

12th January 2026

Dear Sir/ Madam

You are hereby summoned to attend the Full Council Meeting to be held in the Town Hall on Monday 19th January 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 10th November 2025.
- 3.2 To **ADOPT** the minutes of the events Working Group Meeting on the 12th January 2025.

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 "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. (JH)
- 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
- 7.3 Update on taking over the areas from NNDC and to consider and agree any actions(MT)

08 Finance & General Purposes Committee

- 8.1 To consider and agree Octobers ,November and December's reconciliations of bank accounts.
- 8.2 To consider and agree Novembers and Debembers payments.
- 8.3 To consider and agree the quote for the new street lamps in the High Street.

09 Training

- 9.1 To consider and agree Health and Safety training for Council (RH)
- 9.2 To consider and agree if 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.
- 10.2 To consider and agree advice from Councils Insurers.
- 10.3 Update on Councils Newsletter and to consider and agree any actions.
- 10.4 To consider and agree the arrangements for the Annual Town Meeting.
- 10.5 Update on Council's Grants and to consider and agree any actions.
- 10.6 To consider and agree Councils Learning and Development Policy.(RH)
- 10.7 To consider and agree if to subscribe to Visit Norfolk.
- 10.8 To consider and agree Councils response to the possible closure of the Factory Shop.(SM)

11 Events

- 11.1 To consider and agree taking part in the lamp of Peace for 2026.

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:

13 Correspondence

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

- 13.1 Email regarding window cleaning the Town Hall.
13.2 Email of thanks from a resident to the Council for the Christmas light Switch on.
13.3 Email of thanks from a High Street Business to the Council for the Christmas light Switch on.
13.4 Email from the Business Forum re incidents in the town.
13.5 Email of thanks from Sydney House.
13.6 Email from the Business Forum re Political Parties

14 Date of Next Meeting

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

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 10th NOVEMBER 2025 AT THE TOWN HALL.

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

Members of Public: – 2

Proper Officer: D Joy
Admin Assistant: J Hodds

MINUTES

01 Apologies for Absence

Cllr Mcgeary – unwell

02 Declarations of Interest and requests for Dispensations

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

None

03 Minutes of Previous Meetings

3.1 To agree and sign the minutes from the Full Council Meeting on the 8th September 2025.

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 8th September 2025.

04 Mayors Report

Beer Festival

Many thanks to all the volunteers and councillors for their efforts at this year's Beer Festival. Special thanks also go to St Mary's Church for allowing us to host the event in such a beautiful community building. Heartfelt thanks to all our sponsors for their generous support—many of whom have supported the event for the second year in a row.

Refurbishment of the Town Hall

It is extremely pleasing to see the completion of the refurbishment works to the floors and toilets in the Town Hall. The improvements have created a more attractive and welcoming asset at the heart of our community.

Installation of the Pontoon

I am pleased to announce that the pontoon has been approved by the Norfolk Broads Authority and has now been installed. Due to planning requirements, it is being replaced this week by a slightly smaller model, which will fit appropriately across the dyke location at the Staithe. Signs will be installed within the next week in preparation for the pontoon's opening for public use.

High Street Flags

Many thanks to all councillors and partners who contributed to putting up the Union Flags along the High Street in advance of Remembrance Sunday. Your teamwork and community spirit are greatly appreciated.

Remembrance Sunday

Firstly, thank you to Shaun, Steve Catherine, and Peter for managing the necessary road closures during the procession.

It was a pleasure to see the church full on Sunday for such a special and meaningful occasion. I would like to thank all the uniformed youth groups for their attendance and for representing their organisations so well.

Special thanks to Emma from the Royal British Legion for her excellent organisation and military precision in leading the procession to the church, to Darleen and St Mary's for the moving Service of Remembrance, and to The Swan for kindly providing a lovely buffet and refreshments at short notice.

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.

A Member of the public thanked Council for their hard work and commented on Item 13.1.

District Councillor Taylor gave his report.

County Councillor Dixon 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 All co-option forms completed.
- 6.4 Memorial bench fitted.
- 6.5 A149 Bus Shelter in progress
- 6.6 Bin for Staithe fitted.
- 6.7 Bus Shelter Grant in progress.
- 6.8 Planning application responded to.
- 6.9 Resident informed re SAM2 site on Lynford Rd.
- 6.10 Awaiting reply from St Marys re Tommy.
- 6.11 Monies moved to CCLA fund.
- 6.12 Volunteers workshop held.
- 6.13 Dignity Policy updated.
- 6.14 IT Policy updated.
- 6.15 Promotional video in progress.
- 6.16 SANDS ribbons going up on planters.
- 6.17 Reply to Norfolk Police re operation Radium.
- 6.18 Photo entered for Norfolk Day competition.
- 6.19 Christmas Light Switch on risk assessment sent to insurance.

07

Amenities

- 7.1 **Update on Millside's weekly playground inspections and to consider and agree any actions.**

The motion was proposed,

Members **AGREED** the following:

Subject to advice one received to change the frequency of the playground inspections to quarterly.

The Clerk to check with the insurance and CAN on the frequency of the playground inspections.

To replace the "No Balls Games" sign, monitor the split in the trail board and check the surface at the slide.

- 7.2 **To consider and agree the surveyors report on St Marys wall.**

The motion was proposed,

Members **AGREED** for Cllr Taylor to request a quote from Bob Sherwood for the repairs stated in the report.

- 7.3 **Update on SAM2 and to consider and agree any actions.**

The motion was proposed,

Members **AGREED** for Cllr Toone to take the SAM2 to Westcotec with be evaluated and report back any further costs to members.

