3rd February 2026

Dear Sir/ Madam
You are hereby summoned to attend the Full Council Meeting to be held in the Town Hall on Monday 9th February 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 12th November 2025.
3.2 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

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 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. (JH)
7.2 To consider and agree 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.
7.4 Update on litter picks and to consider and agree any actions. (CS)
7.5 Update on Net Zero and to consider and agree any actions. (CS)

08 Finance & General Purposes Committee

8.1 To consider and agree January's reconciliations of bank accounts.
8.2 To consider and agree February's payments.
8.3 To consider and agree the Internal Auditor for 2025-2026 accounts.

09 Training

10 Policies, Documents and Communications.

10.1 To review Councils Equality and Diversity Policy and to consider and agree any actions.
10.2 To review Councils Financial Risk Management Policy and to consider and agree any actions.
10.3 To review Councils Compliments and Complaints Policy and to consider and agree any actions.
10.4 To consider and agree the Councillor Induction Pack.
10.5 To consider and agree if to make the Events Working Group a constituted Committee.(CS)

11 Events

11.1 To consider and agree the risk assessment for the Artisan Fayre.
11.2 To consider and agree the risk assessment for Stalham's Spring Watch.
11.3 To consider and agree if to hold an Easter Egg Hunt over the Easter Holidays. (RH)
11.4 To consider and agree protocol for events on 2027.(CS)

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 Councils new bus shelter.

Wayfinding response to NNDC.

13 Correspondence

To consider correspondence received by the Council and agree responses thereto.

13.1 Email from the Business Forum regarding flags.

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.

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

15 Date of Next Meeting

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

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 19th JANUARY 2026 AT THE TOWN HALL.

Present: Cllrs: K Bayes, S Toone, M Willoughby, M Taylor, P 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

Cllr R Wilmshurst - work
The motion was proposed,
Members **AGREED** to accept Cllr 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)
Cllr K Bayes and Cllr M Taylor declared an interest in Item 7.3 and stated they would leave the room when the item is discussed.

03 Minutes of Previous Meetings

3.1 To **AGREE** and sign the minutes from the Full Council Meeting on the 10th November 2025.
The motion was proposed,
Members **AGREED** the minutes from the Full Council Meeting on the 10th November 2025.
The Chair signed the minutes

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.

04 **Mayors Report**

Sparkle in Stalham – Christmas Light Turn On

Many congratulations to all involved in making the Christmas Light Turn On such a great success. Special thanks to Doreen and Julie for their hard work in organising the event, from working closely with Richardsons to liaising with local businesses to extend opening hours and provide activities. The event was very well received by all who attended and took part. A date has already been agreed for this year's event, with plans in place to grow and build on its success.

Heart Radio

Special thanks to Doreen, our Clerk, for getting the Stalham Christmas Light event promoted on Heart Radio during the lead-up to the event. Her enthusiasm shone through.

Christmas Card Competition

On behalf of the Council, I would like to thank Stalham Infant and Junior School and Stalham High School for encouraging and supporting their pupils to enter the Christmas Card Competition. With the winners turning on our Christmas Lights.

Bauble Hunt

Thanks to our team of clerks for a great initiative to encourage people into shops and businesses along the high street. Approximately 500 baubles were placed around Stalham and surrounding villages. Many thanks to everyone who helped make this happen, including the businesses who generously donated prizes.

Christmas Tree Festival

Congratulations to St Mary's Church on another excellent Christmas Tree Festival, which began on the evening of the Christmas Light Turn On and ran through to the Sunday evening of the Yuletide Market. It was pleasing to see so many high-quality entries from community groups and businesses from Stalham and surrounding villages. The event concluded with a lovely carol service.

Yuletide Market

Congratulations to the Stalham Area Business Forum for another successful Yuletide Market. Although the weather was disappointing, the market was busy and received a great deal of positive feedback.

Christmas Carols at the Swan – Stalham Baptist Chapel

It was good to see so many people attending this now well-established annual event. Many thanks to Stalham Baptist Chapel for organising such a lovely event in the lead-up to Christmas, and to the Swan Inn for the use of their venue and for providing refreshments.

Sydney House

Many thanks to the councillors who made sausage rolls and festive cupcakes for our annual visit to Sydney House to wish residents and staff a very Happy Christmas. It was a pleasure to spend time chatting with residents, who are clearly very well cared for by a dedicated team of staff.

Article in Norfolk Magazine

A positive article about Stalham appeared in the January issue of Norfolk Magazine. This followed a recent article highlighting Home Stagers and their successful move to the high street.

Painting of the Poppy Centre

I would like to thank all councillors and partners who attended with painting and decorating equipment and helped refresh and brighten the entrance and corridor of the Poppy Centre.

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 "No Ball Games" sign replaced.
6.4 Awaiting quote for St Marys wall repairs
6.5 Sam 2 fixed.
6.6 Tree Quotes on Finance meeting.
6.7 Insurance for Pontoon in force.
6.8 Awaiting reply from North Norfolk Holiday Provision.
6.9 Quotes for divider doors on Finance meeting.
6.10 Flooring in the entrance to the Town Hall booked in for the 30th & 31st January.
6.11 Budget and Precept sent to NNDC.
6.12 Flood Response pending (MT)
6.13 Conditions of Hire for the Town Hall updated and circulated to hirers.
6.14 Newsletter delivered.
6.15 Pontoon RA pending RH.
6.16 Meetings for 2026 circulated.
6.17 Dealumination response pending KB
6.18 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.
The motion was proposed,
Members **AGREED** to monitor the moss build up at the back of the swing.

7.2 NNDC Ref: PF/25/2774
Proposal: Change of Use from Residential Flat to additional Shop Space from Commercial use.
Location: 92 / 94 High Street, Stalham, Norwich, Norfolk, NR12 9AU
The motion was proposed,
Members **AGREED** to **SUPPORT** this application.

Cllrs Bayes and Taylor left the meeting.

7.3 Update on taking over the areas from NNDC and to consider and agree any actions.
The motion was proposed,
Members **AGREED** not only take on the public toilets requesting NNDC upgrade the toilets prior to handover and cover all legal costs.

Cllrs Bayes and Taylor joined the meeting.

08 Finance & General Purposes Committee

8.1 To consider and agree Octobers, November and December's reconciliations of bank accounts.
The motion was proposed,
Members **AGREED** to Octobers, November and December's reconciliations of bank accounts.

8.2 To consider and agree Novembers and December's payments.
The motion was proposed,
Members **AGREED** to amend the resolution to:
"To consider and agree Decembers and January's payments."
The motion was proposed,
Members **AGREED** Decembers and January's payments.

