

6th July 2026

Dear Sir/ Madam

You are hereby summoned to attend the Full Council Meeting to be held in the Town Hall on Monday 13th July 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 8th June 2026.
- 3.2 To **ADOPT** the minutes of the Events Committee Meeting on the 15th June 2026.
- 3.3 To **ADOPT** the minutes of the Strategic Plan working Group.

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 Millside equipment fixed.
- 6.4 All reviewed documents placed on website or filed.
- 6.5 Resident replied to on Social Media issue.
- 6.6 Resident replied to events in the High Street.
- 6.7 Jobs Fair planning started.
- 6.8 Youth Club ongoing.
- 6.9 Waiting on NNDC toilet feasibility study.
- 6.10 CCTV at Town Hall fitted
- 6.11 AGAR sent to PKF Littlejohn.
- 6.12 Internal auditors action plan on next Finance Meeting.
- 6.13 Councillors training ongoing.

07 Amenities

- 7.1 Update on Millside's weekly playground inspections and to consider and agree any actions. (JH)
- 7.2 Update on the High Street Victorian lights and to consider and agree any actions.
- 7.3 To consider and agree Councils recommendations on a future development on Yarmouth Road.
- 7.4 To consider and agree if to respond to a resident's request regarding Post Boxes.
- 7.5 Update on the new High Street bus shelter and to consider and agree any actions.

08 Finance & General Purposes Committee

- 8.1 To consider and agree May's reconciliations accounts.
- 8.2 To consider and agree June's payments.
- 8.3 Update on the Youth Club accounts and to consider and agree any actions.

09 Training

10 Policies, Documents and Communications.

- 10.1 Update on NALC membership and to consider and agree any actions.
- 10.2 To consider and agree Councils Flag Installation Risk Assessment.
- 10.3 Update on Councils Neighbourhood Plan and to consider and agree any actions.
- 10.4 Update on SABF Meeting and to consider and agree any actions.
- 10.5 To consider and agree the Council's Data Protection Policy
- 10.6 To consider and agree if to move meetings to the 3rd Monday in the month. (MT)
- 10.7 Update on SLCC Membership and to consider and agree any actions.

11 Events

- 11.1 To consider and agree the final risk assessment for the Artisan Market.
- 11.2 To consider and agree if to do a Summer Activity sheet.
- 11.3 To consider and agree the risk assessment for the Remembrance Sunday Parade.
- 11.4 To consider and agree if to give a donation to volunteer groups who help at Councils events.
- 11.5 Update on Events for 2027 and to consider and agree any actions.

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:

AI Training

Town Signage and funding

Fees for Artisan Market

12.2 Thank you from East of England Ambulance Services Charity for Councils grant to the Broadland First Responders.

12.3 Thank you from a resident regarding the pontoon.

13 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.

13.1 Update on the Youth Club and lease and to consider and agree any actions.

13 Date of Next Meeting

13.1 To confirm that the date of the next Meeting of the Town Council 14th September 2026.

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 8th JUNE 2026 AT THE TOWN HALL.

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

Members of Public: – 0

Proper Officer: D Joy
Admin Assistant: J Hodds

MINUTES

01 Apologies for Absence

Cllrs P Wilmshurst, R Wilmshurst – away

Cllr Taylor – will be late

The motion was proposed,

Members **AGREED** to accept Cllr P and R Wilmshurst's 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)

None

03 Minutes of Previous Meetings

3.1 To **AGREE** and sign the minutes from the Full Council Meeting on the 11th May 2026.

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 11th May 2026.

3.2 To **ADOPT** the minutes of the Amenities Committee Meeting on the 1st June 2026.

The motion was proposed,

Members **AGREED** the minutes from the Amenities Committee Meeting on the 1st June 2026.

04 Mayors Report

Asked KB

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.

No public present

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 Acceptance of Office filed.
- 6.4 All TOR updated and placed on the website
- 6.5 Committee members updated and placed on the website
- 6.6 Updated policies placed on the website.
- 6.7 Strategic Plan meeting pending.
- 6.8 Insurance renewed.
- 6.9 Waiting on NNDC toilet feasibility study.
- 6.10 CCTV at Town Hall – waiting date to fit
- 6.11 AGAR sent to PKF Littlejohn.
- 6.12 Internal auditors action plan pending.

07 Amenities

- 7.1 Update on Millside's weekly playground inspections and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to replace the broken trail board.
- 7.2 Update on the bin at the Town Hall and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to leave the bin where it is as the risk is minimal.
- 7.3 Update on quotes for the kitchen hatch and to consider and agree any actions.
The motion was proposed,
Members **AGREED** not to upgrade the kitchen hatch to make it fire retardant as the risk was minimal.
- 7.4 To consider and agree Councils recommendations on a future development on Yarmouth Road.
The motion was proposed,
Members **AGREED** to invite the person who owns the site to the meeting.

08 Finance & General Purposes Committee

- 8.1 To consider and agree May's reconciliations accounts.
The motion was proposed,
Members **AGREED** May's reconciliations accounts.
- 8.2 To consider and agree June's payments.
The motion was proposed,
Members **AGREED** June's payments.
- 8.3 To consider and agree if to donate to the Skate Park.
The motion was proposed,
Members **AGREED** to donate in principle £5,000.00 to the new skate park.