- 7.4 Update on Tree report and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to obtain quotes for the work to be completed within 6 months, 1 year and the re-inspection of tree ID26.
- 7.5 To consider and agree the land ownership proposal from NNDC.
The motion was proposed,
Members **AGREED** for Cllr Taylor to speak with NNDC and report back to Council at January's meeting.
- 7.6 Update on insurance for the Pontoon and to consider and agree any actions.
The motion was proposed,
Members **AGREED** the insurance quote for the Pontoon.

08 Finance & General Purposes Committee

- 8.1 To consider and agree Septembers and October's reconciliations of bank accounts.
The motion was proposed,
Members **AGREED** Septembers and October's reconciliations of bank accounts.
- 8.2 To consider and agree October and November's payments.
Cllr Hood raised that there was no amount for Voucher 219. The Clerk would investigate this and email members.
The motion was proposed,
Members **AGREED** October and November's payments.
- 8.3 To consider and agree if to financially support the North Norfolk holiday provision
The motion was proposed,
Members **AGREED** to see if these provisions are held in Stalham and report back.
- 8.4 To consider and agree if to refurbish the divider doors at the Town Hall.
The Clerk informed the meeting this would be taken from general reserves.
The motion was proposed,
Members **AGREED** to obtain a quote to have these doors painted not varnished.
- 8.5 To consider and agree if to have additional new flooring in the Town Hall and the cost.
The Clerk informed the meeting this would be taken from general reserves
The motion was proposed,
Members **AGREED** to have additional new flooring in the Town Hall at the cost of £1085.00
- 8.6 To consider and agree the Budget for 2026/2027.
The motion was proposed,
Members **AGREED** the Budget of £182,084.00 for 2026/2027.
- 8.7 To consider and agree the Precept for 2026/2027.
The motion was proposed,
Members **AGREED** the Precept of £200,000.00 for 2026/2027

8.8 To consider and agree the Earmarked Reserves for 2026/2027

The motion was proposed,

Members **AGREED** the Earmarked Reserves of £102,000.000 for 2026/2027

Ear Marked Funds	2026/2027
Burial Ground Ext	£30,000.00
Campingfield Reflection Area	£10,000.00
Pontoon	£1,000.00
Christmas Lights	£5,000.00
High Street	£2,500.00
Allotment	£2,500.00
Millside	£5,000.00
Quay Heading	£10,000.00
Planting	£750.00
Employment Contingency	£5,000.00
Town Trail	£250.00
Events 2026	£30,000.00
Total	£102,000.00

09 Training

10 Policies, Documents and Communications.

10.1 To consider and agree responses to NCC Flood Survey.

The motion was proposed,

Members **AGREED** for Cllr Taylor to write a response and circulate to members.

10.2 To consider and agree Councils updated Conditions of Hire (Town Hall).

The motion was proposed,

Members **AGREED** for the amendments to be made and circulated to members.

10.3 Update on Councils Newsletter and to consider and agree any actions.

The motion was proposed,

Members **AGREED** for Cllr Hood to liaise with the Clerk to the finalisations and then circulate before printing.

10.4 To consider and agree Councils Pontoon Risk Assessment.

The motion was proposed,

Members **AGREED** for Cllr Hood to liaise with the Clerk to the finalisations and then circulate to members.

10.5 Update on Amenities Committee and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the following:

To change the Terms of Reference to be changed to allow 6 members on the committee.

To change the meetings to quarterly.

To allow Cllrs Hood and Maisey onto this committee.

10.6 To consider and agree the meeting dates for 2026.

The motion was proposed,

Members **AGREED** for the Clerk to review and emailed out adjustments made to Members.

10.7 To consider and agree Councils response to the NCC Dealumination Trial A149 at Stalham.

The motion was proposed,

Members **AGREED** for Cllr Bayes to write a response and circulate to members.

11 Events

11.1 To consider and agree the 4 people for the road closure on Remembrance Sunday.

Made under delegates authority.

11.2 To consider and agree if to cover the costs for the remembrance Sunday buffet.

Made under delegates authority.

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:

Road closure for Remembrance Sunday

Buffet costs for Remembrance Sunday.

Cllr Hood mentioned Health & Safety training for the next meeting.

13 Correspondence

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

13.1 Email from resident re communication.

The motion was proposed,

Members **AGREED** to review their communication skills on a case by case basis.

13.2 Email regarding upgrade to T Mobile station.

The motion was proposed,

Members **AGREED** to support this application.

13.3 Email from the Friends of the Library regarding the Jan Mark anniversary and the Art Trail.

The Clerk informed the meeting that money could not be given to the library as this is classed as double taxation.

The motion was proposed,

Members **AGREED** to support these events as a joint enterprise.

13.4 Email from Lowland Rescue regarding a grant application.

The motion was proposed,

Members **AGREED** to write a letter of support for their grant application.

14 Exclusion of the Press and Public

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

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

The motion was proposed,

Members **AGREED** for the Employment Committee to consult with Councils HR Advisors regarding a Pay and Reward Policy.