8.3 To consider and agree the quote for the new streetlamps in the High Street.
The motion was proposed,
Members **AGREED** the quote for the new streetlamps and, to move money from the Earmarked Reserves from the Burial Ground to upgrade the lights in the High Street.

09 Training

9.1 To consider and agree Health and Safety training for Council.
The motion was proposed,
Members **AGREED** for the Clerk to circulate the list of courses and book.

9.2 To consider and agree if the Clerk can attend a VAT course.
The motion was proposed,
Members **AGREED** for the Clerk can attend a VAT course.

10 Policies, Documents and Communications.

10.1 Update on Amenities Committee and to consider and agree any actions.
The meeting was informed that only 5 members were permitted to sit on the amenities Committee.
Cllr Green volunteered to step down to allow Cllr Hood and Cllr Maisey to sit on the committee as agreed at the last Full Council meeting.

10.2 To consider and agree advice from Councils Insurers.
The motion was proposed,
Members **AGREED** for the Clerk to work with Cllr Hood to obtain quotes for a "Competent person" to oversee Health and Safety at the Council due to the skill and liabilities of this area.

10.3 Update on Councils Newsletter and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the following:
To produce the Newsletter in March and October
To collate a list of people to cover each road in Stalham to deliver.

10.4 To consider and agree the arrangements for the Annual Town Meeting.
The motion was proposed,
Members **AGREED** the following:
To ask Richardsons to speak
To put together nomination forms and place in local business and groups for this year Awards nominations.

10.5 Update on Council's Grants and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to allow St Marys another year to spend the funds for the Church Clock, and review at the end of 2026.

10.6 To consider and agree Councils Learning and Development Policy.
The motion was proposed,
Members **AGREED** Councils Learning and Development Policy.

10.7 To consider and agree if to subscribe to Visit Norfolk.
The motion was proposed,
Members **AGREED** to review this in 2027.

10.8 To consider and agree Councils response to the possible closure of the Factory Shop.
The motion was proposed,
Members **AGREED** to ask District Councillors Bayes and Taylor with the help of NNDC's Economic Team to write a letter from the Town Council and District Councillors in support of keeping a business in this retail unit.

11 Events

11.1 To consider and agree taking part in the lamp of Peace for 2026.
The motion was proposed,
Members **AGREED** to take part in the lamp of Peace for 2026 and liaise with Rev Plattin.

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:
Spring Watch Nature Trail placements.

13 Correspondence

To consider correspondence received by the Council and agree responses thereto.

13.1 Email regarding window cleaning the Town Hall.
Clerk has replied.

13.2 Email of thanks from a resident to the Council for the Christmas light Switch on.
Clerk has replied

13.3 Email of thanks from a High Street Business to the Council for the Christmas light Switch on.
Clerk has replied

13.4 Email from the Business Forum re incidents in the town.
Cllr Taylor noted he is already dealing with this.

13.5 Email of thanks from Sydney House.
Cllr Green has replied.

13.6 Email from the Business Forum re Political Parties
The motion was proposed,
Members **AGREED** to respond informing the business Forum that Councill is not a political unit, anyone handing out leaflets etc do not require a licence. If they are placing anything on the Highway eg pavements they made need to contact Highways at Norfolk council to gain permission.

13.7 Email from resident re broken window.
The motion was proposed,
Members **AGREED** to contract their contractor and request he make the resident whole.

14 Date of Next Meeting

14.1 To confirm that the date of the next Meeting of the Town Council 9th February 2025.

MEETING CLOSED: 9:08pm

CHAIR:_________________________________ DATE:__________________

STALHAM TOWN COUNCIL

Events Working Group Meeting
12th January 2026 at 7.00pm at the Town Hall

Present: Cllr: M McGeary (Chair)
Cllrs: M Green S Toone, M Willoughby, C Scrivner, K Bayes, R. Hood, P Wilmshurst, R Wilmshurst, S Maisey
Clerk – Ms D Joy, Admin Assistant – Ms J Hodds

Members of the public: 1 – Mr A. Hood

Minutes

1. **Beer Festival Round Up**

   Members agreed not to hold it this year but look towards 2027 with a revamped format.

2. **Christmas Light Switch On De-Brief**

   Date 27th November 2026.
   Members agreed to hold this event again and make it an annual event.
   To build on the current format each year
   Doreen to put together a budget and present to the next meeting.
   To look at alternative Christmas photo booths.
   Have larger elves and easier to find.
   Doreen to present lights and designs to the next meeting.

3. **Events for 2026**
   - Budget (£30k)

     Annual Events
   - Annual Town Meeting 5th May 2026 (£806)
     To advertise Community awards in paper form in post office and popular shops, and include a QR code
   - Spring Watch 30th March to 12th April - Agreed in Strategic Plan for 26/27 (£5000)
     To go ahead with the and the agreed budget of £5,000.00.
     All collated information will be displayed at the Artisan Market in the Town Hall
   - Artisan Market 19th July (Income £2259) (Exp £3225)
     55 Stalls 2025 target 65 stalls 2026
     Same format and keep the Kitchen Theatre and change its location from the Swan.

Other

- Charity Shop Fashion Show
  It was agreed to keep this on the agenda as a work in progress.
  Kevin to speak to the college.
- 40's Weekend
  It was agreed to keep this on the agenda as a work in progress.

3. AOB

To arrange another meeting in February.

Meeting closed: 8:45pm

RISK ASSESSMENT

PONTOON AND QUAY HEADING
STALHAM STAITHE

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.

For this risk assessment, we are assuming that there is potential for anyone using the pontoon or quay heading to be harmed, therefore there will be no more specific identification of those who may be affected.

