



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 13th JULY 2026 AT THE TOWN HALL.

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

Members of Public: – 1

Proper Officer: D Joy
Admin Assistant: J Hodds

MINUTES

01 Apologies for Absence

Cllr McGeary– on maternity leave.

The motion was proposed,

Members **AGREED** to accept Cllr McGeary's apologies for absence.

02 Declarations of Interest and requests for Dispensations

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

None

03 Minutes of Previous Meetings

3.1 To **AGREE and sign the minutes from the Full Council Meeting on the 8th June 2026.**

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 8th June 2026.

Cllr Maisey joined the meeting.

3.2 To **ADOPT the minutes of the Events Committee Meeting on the 15th June 2026.**

The motion was proposed,

Members **AGREED** the minutes of the Events Committee on the 15th June 2026.

3.3 To **ADOPT the minutes of the Strategic Plan working Group.**

The Chair informed the meeting that no minutes available all discussed items in the Strategic Plan.

This would be a standing item on the agenda, and the working group would meeting quarterly.

04 Mayors Report

The top of the High Street is looking very good, and thanks are extended to everyone who has put a great deal of effort into tidying the area and making it look so attractive.

Stalham Antiques and Country Cleans have kindly been helping to water the plants.

Unfortunately, the evening and weekend litter picks have not been well attended.

Therefore, future litter picks will return to taking place during weekday daytime hours.

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 resident spoke on item 7.3

Cllr Taylor gave his County 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 Millside equipment fixed.

6.4 All reviewed documents placed on website or filed.

6.5 Resident replied to on Social Media issue.

6.6 Resident replied to events in the High Street.

6.7 Jobs Fair planning started.

6.8 Youth Club ongoing.

6.9 Waiting on NNDC toilet feasibility study.

6.10 CCTV at Town Hall fitted

6.11 AGAR sent to PKF Littlejohn.

6.12 Internal auditors action plan on next Finance Meeting.

6.13 Councillors training ongoing.

07 Amenities

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

No action required.

7.2 Update on the High Street Victorian lights and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the new quote of £19,075.00 due to 2 lanterns being missed off the initial survey.

7.3 To consider and agree Councils recommendations on a future development on Yarmouth Road.

No action required.

7.4 To consider and agree if to respond to a resident's request regarding Post Boxes.

The motion was proposed,

Members **AGREED** to write to the Post office to locate the removed box and get it re-installed.

7.5 Update on the new High Street bus shelter and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to cover the £3,898.80 needed to complete the project, due to Norfolk County Council stopping the funding from the Local Members Fund.

08 Finance & General Purposes Committee

8.1 To consider and agree May's reconciliations of accounts.

The motion was proposed,

Members **AGREED** to amend the resolution to say:

"To consider and agree June's reconciliations of accounts."

The motion was proposed,

Members **AGREED** June's reconciliation of accounts.

8.2 To consider and agree June's payments.

The motion was proposed,

Members **AGREED** to amend the resolution to say:

"To consider and agree July's payments."

The motion was proposed,

Members **AGREED** July's payments.

8.3 Update on the Youth Club accounts and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to pay the Stalham and Brumstead Recreation Ground Charity the £6714.74 for expense incurred as this building was now found to belong to Council and not the Charity.

09 Training

None

10 Policies, Documents and Communications.

10.1 Update on NALC membership and to consider and agree any actions.

The motion was proposed,

Members **AGREED** not to rescind their decision not to join NALC.

10.2 To consider and agree Councils Flag Installation Risk Assessment.

The motion was proposed,

Members **AGREED** Councils Flag Installation Risk Assessment, and to send a copy of this to Councils Insurance and the Business Forum for their records.

10.3 Update on Councils Neighbourhood Plan and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the following:

To pay the £750.00 to have the final parts of the plan updated.

For Cllr Bayes to approach NNDC regarding the re-imbursement of costs to Council Neighbourhood plan due to NNDC not reviewing plans until they had updated theirs.

10.4 Update on SABF Meeting and to consider and agree any actions.

The motion was proposed,

Members **AGREED** to reply to the Business Forum queries:

Development of a joint Emergency Evacuation Plan. – Guidance for Martyns Law is not released yet.

Provision of a privacy screen for events. – SABF have already agreed to purchase this. Working jointly with SABF on Health & Safety arrangements for events.- SABF to clarify this point in more detail.

Consideration of whether the Council would contribute 50% of the annual costs associated with the flags. – SABF to follow the grants process that everyone must adhere to.

Seek advice from the Health & Safety adviser regarding the suitability and safety of the flag holders – This does not fall in Councils purview, and these are not Councils assets. Contact the Council's insurers to confirm any health and safety procedures required for the installation, maintenance, and removal of the flags. - This does not fall in Councils purview, and these are not Councils assets.

- 10.5 To consider and agree the Council's Data Protection Policy.
The motion was proposed,
Members **AGREED** to amend the resolution to say:
"To consider and agree Council's Subject Access Form."
The motion was proposed,
Members **AGREED** Council's Subject Access Form
- 10.6 To consider and agree if to move meetings to the 3rd Monday in the month.
The motion was proposed,
Members **AGREED** to move meetings to the 3rd Monday in the month.

Cllr Taylor left the meeting.

- 10.7 Update on SLCC Membership and to consider and agree any actions.
No action taken.