09 Training

10 Policies, Documents and Communications.

- 10.1 Update on the Community awards and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the following:
To ask people to nominate by a deadline that will go to a public poll.
To advertise the poll on FB and with leaflets in the shops for people to vote
Let those who are nominated know before the poll goes public.

- 10.2 To consider and agree Councils Play Inspection Risk Assessment.
The motion was proposed,
Members **AGREED** Councils Play Inspection Risk Assessment.
- 10.3 To consider and agree Councils Lone Working Policy.
The motion was proposed,
Members **AGREED** Councils Lone Working Policy with the following adjustment:
To change the word "The Clerk" to staff.
- 10.4 To consider and agree the Council Induction Pack for new members.
The motion was proposed,
Members **AGREED** the Council Induction Pack for new members.
- 10.5 Update on Councils social media and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the Council does not become involved in matters between third parties. They are committed to treating all users and occupiers of Stalham owned online platforms fairly, consistently, and equally.
- 10.6 To consider and agree Councils updated Standing Orders.
The motion was proposed,
Members **AGREED** Councils updated Standing Orders.
- 10.7 To consider and agree Councils updated Financial Regulations.
The motion was proposed,
Members **AGREED** for the Clerk to make the revisions noted and then bring back to Council.
- 10.8 Update on NALC membership and to consider and agree any actions.
The motion was proposed,
Members **AGREED** not to renew their membership to NALC, but for the Clerk to obtain a quote and list of benefits to joining the SLCC and circulate to members.
- 10.9 To consider and agree Councils Reserves Policy.
The motion was proposed,
Members **AGREED** Councils Reserves Policy.
- 11 Events**
- 11.1 To consider and agree a request to move events to the Poppy Centre from the High Street.
The motion was proposed,
Members **AGREED** to continue supporting events held in the High Street, recognising that they attract additional visitors to the town centre, increase footfall, and contribute positively to the promotion and sustainability of local businesses.
- 11.2 To consider and agree for Council to hold a Job Fair in November.
The motion was proposed,
Members **AGREED** for Council to hold a Job Fair in November, Due to the importance of informing those out of work or leaving school of the options open for them.
- 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:
S106 Application for the Skate Park
Town Signage Working Group and TOR.
High Street World Cup Promotion
Cllr Bayes asked for a revision of the Full Council dates on the next meeting.
Cllr Bayes informed the meeting that a tenant for the Factory Shop was still ongoing.

13 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.

The motion was proposed,

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

13.1 Update on the Youth Club and lease and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the following:

Due to the original lease to confirm the Youth Club belongs to the Council.

To ensure the old lease is formally terminated.

To re-imburse the Stalham and Brumstead Charity for all costs incurred for the Youth Club.

To seek legal advice on the new lease.

13 Date of Next Meeting

13.1 To confirm that the date of the next Meeting of the Town Council 13th July 2026.

MEETING CLOSED: 8:29pm

CHAIR: _____

DATE: _____

MINUTES OF THE EVENTS COMMITTEE
MEETING HELD ON
MONDAY 15th JUNE 2026 AT THE TOWN HALL.

Present: Cllrs: R Hood (Vice-Chair) K Bayes, M Green, M Willoughby, S Toone and S Maisey.

Members of Public: – 0

Proper Officer: D Joy
Admin Assistant: J Hodds

MINUTES

01 Apologies for Absence

Cllr McGeary – otherwise engaged
Cllrs P & R Wilmshurst – away
Cllr Taylor – No apologies given
Cllr Scrivner - away.
The motion was proposed,
Members **AGREED** to accept Councillors 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)
None

03 Minutes of Previous Meetings

3.1 To **APPROVE** the minutes of the Events Committee meeting held on the 16th March 2026.
The motion was proposed,
Members **AGREED** the minutes of the Events Committee meeting held on the 16th March 2026.

04 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to allow 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,
Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.
The motion was proposed,
Members **AGREED** to resume the meeting

05 MATTERS FROM PREVIOUS MEETINGS

5.1 Easter egg hunt completed
5.2 Event Dates for 2027 in diary.

- 06** Review of the Easter Egg Hunt and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to repeat this event in 2027 with a Dinosaur Egg Hunt with a Dino fact sheet.
- 07** Update on the Artisan Market and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the following:
To have Barrington Farm exhibiting.
The Clerk to email the steward schedule to members and for members to let the Clerk know what times they can steward.
For the Clerk under delegated authority to update Council regarding the license fees for 2027 from NNDC.
- 08** Update on Remembrance Sunday and to consider and agree any actions
The motion was proposed,
Members **AGREED** the following:
To provide a buffet at the Swan with the value of £200 for after the service.
To request Alan Brace to carry his standard and if he has a standard bearer for Stalham's Standard.
To locate Stalham's Standard.
To place the flags in the High Street 2 weeks before and 2 weeks after.
To locate someone to lead the parade.
A budget of £250.
- 09** Update on the Christmas Light Switch on and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the following:
To keep the format the same as 2026.
For the Clerk to approach various sponsors for the new High Street Lights.
To hold the bauble hunt with 300 hidden and only placed in Stalham.
- 10** **Event for 2027**
10.1 Update on the Makers Markets and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the following:
Clarify with Rev Platin the date of the Church's coffee morning and hold it on this date.
For any monies raised to go to the improvements of the High Street.
- 11.** **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.
The Clerk raised having a Summer Activity. This will be placed on the next Full Council agenda.
MOTB have offered a boat tour to Council. The Clerk will investigate this and report back.
To place an update on the World Cup events on the next agenda.
- 12** **Date of Next Meeting**
TBA