Risk assessment is a systematic general examination of working conditions, activities and environmental factors that enables the Town Council to identify potential hazards and their associated risks. The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

Whats3words: https://what3words.com/nurse.surpassed.trader

Risk Assessment carried out by:

Agreed by Full Council :

What are the hazards	Risk (who might be harmed and how)	Risk pre-controls HML	Management/control of Risk	Residual Score HML	Responsibility of whom?	Date/frequency of action
Slips and Trips due to uneven or wet surfaces, and motion/movement of pontoon, including tidal levels and other users.	Members of the public may be injured or fall into the water and potentially drown. Fingers or limbs may be crushed between pontoon and staithe quay heading. Damage may be caused to boats or equipment. Injury may occur if trying to use the pontoon when access routes are not clear.	M	Safety Policy, Usage Rules and Procedures clearly displayed at pontoon, including duty of care, wearing of suitable footwear and being respectful of other users.	L	Council	Signage displaying usage rules, safety policy and procedures to be checked every 2 weeks.
Slips and Trips due to poor maintenance causing algae growth or loose attachments and fixings of pontoon, loose boards, protruding nails or gaps in quay heading or loose or missing mooring posts and rings.	Members of the public may be injured or fall into the water and potentially drown. Fingers or limbs may be crushed between pontoon and staithe quay heading. Damage may be caused to boats or equipment. Injury may occur if trying to use the pontoon when access routes are not clear.	M	Safety Policy, Usage Rules and Procedures clearly displayed at pontoon, including duty of care and wearing of suitable footwear. Regular maintenance schedule in place. Regular checks take place every two weeks.	L	Council	Pontoon and quay heading to be checked every 2 weeks for algae growth and security of fixings.
Boats on moorings may block access to pontoon	Members of the public may be injured through collision with boats using the moorings and damage may be caused to boats or equipment. Injury may occur if trying to use the pontoon when access routes are not clear.	M	Safety Policy, Usage Rules and Procedures clearly displayed at pontoon	L	Council	Signage displaying usage rules, safety policy and procedures to be checked every 2 weeks.
Extreme weather causing the pontoon to be icy or move unexpectedly	Members of the public may be injured or fall into the water and potentially drown. Fingers or limbs may be crushed between pontoon and staithe quay heading. Damage may be caused to boats and equipment.	M	Safety Policy, Usage Rules and Procedures clearly displayed at pontoon, including duty of care and not to use pontoon in extreme weather.	L	Council	Signage displaying usage rules, safety policy and procedures to be checked every 2 weeks.

What are the hazards	Risk (who might be harmed and how)	Risk pre-controls HML	Management/control of Risk	Residual Score HML	Responsibility of whom?	Date/frequency of action
Poor maintenance causing deterioration of piling sheets and quay heading.	Members of the public may be injured, or fall into the water and potentially drown, fingers, or limbs may be crushed between pontoon and staithe quay heading.	M	Summer - Fortnightly checks Winter - Monthly checks. Additional routine checks when Councillors are in the area. Any issues are to be rectified immediately or pontoon/mooring to be closed or made safe until repairs have been carried out. Regular maintenance schedule in place to check condition and remove algae and weed growth.	L	Council	Summer (May – October) – Fortnightly checks Winter (November – April) – Monthly checks
Poor maintenance leading to overgrowing/hanging vegetation impeding access and usage of pontoon.	Members of the public may be injured or fall into the water and potentially drown. Fingers or limbs may be crushed between pontoon and staithe quay heading. Damage may be caused to boats and equipment.	M	Summer - Fortnightly checks Winter - Monthly checks. Additional routine checks when Councillors are in the area. Any issues are to be rectified immediately or pontoon/mooring to be closed or made safe until repairs have been carried out. Regular maintenance schedule in place to check condition, repair any issues and cut back vegetation.	L	Council	Summer (May – October) – Fortnightly checks Winter (November – April) – Monthly checks

the play inspection company

Annual Inspection

Stalham Town Council

Millside Play Area

Off Yarmouth Road , Stalham , NR12 9BP

Associate

Powered by: the play inspection app by the play inspection company

Unit 5, Glenmore Business Park, Blackhill Road, Poole, Dorset, BH16 6NL
t- 01202 590675 e- info@playinspections.co.uk

www. playinspections .co.uk

Inspection Scope for RPII Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to BS EN 1176. We have not assessed these against the requirements of BS EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 Free access multi-sports equipment
BS EN 14974 Skateparks
BS EN 16630 Permanently installed outdoor fitness equipment
BS EN 16899 Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards, and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism.

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

> Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

A full copy of the Play Inspection Company Ltd. Terms & Conditions is available on our website (www.playinspections.co.uk)

The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards **Refer to relevant standards for full text**	**Annual Main**	**RPII Annual/ Post Installation Inspection**
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				

Note 1: The total risk scores included within our reports are a multipication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).

Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.

Equipment has been assessed to the following standards where relevant:
BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
BS EN 14974 (Facilities for users of roller sports equipment)
BS EN 15312 (Free access multi-sports equipment)
BS EN 16899 (Parkour Equipment)
BS EN 16630 (Outdoor Fitness Equipment).

Millside Play Area

Inspection Ref: 2954774 Site Ref: 52754

Inspected: 14-January-2026 - 10:58 by Liam Last (RPII Annual Inspector)

Risk Assessment: 10 Low Risk

Location:
The site is located in an area of public open space and is not directly overlooked by any properties in the local community.
Disabled Access:
Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

5 - Very Low Risk

Item:	Sign
Manufacturer:	Not Identified
Surface Type:	N/A
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1

Finding 1

BS EN 1176 Part 7 recommends that signage shall include the site name / address - Provide additional information

10 - Low Risk

Item:	Gate
Manufacturer:	Not Identified
Surface Type:	Grass
Item Quantity:	2
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1

Finding 1

There are openings that are less than 12mm that could trap or crush fingers - Provide a 12mm gap throughout full range of motion at both sides of gate

4 - Very Low Risk

Item:	Gate
Manufacturer:	Not Identified
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1

Finding 1

The gate/s was / were locked or secured at the time of the inspection and a full inspection could not be undertaken - Complete inspection of gate/s when re-opened

4 - Very Low Risk

Item:	Fencing - Timber
Manufacturer:	Not Identified
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	N/A
Surface Area Compliance:	N/A
Total Findings:	1

Finding 1

This item is satisfactory - no work required -

6 - Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

The lid or door of the litter bin is not secured - Ensure the lid or door is kept locked

4 - Very Low Risk

Item: Swing Barrier
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

4 - Very Low Risk

Item: Balance Beam
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

Finding 1

This item is satisfactory - no work required -

8 - Low Risk

Item: Balance Beam
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

Finding 1

There is algae or moss on the surface of the equipment - Clean and treat appropriately

6 - Low Risk

Item:	Wobble Board
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	1

Finding 1

The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

8 - Low Risk

Item:	Stepping Stones
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	4
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	3

Finding 1

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

Finding 2

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

Finding 3

There is algae or moss on the surface of the equipment - Clean and treat appropriately

6 - Low Risk

Item:	Activity Trail
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Grass
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	6

Finding 1	Finding 2
There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required	There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required
Finding 3	**Finding 4**
There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn	The connecting lugs are showing signs of wear - Monitor for any further deterioration and repair as required
Finding 5	**Finding 6**
The posts are leaning - Reset as required	The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges. - Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

