

An ordinary meeting of Full Council was held on:
Tuesday 20th January 2026 at 7.00pm
at the Sheringham Community Centre and was attended by the following:

FINAL MINUTES

Chair: Cllr Brisbane

Councillors: Dorey, Langsdon, Jolley, Worboys, Farrow, Ratcliffe, Ashcroft

In Attendance:

Clerk/Minutes: Michelle Barron

ITEM	MINUTE	ACTION
2025/26-FC/118	1. APOLOGIES	
	It was RESOLVED to accept apologies for Cllrs Bailey and Heinink.	
2025/26-FC/119	2. DECLARATION OF INTEREST and DISPENSATIONS	
	With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their Register of Interests as required. The Clerk has received and approved dispensation requests for all Councillors.	
	No interests were declared.	
2025/26-FC/120	3. APPROVAL OF MINUTES	
	It was RESOLVED to approve the minutes of the ordinary meeting of Full Council held on Tuesday 18th November 2025 as a true and accurate record.	
	Cllr Langsdon and Jolley abstained as they were not present at the meeting.	
	It was RESOLVED to approve the minutes of the extraordinary meeting of 9th December 2025 as a true and accurate record.	
	It was RESOLVED to approve the minutes of the extraordinary meeting of 15th January 2026 as a true and accurate record.	
2025/26-FC/121	4. OPEN MEETING	
	The three members of the public were present for the co-option, which is item 11.	

2025/26-FC/122	5. IT PROVIDER	
	The Office Manager explained that she has completed a detailed review and her report was circulated to councillors. She provided a summary on the advantages and disadvantages of each option evaluated. It was RESOLVED to proceed with provider B for IT provision as recommended by the Office Manager, subject to the Office Manager negotiating	
2025/26-FC/123	6. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS	
	No District or County Councillors were present and no reports submitted.	
2025/26-FC/124	7. COMMITTEE, WORKING GROUP MEETINGS, TASK & FINISH GROUPS AND NOMINATED REPRESENTATIVES	
	The minutes of the Planning Committee Meeting held on 3rd December 2025 were noted. The minutes of the Assets Committee Meeting held on 2nd December 2025 were noted. It was RESOLVED to agree to the recommendations made at the Employment Committee meeting on 13th January 2026. Cllr Worboys against, Cllr Dorey abstain.	
2025/26-FC/125	8. FINANCE AND ACCOUNTS	
	It was RESOLVED to approve the invoices for payment. The invoices approved for payment outside of the meeting by the Clerk using delegated powers were noted. The direct debit and debit card payment listings were noted. The current bank balances and investment position were noted.	
2025/26-FC/126	9. BUDGET	
	The report and recommendations for updates to the budget were considered. Consideration of grant funding was discussed. 1. It was RESOLVED to continue with the cemetery pavilion project, moving additional funds from the Meadowland Burial capital reserve. 2. It was RESOLVED to proceed with the recommendation for the air conditioning and heating. 3. Councillors agreed that there was going to be a cost to Otterndorf Green and this was unknown at present. In light of this and other costs it was RESOLVED to increase the precept and that a general contingency fund be created. It was RESOLVED to approve the budget for 2026-2027 with the amendments agreed above.	

	It was RESOLVED to approve the precept request for 2026-2027 at a figure of £437,294.56. An increase of 4% on last year.	
2025/26-FC/127	10. COUNCILLOR VACANCY	
	It was noted that Councillor Stubbs has resigned from his position as Councillor, electoral services have been informed, and the vacancy was advertised. Thanks were noted to Councillor Stubbs for his service and particularly work as Chair of Assets.	
2025/26-FC/128	11. COUNCILLOR CO-OPTION	
	The co-option of the following applicants in accordance with the STC co-option policy were considered. a) Katie Hart b) Ralph Smith c) Ian Kime It was RESOLVED to co-opt Katie Hart as a Councillor for Sheringham Town Council It was RESOLVED to co-opt Ian Kime as a Councillor for Sheringham Town Council. It was RESOLVED to co-opt Ralph Smith as a Councillor for Sheringham Town Council.	
2025/26-FC/129	12. MEMORIAL GARDEN PATHWAYS	
	The report and recommendations on Memorial Garden pathways were considered. It was RESOLVED to proceed with Tender 3 for the Memorial Garden Pathways, and that the work is inspected by a competent person, and that guarantees are clarified. It was RESOLVED that section 2 is paused.	
2025/26-FC/130	13. DATE OF NEXT MEETING	
	The date of the next Full Council meeting is currently scheduled for Tuesday 17th February 2026.	

Meeting closed at 20.50

Chair

Date: 17/03/26

