

North Walsham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

19 June 2025 (2025-2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
136	W M Park Running Costs	30/05/2025		Unity Trust Account		Electricity	Total Energies	S	251.57	50.31	301.88
142	Admin Annual Commitments	30/05/2025		Unity Trust Account		Subscription	Moneysoft Ltd	S	86.00	17.20	103.20
130	Admin Running Costs	30/05/2025		Unity Trust Account		Photocopier	Office Flow	S	48.60	9.72	58.32
140	Admin Running Costs	30/05/2025		Unity Trust Account		Milk/Tea/coffee etc.	Various	Z	1.35		1.35
141	Admin Running Costs	30/05/2025		Unity Trust Account		First Aid	St John Ambulance	Z	25.56		25.56
139	General Streetlights	30/05/2025		Unity Trust Account		Electricity	Total Energies	L	205.84	10.29	216.13
134	Trackside Running Costs	30/05/2025		Unity Trust Account		Electricity	Total Energies	S	262.97	52.60	315.57
135	Trackside Running Costs	30/05/2025		Unity Trust Account		Electricity	Total Energies	S	-27.96	-5.59	-33.55
133	Chapel Running Costs	30/05/2025		Unity Trust Account		Electricity	Total Energies	L	36.93	1.85	38.78
152	Admin Annual Commitments	03/06/2025		Unity Trust Account		Insurance	Clear Insurance Managemen	E	5,035.06		5,035.06
151	Admin Annual Commitments	03/06/2025		Unity Trust Account		Insurance	Clear Insurance Managemen	E	363.83		363.83
175	D & A BUDGET	10/06/2025	D&A 18.03.2025 Item 16	Unity Trust Account		Signs	Gordon Ellis & Co	S	1,709.70	341.94	2,051.64
207	W M Park Repairs/Maintenance	30/06/2025		Unity Trust Account		Electricity	Mark Sayer Electrical Servi	S	297.85	59.57	357.42
193	Cemetery Running Costs	30/06/2025		Unity Trust Account		Signs	Graphic Edge	X	15.00		15.00
174	Cemetery Running Costs	30/06/2025		Unity Trust Account		Subscription	Institution of Cemetery & C	E	105.00		105.00
207	Market Repairs/Maintenance	30/06/2025		Unity Trust Account		Electricity	Mark Sayer Electrical Servi	S	606.01	121.20	727.21
171	Market Running Costs	30/06/2025		Unity Trust Account		Map	Rocket	S	300.00	60.00	360.00
206	Market Events	30/06/2025		Unity Trust Account		Events	Jasmine Pearce	X	200.00		200.00
202	Market Events	30/06/2025		Unity Trust Account		Events	Tom Mally	X	200.00		200.00
198	Market Events	30/06/2025		Unity Trust Account		Events	The Solarnites	X	100.00		100.00
177	Admin Annual Commitments	30/06/2025		Unity Trust Account		Auditor	Heelis & Lodge	X	370.00		370.00
191	Admin Annual Commitments	30/06/2025		Unity Trust Account		Subscription	Parish Online	S	405.00	81.00	486.00
189	Admin Running Costs	30/06/2025		Unity Trust Account		DBS	First Advantage Europe Ltc	S	21.00	4.20	25.20
189	Admin Running Costs	30/06/2025		Unity Trust Account		DBS	First Advantage Europe Ltc	E	21.50		21.50
176	Admin Training	30/06/2025		Unity Trust Account		Training	Norfolk Parish Training Sup	S	168.00	33.60	201.60
187	General Repairs/Maintenance	30/06/2025		Unity Trust Account		Equipment	CT Baker	S	50.57	10.11	60.68
185	General Running Costs	30/06/2025		Unity Trust Account		Equipment	Travis Perkins	S	7.95	1.59	9.54
184	General Running Costs	30/06/2025		Unity Trust Account		Equipment	Ernest Doe	S	17.49	3.50	20.99
168	Admin Annual Commitments	30/06/2025		Unity Trust Account		CCTV	NNDC	S	200.00	40.00	240.00
179	Admin Running Costs	30/06/2025		Unity Trust Account		Postage	Post Office	E	1.80		1.80
180	Admin Running Costs	30/06/2025		Unity Trust Account		Milk/Tea/coffee etc.	Various	Z	1.35		1.35
181	Admin Running Costs	30/06/2025		Unity Trust Account		Expenses	Various	E	296.01		296.01
190	Admin Running Costs	30/06/2025		Unity Trust Account		Expenses	Various	E	48.00		48.00
149	Admin Running Costs	30/06/2025		Unity Trust Account		Phone	Plan.com	S	160.00	32.00	192.00

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19 June 2025 (2025-2026)