14.2 To adopt the minutes of the Employment Committee on the 17th October 2025.

The motion was proposed,

Members **AGREED** to adopt the minutes of the Employment Committee on the 17th October 2025.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Town Council TBA

MEETING CLOSED:9:44pm

CHAIR:_____

DATE:_____

October's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
196	BT	D/D	Phone & Internet September	£76.55	S Toone		C Scrivner	
197	Engie	D/D	Street Light Supply August	£708.64	S Toone		C Scrivner	
198	SAGE	D/D	PAYROLL - 16.9.25-15.10.25	£13.20	S Toone		C Scrivner	
199	Unity	D/D	Bank Charges September	£6.30	S Toone		C Scrivner	
200	EE	D/D	Mobile 29.8.25-28.9.25	£48.00	S Toone		C Scrivner	
201	Cozens	D/D	Street light Maintenance August	£180.00	S Toone		C Scrivner	
202	Wave	D/D	Town Hall Water 1/6/25-31/8/25	£140.82	S Toone		C Scrivner	
203	Wave	D/D	Allotment water 10/8/25-9/9/25	£124.45	S Toone		C Scrivner	
204	Lloyds Credit Card	D/D	Items for Beer Festival, Facebook promotion and Amazon items for events	£213.11	S Toone		C Scrivner	
205	Doreen Joy	ONLINE	Employment Costs	£5,880.84	S Toone		C Scrivner	
206	J Hodds	ONLINE			S Toone		C Scrivner	
207	Norfolk Pension Fund	ONLINE	Septembers Contributions		S Toone		C Scrivner	
208	S Ayling	ONLINE	September Town Hall Cleaning	£93.50	S Toone		C Scrivner	
209	CCLA	ONLINE	To Councils savings account	£30,000.00	S Toone		C Scrivner	
210	BBT	ONLINE	Millside trim trail	£165.00	S Toone		C Scrivner	
211	Christmas Tree World	ONLINE	Town's Christmas Tree	£5,154.00	S Toone		C Scrivner	
212	Catch 22	ONLINE	Beer Festival Band	£500.00	S Toone		C Scrivner	
213	Budget Marquees	ONLINE	Beer Festival	£176.25	S Toone		C Scrivner	

Agreed at Full Council on 13.10.25
 Chair Sign:
 RFO Sign:

Octobers' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
214	Wildcraft	ONLINE	Beers for Beer Festival	£4,920.00	S Toone		C Scrivner	
215	Festive Lights	ONLINE	Star for Christmas Tree	£155.18	S Toone		C Scrivner	
216	Parkinson Partnership	ONLINE	VAT Assistance	£360.00	S Toone		C Scrivner	
217	AB Fire Safety	ONLINE	Fire Risk Assesment	£300.00	S Toone		C Scrivner	
218	Century Printing	ONLINE	Volunteer Fair poster updates	£19.80	S Toone		C Scrivner	
219	Century Printing	ONLINE	Beer Festival Tasting notes and token cards		S Toone		C Scrivner	
220	J. Hodds	ONLINE	Volunteer Fair refreshments	£6.98	S Toone		C Scrivner	
221	D. Joy	ONLINE	Beer Festival items	£2.00	S Toone		C Scrivner	
222	C. Scrivener	ONLINE	Beer Festival items	£9.50	S Toone		K Bayes	
223	Christmas Tree World	ONLINE	Pop Up Trees	£1,043.38	S Toone		C Scrivner	
224	Autumnal Artistry	ONLINE	Face Painting @ Christmas Event	£180.00	S Toone		C Scrivner	
225	DAC Beachcroft	ONLINE	VAT on claim	£239.58	C Scrivner		C Scrivner	
226	Will Overton	ONLINE	Beer Festival Band	£350.00	S Toone		C Scrivner	
227	Canham Consultancy	ONLINE	St. Mary's flint wall survey	£600.00	S Toone		C Scrivner	
228	Wildcraft	ONLINE	Beers and Racking	£1,980.00	S Toone		C Scrivner	
229	BBT	ONLINE	Maintenance works	£200.00	S Toone		C Scrivner	
230	Norwich Office Supplies	ONLINE	Stationary September	£33.62	S Toone		C Scrivner	

Agreed at Full Council on 13.10.25
 Chair Sign:
 RFO Sign:

October's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
231	East Coast College	ONLINE	Christmas Sleigh	£300.00	S Toone		C Scrivner	
232	PKF Littlejohn	ONLINE	External auditors report 2024/2025	£756.00	S Toone		C Scrivner	
233	Dragon Security	ONLINE	Call button battery replacement	£177.00	S Toone		C Scrivner	
234	Hampshire Flag Co	ONLINE	3 x Flags	£271.50	S Toone		C Scrivner	
235	Brass Beats Collective	ONLINE	Band for Christmas event	£1,075.00	S Toone		C Scrivner	
236	Stalham DIY	ONLINE	Items for Town Hall	£20.30	S Toone		C Scrivner	
237	J Hodds	ONLINE	Stamps	£13.92	S Toone		C Scrivner	
238	D Boden	ONLINE	Grass Cutting September & August	£631.83	S Toone		C Scrivner	
					S Toone		C Scrivner	

Agreed at Full Council on 13.10.25
 Chair Sign:
 RFO Sign:

November's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
239	BT	D/D	Phone & Internet October	£76.55	S Toone		C Scrivner	
240	Engie	D/D	Street Light Supply September	£810.84	S Toone		C Scrivner	
241	SAGE	D/D	PAYROLL - 16.10.25-15.11.25	£13.20	S Toone		C Scrivner	
242	Unity	D/D	Bank Charges October	£6.30	S Toone		C Scrivner	
243	EE	D/D	Mobile 29.9.25-28.10.25	£48.00	S Toone		C Scrivner	
244	Cozens	D/D	Street light Maintenance September	£180.00	S Toone		C Scrivner	
245	Doreen Joy	ONLINE	Employment Costs	£9,148.91	S Toone		C Scrivner	
246	J Hodds	ONLINE			S Toone		C Scrivner	
247	HMRC	ONLINE	PAYE Month 4, 5 and 6		S Toone		C Scrivner	
248	Norfolk Pension Fund	ONLINE	October's Contributions		S Toone		C Scrivner	
249	Lloyds Credit Card	D/D	Various Items , Christmas and subscriptions	£725.22	S Toone		C Scrivner	
250	S Ayling	ONLINE	October Town Hall Cleaning	£177.94	S Toone		C Scrivner	
251	Anglian Internet	D/D	M365 @ Email accounts	£926.40	S Toone		C Scrivner	
252	Bee-Line	ONLINE	Deposit for Land Train	£190.80	S Toone		C Scrivner	
253	Community Heartbeat	ONLINE	Pads and batteries	£848.40	S Toone		C Scrivner	
254	BBT	ONLINE	Taps at Allotments	£45.00	S Toone		C Scrivner	
255	JJ Property Services	ONLINE	Refit of sliding doors	£425.00	S Toone		C Scrivner	
256	JMO	ONLINE	Toilet renovations at Town Hall	£17,722.80	S Toone		C Scrivner	
257	Norwich Office Supplies	ONLINE	Stationery	£35.11	S Toone		C Scrivner	