MEETING CLOSED: 8:09pm

Millside Playground						
	Name - Julie Hodds					Month - June
	Date	05-Jun	12-Jun	19-Jun		Comments
	General					
	gates	☒	☒	☒		
	fences	☒	☒	☒		
	signage	☒	☒	☒		
	grass	☒	☒	☒		
	bins	☒	☒	☒		
	Swings					
	chains	☒	☒	☒		
	seats	☒	☒	☒		
	matting	☒	☒	☒		
	fixings	☒	☒	☒		
	Slide					
	slide	☒	☒	☒		
	frame	☒	☒	☒		
	steps	☒	☒	☒		
	matting	☒	☒	☒		
	3 low-level activity trail					Awaiting new part to be fitted
	structure	☐	☐	☐		
	fixings	☒	☒	☒		
	Activity trail walk					
	structure	☒	☒	☒		
	chains	☒	☒	☒		
	fixings	☒	☒	☒		

Stalham Town Clerk

From: [REDACTED]
Sent: 15 May 2026 15:09
To: Stalham Town Clerk
Subject: Fw: [REDACTED]

[REDACTED]
Sent: 15 May 2026 15:01
To: clerk@stalhamtc.gov.uk <clerk@stalhamtc.gov.uk>; [REDACTED]
Subject: "[REDACTED] Yarmouth Road STALHAM

Further to our telephone conversation yesterday, I understand that the above site has now received formal confirmation of inclusion in the approved development area for the parish. Along with my Brother I was born and bred in Stalham and along with the family has been involved with the Town for over 100 years. Hopefully my grandchildren will continue this involvement for the years to come. In short, we are looking at the long term with a permanent continued interest in the site and would very much welcome and appreciate any comment the Towns might wish to make. The type, style and perhaps most importantly the perceived future need i.e. bungalows , houses , 2,3 4, bed and whether detached , semi-detached etc. would be particularly helpful.

As some of the Councillors might recall I did attend meetings some four years ago when confirmation of approval was thought to be imminent , now that has been received , we would be more than happy to attend a Town Council meeting to discuss and exchange opinions and points of view if that would be helpful.

[REDACTED]

Stalham Town Clerk

From: Robert Pratt <robert.pratt@norfolk.gov.uk>
Sent: 24 June 2026 12:24
To: Stalham Town Clerk
Subject: RE: Bus Shelter Funding

Hi Doreen,

Thanks for the comprehensive information – makes my life much easier!

I have the total project cost at **£19,494**. This results in a grant contribution of £15,595.20 from NCC and £3,898.80 from Cllr Taylor's LMF.

I'm just waiting on confirmation of this year's LMF, but once that's formalised, I'll process the application and a purchase order for the full amount will be issued to you.

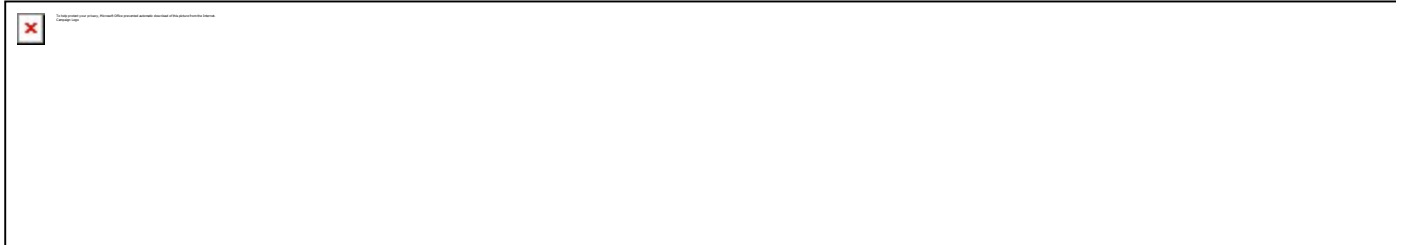
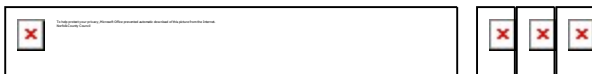
Kind regards

Rob Pratt, Public Transport Development Officer

Highways, Transport & Waste
Infrastructure

Tel: 01603 223114

County Hall, Martineau Lane, Norwich. NR1 2DH



From: Stalham Town Clerk <clerk@stalham-tc.gov.uk>
Sent: 24 June 2026 10:55
To: Robert Pratt <robert.pratt@norfolk.gov.uk>
Subject: Bus Shelter Funding

WARNING: EXTERNAL EMAIL: Don't open any links or attachments unless you trust the sender. Click [Here](#) for more information.