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150	Admin Running Costs	30/06/2025		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	35.70	7.14	42.84
154	Admin Running Costs	30/06/2025		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	113.73	22.75	136.48
155	Admin Running Costs	30/06/2025		Unity Trust Account		Human Resources	Croner Group Ltd	S	350.57	70.12	420.69
167	Admin Running Costs	30/06/2025		Unity Trust Account		Water	CoolerAid	S	7.45	1.49	8.94
169	Admin Running Costs	30/06/2025		Unity Trust Account		Refuse	Shred station	S	38.30	7.66	45.96
170	Admin Running Costs	30/06/2025		Unity Trust Account		Expenses	Various	E	5.85		5.85
166	Other Grants	30/06/2025		Unity Trust Account		Grant	NW in Bloom	X	3,000.00		3,000.00
193	Other Events	30/06/2025		Unity Trust Account		Signs	Graphic Edge	X	1,001.20		1,001.20
188	General Streetlights	30/06/2025		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	25.00	5.00	30.00
183	General Vehicles	30/06/2025		Unity Trust Account		Equipment	Ernest Doe	S	1,041.48	208.30	1,249.78
173	Admin Training	30/06/2025		Unity Trust Account		Memorial	Institution of Cemetery & C	S	310.00	62.00	372.00
186	Admin Training	30/06/2025		Unity Trust Account		Training	H26	E	495.00		495.00
200	General Running Costs	30/06/2025		Unity Trust Account		Fuel	Fuel Genie	S	279.70	55.94	335.64
182	General Running Costs	30/06/2025		Unity Trust Account		Equipment	Ernest Doe	S	14.00	2.80	16.80
196	General Running Costs	30/06/2025		Unity Trust Account		Equipment	QD	E	1.49		1.49
197	General Running Costs	30/06/2025		Unity Trust Account		Equipment	QD	X	4.47		4.47
205	Admin Running Costs	30/06/2025		Unity Trust Account		Milk/Tea/coffee etc.	Various	Z	1.35		1.35
204	Admin Running Costs	30/06/2025		Unity Trust Account		Milk/Tea/coffee etc.	Various	Z	1.35		1.35
203	Admin Running Costs	30/06/2025		Unity Trust Account		Equipment	Espo	S	40.15	8.03	48.18
207	Other Defibrillator	30/06/2025		Unity Trust Account		Electricity	Mark Sayer Electrical Servi	S	40.00	8.00	48.00
207	Trackside Repairs/Maintenance	30/06/2025		Unity Trust Account		Electricity	Mark Sayer Electrical Servi	S	330.29	66.06	396.35
199	General Streetlights	30/06/2025		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	1,850.00	370.00	2,220.00
201	Chapel Running Costs	30/06/2025		Unity Trust Account		Electricity	Total Energies	L	23.73	1.19	24.92
194	Poppies Leases & Agreements	30/06/2025		Unity Trust Account		Poppies	Poppies Nursery	X	407.66		407.66
172	M&I BUDGET	30/06/2025		Unity Trust Account	NOR3298934	Advertising	Newsquest Media Group	S	75.00	15.00	90.00
178	M&I BUDGET	30/06/2025		Unity Trust Account		Advertising	SR Print & Design Ltd	Z	65.00		65.00
195	M&I BUDGET	30/06/2025		Unity Trust Account		Postage	Post Office	E	3.68		3.68
192	M&I BUDGET	30/06/2025		Unity Trust Account		Advertising	Just Regional	S	195.00	39.00	234.00
Total									21,349.13	1,875.57	23,224.70

Bank Reconciliation May 2025

Difference of £32.64

This is due to an incorrect amount being taken on the direct debit from ESPO.

The amount that should have been taken is £32.64 but the amount taken was £41.28.

9	30.04.2025	£8.20	£1.64	£9.84	Equipment	Espo	Unity Trust Account Main
129	30.05.2025	£26.20	£5.24	£31.44	Equipment	Espo	Unity Trust Account Main

Payments #9 & #129 were due to be taken but only the net value (£26.20) of payment #129 was taken.

ESPO are investigating and will amend accordingly.

North Walsham Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/05/2025		
	Cash in Hand 01/04/2025		468,164.26
	ADD Receipts 01/04/2025 - 31/05/2025		236,062.10
	SUBTRACT Payments 01/04/2025 - 31/05/2025		704,226.36
	Cash in Hand 31/05/2025 (per Cash Book)		164,998.97
B			539,227.39
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2025	0.00	
	CCLA Savings 31/05/2025	185,000.00	
	Redwood Savings 31/05/2025	85,000.00	
	Unity Trust Account Main 31/05/2025	10,145.39	
	Unity Trust Instant Access Account 31/05/2025	259,668.51	
	Unity Trust Wages Account 31/05/2025	492.05	
	Business Reserve 31/05/2025	0.00	
	Account Main 31/05/2025	0.00	
	Wages 31/05/2025	0.00	
			540,305.95
	Less unrepresented payments		1,111.20
			539,194.75
	Plus unrepresented receipts		
	Adjusted Bank Balance		539,194.75
	Error A does NOT equal B		
	ERROR IS	£32.64	

North Walsham Town Council

Summary of Receipts and Payments

Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin	51,000.00	39,458.28	-11,541.72 (-22%)	43,250.00	30,725.03	12,524.97 (28%)	983.25
Amenities	10,750.00	5,301.00	-5,449.00 (-50%)	10,750.00	12,020.97	-1,270.97 (-11%)	-6,719.97
Cemetery	35,250.00	13,138.00	-22,112.00 (-62%)	20,000.00	3,712.80	16,287.20 (81%)	-5,824.80
Cemetery Chapel	6,000.00	3,000.00	-3,000.00 (-50%)	6,000.00	193.88	5,806.12 (96%)	2,806.12
Committee Reserves			0.00 (N/A)		17,383.89	-17,383.89 (-17383%)	-17,383.89
EARMARKED RESERVES			0.00 (N/A)			0.00 (N/A)	0.00
General	56,100.00	28,050.00	-28,050.00 (-50%)	54,500.00	9,538.99	44,961.01 (82%)	16,911.01
Market	24,000.00	6,040.50	-17,959.50 (-74%)	23,750.00	2,924.01	20,825.99 (87%)	2,866.49
Miscellaneous		74.61	74.61 (7461%)	6,000.00	163.31	5,836.69 (97%)	5,911.30
Other	23,400.00	13,399.61	-10,000.39 (-42%)	23,400.00	6,268.72	17,131.28 (73%)	7,130.89
Poppies	5,040.00	1,260.00	-3,780.00 (-75%)	6,000.00	407.66	5,592.34 (93%)	1,812.34
PRECEPT			0.00 (N/A)			0.00 (N/A)	0.00
Salaries	250,000.00	125,000.00	-125,000.00 (-50%)	255,000.00	121,998.29	133,001.71 (52%)	8,001.71
Services			0.00 (N/A)			0.00 (N/A)	0.00
Trackside/Skatepark	5,000.00	2,500.00	-2,500.00 (-50%)	2,750.00	949.39	1,800.61 (65%)	-699.39
Vehicle Compound	1,500.00	750.00	-750.00 (-50%)	1,500.00	308.28	1,191.72 (79%)	441.72
War Memorial Park	13,280.00	6,190.00	-7,090.00 (-53%)	13,250.00	844.14	12,405.86 (93%)	5,315.86
Woodville	1,750.00	875.00	-875.00 (-50%)	1,750.00		1,750.00 (100%)	875.00
NET TOTAL	483,070.00	245,037.00	-238,033.00 (-49%)	467,900.00	207,439.36	260,460.64 (55%)	22,427.64