Agreed at Full Council on 10.11.25

Chair Sign:

RFO Sign:

November's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
258	Norwich Office Supplies	ONLINE	Stationery	£60.74	S Toone		C Scrivner	
259	S.Toone	ONLINE	Makro invoice for sweets at Christmas event	£89.80	S Toone		C Scrivner	
260	Stalham & Brumstead Charity	ONLINE	2nd Donation Payment	£10,000.00	S Toone		C Scrivner	
261	Paul Wilmshurst	ONLINE	Festoon Lights for events	£299.97	S Toone		C Scrivner	
262	Platten Pest Control	ONLINE	Allotment rodent control July, Aug and Sept	£216.00	S Toone		C Scrivner	
263	Stalham Carpets	ONLINE	Town Hall Flooring	£250.00	S Toone		C Scrivner	
264	Bee-Line	ONLINE	Balance for Land Train	£572.40	S Toone		C Scrivner	
265	The Tricky Twister	ONLINE	Entertainment at Christmas event	£280.00	S Toone		C Scrivner	
266	Target Trees	ONLINE	Tree Survey	£384.00	S Toone		C Scrivner	
267	LJ Tree Services	ONLINE	Tree removal from Churchyard	£460.00	S Toone		C Scrivner	
268	Dragon Security	ONLINE	Yearly Service charge on Fire Alarm and emergency lighting	£1,056.00	S Toone		C Scrivner	
269	EON	ONLINE	Backdated invoices Jan 25 - March 25	£1,894.07	S Toone		C Scrivner	
270	EON	ONLINE	Electricity Town Hall 1/10/25 to 31/10/25	£179.66	S Toone		C Scrivner	
271	Clear Insurance	ONLINE	Insurance for pontoon	£967.46	S Toone		C Scrivner	
272	C T Baker	ONLINE	Contract valves and water tape	£19.52	S Toone		C Scrivner	

Agreed at Full Council on 10.11.25

Chair Sign:

RFO Sign:

Stalham Town Council Weekly Inspection Sheet

C159X

Millside Playground - November

Name - Julie Hodds		7/11	18/11			Comments
	gates	✓	✓			
	fences	✓	✓			
	bins	✓	✓			
	signage	✓	✓			Sign worn and words rubbed off - photo below
	grass	✓	✓			
 swings	chains	✓	✓			
	seats	✓	✓			
	matting	✓	✓			
	fixings	✓	✓			
 slide	slide	✓	✓			
	frame	✓	✓			
	steps	✓	✓			
	surface	✓	✓			
 3 low-level activity trail pieces	structure	✓	✓			
	fixings	✓	✓			
 activity trail walk	structure	✓	✓			Slight splitting in wood, no worse. Photos below
	chains	✓	✓			
	fixings	✓	✓			



Stalham Town Council Weekly Inspection Sheet

C159X

Millside Playground - December

Name - Julie Hodds		3/12	11/12	17/12		Comments
	gates	✓	✓	✓		
	fences	✓	✓	✓		
	bins	✓	✓			Bin not been emptied, reported 18/12
	signage					New sign to go up
	grass	✓	✓	✓		
 swings	chains	✓	✓	✓		
	seats	✓	✓	✓		
	matting	✓	✓	✓		
	fixings	✓	✓	✓		
 slide	slide	✓	✓	✓		
	frame	✓	✓	✓		
	steps	✓	✓	✓		
	matting					Matting covered by grass
 3 low-level activity trail pieces	structure	✓	✓	✓		
	fixings	✓	✓	✓		
 activity trail walk	structure	✓	✓	✓		Slight splitting in wood no worse
	chains	✓	✓	✓		
	fixings	✓	✓	✓		

NNDC Ref: PF/25/2774
Date: 6th January 2026

Contact: Mr Harry Gray

Doreen Joy (Locum Clerk)
Town Council
74 High Street
Stalham
Norfolk
NR12 9AS

Planning Consultation
Stalham

Proposal: Change of Use from Residential Flat to additional Shop Space from
Commercial use.

Location: 92 / 94 High Street, Stalham, Norwich, Norfolk, NR12 9AU

Dear Sir/Madam,

We have received the above application, details of which may be viewed on our website

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T7B39ZLN06Z00>

If your Council would like to offer comments on the application, please do so by 27/01/2026 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

1. Supports the application;
2. Has no objection or comment;
3. Objects to the application;

Giving reasons where appropriate.

If we do not receive a response within this time we will assume that you do not wish to comment.