Good morning Rob,

Thank you for your time today and all the work you have done on both the shelters.

Please see attached all the documentation required .

As per the original arrangement Council will pay 80% and Cllr Taylor will be covering the 20%

If there is anything else you need then please do not hesitate to contact me.

Item 8.1

Date: 02/07/2026

Stalham Town Council Current Year

Page 1

Time: 10:45

Bank Reconciliation Statement as at 30/06/2026 for Cashbook 4 - Unity Bank

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Bank	30/06/2026	3	97,511.32
			97,511.32
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			97,511.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			97,511.32
		Balance per Cash Book is :-	97,511.32
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 30/06/2026
for Cashbook 6 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	30/06/2026	3	103,000.00
			<u>103,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,000.00
		Balance per Cash Book is :-	103,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

July's Payments

NO	A/C Code	Cost Code	Payable to	Payment Method	Description	Invoice No	Net	VAT	Gross Amount	R
108	4015	200	Engie	D/D	Street Lights May 2026	2-06124876	£542.21	£108.44	£650.65	2.7.26
109	4251	700	EON	D/D	Town Hall Electric June 2026	N/A	£50.40	£2.52	£52.92	
110	4221	100	EE	D/D	Mobiles - 28.6.26-28.7.26	N/A	£50.00	£10.00	£60.00	
111	4221	100	BT	D/D	Phone & Internet July	N/A	£66.95	£13.39	£80.34	
112	4010	200	Cozens	ONLINE	Street Lights July 25	10784	£150.00	£30.00	£180.00	
113	4120	600	Wave	D/D	Water 10.3.26 - 9.6.26 Allotments	16668756	£0.00	£0.00	£106.31	2.7.26
114	4201	100	Unity Bank	D/D	Bank Charges June	N/A	£0.00	£0.00	£14.20	
115	4300	500	Doreen Joy	ONLINE	Employment Costs June	N/A	£5,045.61			2.7.26
116	4300	500	Julie Hodds	ONLINE						2.7.26
117	4300 4400	500 500	Norfolk Pension Fund	D/D						
118	4301	500	Sage	ONLINE	Payroll 16/6/26-15/7/26	O2129406	£11.00	£2.20	£13.20	2.7.26
119	4210	100	ICO	ONLINE	Annual Subscription	N/A	£0.00	£0.00	£47.00	2.7.26
120	4032	300	BBT	ONLINE	Brackets for planters	26036	£0.00	£0.00	£30.00	2.7.26
121	4260	300	Community Heartbeat	ONLINE	De-fib battery and pads	21962	£415.00	£83.00	£498.00	2.7.26
122	4250	701	BBT	ONLINE	Repair slide & paint spring - Millside	26032	£0.00	£0.00	£190.00	2.7.26
123	4250	300	BBT	ONLINE	Bench installation x 2	26033	£0.00	£0.00	£95.00	2.7.26
124	4201	100	Unity Bank	D/D	Cash & Cheque charges June	N/A	£0.00	£0.00	£2.20	2.7.26
125	4430	601	Richardsons	ONLINE	Refund re grant	N/A	£0.00	£0.00	£882.00	2.7.26
126	4461	201	Broadland Model Railway	ONLINE	Refund stall AM	N/A	£0.00	£0.00	£15.00	

Signatories :

S.Toone _____

K. Bayes

Agreed Full Council :13.7.2026

Chair

RFO

RFO

July's Payments										
NO	A/C Code	Cost Code	Payable to	Payment Method	Description	Invoice No	Net	VAT	Gross Amount	R
127	4201	100	Lloyds Credit Card	D/D	Charges - May	N/A	£0.00	£0.00	£6.00	2.7.26
	4210	100	Chat GPT	D/D	Subscription May	G49YOUA4-0002	£36.00	£7.20	£43.20	2.7.26
	4256	700	Amazon	C/C	Ring Security light	GB646VIZMAEUI	£166.66	£33.33	£199.99	2.7.26
	4210	100	Amazon	D/D	Monthly Subscription	N/A	£0.00	£0.00	£8.99	2.7.26
	4255	700	Amazon	C/C	First Aid Supplies	GB6007U92SQXP I	£24.96	£5.01	£29.97	2.7.26
128	4255	300	Jaydee Living LTD	ONLINE	Lid for Dog Bin	N/A	£36.80	£7.36	£44.16	
129	4310	100	SLCC	ONLINE	Time Management Course	BK226482-1	£117.00	£23.40	£140.40	
130	4461	201	Macys Perm Jewellery	ONLINE	Refund stall AM	N/A	£0.00	£0.00	£30.00	
131	4250	700	North Walsham Fire Protection	ONLINE	Fire Extinguishers Annual Service	SI-13447	£78.20	£15.64	£93.84	
132	4998	700	S Ayling	ONLINE	Clean Town Hall - May & June	2461 2468	£0.00	£0.00	£406.25	
133	4101	400	D Boden	ONLINE	Grass Cutting Cemeteries - May	N/A	£552.85	£110.57	£663.42	
134	4255	700	Stalham DIY	ONLINE	Maintenance Items	1420	£57.58	£11.52	£69.10	
135	4255	700	CT Baker	ONLINE	McApline Traps	SSINV-0311775	£10.95	£2.19	£13.14	
136	4005	400	LJ Tree Services	ONLINE	Tree Work Burial grounds	N/A	£0.00	£0.00	£1,240.00	
137	4220	100	Norfolk Office Supplies	ONLINE	Printer and Keyboard and mouse	34480 34451	£375.90	£75.18	£451.08	
138	4256	700	Bowers and Barr	ONLINE	Hardwire security camera	30964	£124.22	£24.84	£149.06	
139	4032	700	K Bayes	ONLINE	Plants for Town Hall	N/A	£0.00	£0.00	£13.75	
140	4461	201	C Howlett	ONLINE	Refund stall AM	N/A	£0.00	£0.00	£15.00	
141	4005	400	LJ Tree Services	ONLINE	Tree Work Burial grounds	N/A	£0.00	£0.00	£640.00	
142	4440	100	Redcat	ONLINE	Health & Safety Audit	21004698	£695.00	£139.00	£834.00	

