded,
Members **AGREED** the Asset register for 2025-2026.

13. 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.

13.1 FOI – 3 for 2025-2026 totaling 2.5 hours of time
Cllr Bayes requested a new bus shelter for the High Street be placed on the
next available agenda.

The Clerk informed the meeting Council had numerous thank you' s from
residents and visitors for the Annual Town Meeting.

Cllr Scrivner requested for the Community Awards be placed on the next
available agenda.

Cllr Scrivner raised about the residents insurance claim.

13.2 Delegated Authority.
Community Awards final voting on FB

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.
The motion was proposed, the motion was seconded,
Members **AGREED** the Discretionary Bonus Scheme and Policy

15. Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Full Council 8th June 2026.

MEETING CLOSED : 9:00pm

CHAIR: _____ DATE: _____