8 - Low Risk

Item:	1 Bay 2 Seat (Flat)
Manufacturer:	Playdale Playgrounds Ltd
Surface Type:	Bonded Rubber Mulch
Item Quantity:	1
Equipment Compliance:	Yes
Surface Area Compliance:	Yes
Total Findings:	4

Finding 1
There is algae, silt or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

Finding 2
There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 3
There is some wear to the shackles - Monitor for any further deterioration and replace when 40% worn

Finding 4
The safety surface around the area is beginning to wear - Monitor for any further deterioration and repair as required

8 - Low Risk

Item:	Free Standing Slide
Manufacturer:	Not Identified
Surface Type:	Grass Matrix Tiles
Item Quantity:	1
Equipment Compliance:	No
Surface Area Compliance:	Yes
Total Findings:	6

Finding 1
There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

Finding 2
There is/are finger entrapment/s in the slide starting section and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers - Remove entrapment

Finding 3
The side of the slide is damaged - Monitor for any further deterioration and repair as required

Finding 4
There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 1 - Monitor - No action given the risk assessment

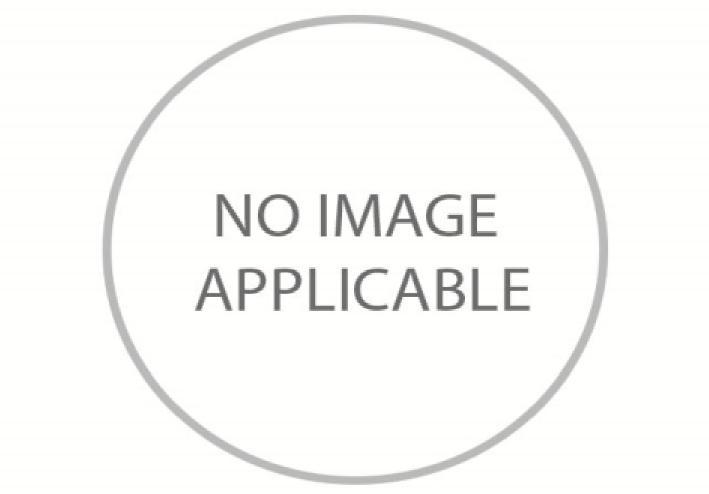
Finding 5
There is surface corrosion / rust present on the item - Consider treating the item

Finding 6
There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

Findings information

5 - Very Low Risk (Finding 1)

Item: Ancillary Items - Sign
Manufacturer: Not Identified
Risk Level: V - Very Low Risk
Surface: N/A



Finding: BS EN 1176 Part 7 recommends that signage shall include the site name / address

Action: Provide additional information

10 - Low Risk (Finding 1)

Item: Gates - Gate
Manufacturer: Not Identified
Risk Level: L - Low Risk
Surface: Grass

Finding: There are openings that are less than 12mm that could trap or crush fingers

Action: Provide a 12mm gap throughout full range of motion at both sides of gate

4 - Very Low Risk (Finding 1)

Item:	Gates - Gate	**Risk Level:**	V - Very Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass


Finding: The gate/s was / were locked or secured at the time of the inspection and a full inspection could not be undertaken

Action: Complete inspection of gate/s when re-opened

6 - Low Risk (Finding 1)

Item:	Ancillary Items - Litter Bin	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass

Finding: The lid or door of the litter bin is not secured

Action: Ensure the lid or door is kept locked

8 - Low Risk (Finding 1)

Item:	Activity Equipment - Balance Beam	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Grass

Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

6 - Low Risk (Finding 1)

Item:	Rocking Equipment - Wobble Board	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Grass

Finding: The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting

Action: Treat any rusting components and repaint

6 - Low Risk (Finding 1)			
Item:	Activity Equipment - Stepping Stones	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Grass


Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required

6 - Low Risk (Finding 2)			
Item:	Activity Equipment - Stepping Stones	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Grass


Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required

8 - Low Risk (Finding 3)			
Item:	Activity Equipment - Stepping Stones	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Grass

Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

6 - Low Risk (Finding 1)			
Item:	Activity Equipment - Activity Trail	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Grass

Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required

6 - Low Risk (Finding 2)

Item:	Activity Equipment - Activity Trail	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Grass

Finding: There is some evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required

6 - Low Risk (Finding 3)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd
Risk Level: L - Low Risk
Surface: Grass


Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 4)

Item: Activity Equipment - Activity Trail
Manufacturer: Playdale Playgrounds Ltd
Risk Level: L - Low Risk
Surface: Grass


Finding: The connecting lugs are showing signs of wear

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 5)

Item:	Activity Equipment - Activity Trail	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Grass

Finding: The posts are leaning

Action: Reset as required

6 - Low Risk (Finding 6)

Item: Activity Equipment - Activity Trail
Risk Level: L - Low Risk
Manufacturer: Playdale Playgrounds Ltd
Surface: Grass

Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process. Timber splits may also create rough / splintering edges.

Action: Monitor, sand down any rough edges and ensure the splits do not cross through fixing points of the structure and/or cause any instability

8 - Low Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Flat)
Risk Level: L - Low Risk
Manufacturer: Playdale Playgrounds Ltd
Surface: Bonded Rubber Mulch

Finding: There is algae, silt or moss growth on the surface resulting in slippery conditions

Action: Clean and treat appropriately

6 - Low Risk (Finding 2)

Item:	Swings - 1 Bay 2 Seat (Flat)	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Bonded Rubber Mulch

Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 3)

Item:	Swings - 1 Bay 2 Seat (Flat)	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Bonded Rubber Mulch

Finding: There is some wear to the shackles

Action: Monitor for any further deterioration and replace when 40% worn

6 - Low Risk (Finding 4)

Item:	Swings - 1 Bay 2 Seat (Flat)	**Risk Level:**	L - Low Risk
Manufacturer:	Playdale Playgrounds Ltd	**Surface:**	Bonded Rubber Mulch

Finding: The safety surface around the area is beginning to wear

Action: Monitor for any further deterioration and repair as required

4 - Very Low Risk (Finding 1)

Item:	Other - Free Standing Slide	**Risk Level:**	V - Very Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass Matrix Tiles

Finding: There are a number of dents in the slide surface

Action: Monitor for any further deterioration and repair as required

8 - Low Risk (Finding 2)

Item:	Other - Free Standing Slide	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass Matrix Tiles


Finding: There is/are finger entrapment/s in the slide starting section and the item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.6 Entrapment of fingers

Action: Remove entrapment

6 - Low Risk (Finding 3)

Item:	Other - Free Standing Slide	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass Matrix Tiles