Signatories :

S.Toone _____

K. Bayes _____

Agreed Full Council :13.7.2026

Chair _____

RFO _____



RISK ASSESSMENT

HIGH STREET FLAGS

This document has been produced to enable Stalham Town Council to assess the risks of this activity and satisfy itself that it has taken adequate steps to minimise them.

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify all potential hazards and their associated risks.

IMPORTANT: The flags and flag holders do not belong to Stalham Town Council. Councillors are only undertaking the erection and removal of flags. Ownership, maintenance and structural integrity of the flags and flag holders remain the responsibility of their owner(s). A visual inspection must be carried out before each use and any defects reported immediately. This activity is only classified as low risk when all controls are in place/followed.

Emergency Procedures

- Contact emergency services where required.
- Do not administer first aid unless trained.
- Stop work immediately if any flag holder, fixing or ladder is unsafe.
- Record all accidents, incidents and near misses.

Risk Assessment carried out by: _____

Agreed by Full Council: _____

Assessment Date: _____

Review Date: 12 months or more frequently if there are any changes.

Hazard	Risk	Risk pre-controls HML	Management/control of Risk	Further Action Required	Risk post-controls HML	Responsibility of whom?	Date/frequency of action
Working at heights	Fall from ladder causing serious injury	M	Appropriate ladder used; two-person operation; ladder inspected before use; maintain three points of contact. Ladders should only be used on firm, level ground and secure/footed where needed. Ladders to be used by those who have completed Working at Height training.	Maintain inspection record and provide ladder safety briefing.	L	Clerk / Lead Councillor	Before each use
Third-party flags and holders	Failure of fittings causing injury or damage	M	Visual inspection before use. Defective, loose or corroded fittings not to be used. Council does not own the flags or holders. Defects should be documented and reported to the flag owner(s) before use resumes.	Report defects to owner and suspend activity until repaired.	L	Lead Councillor	Before each use
Falling objects	Injury to public, councillors or vehicles	M	Exclusion zone below work area; secure tools and fittings.	Use cones/signage when necessary.	L	Lead Councillor	Each occasion
Traffic on High Street	Collision with vehicles	M	Hi-vis clothing worn; awareness of traffic maintained. Use of signage, barriers or cones as required.	Review need for traffic management for special events.	L	Lead Councillor	Each occasion
Pedestrians	Members of public entering work area	M	Work area supervised and temporarily segregated.	Monitor pedestrian movements.	L	Lead Councillor	Each occasion

Manual handling	Strains and sprains	M	Team lifting where required; use correct lifting techniques.	Provide manual handling guidance.	L	All participants	Each occasion
Adverse weather	Falls or loss of control of flag	M	Do not work during strong winds, heavy rain, ice or storms, as identified by the Met office. Work must stop if conditions make control of the flag or ladder unsafe.	Check forecast before work commences.	L	Lead Councillor	Before each use
Injury during activity	Injury to councillors or public	M	First aid arrangements Available at the Town Hall; incidents reported to Clerk. Emergency contact information for councillors held in the Town Hall.	Maintain accident records and emergency contact information for councillors/volunteers for the duration of the task..	L	Clerk	Ongoing

Stalham Town Clerk

From: Stalham Town Clerk
Sent: 08 June 2026 07:38
To: Cllr Bayes; Cllr S Maisey; 'Stalham Area Business Forum'; 'Jo Horsnell'
Subject: Recap of Meeting – Flags and Event Safety

Date: 4 June 2026

Time: 4:00 PM

Flags

Jo asked why Council wanted to take over doing the flags.

Cllr Bayes explained that approximately four years ago the Town Council began providing support to erect the town flags. Over time, responsibility gradually shifted, and the Council ended up undertaking the installation and removal of the flags on a regular basis.

More recently, (SABF) has started taking on this responsibility for some events.