Total for ALL Cost Centres

245,037.00

207,439.36

V.A.T.

11,992.37

9,021.80

GROSS TOTAL**257,029.37****216,461.16**

NNDC Ref: PF/25/1222
Date: 13th June 2025

Contact: Nicola Wray

Wendy Murphy
North Walsham Town Council
Office 4
Cedar House
3 New Road
North Walsham
NR28 9DE

Planning Consultation
North Walsham

Proposal: Single storey flat roofed rear extension

Location: 15 Bluebell Road, North Walsham, Norfolk, NR28 9EH

Dear Sir/Madam,

We have received the above application, details of which may be viewed on our website

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SX85W0LN04T00>

If your Council would like to offer comments on the application, please do so by 04/07/2025 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

1. Supports the application;
2. Has no objection or comment;
3. Objects to the application;

Giving reasons where appropriate.

If we do not receive a response within this time we will assume that you do not wish to comment.

Kind regards

Nicola Wray (Trainee Planning Officer)
nicola.wray@north-norfolk.gov.uk
01263 516188

NNDC Ref: RV/25/1199
Date: 16th June 2025

Contact: Alice Walker

Wendy Murphy
North Walsham Town Council
Office 4
Cedar House
3 New Road
North Walsham
NR28 9DE

Planning Consultation
North Walsham

Proposal: Sub-division of plot and erection of single storey detached dwelling with detached garage; alterations to access to Happisburgh Road, without complying to condition 2 (approved plans) of planning permission PF/23/0886, to separate the drive access

Location: 34 Happisburgh Road, North Walsham, Norfolk, NR28 9HD

Dear Sir/Madam,

We have received the above application, details of which may be viewed on our website

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SWYYDQLN06V00>

If your Council would like to offer comments on the application, please do so by 07/07/2025 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

1. Supports the application;
2. Has no objection or comment;
3. Objects to the application;

Giving reasons where appropriate.

If we do not receive a response within this time we will assume that you do not wish to comment.

Kind regards

Alice Walker (Senior Planning Officer)
Alice.Walker@north-norfolk.gov.uk
01263 516313



NORTH WALSHAM TOWN COUNCIL

Training & Development Policy

Adopted by the Council at its meeting held on 25.9.18

1 Introduction

North Walsham Town Council aspires to be a first-class Council. In order to achieve and maintain this performance the Council is committed to providing councillors and employees with the necessary training and development opportunities to ensure that the Council can meet its aims and objectives.

Each year as part of the annual budget setting process, the Council includes a training budget for councillors and employees.

Councillors and Employees can expect North Walsham Town Council to pay the following for training:-

- Course fees
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination
- Travel expenses

It is important to note that all training must be appropriate to the needs of the Council, be relevant to the individual's role within the Council and subject to the availability of financial resources.

2 Councillor Training

Following every election, newly elected Councillors will be encouraged to take basic Councillors training and will be provided with North Walsham Town Council's policies and procedures.

Training courses are available on a regular basis. Councillors will be offered the opportunity to attend all relevant training. This is good practice for the ongoing efficiency and effectiveness of the Council.

General training includes:-

- *Roles and duties of a Councillor*
- *Code of Conduct*
- *Standing Orders*
- *Financial Regulations*

Specialist training includes:-

- *Chairmanship*
- *Planning*

Failure to attend a course or sit an examination may result in the Council withdrawing further course funding and/or request the refunding of the cost of the course/exam. Each case will be considered on an individual basis.

3 Staff Training

Induction training and an employee folder will be provided for all new members of staff. Contracts of employment and job descriptions will be provided.

Training and development needs may be identified by:

- *Ability to carry out duties efficiently and effectively*
- *Changes in legislation*
- *Changes in systems*
- *New or revised qualifications become available*
- *New working methods and practices*
- *Delivery of new services.*

Individual employees are responsible for their own registration on a course, after approval has been obtained. Any absence from attending any training/courses must be reported as if absent from the workplace.

If an employee fails to sit an examination, the Town Council will withdraw its support and may require the refunding of any financial assistance received to date.

If the employee leaves NWTC within a period of one year of the date of the obtained qualification, the following costs will be reclaimed:-

within 3mths 75%; within 6mths 50%; within 9mths 25%; over 1 year 0%.

Employees will identify their development needs with advice from their line manager during their annual appraisal and regular meetings.