Finding: The side of the slide is damaged

Action: Monitor for any further deterioration and repair as required

5 - Very Low Risk (Finding 4)

Item:	Other - Free Standing Slide	**Risk Level:**	V - Very Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass Matrix Tiles

Finding: There is / are toggle entrapment/s present in contravention of the recommendations set out in BS EN 1176 Part 1

Action: Monitor - No action given the risk assessment

6 - Low Risk (Finding 5)

Item:	Other - Free Standing Slide	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass Matrix Tiles

Finding: There is surface corrosion / rust present on the item

Action: Consider treating the item

8 - Low Risk (Finding 6)

Item:	Other - Free Standing Slide	**Risk Level:**	L - Low Risk
Manufacturer:	Not Identified	**Surface:**	Grass Matrix Tiles

Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

8.1

Stalham Town Council Current Year

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 4 - Unity Bank

Bank Statement Account Name (s)	Statement Date	Page	Amount	Balances
Unity Bank	31/01/2026	10		37,587.33
				37,587.33
Unpresented Payments (Minus)				
			0.00	
				0.00
				37,587.33
Unpresented Receipts (Plus)				
			0.00	
				0.00
				37,587.33
			Balance per Cash Book is :-	**37,587.33**
			Difference Excluding Adjustments is :-	**0.00**
Adjustments to Reconciliation				
31/10/2024 ONLINE S Toone			0.00	
				0.00
			Unreconciled Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Stalham Town Council Current Year

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 6 - CCLA

Bank Statement Account Name (s)	**Statement Date**	**Page**	**Balances**
CCLA	31/01/2026	10	103,000.00
			103,000.00

Unpresented Payments (Minus)	**Amount**	
	0.00	
		0.00
		103,000.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		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 ....

Februarys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
335	EON	D/D	Street lights Jan 2024	£0.00	S.Toone		C Scrivner	
336	EE	D/D	Town Hall Electric	£0.00	S.Toone		C Scrivner	
337	Cozens	D/D	January mobile	£40.80	S.Toone		C Scrivner	
338	BT	D/D	Phone & Internet Feb 26	£76.55	S.Toone		C Scrivner	
339	Engie	D/D	Street lights Dec 2025	£1,174.60	S.Toone		C Scrivner	
340	SAGE	Online	Payroll 16.1.26-15.2.26	£13.20	S.Toone		C Scrivner	
341	S Ayling	Online	Town Hall Clean - Jan	£213.50	S.Toone		C Scrivner	
342	Cozens	Online	Monthly Maintenance (Feb)	£180.00	S.Toone		C Scrivner	
343	Lloyds	Online	Screw fix and charges	£26.96	S.Toone		C Scrivner	
344	Employment Costs	STO	Staffing Costs	£9,036.34	S.Toone		C Scrivner	
345		STO	HMRC Qtr 3		S.Toone		C Scrivner	
346		DD	Pension		S.Toone		C Scrivner	
347		Online			S.Toone		C Scrivner	
348	Norwich Office	Online	Stationary Jan	£47.53	S.Toone		C Scrivner	
349	Stalham Carpets	Online	Final payment hallway flooring	£542.50	S.Toone		C Scrivner	
350	Stalham DIY	Online	Cleaning Items for Town Hall	£51.35	S.Toone		C Scrivner	
351	Rialtus	Online	VAT Package for 2025-2026	£34.80	S.Toone		C Scrivner	
352	JJ Property Services	Online	Dismantle Chrismtas lights	£240.00	S.Toone		C Scrivner	
353	Play Safety	Online	Annual Inspection - Millside	£115.80	S.Toone		C Scrivner	
354	MAD HR	Online	Helpline Services	£270.00	S.Toone		C Scrivner	
355	Baptist Church	Online	Items for Christmas Crafts	£39.55	S.Toone		C Scrivner	

Agreed at Full Council on 9.2.26 **Chair Sign:** **RFO Sign:**

8.3

Mrs Tina Newby
33 Tudor Rose Way
Harleston
Norfolk
IP20 9QH
tina.newby0521@gmail.com
07858 518 636

INTERNAL AUDIT FEES FOR 2025/26

I have now completed my PIALC Principles of Internal Auditing Local Councils (SLCC) course

Based on Council turnover – Precept plus Income,

or expenditure,

whichever is the largest

Income and Expenditure banding of the Council	Internal Audit Fees
Up to £5,000	£50 to include inspection of records, completion of report
£5,001 - £15,000	£80 inspection of records and completion of report
£15,001 - £25,000	£100 inspection of records and completion of report
£25,001 - £50,000	£130 single inspection of records and completion of report
£50,001 - £100,000	£170 single inspection of records and completion of report
£100,001 - £150,000	£210 single inspection of records and completion of report
£150,001 - £200,000	£250 single inspection of records and completion of report
£200,001 - £250,00	£300 single inspection of records and completion of report
Over £250,001	Prices on application.

Additional work will be based on £15 per hour. Mileage will be charged for collection and return of records, charged at 45p per mile.

STALHAM TOWN COUNCIL

STALHAM TOWN COUNCIL EQUALITY AND DIVERSITY POLICY

Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics”.

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they do not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will provide training in/raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will provide training to/raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

Financial Risk Management Policy

About the Council
Stalham Town Council is a Medium council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through BHIB. The Insurance Policy is for a term of 1 years and is due for renewal 1st June 2026. The contact details for the insurers are: Clear Councils Tele: DD: 0330 0130036 The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability 2016'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

Main Actions in relation to risk management

- ✓ The Asset Register is updated during the year by the Clerk.
- ✓ Risk assessments (Health and Safety) are written and updated by a qualified body. Copies of risk assessments are retained.
- ✓ Sites are inspected at least annually, and records are retained.
- ✓ Play Areas are inspected weekly, and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.
- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least monthly.