Kind regards

Mr Harry Gray (Trainee Planning Officer)
harry.gray@north-norfolk.gov.uk
01263 516244

Date:05/01/2026

Stalham Town Council Current Year

Page 1

Time: 13:54

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 6 - CCLA

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/10/2025	7	103,000.00
			<u>103,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,000.00
		Balance per Cash Book is :-	103,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Date: 10/12/2025

Stalham Town Council Current Year

Page 1

Time: 11:18

User: CLERK

**Bank Reconciliation Statement as at 30/11/2025
for Cashbook 4 - Unity Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Bank	30/11/2025	8	88,682.67
			<u>88,682.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			88,682.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			88,682.67
			Balance per Cash Book is :- 88,682.67
			Difference Excluding Adjustments is :- 0.00
<u>Adjustments to Reconciliation</u>			
31/10/2024 ONLINE S Toone		0.00	
			<u>0.00</u>
			Unreconciled Difference is :- 0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

December's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
273	BT	D/D	Phone & Internet November	£76.55	S Toone		C Scrivener	
274	Engie	D/D	Street Light Supply November	£976.79	S Toone		C Scrivener	
275	SAGE	D/D	PAYROLL - 16.11.25-15.12.25	£13.20	S Toone		C Scrivener	
276	Unity	D/D	Bank Charges November	£11.40	S Toone		C Scrivener	
277	EE	D/D	Mobile 29.10.25-28.11.25	£48.00	S Toone		C Scrivener	
278	Cozens	D/D	Street light Maintenance December 25	£180.00	S Toone		C Scrivener	
279	EON	D/D	Town Hall Electricity Nov '25	£185.85	S Toone		C Scrivener	
280	Wave	D/D	Water @ Town Hall 1.9.25 - 30.11.25	£93.20	S Toone		C Scrivener	
281	Doreen Joy	ONLINE	Employment Costs	£5,188.77	S Toone		C Scrivener	
282	J Hodds	ONLINE			S Toone		C Scrivener	
283	Norfolk Pension Fund	ONLINE			S Toone		C Scrivener	
	Lloyds Credit Card	D/D	Various Items , Christmas and subscriptions		S Toone		C Scrivener	
285	S Ayling	ONLINE	November Town Hall Cleaning & products	£191.00	S Toone		C Scrivener	
286	Hedgerows & Herbs	ONLINE	Wreath Making Workshop	£276.00	S Toone		C Scrivener	
287	JJ Property Services	ONLINE	Christmas Lights Installation	£396.00	S Toone		C Scrivener	
288	Stalham Carpets	ONLINE	50% deposit for flooring in entrance of Town Hall	£542.50	S Toone		C Scrivener	
289	Community Action Norfolk	ONLINE	Playarea Inspection Training Course	£300.00	S Toone		C Scrivener	
290	Darren's Gardens & Landscaping	ONLINE	Grass Cutting for October	£631.83	S Toone		C Scrivener	
291	Cooks Tavern - The Swan	ONLINE	Remembrance Buffet	£200.00	S Toone		C Scrivener	
292	The Pontoon & Dock Co.	ONLINE	Pontoon @ the staithe	£10,638.80	S Toone		C Scrivener	
293	Norwich Office Supplies	ONLINE	Stationery	£30.62	S Toone		C Scrivener	

December's Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
294	Julie Hodds	ONLINE	TEN for Christmas Light Switch On	£21.00	S Toone		C Scrivener	
295	Maggie Green	ONLINE	Items for Christmas Light Switch On	£38.56	S Toone		C Scrivener	
296	Doreen Joy	ONLINE	Items for Christmas Light Switch On	£3.00	S Toone		C Scrivener	
297	Julie Hodds	ONLINE	Refreshments for Playground Course	£3.35	S Toone		C Scrivener	
298	Graden Guardians	ONLINE	Grass Cutting for 2025	£5,247.60	S Toone		C Scrivener	
299	Century Print	ONLINE	Items for Christmas Light Switch On, Pontoon and Millside	£332.58	S Toone		C Scrivener	
300	Anglian Internet	ONLINE	Website Domain	£120.00	S Toone		C Scrivener	
301	C. Scrivener	ONLINE	Newsletter Printing at Solopress	£257.94	S Toone		C Scrivener	
302	Jingle Elves	ONLINE	Christmas Entertainment	£775.00	S Toone		C Scrivener	
303	Bee-Line	ONLINE	Final Train Payment	£190.80	S Toone		C Scrivener	
304	Stalham DIY	ONLINE	Micellaneous Items for events	£271.70	S Toone		C Scrivener	
305	BT	D/D	Broadband for December 2025	£76.55	S Toone		C Scrivener	
306	EE	D/D	Mobile Phones 29.11.25 - 28.12.25	£52.80	S Toone		C Scrivener	
Agreed at Full Council on 19.1.26 Chair Sign: RFO Sign:								

Agreed at Full Council on 19.1.26			Chair Sign:			RFO Sign:					
--	--	--	--------------------	--	--	------------------	--	--	--	--	--

Januarys' Payments								
Voucher Number	Payable to	Payment Method	Description	Amount	Name	Sign 1	Name	Sign 2
327	Salaries	ONLINE	Employment Costs	£5,188.97	S.Toone		K Bayes	
328		ONLINE			S.Toone		K Bayes	
329	Norfolk Pension Fund	ONLINE	Decembers Contributions		S.Toone		K Bayes	
330	D Joy	ONLINE	Work Diaries	£10.00	S.Toone		K Bayes	
331	Bounceback Castles	ONLINE	Snow Globe for light Switch On	£308.00	S.Toone		K Bayes	
332	Capron & Helliewell	ONLINE	Refund of missing key	£10.00	S.Toone		K Bayes	
333	LocalIQ	ONLINE	Richardsons Stalham Steps	£1,200.00	S.Toone		K Bayes	
334	MA Marketing	ONLINE	Richardsons Stalham Steps	£2,940.00	S.Toone		K Bayes	

Agreed at Full Council on 19.1.26 Chair Sign:
RFO Sign:

QUOTE

Stalham Town Council
Attention: Stalham Town Council
74 High Street
Stalham
Norwich
Norfolk
NR12 9AS
UNITED KINGDOM

Date
19 Dec 2025

Expiry
18 Jan 2026

Quote Number
QU-1096

Reference
RC

VAT Number
552 6584 25



Cozens (UK) Limited
10 Stanley Close
Cantley
Norwich
Norfolk
NR13 3RW

Description	VAT	Amount GBP
STALHAM TOWN COUNCIL STREETLIGHTING - NEW VICTORIAN LED LIGHTING ON THE HIGH STREET FOR 2025.		
WALL MOUNTED :- (COL No's = 3 + 6 + 7 + 8 + 10 + 11 + 12) 1)SUPPLY AND INSTALL 7 X VICTORIAN BLACK LED LANTERNS WITH PHOTOCELLS/CABLING. 2)SUPPLY AND INSTALL 7 X BLACK WALL MOUNTED BRACKET ARMS ONTO WALLS USING RESIN/THREAD RODS/NUTS. 3)SUPPLY AND INSTALL 7 X GRP ELECTRIC CABINETS ALL WITH L3 D/P FUSE UNITS. 4)REMOVE 7 X EXISTING WALL MOUNTED BRACKETS AND DISPOSE FROM SITE. (PERMISSIONS TO BE GRANTED BY BUILDING OWNERS BEFORE WORKS ARE CARRIED OUT)		
LABOUR AND MATERIALS (£1,295.00 + VAT EACH)	20%	9,765.00
COLUMN MOUNTED :- (COL No's = 1 + 4 + 9 + 13 +14 + 15) 1)SUPPLY AND INSTALL 6 X VICTORIAN BLACK LED POST TOP LANTERNS WITH PHOTOCELLS/CABLING. 2)PAINT 7 X COLUMNS BLACK. 3)SUPPLY AND INSTALL 6 X L3 D/P FUSE UNITS INSIDE COLUMNS.		
LABOUR AND MATERIALS	20%	4,770.00
COLUMN REPLACEMENT ONLY :- (COL No = 9) 1)SUPPLY AND INSTALL 1 X 5M GALVANISED STEEL ROOT MOUNTED COLUMN INTO GROUND. 2)NEW UKPN TRANSFER OF SUPPLY UNDERGROUND FROM OLD COLUMN TO NEW COLUMN. 3)SUPPLY AND INSTALL 1 X L3 D/P FUSED CUT-OUT IN COLUMN AND MAKE OFF FINAL CONNECTIONS. 4)REMOVE AND DISPOSE OF OLD COLUMN FROM SITE. 5)INSPECT AND TEST ONCE COMPLETED. (ROAD PERMITS ARE INCLUDED WITHIN THESE WORKS)		
LABOUR AND MATERIALS (£1750.00 + VAT)	20%	1,750.00
	Subtotal	16,285.00

Description	VAT	Amount GBP
	Total VAT 20%	3,257.00
	TOTAL GBP	19,542.00

Terms (if any)



Amenities & Properties Committee

Terms of Reference

1. Committee

The Amenities & Properties Committee is constituted as a Standing Committee of Stalham Town Council.

2. Members

Five Councillors appointed annually at the Annual Meeting of the Town Council. The quorum of the Committee shall be three Members.

3. Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.

N.B. If a member who has declared an interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates

5. Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected annually by Full Council at the Annual Meeting.

6. Meetings

The Committee will meet as per the calendared dates set in September each year, with a minimum of 3 working days' notice given.

7. Terms Of Reference

To review the Terms of Reference of the Amenities & Properties Committee the Annual Meeting of the Council and when necessary, the committee to make appropriate recommendations to Full Council.

8. **Responsibilities**

The Amenities & Properties Committee has the delegated authority from Stalham Town Council:

1. To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
2. To make representations in respect of appeals against the refusal of planning permission.
3. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
4. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
5. To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

The Amenities & Properties Committee will also oversee and advise the Council on all matters relating to the upkeep of open spaces and provision of local amenities by:

1. Managing and monitoring any work performed by contractors.
2. Inspecting and maintaining equipment in the play equipment in accordance with recognised health and safety standards and other legislation.
3. Ensuring that open spaces and all other Council land is maintained in good order and kept free of litter, rubbish, or other obstructions-
4. Responsibility for allotment, the Staithe, Town Hall, burial grounds and cemetery.
5. Managing the maintenance of Council owned bus shelters, benches and other street furniture including their cleanliness and structural soundness.
6. Providing and maintaining street litter and dog waste bins if not provided by NNDC.
7. Ensuring that other public and community bodies concerned with local amenities perform their services in accordance with the needs of the community.
8. Maintaining Council owned streetlights.
9. The Committee shall have a remit to commit/spend up to £1000 of expenditure. Any amount over that value will be reported to the Full Council meeting for their approval.

9. Planning Applications

Planning applications shall be displayed at the Amenities & Properties meetings in order for Members and the Public to view.

In cases where a planning application deadline is before a Full Council's Meeting or scheduled Amenities & Properties Meeting then the Council's Planning Protocol shall be adhered to.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants, and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

10. Responses

The Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Clerk.

11. Meeting Duration

The Amenities & Properties Meeting shall be for a maximum of 3 hours, with any unfinished business being taken at the beginning of the next Full Council Meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

12. Minutes

All Minutes shall be open for inspection by any Member of the Town Council or Public.

All planning applications, the responses and eventual results shall be noted in the minutes.

13. Reporting to Council

The Chair of the Amenities & Properties Committee must report to Full Council in respect of those activities at meetings in order that progress may be noted and decisions ratified.