4 Conclusion

The adoption of a training and development policy should achieve many benefits for North Walsham Town Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Councillors and staff. The adoption of a training and development policy has a practical implication for The Council's budget and ensures that the Council is aware of the implication of its commitments and allocates adequate and appropriate funding in a long term and sustainable platform that supports these aspirations and commitments.



NORTH WALSHAM TOWN COUNCIL

Pension Policy Statement – adopted from Norfolk Pension Fund

Adopted by the Council at its meeting held on 23.9.19

As required by Local Government Pension Scheme (LGPS) Regulations 2013 and the LGPS (Administration) Regulations 2008 set out below is the policy statement on Pensions for North Walsham Town Council.

A copy of this policy is available from North Walsham Town Council and it has also been lodged with the Norfolk Pension Fund.

In all reference to agreement by North Walsham Town Council any decisions must be placed before a full meeting of the Council and be subject to an agreed resolution.

COMPULSORY ITEMS

1 Funding of Additional Pension: Regulations 16(2e) 16(4d)

North Walsham Town Council may fund (either wholly or in part) an active members Additional Pension Contribution (APC) contract. Requests will be assessed on a case by case basis and should be made in writing to the Town Clerk.

2 Awarding Additional Pension: Regulation 31

North Walsham Town Council may increase a member's benefits by awarding additional pension up to a maximum of £6,500 (from April 2014) on agreement of the Council. North Walsham Town Council will consider exercising this discretion only in cases where it can see a clear financial or administrative advantage.

3 Flexible Retirement: Regulation 30(6)

North Walsham Town Council may give consent for a member aged 55 or more who reduces their grade or hours of work (or both) to receive all or part of their benefits immediately, even though they have not left the Councils employment on agreement of the Council. North Walsham Town Council will consider exercising this discretion only in cases where it can see a clear financial or administrative advantage.

If the benefits payable on flexible retirement would normally be reduced for early payment North Walsham Town Council may agree to waive all or part of the reduction on agreement of North Walsham Town Council.

North Walsham Town Council will consider exercising this discretion only in cases where it can see a clear financial or administrative advantage

4 Waiving of Actuarial Reduction: Regulation 30(8)

In circumstances where it can see a clear financial or administrative advantage, North Walsham Town Council may give consent for a member aged 55 or more who leaves its employ without an entitlement to immediate LGPS benefits to receive them straight away regardless on agreement of North Walsham Town Council.

If the benefits payable would normally be reduced for early payment, North Walsham Town Council may agree to waive all or part of the reduction. Any request will be determined on a case by case basis and must be backed by reports from the employee's line manager and also the chairman. In the case of the clerk reports will be required from the chairman and vice-chairman


5 Early Payment of Pension: Regulation 30 of the LGPS (Benefits, membership and Contributions) Regulations 2007 (Two decisions to be made)

For members who left North Walsham Town Council before 1 April 2014 and subsequently wish to take their benefits between the ages of 55 and 60, North Walsham Town Council may consent to immediate payment of Local Government Pension Scheme benefits. If the member's benefits payable would normally be reduced North Walsham Town Council may agree to waive all or part of the reduction on compassionate grounds.

Any waiver will be determined on a case by case basis

6 Admission Policy

All members of staff of North Walsham Town Council are eligible for the scheme (providing they meet the scheme regulations).

Name of Employer	NORTH WALSHAM TOWN COUNCIL <hr/> has adopted the policies shown on the following pages
Signed (authorised signatory)	
Name of authorised signatory	Garry Bull
Date	23.9.19



NORTH WALSHAM TOWN COUNCIL

Community Engagement Policy

Adopted by the Council at its meetings held on 15.12.20

1 Introduction

Town Council is committed to working closely with the public. Everyone should be involved in making North Walsham the type of community they want it to be, whether they are a resident, a local group or business. Informing, consulting and communicating with residents is key when it comes to decision-making. We strongly believe that our residents should be involved in decisions affecting them and their neighbourhood.

2 Aims

The Town Council strives to:

Inform by providing information about what is happening to help local people – including young people and hard-to-reach groups, understand an issue, service or planned actions/options/solutions. This will be done by:

- Making copies of agendas and minutes of Council meetings widely available
- Posters, fliers, banners, advertising and publications
- Local newspaper press releases
- Quarterly news page in local free magazine (sent to every household and business in the parish),
- Leaflets at the Council Offices and various shops around Town
- Information stalls, i.e. at Town Council events/open days/exhibitions
- Public and specific meetings, presentations, briefings
- Town Council website detailing all Council services and activities
- Tourist Information centre
- Facebook and other social media
- Notice Boards

Consult Ensuring all members of the parish are included in asking for feedback, advice or opinions on a particular issue. This will be done by:

- Encouraging input into the decision-making process with questionnaires, surveys and feedback forms (publishing results)
- Online surveys and questionnaires (publishing results)
- Face-to-face conversation on a Thursday Market Stall
- Engaging with residents and community groups
- Discussion/focus groups/forums
- Written consultation through letter or email
- Public or stakeholders consultation events/workshops/exhibitions/general events/shows, workshops to identify issues and shape options

- Public, neighbourhood or specific targeted meetings

Communicate by ensuring that concerns and aspirations are understood and considered, encouraging people to put forward ideas, options, initiatives and actions. This will be done by:

- Public events, interactive displays
- Comments and complaints
- Encouraging residents to use the Council website and social media pages
- Widely publicising the Annual Town Meetings
- Interaction with Town Councillors and staff
- Production of the Town Guide
- Promoting Council activities
- Invite people to speak at meetings during public participation

Improve the Councils aim to promote engagement with our community by:

- The value of residents volunteering
- Encouraging residents to attend meetings
- Promoting elections and the value of being a Councillor
- Enhance residents' understanding the roles of Councillors
- Continue to look at different media/methods of communication
- Placing Councillors on more external groups and organisations
- Councillors representing the Town Council at Community events

Engage

Listed below are the individuals/organisations with whom the Council endeavours to actively engage:

- All Residents
- Businesses and business organisations and developers
- Community, voluntary, special interest and residents' groups
- Older people
- Young people
- Hard-to-reach groups
- Public and private sector stakeholders
- Schools
- Health Agencies (commissioners and providers)
- Visitors



NORTH WALSHAM TOWN COUNCIL

Press and Social Media Policy

Adopted by the Council at its meeting held on 15.12.20

Purpose

The aim of this Policy is to set out a Code of Practice to provide guidance to both Councillor and Officers of the Council in the relation with the Press/Media and Social Media in such a way as to ensure the smooth running of the Council.

Council Meetings

Meetings of the Council and its committees are open to the public and press and include an opportunity for them to speak under the item Public Participation, unless the meeting resolves to exclude them due to the confidential nature of the business to be discussed. This is regulated by the Council's Standing Orders

In the interests of openness and transparency, members of the public and press may film, record, photograph or use social media in order to report on the proceedings of a meeting of the Council or its committees when they are open to the public. This does not extend to live verbal commentary. Filming and photography are permitted from the area designated in the meeting room. No flash photography or additional lighting should be used without prior consent.

The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or Committee meeting is not permitted unless an adult responsible for them has given permission

Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted

Press Releases

The Clerk

Is authorised to receive communications for the Press/Media and to issue Press Statements on behalf of the Council. In the absence of the Clerk, media communications will be handled by the Chair. In the absence of both of these officers, enquirers will be referred to the Deputy Clerk.

The Clerk is not expected or authorised to speculate on matters that have not been considered by the Council. Where such questions are put to the Clerk the enquirer should be referred to the Chair /Vice Chair or a Councillor as considered appropriate. No other officer of the Council, unless authorised by the Clerk or the Chair, is permitted to speak or communicate with the Press/Media on any matter affecting the Council or its business.

Councillors

Must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on Council or Committee agendas. A Councillor should always act with integrity.

When speaking or providing written material to the Press, Councillors should make clear the capacity in which they are providing the information. For example: – as Chairman, as an individual

Never use the prefix “Councillor” when writing to the press as an individual or refer to your position on the Council. This implies you are stating Council policy. A copy of any written material sent to the Press by a Councillor, as representing the Council, must be forwarded to the Clerk.

Councillors should be aware that case law states that the role of Councillor overrides the rights to act as an individual. This means that Councillors should be careful about expressing individual views to the press or social media. Councillors can talk to the media but must ensure that it is clear the opinions given are their own and not necessarily those of the council. Whilst it may be legitimate for a Councillor to make clear that he or she disagreed with a policy and voted against it in an open meeting, they should not seek to undermine a decision through the press.

A Councillor should not raise matters relating to the conduct or capability of an Officer at meetings held in public or before the press.

Social Media

This is a collective term used to describe any forms of electronic communication (such as websites for social networking and microblogging) such as but not limited to the following:-

Council website

FaceBook page

Blog

email

Twitter

Youtube

Posts will be clear and use language accessible and suitable for the platform on which they appear. Language will be informal in tone, but reflect the Parish Council as a credible public body. Updates will be timely, addressing current topics of interest. Updates will be informative to members of the public and other statutory and non-statutory bodies with links to our website.

Social media may be used to post:-

- Agendas, minutes and dates of meetings
- Advertise events and activities
- New stories
- Links from other authorities
- Vacancies
- Surveys
- Temporary Road Closures
- Anything else deemed appropriate by the Clerk or the Chair

The Council will appoint a nominated person to post and monitor content

Until such time as instructed by Full Council, commenting must be turned off for all posts on Facebook (Council meeting 25.6.19, item 6h)

A permanent link will be posted on facebook to access agenda & minutes website page (Council meeting 26.6.18, item 6j)

Purdah

In the six week run up to an election – local **or** general, councils have to be very careful not to do or say anything that could be viewed in any way to support any political party or candidate. The period is known as Purdah. The Council will continue to publish important information and announcement using the press and social media

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NORTH WALSHAM TOWN COUNCIL

Website Accessibility Statement

Adopted by the Council at its meeting held on 29.9.20

North Walsham Town Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018.

In accordance with current Government guidelines:

Viewing the site – You can change the colours (via light/dark themes depending on the browser used), contrast levels, and magnify the page up to 400%.

Listening to content – Use text to speech browser plugins or assistive technology to listen to the content selected with the mouse or key board. Use of screen readers can listen to content, navigate the site and interact with menus. Recommendation: DVDA (“NV Access”) free downloader software package.

Navigation by headings – Assistive technology, browsers and plugins such as screen readers to list the headings/sub headings in the page and understand the purpose from the link text.

Navigation by links – Assistive technology such as screen readers, can get a list of all the links on a page with their purpose from the link text.

Navigation of the site – Users who have specific key board assistance such as use of browser, plugins or screen readers may be able to go straight to the heading they need.

Navigation by key board – Users who have the key board facility will be able to see the interactive element such as links on a page.

Technical information about this website’s accessibility

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non compliances as listed below :

- some of the documents relating to the year end accounts are scanned documents and not accessible
- most older PDF documents are not accessible.
- line height or text cannot be modified
- has one font style, but magnification is available up to 400%.