FINANCIAL RISK ASSESSMENT

Risk Ratings: L = Low
M = Medium
H = High

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Employee and Public Liability	Accidents and associated legal claims.	M	• Risk assessments carried out by a competent, qualified person.	Reviewed annually unless legislation changes.
	Unfounded legal claims	M	• Full previous history and reference on employees, at employment.	Taken up by the Employment Committee
			• Public Liability insurance is held in the sum of £10 million to protect the Council from claims by third parties due to accident or damage resulting from negligence.	Reviewed annually
			• Employer's Liability insurance is held in the sum of £5 million. This covers the legal liability of the Parish for negligence following death or bodily injury or disease sustained by employees during and arising out of or in the course of their employment.	Reviewed annually
			• Lone Workers Policy	Reviewed annually
	Sickness		• Adequate work/life balance	Reviewed annually Review at appraisal

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Fraud and / or theft by officers / employees, third parties, Members	Loss of cash, funds or assets	H	• Reconciliation of the cashbook against the bank statement is done on a monthly basis by the RFO • Bank reconciliation ,bank and credit card statements areagreed at Full Council and signed off by the Chairman. • A list of payments are prepared for the Full Council. Councillors discuss and 2 Councillors authorise these payments. • Approval of accounts for payment is recorded in the minutes. • Internal audit carried out at least once a year by a competent person and appointment agreed by Full Council. • The cashbook is maintained using a recognised accounting package, updated as necessary, and is backed up on a monthly basis. • Financial Regulations have been adopted which set out procedures. • Asset insurance and Fidelity insurance well in excess of perceived risk in place. • Key holders kept to a minimum as agreed at Full Council and Office alarmed.	In line with the Financial Regulations (FR) In line with FR and Financial Standing Orders Ongoing Ongoing Consideration to be given to doing twice a year Regular backups should be held outside of the office Reviewed every two years, however need to be made Stalham specific Review annually

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Premature replacement of equipment	Costly equipment in need of replacement	L	• All new assets come with a statutory warranty • Adequate general reserves to fund other contingencies are included in the budget	On going Reviewed annually
Vandalism / fire	Loss of amenities / revenue Cost of repair / making good	M	• Assets insured against incidents • Inspections of fire extinguishers carried out	Limited key holders Carried out annually
Disaster	Inability to function due to death / illness / departure of key personnel or destruction of property and / or records. Loss of revenue	L	• Risk insured as far as possible • Risks to be reassessed annually • Adequate reserves in place to fund all contingencies • Computer records backed up weekly	Reviewed annually Reviewed annually On-going Back-ups to be stored off site
Failure of major projects	Supplier failure leaving incomplete works	M	• STC does not have any major projects planned. If a major project is to be planned then this item will be reviewed.	None
Contractors	Injury or self or public		• Public Liability Insurance • Contractor must have own Public Liability.	Reviewed annually

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
Inadequate internal systems and controls	Failure to comply with legislation, Standing Orders and / or Financial Regulations	L	• Clerk / RFO to gain CiLCA qualification • Review of systems and internal controls • Membership of NALC, and the SLCC	CiLCA passed by Clerk Monthly by a Councillor Reviewed annually
Councillors	Losing Councillor membership or having more than 8 vacancies at any one time	M	• Correct legal process followed when vacancies arise. • Appropriate action taken to try and co-opt Members onto the Council	Existing procedure adequate and in line with legislation Inform NNDC
Precept	Adequacy of precept Requirement not submitted to NNDC in time.	M	• Precept request supported by budget and agreed at Full Council • RFO to expedite NNDC for deadline date	
Salaries	Salaries paid incorrectly Wrong hours paid False employee Wrong rate of pay Wrong deductions of NI or Tax Unpaid Tax & NI contribution to the Inland Revenue	L	• The Council authorises the appointment of all employees through an Employment Committee and ratified at Full Council • All employees have a contract of employment and job description. • Salary rates are assessed annually by Full Council • Salary analysis and slips are produced by the RFO monthly together with a schedule of payments to the Inland Revenue for Tax and NI • The Tax and NI are worked out using an Inland Revenue computer programme updated annually. • Employer's Annual Return is completed and submitted online to the Inland Revenue within the prescribed time frame by the RFO.	Employment Committee Terms of Reference reviewed annually Updated as required by HMRC

Financial Hazard	Risk	Level of Risk	Control Measures to Manage Risk	Review / Assess / Revise
VAT	Loss of income	L	• Vat is reclaimed quarterly by the RFO.	Annually
Council acts ultra vires	Minutes or agendas are not correctly issued. Council spends outside its legal powers	L	• Council relies on knowledge of the Clerk • Minutes and agendas are produced in the prescribed method by the Clerk and adhered to the legal requirements and best practice guidelines. • Minutes are approved at Full Council Meetings and signed at the appropriate meeting. • Minutes and agendas are displayed according to the legal requirements. • Council and Clerk seek guidance from professional bodies where necessary. • Business conducted at Council meetings is managed by the Chair. • Training in place	Existing procedures in place adequate Ongoing Ongoing Ongoing Subscriptions reviewed annually Members to adhere to Code of Conduct. Reviewed Annually
Election costs	Risk of an election cost	H	• The Clerk to obtain an estimate of costs from NNDC for a full election and an uncontested election prior to the event.	The Council needs to reserve a in an election's year.
Annual return	Completion / submission within time limits	L	• Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent to the external auditor within the time limit.	Existing procedure adequate.

Financial Hazard	Risk	Level of Risk	• Control Measures to Manage Risk	Review / Assess / Revise
Members Interests	Conflict of interest. Register of Members interests	M	• Declaration of interests by Members at a meeting is a standard agenda item. • Register of Members Interests forms should be reviewed regularly by Councillors.	Existing procedures adequate Members to take responsibility to update their Register Reviewed annually
Data protection	Policy provision	M	• A Data Protection Policy to be written; approved and adopted.	Review policy annually
Freedom of Information Act	Policy provision	M	• STC has a Freedom of Information (FOI) Policy in place. • STC can request a fee if the work will take a long time in line with the FOI Policy, thus negating the payment.	Reviewed annually Clerk to monitor and report any impacts of requests made under the FOI Act.
Play Area	Risk / damage / injury to third parties	H	• Weekly inspections carried out by an internal competent / trained person. • Annual inspections carried out by an external competent / trained person. • All reports of damage or faults are reported to Council and a decision made regarding the action to be taken. • Public Liability Insurance in place	Weekly Annually Risk assessments of play areas to be carried out Reviewed annually

Financial Hazard	Risk	Level of Risk	• Control Measures to Manage Risk	Review / Assess / Revise
Street furniture	Risk / damage / injury to third parties	H	• All faulty street lighting reported to STC's authorised contractor. • Contractor has Public Liability in place. • Benches, waste bins, dog bins, signs and planters, replaced as necessary.	Formalised programme of inspections to be put in place.
Meetings location	Inadequate facilities Health & Safety	M	• The Council meetings are held at the Town Hall or the Poppy Centre • The premises and facilities are adequate for the Clerk, Councillors and Public who attend from Health & Safety and comfort aspects. • Public Liability Insurance • Standing orders in place	Existing location adequate.
Grants and support – payable	Power to pay Authorisation of Council to pay	L	• Grants Policy in place • All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure.	Reviewed annually
Grants – receivable	Receipts of grants	L	• STC does not presently receive any regular grants. One of grants would come with terms and conditions to be satisfied.	Procedure would need to be formed if required.
Assets	Risk / damage / injury to third parties	M	• Covered on Councils insurance • Asset register to be updated and agreed at Full Council	Reviewed annually.