14. Admission Of The Public And Press

The Public and Press may be admitted to all meetings. If required, they may be temporarily excluded by means of a special resolution as follows: "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".



Learning & Development Policy

Last Reviewed: January 2026

Next Review Date: January 2028

Purpose	This policy sets out Stalham Town Council's (STC) approach to employee and Councillor learning and development
Scope	This policy applies to all Stalham Town Council employees and Councillors. STC reserves the right to change or cancel the provisions of this policy, without notice and, in any event, the policy will be regularly reviewed to judge its effectiveness and will be updated in accordance with changes in legislation and regulation, as required. This document is non-contractual and does not form part of the terms and conditions of employment.
Audience	All STC employees and Councillors should read and adhere to this policy.
Contact	If you have any questions or queries about this document and how it applies to you, please contact the Clerk or STC Employment Committee.

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1 Introduction

Stalham Town Council (STC) aim to create an environment in which our people are enabled to perform to the best of their abilities, in alignment with the Council's mission and values. This policy describes our approach to learning and development for staff and volunteers.

2 Objectives

The objectives of this strategy are to:

- Encourage employees and Councillors to undertake appropriate training.
- Ensure that all training is evaluated to assess its value to STC
- Allocate training in a fair manner

3 Onboarding

All new employees and volunteers will be supported through an onboarding process.

4 Commitment to Learning and Development

STC is committed to the ongoing training and development of all employees and Councillors to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the Town.

STC recognises that its most valuable resource is its employees and Councillors and is committed to encouraging all to enhance their knowledge and qualifications learning and development. In addition, training is necessary to ensure compliance with all legal and statutory requirements.

STC expects senior and specialist officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies.

STC commits to ensuring that every new Councilor, whether elected or co-opted, will be trained to an adequate standard as set out by the Council and reflecting prevailing accepted standards within a year of taking office. In addition, skills audits will be acted upon to ensure specialist members receive additional training to take account of legislative changes and new initiatives.

STC commits to ensuring that its officers and employees will be trained to an adequate standard as set out in prevailing legislation, Local Authority standards and reflecting the aspirations of the Council as soon as possible upon appointment and on an on-going and rolling program supporting professional development.

5 Benefits of Learning and Development

The benefits of learning and development are:

- Improves the quality of the services and facilities that STC provides
- Enables the organisation to achieve its corporate aims and objectives
- Improves the skills base of the employees and Councillors
- Produces confident, highly qualified staff and Councillors working as part of an effective and efficient team
- Demonstrates that the employees and Councillors are valued.

6 Delivery of Learning and Development

Learning and development will be achieved by including a realistic and reasonable financial allocation for training and development in the annual budget, where possible, as well as taking advantage of any relevant partnership or in-house provision available. Training may be provided In-Person, Online or via self-led learning.

An essential condition for effective learning is to ensure that time is set aside to enable it. STC commits to ensuring that appropriate learning time is made available to employees. Since the role of Councillor is a volunteer role, this condition does not apply to Councillors.

7 Certifications and Examinations

Certifications provide a robust method of ensuring that STC has the required level of skills and expertise. Prior to commencing a program of learning targeted towards a certification, individuals should discuss their intent with the Employment Committee, who will be able to advise regarding the appropriate certifications and seek relevant approvals for cost and time.

In commencing a program of study towards a certification, employees must commit to self-directed study and preparation in personal time.

8 Recovery of Costs

Where employees leave the service of STC during a qualifying course of learning, or shortly afterwards, they will be liable to repay the cost of the training in line with a sliding scale, as below:

Timescale	Cost Repayable
During the course of learning	100%
Less than 24 months from the date of completion	75%
Between 24 and 36 months after completion	50%
After 36 months	0%

Employees will be asked to sign an agreement to this effect before the commencement of the training.

In instances where employees leave the employment of STC with monies owing, STC reserves the right to deduct any outstanding monies from their final pay. This clause will not apply in circumstances of redundancy.

9 Learning and Development Process

- Identification of learning and development need
- Evaluation of the direct benefit of learning and development to STC
- Approval of learning and development need, including cost and time
- Planning and organising training
- Evaluation of the effectiveness of learning and development

9.1 The Identification of Learning and Development Needs

Employees will be asked to identify their development needs with advice from their line manager during their annual appraisal or regular meetings. There are number of additional ways that the training needs of staff may be identified:

- During the recruitment process
- Following confirmation of appointment
- Questionnaires
- During formal interview/review
- Formal and informal discussion

Councillors will be asked to identify their development needs with advice from the appropriate body or person. There are number of additional ways that the training needs of Councillors may be recognised:

- Following election/co-option
- During review
- Questionnaires
- Formal and informal discussion

Other circumstances may give rise to a learning or development need:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling, including changes in legislation
- Changes in systems and services including new working methods and practices and/or the introduction of new equipment
- New or revised qualifications becoming available
- Accidents/Incidents/Near Misses or instances of professional error
- Following complaints
- A request from a member of staff

9.2 Evaluation of the direct benefit of learning and development

It is important to note that all supported learning and development must be appropriate to the needs of the Council, be relevant to the individual's role and subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

To best ensure cost effectiveness, Councillors and employees will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by Full Council in the interest of operational effectiveness or best value.

9.2.1 Training required for Legal and/or Regulatory reasons

Training may be required to ensure that employees and Councillors are aware of their legal responsibilities in relation to Health and Safety, Risk Management, Employment Responsibilities and Equal Opportunities.

9.3 Approval of learning and development need, including cost and time

Once the cost benefit analysis of any training requests has been successfully completed, training will be put forward for approval by the Employment Committee and the employee/Councillor informed of the outcome of this process.

