



MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 21st SEPTEMBER 2026 AT THE TOWN HALL.

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

Members of Public: – 0

Proper Officer: D Joy
Admin Assistant: J Hodds

MINUTES

01 Apologies for Absence

Cllr Hood – work.

The motion was proposed,

Members **AGREED** to accept Cllr Hood'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 13th of July 2026.**

The motion was proposed,

Members **AGREED** the minutes from the Full Council Meeting on the 13th of July 2026

3.2 To **ADOPT the minutes of the Amenities Committee Meeting on the 7th of September 2026.**

The motion was proposed,

Members **AGREED** to **ADOPT** the minutes of the Amenities Committee Meeting on the 7th of September 2026.

04 **Mayor's Report**

July to September 2026

I am pleased to report on a number of activities and events that have taken place in Stalham over the past few months.

The weeding and maintenance of the bedding plants at the top of the High Street have continued throughout the summer. I would like to extend my special thanks to the local businesses who kindly helped by watering the plants, particularly during the hot spells. Their support has made a real difference. The borders are looking tidy and are currently free from weeds. Looking ahead, we are planning to plant bulbs along with some additional winter planting to provide further colour over the coming months.

We have also undertaken weeding and hedge trimming from the Town Hall through to the A149, helping to keep this important route into and through the town looking neat and well maintained.

A big thank you to everyone who helped with the Artisan Fair. In particular, I would like to recognise Doreen and Julie for all their hard work in organising the event in the lead-up and on the day itself. Events such as this take a great deal of time and effort, and their contribution is very much appreciated.

Congratulations also to the Stalham Area Business Forum (SABF) on another excellent Vintage Market. It was fantastic to see such a significant number of visitors enjoying the High Street and supporting our local businesses.

I would also like to give special thanks to Phil Hanton and Sally Kirwan for their efforts in making the Art Trail (Lightning Trail) such a great success. The organised walk and trail around the High Street, together with the businesses decorating their own Lightning model with a design linked to their business, created an enjoyable and imaginative event. It was wonderful to see businesses getting involved and bringing something different to the town.

I would also like to say how good the new streetlamps look along the High Street. The Council has received several positive comments, and they have made a noticeable difference to the appearance of the town centre.

Finally, I would like to acknowledge and thank those businesses who, unfortunately, have had to leave the High Street for various reasons. The Council appreciates the commitment, hard work and efforts of everyone who has been part of Stalham's retail offer over the years. Local businesses play such an important role in the character and vitality of our town, and their contribution should be recognised and valued.

Thank you to everyone who continues to contribute to making Stalham a welcoming, attractive and vibrant town.

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 Mayor's 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.

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 New High Street lanterns fitted.
- 6.4 Awaiting Post Office response to missing Post Box.
- 6.5 New Bus Shelter being fitted in the middle of October.
- 6.6 Flag Risk Assessment sent to Redcat.
- 6.7 NDP updated; waiting to speak to Louise re next steps.
- 6.8 Adopted policies placed on website.
- 6.9 Events budgets on the next Events meeting.
- 6.10 Christmas lights ordered.
- 6.11 Youth Club lease pending

07 Amenities

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

It was reported that the bin was broken, but Cllr P Wilmshurst is fixing it.

- 7.2 To consider and agree whether to commission a Legionella Report for 2026.

The motion was proposed,

Members **AGREED** not to commission a report, but to test the water periodically.

- 7.3 To consider and agree the Broadland First Responders' requests for the Town Hall.

The motion was proposed,

Members **AGREED** to allow the Town Hall to be used by the Broadland First Responders for free.

08 Finance & General Purposes Committee

- 8.1 To consider and agree July's and August's reconciliation of accounts.

The motion was proposed,

Members **AGREED** July's and August's reconciliation of accounts.

- 8.2 To consider and agree September's payments.

The Clerk informed the meeting that there would be an extra payment of £22,890.00 for the new High Street Lanterns.

The motion was proposed,

Members **AGREED** to September's payments.

- 8.3 To consider and agree projects to be included in the 2027/2028 Budget.