It was agreed that:

- SABF will out to their members at the next meeting the process for the flags for High Street over the year.
- A process should be established for checking the condition of the flags during the year and identifying any damage.
- Consideration should be given to carrying out a single annual installation and removal ("one up, one down") where practical.

Insurance and Health & Safety

The Clerk raised questions regarding insurance cover and health and safety requirements associated with the flags.

Actions agreed:

- Jo to check insurance requirements relating to the flags and holders.

Matters for Council Consideration

The following items were identified for discussion by the Council:

- Development of a joint Emergency Evacuation Plan.
- Provision of a privacy screen for events.
- Working jointly with SABF on Health & Safety arrangements for events.
- Consideration of whether the Council would contribute 50% of the annual costs associated with the flags.
- Seek advice from the Health & Safety adviser regarding the suitability and safety of the flag holders.

- Contact the Council's insurers to confirm any health and safety procedures required for the installation, maintenance, and removal of the flags.

Kind Regards

Doreen Joy

Proper Officer & RFO to Stalham Town Council

74 High Street, Stalham, Norfolk, NR12 9AS

Tele: 07881 638 145

clerk@stalham-tc.gov.uk



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If you have lived at the above address for less than two years <i>(see guidance notes)</i>			
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Please note that the above information will be recorded for administrative purposes and may be used for statistical analysis			
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Or an appointment made by telephone on 07881 638 145			
Signature (of applicant) Date			

General

1. **Personal details:** Please complete your personal details as requested. Please tell us if you have been previously known by any other name and if you have lived at your present address for less than two years, your previous address. If you are requesting historical information then provide as many details as possible, for example, previous addresses with dates. Use a separate sheet of paper if required.
2. **Details of the information you require:** You should give as much assistance as you can about particular areas to search so that we can give you what you require without further correspondence. These details are required to assist location of the information.
3. **Proof of identification:** Proof of name and address is required to ensure we only give information to the correct person. We require two original pieces of documentation, for example, a recent utility bill, bank statement (photocopies not acceptable) showing your name and address. In some cases, additional details such as a passport or photo ID driving licence may be required due to the sensitive nature of information held.
4. **Keep your documents secure:** Always send important documents by recorded/special/registered delivery as appropriate. Council cannot be held liable for items lost in the post.
5. **Payment;** A search fee of £10.00 is required for each separate request. The fee is not refundable if the result of the search shows there is no information to be supplied.
6. Please make cheques and postal orders payable to Stalham Town Council

If you have any questions relating to identification requirements or any other aspects of a subject access request, you can email us at clerk@stalham-tc.gov.uk or telephone us on 07881638145

7. Your request will be dealt with in a calendar month as part The Information Commissioners guidance. For Stalham Town Council this will be 30 days.

RISK ASSESSMENT

Artisan Fayre Sunday 19th July 2026

This document has been produced to enable Stalham Town Council to assess the risks of this activity and satisfy itself that it has taken adequate steps to minimise them.

Stallholders must prepare their own risk assessment and insurance and provide a copy to the event organisers prior to the event.

For this risk assessment, we are assuming that there is a potential for anyone attending the event to be harmed, whether they are organisers, stall holders, marshals or the general public, therefore there will be no more specific identification of those who may be affected.

Risk Assessment carried out by:

Agreed by Full Council :

Marshalling

Marshals will be present in sufficient numbers to help with the smooth running of this event, they will be identifiable as wearing hi-vis waistcoats / Event Staff T-shirts, they will be the first point of contact for any health and safety issues, as they will be in direct contact with the Organiser, who can then arrange for any relevant action. All Marshals will have access to a mobile phone and be able to contact Lead Marshall / Organiser at all times.

First Aid

First aid will be provided on the day. They will be at specific locations on the site and on the day can be contacted directly or via any of the marshals or organisers. Lead Marshall / Organiser First Aid Trained and main contact: **TBC** First aid provision will comply with the Health and Safety (First-Aid) Regulations 1981.

Fire

Should a fire be discovered, then it should only be tackled by a competent person or someone who has been trained accordingly, and the fire services called. All actions must comply with the Regulatory Reform (Fire Safety) Order 2005.

Road Closures & Traffic Control

Road Closure is in place. Appropriate permissions and traffic management arrangements will be in place in accordance with relevant highways legislation. Car parking facilities have been allocated, Poppy Centre, Staithe Surgery & NNDC Car Park.

Accident, Incident or Occurrence

Should an accident, incident or occurrence happen then the following procedure should be followed: All reportable incidents will be recorded and, where required, reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

- Assess the situation, observing what has happened quickly and calmly, look for dangers to yourself and the casualty, DO NOT put yourself at risk. If you are the casualty, then summon assistance as quickly as possible.
- Make the area safe, protect the casualty from further danger, and be aware of your limitations. DO NOT move the casualty unless their life is in immediate danger.