We want to ensure that everyone who uses our website is able to access the information that they are seeking. Many of the older documents will not meet the accessibility standards and the accessibility regulations do not require changes to PDF’s or other documents published before 23 September 2018, if not essential, but subsequent documents will meet the accessibility standards.

The website was checked using the WebAIM Web Accessibility Evaluation Tool (WAVE) in September 2020 according to WCAG 2.1 AA standards and the website will be checked annually for compliance and the Report published on the website.

We are always looking to improve accessibility to our website. If you find that there is a problem, or we are not making the necessary accessibility requirements. Please contact - email info@nwtc.org.uk telephone : 01692 404114.



NORTH WALSHAM TOWN COUNCIL

Mobile Device Policy

Adopted by the Council at its meeting held on 25.2.20

1 Introduction

- 1.1 Council purchased and leased mobile devices are Council property and are only issued for use for Council purposes.

2 Security, Loss and Theft

- 2.1 All mobile devices must be signed for by a user before removal from Town Council premises and countersigned by the Town Clerk who will also record the return of the device.
- 2.2 Mobile devices must be kept securely at all times.
- 2.3 If a Council owned mobile device is lost, this should be reported to the Town Clerk as soon as possible.
- 2.4 If a Council owned mobile device has been stolen, then it is the user's responsibility to report the theft to the Police as a matter of urgency. The Police will provide a Crime Reference Number which needs to be submitted to the Town Clerk.
- 2.5 Should evidence exist to suggest that an employee's negligence has led to the loss of the mobile device, or if they fail to follow the correct procedures for reporting the loss, action may be taken under the Council's Disciplinary Procedure.

3 Information security when using mobile devices

- 3.1 No personal, sensitive or business critical information may be stored on Council issued tablets, smartphones or mobile phones.
- 3.2 Mobile devices must not be used for permanent storage of large amounts of information. All information saved to a mobile device must be transferred to the Council network and be removed from the mobile device as soon as practicable in order to minimise the amount of corporate information held outside of the corporate network.
- 3.3 Care must be taken when using mobile devices in public places, meeting rooms and other unprotected areas outside of the Council's premises. When viewing information on a mobile device in public places ensure that care is taken to avoid the risk of information disclosure by being overlooked by unauthorised persons.
- 3.4 Tablets and smartphones will be issued with a screen lock PIN code and password. The PIN protected screen timeout will be set to 5 minutes or less of inactivity. Devices must be locked or switched off when not in use.

4 Physical Security of Mobile Devices

- 4.1 All mobile devices must be maintained in an environment with an appropriate level of security to prevent unauthorised access to information stored on the device, or theft of the device itself.
- 4.2 When not in use all mobile devices must be retained in a secure environment. This may include a lockable store cupboard with controlled access, or lockable metal cabinets in larger alarmed offices, with controlled access.
- 4.3 Users must ensure that they take adequate precautions to protect mobile devices against theft or accidental damage at all times.
- 4.4 A mobile device must not be left unattended while it is connected to a computer.
- 4.5 A mobile device must not be left unattended in public.
- 4.6 Mobile devices must not be left in an unattended vehicle at any time.



NORTH WALSHAM TOWN COUNCIL

Personal Mobile Device Policy

Adopted by the Council at its meeting held on 25.2.20

1 Purpose

This policy outlines the use of personal mobile devices by Councillors for Council business.

This policy should be read and understood by all Members who want to use, or are using, a personal mobile device for Council purposes

Members may use personal mobile devices to support their role as Members of North Walsham Town Council. Personal electronic devices include, but are not limited to, personally owned mobile phones, tablets, laptops and computers

2 Security

Employees should put a PIN, password or other security measures in place on every device that is used to access Council information except where this information is normally available to the public e.g. via the Council web site. Confidential information should not be kept on personal mobile devices

3 Behaviour

While engaged on Council business, Members are expected to exercise the same discretion in using their personal devices as is expected for the use of Council owned devices. Council policies pertaining to harassment, discrimination, retaliation, commercially sensitive information, confidential information and ethics apply to the use of personal devices for Council-related activities.

4 Use of Personal Devices during Council and Committee meetings

Members with a personal mobile device should be courteous in meetings and ensure that their mobile phone is switched to vibrate or silent mode and should take any urgent calls outside the meeting. Meetings are decision making groups and mobile devices should not be used during the meeting, unless reading documents pertinent to the meeting; members of the meeting should not be sending or reading emails which are unrelated to the meeting as this distracts the focus of the group from the objective of the meeting.



NORTH WALSHAM TOWN COUNCIL

Photograph Copyright Release

Adopted by the Council at its meeting held on 26.11.19

Photographer's Name: _____

Address: _____

Telephone and Email: _____

The above named Photographer hereby warrants being the legal copyright owner in the Work described below:

The Photographer hereby grants permission to North Walsham Town Council to use the above works free of charge and without restriction for publicity and information purposes on and within printed publications, websites and social media

The validity of this document can be verified by contacting the photographer

Photographer's Signature: _____

Photographers Name: _____ (Please print)

Date signed: ____/____/____

Address: _____

Phone number: _____

Email address: _____



NORTH WALSHAM TOWN COUNCIL

Use of Mobile Storage Devices

Adopted by the Council at its meeting held on 26.11.19

Mobile Storage Devices Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only North Walsham Town Council authorised mobile storage devices with encryption enabled must be used by the clerk, when transferring sensitive or confidential data.

