Sheringham Community Centre
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10th November 2026

An ORDINARY MEETING of Sheringham Town Council will take place on **Tuesday 17th November 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.

*Members of the public wishing to speak during the public participation period are asked to **notify the Town Clerk in advance of the meeting, and no later than 12 noon on the day preceding the meeting.** Any questions should be submitted in writing beforehand, and where a statement is to be made, a brief summary of the matter to be raised should be provided.*

Michelle Barron
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 20th October as a true and accurate record.
5.	**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.
6.	**INFORMATION SHERINGHAM** To receive a presentation from Anita Lusher on the Information Sheringham Initiative
7.	**REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** To receive reports from County and District Councillors.
8.	**MAYOR'S REPORT** To receive a report from Cllr Brisbane
9.	**BUDGET** a) To approve the precept request for 2027-2028 b) To approve the Budget for 2027-2028

10.	**GRANT APPLICATION** To consider a grant request from the New Sheringham Singers.
11.	**COMMITTEE, WORKING GROUP MEETINGS, TASK & FINISH GROUPS AND NOMINATED REPRESENTATIVES ON OUTSIDE ORGANISATIONS** a) To note the minutes of the Employment meeting held on 10th November 2026 b) To note the minutes of the Planning meeting held on 11th November 2026
12.	**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.
13.	**COMMUNITY CENTRE AIRCON** a) To receive the update report from the Project Officer b) To approve the recommendation that Council approve the proposed supply and installation of two purpose-built enclosures using solid 18 mm timber panels, as required for the proposed acoustic screening at the quoted cost of £3,200. c) To approve the recommendation that an additional £3,000 is allocated from Capital Reserves into the budget to meet the full quoted cost of this project.
14.	**NATIONAL EMERGENCY BRIEFING** To consider and approve a motion to support the resolutions put forward by Cllr Brisbane in her accompanying report.
15.	**SOLAR PANELS** a) To approve the recommendation that Council approve the Capital reserve budget of £30,000 to cover the cost of this new installation project. b) To approve the recommendation that Council appoint MCT Solar quote as the preferred contractor.
16.	**ROAD BUILD OUT** To approve a Highways Project to widen the pavement on a section of Station Road
17.	**COUNCILLOR SELLICK** To note the resignation of Councillor Sellick
18.	**CEMETERY ELECTRICITY PROJECT** a) To approve the recommendation that Denny's Construction and Contact Electrical are appointed to undertake the works in accordance with their submitted quotations and the approved scope of works plan. b) To approve the recommendation that an additional £20,000 be allocated from Capital Reserves to meet the full cost of the project. Full Council has already approved a budget allocation of £20,000 for this project. (Minute Reference 2026-09-15-FC/12).
19.	**DATA PROTECTION POLICIES:** To approve the polices set out below. a) Data Protection Policy - update b) Privacy Notice: website - update c) Privacy Notice: councillors - update d) Privacy Notice: Pre engagement - update e) DP Complaint handling process f) Community centre CCTV LIA

	g) Community centre CCTV policy h) Town CCTV Privacy Notice i) Town CCTV policy
20.	**EMERGENCY PLANNING** To consider the provision of keys and access codes to the building for Sheringham Primary School as part of Emergency refuge planning.
21.	**GRANT POLICY** To consider the reviewed STC Grant Policy for introduction in the New Financial Year 2027-2028
22.	**PLAYING FOR CAKE REPORT** To receive a report from Playing for Cake following their successful Grant Application
23.	**CHRISTMAS DECORATIONS** To consider and approve a budget of £200 for the purchase of reusable decorations for the Community Centre including a tree for the foyer as a Community Space.
24.	**DATE OF NEXT MEETING** a) To consider whether the next meeting of Sheringham Town Council should be Tuesday 15th December 2026, or Monday 19th January 2027 b) To authorise any payments for December to be made by the Clerk in the absence of a Full Council meeting.