What are the Hazard	Who might be harmed and how	Controls	Residual Score	Further Actions Required?	Action by Whom?	Action When?	Action Completed Date
Collapse of gazebos / stalls	Members of the public could suffer personal injury through objects falling from height or falling onto them.	Gazebos and stalls erected at the event should be fit for purpose and properly maintained. They should be positioned so as not to endanger the user or members of the public. All stallholders must prepare a risk assessment for their activities, and forward a copy to the Event Working Group (EWG) ,prior to the event. All stallholders are responsible for their own stall/gazebo.	L	Ensure guidance regarding responsibilities for equipment/gazebos /stalls is included in the event information for stallholders	Event Organiser Needs to be an identifiable individual	In advance of the event date	
Slips, trips and falls	Members of the public could suffer personal injury through slips, trips or falls, due to pathways not being clear, uneven ground, slippery surfaces, obstruction or bad weather.	Access to be restricted between adjacent structures where possible, all products are to be stored within the confines of the pitch allocated. Marshals monitor that barriers are not removed or breached. Stalls spaces to be pre-set by organisers. Obstructions that cannot be removed and present a hazard will be clearly identified by hazard tape or protected by barrier. In case of severe rain, high winds or flooding, the Chief Marshal will decide to either cordon off certain areas until they have been made safe, permanently close areas from the public or suspend all activities.	L	Ensure appropriate guidance is included in event information for stallholders.	Event Organiser	In advance of event date	
Use of bottled gas	Fire, explosion	Bottled gas will only be used by stallholders who are fully responsible for their management.	M	Ensure guidance regarding use of bottled gas is included in the event information for stallholders.	Event Organiser	In advance of event date	

What are the Hazard	Who might be harmed and how	Controls	Residual Score	Further Actions Required?	Action by Whom?	Action When?	Action Completed Date
Moving Vehicles	Members of the public may suffer personal injury (potentially fatal) from contact with a moving vehicle	All pitch vehicles must be on site prior to the event starting. No vehicles are allowed within the site during the event road closure other than in an emergency. Vehicles will be restricted to the designated car parking areas whilst all events are live. Barriers will be in place and managed.	L	Ensure guidance is included in the event information to stallholders.	Event Organiser	In advance pf event date	
Emergency occurrence creating panic or crowd pressure	Members of the public may suffer personal injury (potentially fatal) from crown pressure or panic in an emergency.	The presence of event marshals and first aid facilities will act as a general deterrent and reassurance. In the event of any incident, marshals are to usher the public away from danger and contact the relevant emergency services and event organiser immediately. Emergency services to be made aware of date and type of event in advance.	M	No further actions required.			
Use of hazardous machinery or equipment including electrical equipment, hot plates, cooking equipment or machinery with exposed moving parts.	Users of the equipment could suffer cuts, burns, electric shocks or other personal injury from use of poorly maintained or incorrectly used equipment. Members of the public could suffer personal injury (potentially fatal) from contact with such equipment or items.	Any hazardous machinery should be fit for purpose and properly maintained. It should have any relevant testing certificates and be positioned so as not to endanger the operator or the public. It must only be operated by a trained and competent person. Fire service to be made aware of date and type of event in advance.	L	Ensure guidance is included in event information to stallholders.	Event Organiser	In advance of event date	
Food handling, food preparation and consumption	Members of the public could suffer food-related illness (potentially fatal) from incorrectly handled, stored or cooked food.	Stalls serving food must have their own Food Hygiene certificates. Confirmation of all necessary hygiene facilities and possession of relevant certification must be sent to the event organiser prior to the event.	L	Ensure guidance is included in event information to stallholders.	Event Organiser	In advance of event date	

What are the Hazard	Who might be harmed and how	Controls	Residual Score	Further Actions Required?	Action by Whom?	Action When?	Action Completed Date
Communicable Disease/ Illness	Members of the public could suffer illness (potentially fatal) through communicable diseases, especially at an event where many people are present.	The event is predominantly located outside. Handwashing facilities are nearby (eg Town Hall), and stall holders are recommended to wash hands or use hand sanitizer before and after eating and using the toilet. Those who are immuno-compromised are advised to wear a suitable face mask.	L	Ensure guidance is included in event information to stallholders.	Event Organiser	In advance of event date	
Manual Handling	Stallholders and Councillors risk physical injury or back pain from handling heavy objects or putting up gazebos.	Councillors receive relevant training in Manual Handling. Risk Assessments for stall holders are required, to include manual handling controls. No one should be expected to move objects which are heavy on their own and should seek assistance where required.	L	Ensure guidance is included in event information to stallholders Dynamic Risk Assessment on day of event for manual handling tasks.	Event Organiser Councillors	In advance of event date. During Event	
Electricity	Fire or electric shock risk due to improper use of electrical devices and extension cables, particularly in wet weather	Any electrical devices or extension cables should be properly protected from water ingress and used correctly/in accordance with manufacturer's instructions (if applicable)	L	Ensure guidance is included in event information to stallholders.	Event Organiser	In advance of event date.	
Working at Height	Stallholders or Councillors could suffer injury (potentially fatal) from falling from height. Injury could occur from objects falling from height.	Stallholders provide Risk Assessment to include Working from Height. Councillors are trained in Working at Height. Any ladders/steps to be checked prior to use.	L	Ensure guidance is included in event information to stallholders.	Event Organiser	In advance of event date.	