11 Events

- 11.1 To consider and agree the final risk assessment for the Artisan Market.
The motion was proposed,
Members **AGREED** the following:
1st Aid Cllrs Green and Taylor and volunteers A Hood and P Moore.
Event Organiser = Cllr Bayes
- 11.2 To consider and agree if to do a Summer Activity sheet.
The motion was proposed,
Members **AGREED** the Summer Activity sheet with the following amendments:
To place Councils logo on the sheet.
To review the word search and spot the difference.
- 11.3 To consider and agree the risk assessment for the Remembrance Sunday Parade.
The motion was proposed,
Members **AGREED** the risk assessment for the Remembrance Sunday Parade.
- 11.4 To consider and agree if to give a donation to volunteer groups who help at Councils events.
The motion was proposed,
Members **AGREED** to give a donation of £200.00 to volunteer groups who help at Councils events.
- 11.5 Update on Events for 2027 and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to amend the resolution to say:
"Update on Events for 2026 and 2027 and to consider and agree any actions."
The motion was proposed,
Members **AGREED** the following:
Festival of Stalham - For the Clerk to put together a budget of this event and bring back to the next meeting.
Epic 10k run – To support this event.
Christmas Lights – the agreement is subject to answers on:
Warranty
Life of the lights
Electricity costs
Do they flash or static.

12 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

12.1. Delegation of Powers for:

AI Training

Town Signage and funding

Fees for Artisan Market

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

12.3 Thank you from a resident regarding the pontoon.

13 Exclusion of the Press and Public

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

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

The motion was proposed,

Members **AGREED** how to move forward on the lease.

13 Date of Next Meeting

13.1 To confirm that the date of the next Meeting of the Town Council 21th September 2026.

MEETING CLOSED: 9:51PM

CHAIR:_____

DATE:_____

June's Payments										
NO	A/C Code	Cost Code	Payable to	Payment Method	Description	Invoice No	Net	VAT	Gross Amount	R
83	4015	200	Engie	D/D	Street Lights April 2026	6052873	£619.70	£123.94	£743.64	2.6.26
84	4251	700	EON	D/D	Town Hall Electric May 2026	N/A	£143.86	£7.19	£151.05	2.7.26
85	4221	100	EE	D/D	Mobiles - 28.4.26-28.5.26	N/A	£50.00	£10.00	£60.00	2.7.26
86	4221	100	BT	D/D	Phone & Internet June	N/A	£66.95	£13.39	£80.34	2.7.26
87	4010	200	Cozens	ONLINE	Street Lights June25	10784	£150.00	£30.00	£180.00	2.7.26
88	4120	600	Wave	D/D	Water 1.3.26 - 31.5.26	16624156	£136.15	£12.69	£148.85	2.7.26
89	4201	100	Unity Bank	D/D	Bank Charges May	N/A	£0.00	£0.00	£17.50	2.7.26
90	4300	500	Doreen Joy	ONLINE	Employment Costs	N/A	£5,081.61			2.6.26
91	4300	500	Julie Hodds	ONLINE						2.6.26
92	4400	500	Norfolk Pension Fund	D/D						2.7.26
93	4301	500	Sage	ONLINE	Payroll 16/5/26-15/6/26	2006920	£11.00	£2.20	£13.20	2.6.26
94	4025	300	NNDC	ONLINE	Bin & Dog Bins 2026/2027	1020432	£2,574.00	£514.80	£3,088.80	2.7.26
95	4025	400	NNDC	ONLINE	Campingfield Bins 2026/2027	1020727	£460.20	£0.00	£460.20	2.7.26
96	4440	700	Hall Booking Online	D/D	Subscription for online booking system	stalham-04	£120.00	£24.00	£144.00	2.7.26
97	4250	400	Nick Hindle	ONLINE	Make safe headstone	2577	£48.00	£9.60	£57.60	2.7.26
98	4461	201	The Galley	ONLINE	Duplicate stall payment - Artisan Fayre	N/A	£0.00	£0.00	£27.00	
99	4215	201	Stalham WI	ONLINE	Buffett for ATM	3	£0.00	£0.00	£200.00	2.7.26
100	4032	300	Kevin Bayes	ONLINE	Flowers and soil for planters	N/A	£0.00	£0.00	£195.84	2.7.26
101	4310	100	SLCC	ONLINE	Julie Hodds GDPR course	QL208985-1	£38.50	£7.70	£46.20	2.7.26

Signatories :

S.Toone

K. Bayes

Agreed Full Council :13.4.2026

Chair

RFO

June's Payments										
NO	A/C Code	Cost Code	Payable to	Payment Method	Description	Invoice No	Net	VAT	Gross Amount	R
102	4220	100	Norwich Office Supplies	ONLINE	Stationery	34328	£26.65	£5.33	£31.98	2.7.26
103	4220	100	Norwich Office Supplies	ONLINE	Stationery	34262	£59.87	£11.97	£71.84	2.7.26
104	4032	300	Century Printing	ONLINE	Bus Stop planter signs	11182	£62.25	£12.45	£74.70	2.7.26
	4461	201			Artisan Banner updates		£85.00	£17.00	£102.00	2.7.26
105	4200	100	Clear Councils	ONLINE	Insurance Renewal	LC002144			£4,850.46	2.6.26
	4201	100	Lloyds Credit Card	ONLINE	Charges	N/A	£0.00	£0.00	£6.00	2.6.26
106	4440	802	Land Registry	ONLINE	Property Search High Street	N/A	£0.00	£0.00	£42.00	2.6.26
	4220	201	Rajapack	ONLINE	Stationery	N/A	£7.81	£1.56	£9.37	2.6.26
107	4250	700	Paul Wilmshurst	ONLINE	Amazon - Oven Element	GB600B7G5 T3H51	£9.57	£1.92	£11.49	2.7.26

Signatories :

S.Toone

K. Bayes

Agreed Full Council :13.4.2026

Chair

RFO