The Clerk informed the meeting that the budget meeting would be in October and to email the Clerk with projects for 2027-2028

- 8.4 To consider and agree whether to cover the costs for the Business Forums Privacy Screen.

The motion was proposed,

Members **AGREED** to donate £60.00 to the Business Forum for their privacy screen but would not be able to store it at the Town Hall.

- 8.5 To receive the external auditors' report for Council's year-end accounts 2025-2026 and consider and agree any actions.

The Clerk informed the meeting that the items raised by the external auditor had already been addressed.

The motion was proposed,

Members **AGREED** the External Auditors Report.

- 8.6 To consider and agree the change of use for the grant for Stalham Rainbow Brownies.

The motion was proposed,

Members **AGREED** to the change of use for the Stalham Rainbow Brownies grant.

09 Training
None

10 Policies, Documents and Communications.

- 10.1 To consider and agree the Council's Risk Management Policy.
The motion was proposed,
Members **AGREED** to the Council's Risk Management Policy.
- 10.2 To consider and agree the Council's Records Retention and Disposal Schedule.
The motion was proposed,
Members **AGREED** the Council's Records Retention and Disposal Schedule.
- 10.3 To consider and agree the meeting dates for 2027.
The motion was proposed,
Members **AGREED** the meeting dates for 2027.
- 10.4 Update on the Town Booklet and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to the Town Booklet format.
- 10.5 To consider and agree the Council's Compliments and Complaints Policy.
The motion was proposed,
Members **AGREED** the Council's Compliments and Complaints Policy.
- 10.6 To consider and agree whether to implement incident reporting for anti-social behaviour in the town.
The motion was proposed,
Members **AGREED** to the following:
To give all shops in the High Street the "How to Report a Crime" poster
To place this in the Town's Booklet
To place a copy on Council's noticeboards.
- 10.7 To consider and agree whether to apply for the Local Council Award Scheme.
The motion was proposed,
Members **AGREED** to apply for the Local Council Award Scheme starting with the Bronze Scheme.
- 10.8 To consider and agree the Council's updated Health and Safety and Welfare Policy.
The motion was proposed,
Members **AGREED** to defer this to the next meeting for Cllr Hood to run through.
- 10.9 To consider and agree the Council's Data Protection Complaints Policy.
The motion was proposed,
Members **AGREED** the Council's Data Protection Complaints Policy.
- 10.10 To consider and agree whether to send thank-you letters to the shops closing in the High Street.
The motion was proposed,
Members **AGREED** to send thank-you letters to the shops closing in the High Street.
- 10.11 To consider and agree whether to subscribe to Visit North Norfolk.
The motion was proposed,
Members **AGREED** not to subscribe to Visit North Norfolk.

11 Events

11.1 Update on the Christmas Events and to consider and agree any actions.

The motion was proposed,

Members **AGREED** the proposal for the Light Switch-on and for the Clerk to investigate having a tree at the top of the High Street.

11.2 Update on the Remembrance Parade and to consider and agree on any actions.

The motion was proposed,

Members **AGREED** the following:

The Risk Assessment

Cllrs Toone, Scrivner and P and R Wilmshurst will steward to road closures.

12 Strategic Plan

12.1 Update on the Strategic Plan and to consider and agree on any actions.

The motion was proposed,

Members **AGREED** to new projects in the Strategic Plan and for the following projects to be started immediately:

Town Map

Stalham's Park and Ride Scheme

Pop-up Shops

13 To report any other business.

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

13.1. Delegation of Powers for:

13.2 Updates and matters for future agendas.

Cllr Toone asked for Council's IT provision to be added to the next agenda.

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 to items about employment and legal issues.

The motion was proposed,

Members **AGREED** that under the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded due to items about employment and legal issues.

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

The Clerk updated the meeting on the Youth Club building lease.

14.2 To consider and agree a letter of recommendation from Council.

The motion was proposed,

Members **AGREED** to a letter of recommendation from Council.

15 Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Town Council is 19th October 2026.

MEETING CLOSED: 8:44 pm

CHAIR: _____

DATE: _____