Key Messages for Staff

1. Data and information are valuable and must be protected.
2. Do not use removable media for material that is marked 'restricted' or above.
3. Only transfer data onto removable media, if you have the authority to do so.
4. All transfer arrangements carry a risk to the data.
5. Run the virus checking programme on the removable media each time it is connected to a computer.
6. Only use approved products for Council data.
7. Activate encryption on removable media wherever it is available and password protection if not available
8. Data should be available for automatic back up and not solely saved to removable media.
9. Delete files from removable media, or destroy the media, after the material has been used for its purpose.
10. Ask your manager if you are unsure



NORTH WALSHAM TOWN COUNCIL

Information Security Incidents Guide

for Staff and Councillors

Relevant Legislation

Computer Misuse Act 1990 (and subsequent amendments)

Fraud Act 2006

Investigatory Powers Act 2016

Data Protection Act 2018

A short Summary of Key Issues

Information security incidents come in many shapes and sizes. They include, but are not limited to:

- The loss or theft of data or information;
- Sending information in an email or item of post to the wrong person;
- Attempting (successfully or not) to gain unauthorised access to personal information in a computer system or hard copy documents;
- Accessing computer systems or hard copy documents without a legitimate business need to access it or approval from a senior manager;
- Unauthorised disclosure of personal or confidential information to a third party, including discussing personal information in a public place where you can be overheard.

Type of Incidents

The highest number of information security incidents reported to the ICO involve the following:

- Data posted to the incorrect recipient
- Loss or theft of paperwork
- Data sent by email to the incorrect recipient
- Other non-cyber incidents
- Data posted or faxed to incorrect recipient
- Data emailed to incorrect recipient
- Not Provided
- Unauthorised access
- Loss/theft of paperwork or data left in insecure location
- Phishing
- Loss/theft of device containing personal data
- Failure to redact
- Failure to use bcc
- Verbal disclosure of personal data
- Ransomware

- Data of wrong data subject shown in client portal
- Other cyber incidents
- Malware
- Incorrect disposal of paperwork
- Brute Force
- Alteration of personal data
- Hardware/software misconfiguration

Examples of Information Security Incidents (with frequency)

- corruption of hardware or software (42%)
- unavailability of service (38%)
- non-critical operational losses (24%)
- non-critical financial losses (12%)
- critical financial losses (5%)
- theft of business, confidential or proprietary information (5%)
- theft or loss of hardware (4%)
- harm to reputation (4%)
- critical operational losses (4%)
- website defacement (2%)
- other (1%);



NORTH WALSHAM TOWN COUNCIL

Information Security Incident Management Policy

Adopted by the Council at its meeting held on 26.11.19

1 Purpose

- 1.1 The purpose of this policy is to ensure a consistent and effective approach to the management of Information Security Incidents, including communication on security events and weaknesses. It enables the efficient and effective management of Information Security Incidents by providing a definition of an Information Security Incident and establishing a structure for the reporting and management of such incidents.

2 Scope

- 2.1 This policy applies to all members of North Walsham Town Council with reference to all information held by or on behalf of the Council. For the definition of an Information Security Incident see 'Definitions' section below.

3 Relationship with existing Policies

- 3.1 This policy forms part of the IT Policy.

4 Policy Statement

- 4.1 Information Security Incidents shall be reported promptly to the Town Clerk and responded to in a quick, effective and orderly manner in order to reduce the negative effect of incidents, to repair damage and to inform policy and mitigate future risks.

5 Policy

- 5.1 All members of the Council shall be made aware of the procedure for reporting Information Security Incidents and their responsibility to report such incidents.
- 5.2 All Information Security Incidents shall be reported promptly to the Town Clerk in accordance with the Information Security Incident Reporting Procedure.
- 5.3 All Information Security Incidents shall be managed in accordance with the Information Security Incident Management Response Procedure. The severity of the incident shall be assessed and the management response shall be proportionate to the threat.
- 5.4 Key information about serious Information Security incidents, including the impact of the incident (financial or otherwise), shall be formally recorded and the records shall be analysed in order to assess the effectiveness of information security controls.
- 5.5 New risks identified as a result of an incident and shall be assigned to the relevant risk owner and unacceptable risks shall be mitigated promptly in accordance with the Council's risk management processes.
- 5.6 Relevant staff shall be trained in digital evidence collection, retention, and presentation, in accordance with legislative or regulatory obligations.
- 5.7 Serious incidents shall be reported to the appropriate external authorities where relevant by authorised individuals.

6 Responsibilities

- 6.1 All members of the Council are responsible for reporting actual or suspected Information Security Incidents to the relevant internal contact as soon as possible in accordance with the Information Security Incident Reporting Procedure.
- 6.2 Contractors using the Council's information systems and services shall be required to note and report any significant information security weaknesses in those systems or services.
- 6.3 The responsibility for responding to Information Security Incidents shall be as set out in the Information Security Incident Management Procedure.
- 6.4 The responsibility for reporting serious Information Security Incidents to external authorities lies with the Senior Information Risk Owner unless otherwise delegated in the Information Security Incident Management Procedure.

7 Compliance

- 7.1 Failure to report an Information Security Incident and any other breach of this policy shall be considered to be a disciplinary matter and shall be reported to the Town Clerk and/or Mayor to be addressed under the relevant disciplinary code.
- 7.2 Compliance with this policy should form part of any contract with a third party that may involve access to Council networks, computer systems or data. Failure by contractors to comply with clause 6.2 of this policy may constitute an actionable breach of contract.

8 Definitions

Information Security Incident

An Information Security Incident is the occurrence or development of an unwanted or unexpected situation which indicates either:

- a) a possible breach of an information security framework policy or
- b) a failure of information security controls which have a significant probability of compromising business operations.