- Contact the onsite first aid personnel or emergency services as appropriate. DO NOT attempt any first aid unless you are trained to do so.
- If needed the **what3words location of Town Hall** details are: hurry.messaging.shortcuts
- If emergency medical assistance has been arranged, report the occurrence to the event organiser; pay particular attention to recording the following details:
 1. Full name, address and occupation of the casualty.
 2. Date and time of occurrence.
 3. Place and circumstances of the incident (give as much detail as possible as to what activities were being carried out, details of the location and any other conditions that may have had an influence on the occurrence).
 4. Details of any injury and treatment given.
 5. Full names and contact details of any witnesses

Risk Assessment: Remembrance Sunday Parade 8th November

Assessment Prepared By:	Clerk on behalf of the STC	Document Reference:	Remembrance Sunday Parade 8th November
Date of Assessment:		Document Status:	Public
Date of Review:	n/a	Scope:	Council-hosted event in various locations in Stalham

What are the Hazards	Who might be harmed	Controls	Residual Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Slips and trips	Anyone may suffer personal injury due to a slip or trip caused by uneven ground,	Obstructions that cannot be moved must be marked with hazard tape or protected by a barrier.	L	Tolerate	Cheak area on the day	STC	During event	November 2026
Pedestrian/vehicle collisions Staff, councillors, volunteers, participants & public	Pedestrian/vehicle collisions Staff, councillors, volunteers, participants & public	Warning can be given on event day regarding road safety and to cross roads safely.	L	Tolerate	Ensure guidance is on literature	STC	During event	November 2026
Crowd management e.g. avoiding overcrowding and pinch points. Staff, councillors, volunteers, participants & public	All participants	Members of the public generally gather at the war memorial to view the Parade where there is room to gather (and disperse). All stewards will be suitably trained and competent to carry out their duties effectively. Stewards to wear hi -vis jackets	L	Tolerate	Ensure guidance is on literature	STC	During event	November 2026

Inclement or Severe weather	Risk to all of personal injury from severe weather e.g., high winds/severe flooding. Risk to buildings/equipment and belongings.	Warning can be given on event literature regarding safety in weather conditions.	L	Tolerate	Ensure guidance is on literature	STC	Before and during event	November 2026
Reputation	Risk to STC reputation if event is not adequately risk assessed or safe	Risk Assessment completed and circulated to all stakeholders. Dynamic monitoring during the event to deal with any issues which may arise.	L	Tolerate	Ensure guidance is on literature	STC	Before event	November 2026
Domestic animals Visitors Low	Bites and scratches, allergies	Dogs to be kept on leads if on the trail. Information added to event literature	L	Tolerate	Ensure guidance is on literature	STC	During event	November 2026
Poisonous plants, animals and insects	Poisoning and skin irritation from plants. Stings from wasps and bees. Grass snakes are often seen.	Information added to event literature	L	Tolerate	Ensure guidance is on literature	STC	Before event	November 2026



Festival of Stalham

Purpose

A free community event celebrating the town's heritage, culture, businesses, voluntary organisations, wellbeing initiatives, and community spirit.

Event Overview

Event: Festival of Stalham 2027

Date: Saturday 19 June 2027

Time: 11:00am – 4:00pm

Location: The Poppy Centre and Recreation Ground

Admission: Free

The Festival will showcase the very best of Stalham through a programme of entertainment, community engagement, heritage displays, and family-friendly activities.

Key Event Areas

- **Entertainment Zone**
 - Harbour Radio
 - Skyliner Band
 - Swingmabob Dance Troop
 - Vintage Photo Booth
- **Food Area**
 - Local food vendors - pitch fee £50 (The Swan)
 - Cream Teas - pitch fee £50 (Bake A Wish)
- **Bar Area**
 - Licensed refreshments - pitch fee £50 (The Swan)
- **Historical Exhibition – Stalham Past and Present**
 - To be held inside The Poppy Centre

The Recreation Ground will be split into four areas for the following four sections. Each section will have 1 – 2 activities throughout the afternoon and will be run by the organisations in each group. A select amount of commercial stalls will be invited in each section who will be charged £30 a pitch.

- **Nature and Nurture Space**
 - Environmental groups
 - Gardening and horticultural displays
 - Nature-based activities
 - Groups would include Horticultural Society, Stalham In Bloom, local plant sellers
- **Wellness Section**
 - Health and wellbeing organisations
 - Community support services
 - Groups would include Community Gym, Slimming World, Brightside Wellbeing, Yogabreeze, Line Dancing, SWAN
- **Youth Section**
 - Activities and engagement opportunities for young people
 - Groups would include Stalham Youth Club, Guides/Brownies, Scouts, Kickboxing, Theatre School,
- **Volunteers Section**
 - Local voluntary and community groups
 - Recruitment and awareness opportunities
- **Vintage Tractor Exhibition**
 - Heritage machinery display celebrating the area's agricultural history
- **Football Match**
 - A football match between STFC and the town of Stalham. Organised between STFC and the Council.

Budget and Funding

Item	Cost
Skyliner Band	£900
Vintage Caravan	£400
Face Painting	£120