Financial Hazard	Risk	Level of Risk	• Control Measures to Manage Risk	Review / Assess / Revise
Income	Cash Rental and general income	M	• Cash handling is avoided, but where necessary controls are in place, two to council and sign for cash received. • Councillors to see list of income • Tenancy/Hire Agreements signed by all parties • Burial register checked to ensure all fees and burial fees are paid and up to date. • Allotment fee to be paid annually • Investment income to be noted and review levels annually.	Adequate procedure Monthly at Full Council Ongoing Review annually Review policy Annually

STALHAM TOWN COUNCIL
COMPLIMENTS AND COMPLAINTS POLICY

Stalham Town Council (STC) is committed to providing its services efficiently and to as high a standard as possible. However, we do encourage individuals to bring shortcomings to our notice so that we may:

- Have the opportunity to resolve any issues efficiently.
- Learn from our mistakes in order to prevent then occurring in future
- Review policies and procedures where necessary
- Encourage Good Practice

The Council views the use of the Complaints Policy as an efficient way of dealing with contact from the public about the Council's procedures and administration and as a means of preserving the good reputation of the Council through a transparent process.

How to contact us with your compliment or complaint

You can contact the Council by telephone, in writing, or over the internet. A form is included with this leaflet which you can fill in and send back to us. This leaflet explains the procedure which will be followed once your complaint has been received. A list of contact details is also included on this leaflet.

What we will do when we hear from you

We aim deal with any comments about the Council as quickly as possible. We will investigate the complaint fully. We may be able to give you an answer straight away, or we may need more time to investigate what you have told us. We will contact you within 15 working days of us hearing from you and either give you a full answer, or give you a progress report and explain why we need more time to investigate further. We will also tell you when you can expect a full answer. Your complaint will in the first instance be investigated by an officer of the Council. If you remain dissatisfied then your complaint will be dealt with by a Committee of the Council. If you have a complaint, we hope we will be able to find out what went wrong and take steps to make sure in won't happen again.
It will not be appropriate to deal with all complaints from members of the public under a complaint's procedure. Below are examples of complaints which will require special consideration and where we may engage other procedures or bodies. If this is the case then we will advise you of this.

Serial Facetious, Vexatious or Malicious Complaints

In the event of serial facetious, vexatious or malicious complaints from a member of the public, the Council should consider taking legal advice before writing any letters to the complainant.

Type of conduct	Refer to
Financial irregularity	Local elector's statutory right to object Council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult their auditor / Audit Commission
Criminal activity	The Police
Member conduct	In England if the complaint relates to a failure to comply with the Code of Conduct, this must be submitted to the Monitoring Officer of the relevant principal authority (NNDC).
Employee conduct	To the Chair or Clerk Councils' Internal disciplinary procedure
Council Administration	Contact the Clerk to the Council
DP Breach	Information Commissioner's Officer
Highways	Norfolk County Council
Broads	Broads Authority

New Councillor Induction Pack

1. Getting Started

Declarations of Acceptance of Office

On accepting office as a councillor, you will be required to complete a Declaration of Acceptance form. When you sign the declaration, you will undertake to observe the Councils Code of Conduct, so it is essential that you read through the code.

You cannot participate as a councillor until you have signed the Declaration of Acceptance of Office. This form is usually provided by the Clerk before your first Full Council meeting.

Registering Financial and Other Interests.

As a member of a local authority, you are obliged under statuary requirements to complete a Register of Pecuniary Interests. The form is lodged with the Monitoring Officer of your District Council and your Clerk will also hold a copy. The register is a public document and is published online by both the parish and district council. It may also be inspected, upon request, by any member of the public and may be referred to where there is an alleged breach of the council's code of conduct.

The Clerk will provide you with a Register of Interest form for completion and returning to them within 28 days of your election to the council.

The responsibility to keep your register up to date is yours and you will still be required to disclose that interest in meetings should circumstances arise.

Code of Conduct

As an elected member you are required to consider all matters with an open mind, in an open and transparent process, free from interest. The Council have adopted a code of conduct for its members, which reflects its statutory requirement to promote and maintain high standards of conduct, as required by the Localism Act 2011.

This code applies whenever you are acting as a councillor, or the public perceive you to be acting as a councillor.

Standing Orders

Standing orders are the written rules of a local council. They are used to confirm council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are NOT the same as the policies of a Council but they may be referred to them.

2. Council Meetings

There are currently two regular meetings:

- **Full Council**: The second Monday of the month, starting at 7.00pm. All members to attend.
- **Committee Meetings**: The first Monday of the month, starting at 7.00pm. Committee members to attend.

In addition, there is an **Annual Meeting**, usually held in May. All members are expected to attend.

The Chair for the Council and for each committee is elected at the first meetings in May.

Meetings take place at The Town Hall. Agendas and associated paperwork are sent out the Wednesday prior to the meeting by email and uploaded to the website.

The Clerk will provide a calendar of meetings; they can also be found on the website.

Attending your first meeting

Having completed all relevant paperwork, the first meeting you attend will be the first meeting after your election / co-option to office.

Agendas and Minutes

Statute requires a member of the council to be 'summoned' to a meeting. This formal notice will provide the date, time and place of the meeting. It will also include the agenda to give you details of all items to be discussed. It is important members take the time to read the agenda and any accompanying documents prior to the meeting to ensure they are familiar with the item.

After every meeting a set of minutes are produced. The minutes are a record of the meetings proceedings and outcomes and remain 'draft' until approved as a correct record of proceedings at the next meeting. It should be noted that the minutes are NOT a transcript of the meeting, but a record of decisions made by the Council.

Public Participation in Meetings

Although the Council allows for public participation items at some meetings, where members of the public can raise issues and speak on items on the agenda, they are NOT public meetings, but meetings held in public.

Guidance for members of the public who wish to speak at meetings are published on our website.

Committees and Committee Structure

The Council confirms its committee structures at the first Full Council meeting

Councillors may receive copies of the papers relating to any of the Councils committees, and, if the standing orders allow, may be able to attend and observe the meetings. However, you will not be able to participate or vote on committee you are not a member of, unless you have been appointed as a substitute to that committee by another member who is unable to attend.

All committees have a Terms of Reference and a clear set of responsibilities; these are available from the Clerk and on the website.

