

12th March 2026

An ORDINARY MEETING of Sheringham Town Council will take place on **Tuesday 17th March 2026** at Sheringham Community Centre at **7.00pm** and the following business will be transacted. All Members are summoned to attend. Members of the press and public are welcome.

Michelle Barron

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AGENDA

1.	APOLOGIES To receive and approve apologies and reasons for absence.
2.	DECLARATIONS 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.
3.	APPROVAL OF MINUTES To approve and sign the minutes of the ordinary meeting of Full Council held on Tuesday 17th February 2026 as a true and accurate record.
4.	OPEN MEETING Public participation: Members of the public will be invited to speak and/or question the Town Council on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.
5.	REPORTS FROM COUNTY AND DISTRICT COUNCILLORS To receive reports from County and District Councillors.
6.	DATA PROTECTION To increase the contract for Data Protection by a further 10 hours to support the recent influx of FOI's and the change of IT provider.
7.	COMMITTEE, WORKING GROUP MEETINGS, TASK & FINISH GROUPS AND NOMINATED REPRESENTATIVES ON OUTSIDE ORGANISATIONS a) No Task and Finish Group or Working Group reports were received in advance of the meeting. b) To receive updates from representatives of outside organisations.
8.	FINANCE AND ACCOUNTS a) To consider and approve the invoices for payment. b) To note the invoices approved for payment outside of the meeting by the Clerk using delegated powers. c) To note the direct debit and debit card payment listings. d) To note the current bank balances and investment position.

9.	APPOINTMENT OF INTERNAL AUDITOR To appoint TIAA as the internal auditor for 2026.
10.	HEALTH AND SAFETY To receive an update from the Clerk on Health and Safety Matters.
11.	OTTERNDORF GREEN To receive an update on the current position with Otterndorf Green.
12.	CEMETERY PAVILION PROJECT 1. To approve the proposed designs so that they can be submitted to the NNDC planning team. 2. To note the report and recommendations relating to the wall inspection and repairs. 3. To approve the recommendation to engage Tender 3 to undertake a percolation test and the replacement of the septic tank at the quoted cost of £15,395. 4. To approve the additional £33,500 to be allocated from the unallocated capital reserves and added to capital reserve 'Cemetery Pavilion' pot.
13.	COMMUNITY CENTRE AIRCON To approve the recommendation of the Mitsubishi Aircon option as detailed in Tender 2 at the quoted cost of £21,045.
14.	FLORAL DISPLAYS To note the report relating to the standards, hanging baskets and planters and to; a) To approve hanging baskets – Option 1: Live plants & inhouse watering: Cost £4,000 - Costs £86 per basket. b) To approve hanging baskets – Option 2: Artificial plant baskets: Cost £1,380 (min) - £2,760 (max) - Costs £30-£60 per basket. c) To approve whether STC manages the watering of the 21 planters this year: Est cost £1,400.
15.	BEESTON HILLS PUTTING GREEN To note the updates relating to: a) the sewer connection b) legalities c) temporary toilet unit hire d) electricity
16.	GRANT APPLICATION To consider a Grant Application from the organisation Sheringham Day Services, for the sum of £377.
17.	COUNCILLOR CO-OPTION To consider the following applicants for co-option to the current STC vacancy. a) Miss Amanda Sellick b) Mr Robert Emery
18.	DATE OF NEXT MEETING The date of the Full Council meeting is currently scheduled for Tuesday 21st April 2026.