If approved, employees and Councillors can expect the following to be covered by STC:

- The Course fee
- Examination fees (if applicable)
- Associated membership fees (if applicable)
- One payment to re-take a failed examination (if applicable)

9.4 Planning and organising training

Once approved, training will then be planned and organised, with consideration given to minimising the impact of time spent away from employees' core functions for learning and development.

If an employee or Councillor is unable to attend approved learning and development opportunities, they should inform the Clerk as soon as possible, giving a reason for failure to attend.

Failure to sit an examination may result in STC withdrawing future course funding and/or requesting the refund of financial assistance. Each case will be considered on an individual basis.

9.5 Study Leave

Employees who have approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses
- Time to sit examinations (including travel time)
- Study time of one day per examination (to be discussed and agreed by the Employment Committee in advance)

NB: Provision of study time must be agreed by the Employment Committee prior to any course being undertaken.

9.6 Short Courses/Workshops/Residential Weekends

Where attendance is required on a short course, paid leave will be granted to employees.

Employees and Councillors attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fee (usually invoiced following the event)
- Travelling expenses in accordance with STC current policy
- Subsistence in accordance with STC current policy

9.7 Learning and Development Records

Records of all learning and development undertaken by employees will be maintained in their personnel files. Records of learning and development of Councillors will be maintained on a centralised list.

STC believe it is critical to the success of both the planning and delivery of learning and development activities that the resources invested are monitored and the outcomes achieved are measured.

Employees and Councillors are strongly encouraged to provide full and honest feedback regarding learning resources when asked, highlighting the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

The Clerk will provide a training report and an evaluation of the effectiveness of learning and development to STC annually.

10 Related Documents

- Risk Management Policy
- Health and Safety Policy
- Equal Opportunities Policy
- A comprehensive training record is required for the accreditation of the national Local Council Award Scheme.

Appendix 1:
Training Plan Template

Name	Course	Provider	Date	No. of hours	Budget Cost

Stalham Town Clerk

From: Bruno Peek <brunopeek@mac.com>
Sent: 02 December 2025 10:15
To: Bruno Peek; Cllr Bayes; Stalham Town Clerk
Subject: Fwd: COUNCILLOR KEVIN BAYES - THE TOWN OF STALHAM , NORFOLK& THE LAMP LIGHT OF PEACE IN COMMEMORATION 11AM - 11THE NOVEMBER 2026
Attachments: Lamp Light of Peace Guide v45.pdf



The Worshipful Mayor of Stalham
Councillor Kevin Hayes
Stalham Town Council
74 High Street
Stalham
Norfolk
NR12 9AS

2nd December 2025

Dear Mr Mayor,

RE: STALHAM TOWN COUNCIL & THE LAMP LIGHT OF PEACE IN COMMEMORATION 11AM - 11TH NOVEMBER 2026

Due to the enormous success of the Lamp Lights of Peace during the Celebration of the 80th Anniversary of VE Day and the Commemoration of the 80th Anniversary of D-Day this year, it has

been decided to continue with their lighting at **10.37am** on **11th November 2026**, as part of The Lamp Light of Peace in Commemoration, especially because of their 'unique meaning' and simplicity of promoting 'Peace in our Time', and, because once lit, the flame within them, represents the '**light of peace**' that emerged from the dreadful darkness of war.

I feel sure that you will agree with me when I say we must all do what we can, and when we can, to help promote Peace, especially the way our troubled world is going now, and this simple act, can only but help year after year.

It will become an annual occasion at this time, and on this date, for many years to come, growing in size and stature, involving other Countries around the world too. (Please see attached Guide To Taking Part which is already on the the event website - www.lamplightofpeace.com). Those that already have Lamp Lights of Peace are being asked to re-light them at **10.37am** on **11th November next year** too.

I am sure you will agree with me therefore, in a similar way to VE Day 80 and D-Day 80, it is important to involve local communities and especially young people, because the youth of our Nation and other Countries around the World, are the future 'Peace Makers of this fragile World of ours'.

With this in mind, I would be extremely grateful if at your earliest convenience, you would be kind enough to consider discussing this event with me with regard to the following please.

(1) I would therefore, be delighted to donate a Lamp Light of Peace to the good people of the Town of Stalham, with the view to them lighting it at **10.37am** on 11th November next year at a location of their choice within the Town, and once lit next year, can be used again for many years to come in a similar way to those 1000 plus local communities that purchased them for the last two important occasions mentioned above.

(2) If agreed, we would be delighted to provide you a full colour special page in the Guide To Taking Part in a similar way to others within it.

To complete this page, we would require the following at your earliest convenience please, in readiness for the Guides distribution throughout the United Kingdom, Channel Islands and the Isle of Man during the second week of January next year.

(2a) A message of support and involvement from your good-self as Mayor of Stalham, encouraging other Towns and Parishes to take part by lighting Lamp Lights of Peace at **10.37am** on **11th November 2026**.

(2b) Provide us with a high resolution, head and shoulders photograph of your good-self in your Robes and Chain of Office.

(2c) Your signature block.

(2d) A picture of your Town Sign depicting elements of your Town's history such as the Windmill, Railway station and St Mary's Church.

(2e) Another picture of your choice depicting the Town.

Again, if agreed, due to the fact that are a fellow Presenter on Harbour Radio with my beautiful Wife Moira, you will be able to talk about your Town's involvement in this event, providing you all with some lovely publicity as well.

We do hope that you will accept our invitation and take part in the ways above, and look forward to hearing from you at your earliest convenience please.

My warmest regards,



Bruno

Bruno Peek
Pageantmas
Lamp Light
In Remembr
11am - 11th
Email: brunc
www.lampli

