

The ANNUAL MEETING of Sheringham Town Council will take place on **Tuesday 19th May 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
Town Clerk

AGENDA

1.	ELECTION OF CHAIR/MAYOR Council to accept nominations for the position of Chair/Mayor for the ensuing year and to vote upon appointment.
2.	APOLOGIES Council to receive and approve apologies and reasons for absence.
3.	ELECTION OF VICE CHAIR/DEPUTY MAYOR Council to accept nominations for the position of Vice Chair/Deputy Mayor for the ensuing year and to vote upon appointment
4.	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.
5.	APPROVAL OF MINUTES Council to approve and sign the minutes of the Town Council meeting held on Tuesday 17 th March 2026
6.	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.
7.	POLICIES a) Review and adoption of Standing Orders b) Review and adoption of Financial Regulations c) Review of Delegation Arrangements d) Review of Committee Terms of Reference e) Review of the Council's Complaints Procedure f) Review of the Council's Documents policies, procedures and practices in respect of its obligations under data protection legislation, including: I. Data Protection Policy II. Website Privacy Policy g) Press and Media Policy

	h) Employment Policies and Procedures i) Adoption of Procurement Policy
8.	COMMITTEE, WORKING GROUP MEETINGS and TASK & FINISH GROUPS a) To note the minutes of the Assets Committee meeting on Tuesday 14th April 2026. b) To note the minutes of the Planning Committee meeting on 6th May 2026 c) To note the minutes of the Finance & Governance Committee meeting on 6th May 2026 d) To note the minutes of the Community & Climate Committee meeting on 28th April 2026 e) To approve the minutes of the Sheringham Sports Provision Advisory Board meeting held on 31st March 2026. f) To note and approve the decisions included in the reports from the following Task and Finish Groups: I. Community Thank You's
9	APPOINTMENT TO COUNCIL COMMITTEES Council to vote upon appointment of members to the following committees. (In the case of the employment committee due to the confidential and sensitive nature of the role, councillors will be invited to give a brief summary of the skills, relevant experience and qualifications that they might bring to the role) - A – Planning (7) - B – Employment Committee (5) - C – Assets Committee (10) - D – Finance & Governance Committee (7) - E – Community & Climate Committee (7) - F – To note that the Sheringham Sports Provision Advisory board membership will be reviewed in 2027 in line with Terms of Reference (3)
10	APPOINTMENT TO TASK AND FINISH GROUPS AND WORKING GROUPS To appoint members to Task and Finish Groups that report to Full Council. All other Task and Finish Groups will be appointed at the first meeting of their parent Committee. a) Parking & Road Safety (4) b) To consider a motion to dissolve the Morley Hill Working group.
11.	ARRANGEMENTS WITH LOCAL AUTHORITIES, NOT FOR PROFIT BODIES AND BUSINESSES MOTION: Council to note the following arrangements a) Dog waste Collection NNDC b) Putting Greens Leaseholders c) Leaseholders Council Properties & Land (Sports Assoc, Heritage Society, Woodland Trust) d) Window Cleaning/Bus Shelters/Town Clock (SS) e) Community Centre Contractors/servicing/Suppliers – Stannah, AMR, Evacusafe, Norfolk Alarms, Norfolk Fire Protection, Fuzion Systems Ltd., Mr Fifty – Others as required f) IT & Telephony – CloudyIT g) Payroll – Norfolk ALC h) Town Council Software – BrightHR, Microsoft & Scribe i) Professional Services, NP Law, Leathes Prior, Hansells, Norfolk ALC, NPTS, C J International – Others as required j) STC Suppliers i.e. Collier Turf, Blyth & Wright, Agrovista, Anglia Mowers – Others as required k) M – CCTV – Clearview (Town) & Norfolk Alarms (Com.Centre) l) N – Insurance – Zurich

12.	REVIEW OF REPRESENTATION ON/WORK WITH EXTERNAL BODIES Council to consider and decide upon appointment of members to be STC representatives on outside bodies and arrangements for reporting back. A – Fairtrade B – Sheringham Little Theatre C – Sports Association D – Ottendorf & Muzillac Twinning Association E – North Norfolk Town & Parish Forum F – Sheringham Dementia Friendly Community G – Sheringham Museum Trust Patrons H – Safer Neighbourhood Action Panel I – Sheringham Carnival K – Experience Sheringham L – Healthier Sheringham M – Sheringham in Bloom N – Sheringham Art P – Norfolk Coast Partnership Q – The Great Collaboration R – Poors & Ploughlets S – Lillian Armitage T – Hooks & Other Donor U – Norfolk ALC V – North Norfolk Railway
13.	ASSETS REGISTER To review and note inventory of land and assets including buildings and office equipment.
14.	INSURANCE ARRANGEMENTS To note confirmation of Insurance cover with Zurich, renewal date 1 st January 2027
15.	SUBSCRIPTIONS To note the following subscriptions/Memberships A – Norfolk ALC B – SLCC C – NALC D – ICCM E – ICO Registration F – NPTS
16.	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. e) To Review spending under s.137 (LGA 1972) ZERO. f) To approve the Accounting Statements and Annual Governance Statement for 2025/26
17.	MEETINGS SCHEDULE Council to review and agree the proposed meeting schedule for 2026/2027
18.	GRANT APPLICATION a) To consider a grant application for the sum of £2000 for Sheringham Little Theatre to support with Youth Projects. b) To consider a grant application for the sum of £2831 for Norfolk Community Law Service. c) To consider a grant application for the sum of £2000
19.	STATION APPROACH PUTTING GREEN To consider whether STC wish to continue with the purchase of Station Approach Putting Green now that NNDC have approved completion of the sale.
20.	DATE OF NEXT MEETING The next meeting is scheduled Tuesday 16 th June 2026