3. Roles of the Members and the Clerk

This section is intended to give members of the council some guidance as to the respective roles of both the members and the Clerk in assisting the Council to function.

The Role of Members

Members are collectively responsible for making council policy, for which they are accountable to the electorate. Members are not directly involved in the day-to-day provision of services to the public although members may be asked to pursue Council matters on behalf of the Clerk.

Members have no executive authority and will need to deal with matters either through their collective Council or in liaison with the Clerk. There is no circumstance where an individual member can issue an instruction to the Clerk or a contractor. A member must never act 'on behalf of the Council' unless previously agreed at a Council meeting and when speaking with individuals make it clear that you speak as a councillor and not on behalf of the Council, unless previously agreed at a council meeting.

You will be issued with a Councillor email address when you start. This is to ONLY be used for Council business as instructed by Members and not for personal use.

The Role of the Clerk

The Clerk is an employee of the council as a whole and cannot take instruction from individual members. They are the professional adviser to the council on matters of policy and the executor of council policy, i.e. carrying out the instruction of the council. The Clerk takes no part in the decision making of the Council except to provide independent and unbiased information to support the council in its decision making.

The clerk is responsible for the staff of the Council.

4. Overview of Council

Council strives to look after the interests of the communities it serves.

Council owns' and manages numerous assets:

- Millside Play Area
- The Stalham Staithe
- Pontoon (at the Staithe)
- Town Hall
- Campingfield Burial Ground
- St Marys and Brumstead Road Church Yard (manage)
- Allotments (Stalham Staithe)

Council also owns many assets such streetlights and bin
(see attached Asset Register)

The Parish Council has a staffed office at The Town Hall.

5. Finance

Each year a sum of money called a 'precept' is collected through council tax. This amount is requested from North Norfolk District Council and is calculated when the budget is set.

6. Stalham and Brumstead Recreation Ground

When you join Council, you automatically become a Trustee of Stalham and Brumstead Recreation Ground Charity.
Under the Charity Commission regulations, this must be kept separate from Councils normal business, With separate meetings and account, and emails.

7. Useful information:

Councils Website- Please look at this site as it contains all the information of Council including Policies, meetings, agenda and finances.
https://stalham-tc.gov.uk/

Stalham and Brumstead Recreation Ground Charity - Please look at this site as it contains all the information of Council including Policies, meetings, agenda and finances.
https://stalhamrecreationground.co.uk/

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
Marshalls 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 Marshalls 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 their own specific location 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.

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 brigade called.

Road Closures & Traffic Control
Road Closure is in place.
Car parking facilities have been allocated, Poppy Centre, Staithe Surgery & NNDC.

Accident, Incident or Occurrence
Should an accident, incident or occurrence happen then the following procedure should be followed:
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.

Hazard	Risk	Risk pre-controls HML	Management/control of Risk	Risk post controlsHML	Responsibility of whom?	Date/frequency of action.
Covid 19	Health and well-being compromised by transference of virus.	L	The current Government guidance for outdoor events to be followed. No guidance to be followed at present. Hand sanitizer and masks will be available by choice.	L	Organisers	Re assess when government advice on dealing with virus alters.
Collapse of gazebos / stalls	Cuts, grazes, catastrophic injury	M	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 member of the public. All stallholders must prepare a risk assessment for their activities, and forward a copy to the event Working Group, prior to the event.	L	Stallholders Organisers	Event date
Spaces between gazebos and stalls and location of.	Slips, trips and falls	M	Access to be restricted between adjacent structures where possible, all products are to be stored within the confines of the pitch allocated. Marshals should keep an eye open that barriers are not removed or breached. Stalls spaces to be pre-set by organisers.	L	Organisers	Event date
Obstructions	Slips trips and falls	M	Obstructions that cannot be removed and present a hazard, must be clearly identified by use of alternate coloured tape, or barriers.	L	Organisers	Event date
Uneven ground	Slips, trips and falls	M	Any hazards will be identified and signed appropriately.	L	Organisers	Morning of event
Use of bottled gas	Fire, explosion	H	Bottled gas will only be used by stallholders who are fully responsible for their management.	M	Stallholders	Event date

Hazard	Risk	Risk pre-controls HML	Management/control of Risk	Risk post controls HML	Responsibility of whom?	Date/frequency of action.
Moving vehicles	Bumps, knocks, falls, catastrophic injury	M	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	Stallholders Organisers	Event date
Inclement weather or flooding, creating additional slip or trip hazards and danger from flying debris.	Burns, cuts, bumps, falls, catastrophic injury	H	In case of severe rain, high winds or flooding, the chief marshal shall decide to either cordon off certain areas until they have been made safe, permanently segregate areas from the public or as a last resort suspend all activities.	L	Organisers	Event date Chief Marshalls: Kevin Bayes, Phil Hanton
Emergency occurrence or public disorder		M	The presence of event marshals and first aid facilities will act as a general deterrent and re-assurance. In the event of any incident, marshals are to usher the public away from the danger and contact the relevant emergency services and event organiser immediately.		Organisers	Event date Qualified first Aider :Cllrs Green , Hood
Use of hazardous machinery or equipment, including electrical equipment, hot plates, cooking equipment, equipment with exposed moving parts etc	Cuts, burns, shock, electrocution	L	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 brigade to be alerted to date the event taking place.		Stallholders Organisers	Event date

Hazard	Risk	Risk pre-controls HML	Management/control of Risk	Risk post controls HML	Responsibility of whom?	Date/frequency of action.
Accidents		M	All stallholders must prepare a risk assessment for their activities, and forward a copy to the Council. prior to the event.			
Preparation and handling of food	Food poisoning	L	Stalls serving food must have their own Food Hygiene certificates. Confirmation of all necessary hygiene facilities and possession of relevant certification will need to be sent to the organiser, prior to the event.		Stallholders	Before the event By the week before the event

- 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 is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify any and all potential hazards and their associated risks. The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

STALHAM TOWN COUNCIL

Risk Assessment: Spring Watch Event 30th March – 12th April 2026

Assessment Prepared By:	Clerk on behalf of the STC	**Document Reference:**	Risk Assessment – Spring Watch Event 30th March – 20th April 2026
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	Ensure guidance is on literature	STC	During event	April 2026
Crossing roads	Members of the public taking part in the trail	Warning can be given on event literature regarding road safety and to cross roads safely.	L	Tolerate	Ensure guidance is on literature	STC	During event	April 2026
Unaccompanied children	Young children	Advise given on event literature that all children should accompanied by an adult	L	Tolerate	Ensure guidance is on literature	STC	During event	April 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	April 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	April 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	April 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	April 2026