Examples of Information Security Incidents include (but are not limited to):

- Direct loss or theft of Classified Information (e.g. papers taken from car, post intercepted, unauthorised download)
- Loss or theft of equipment used to store Classified Information (e.g. laptop, smartphone, USB stick)
- Accidental or unauthorised disclosure of 'Confidential' or 'Highly Confidential' Classified Information (e.g. via misaddressed correspondence or incorrect system permissions/filter failure)
- Corruption or unauthorised modification of vital records (e.g. alteration of master records)
- Computer system or equipment compromise (e.g. virus, malware, denial of service attack)
- Compromised IT user account (e.g. spoofing, hacking, shared password)
- Break in at a location holding Classified Information or containing critical information processing equipment such as servers
- A serious Information Security Incident is an incident whose impact, if unmanaged, has the potential to reach Moderate or above on the Council's Risk Measurement Criteria. Incidents involving images of child sexual abuse will always be categorised as serious.
- Classified Information is information that is confidential, highly confidential or requires enhanced protection to ensure integrity or availability due to its nature. Further explanations of these classifications can be found in the Council's Information Classification document



NORTH WALSHAM TOWN COUNCIL

Communication Protocol

Adopted by the Council at its meetings held on 28.7.15 part II

1 Introduction

- 1.1 This document covers communications relating to Members of the Town Council, Council staff, members of the public, other bodies, and the press.

2 Correspondence and information sent to the Council

- 2.1 The official point of contact for the Council is the Town Clerk. All correspondence to the Council should be addressed to the Town Clerk.
- 2.2 The Town Clerk should deal with all correspondence following a meeting of the Council.
- 2.3 No individual Councillor should be the sole custodian of any correspondence or information that relates to the Council as a whole, it must go to the relevant Chair, elected representative, Town Clerk or direct to Full Council. The council is unable to act on issues that have been declared as confidential to any one individual unless consent is given to share the information with the relevant Committee Chair etc.
- 2.4 Items of correspondence which require a council response, decision or action should be officially received at Council for a decision unless of an urgent Health and Safety concern.

3 Agenda items of Council, Committees, Sub-Committees and Working Groups

- 3.1 Agenda items should be clear and concise. They should contain sufficient information for members to make an informed decision. Items for information should be kept to a minimum on Council agendas. Where Councillors wish colleagues to receive matters "for information only", this information should be circulated via the Town Clerk.

4 Communications with the Press and Public

- 4.1 Press reports and correspondence from the Council, Committees, Sub-Committees and Working Groups are deemed to be authorised by the Proper Officer.
- 4.2 If Councillors are asked for a comment by the press or members of the public, unless it is absolutely clear that they are reporting the official view of the Council, it should be stated clearly that such comments or views are the personal views of the Member.
- 4.3 When posting information on behalf of the Council via any form of Social media, it must be done under a Group heading such as North Walsham Town Council and remain under the control or delegation of the Proper Officer.
- 4.4 Social Media administrative rights will be operated by the Town Clerk, any posting will adhere to the following guidelines:-
- No business advertisements permitted
 - No insults, bullying/threatening behaviour or foul language
 - Political neutrality
 - Commenting turned off

- 4.5 When commenting on any social media platform, Councillors must make it absolutely clear from the outset that any comments they are making are that Member's personal views. Councillors must not allow themselves to be drawn into lengthy discussion or argument about matters over which the Town Council has no control.
- 4.6 If Councillors wish to make a complaint or receive a complaint from a member of the public, this should be passed in writing to the Town Clerk so that it can be dealt with under the Council's complaints procedure or by a Council agenda item. The name and address of the complainant should be on record.

5 Correspondence between Councillors and other bodies

- 5.1 All personal correspondence as a Councillor to other agencies should make clear that the views expressed are those of the individual and not necessarily those of the Council.
- 5.2 A copy of all outgoing correspondence relating to the Council or the Councillors role within it should be sent to the Town Clerk, and the correspondence should make clear to the addressee that this is the case.

6 Communications with Town Council staff

- 6.1 Council staff are answerable to the Council as a whole, through the Town Clerk, and not to individual Councillors. Councillors **must not** give instructions to any member of staff unless specifically authorized to do so by the Council or the urgency of the request justifies direct contact (for example health and safety matters on Council-owned property). In any event, the Town Clerk **must** be notified of any instructions given to staff. If the Town Clerk states that work cannot be undertaken by a member of staff that decision is final, and the decision cannot be raised with another Councillor.
- 6.2 Telephone calls should be kept to a minimum and relate to the Council.
- 6.3 Emails should be kept to a minimum to the Town Clerk or staff. Instant replies from the Town Clerk or other staff should not be expected and will only be dealt with instantly if considered urgent. Matters for information should be directed to other Councillors via the Town Clerk.
- 6.4 If an acknowledgement is requested in an email from the Town Clerk, Councillors should provide this.
- 6.5 If Councillors wish to meet with the Town Clerk to discuss matters of Council business, an appointment should be made. When requesting an appointment, the matters for discussion should be made clear.
- 6.6 All visitors including Councillors when visiting the Council Offices must sign in and out. This does not include official Council meetings when attendance is recorded in the minutes.
- 6.7 Councillors should treat all staff with respect. Any Councillor wishing to question a member of staff's decision or action, should do so via the Clerk. If after answering the question, a repeated request for the same question is received, supporting evidence must be provided or this question will not be answered. (added by Council minutes 26.11.19, 7.6.1)

REPORT TO COUNCIL

WENDY MURPHY

19TH June 2025

AGENDA ITEM 14

A land registry search, carried out by officers of NNDC has shown, the entire grounds of the churchyard are the property of the Church, this includes beyond the headstones and up to the rear of the properties that are behind the headstones, there is no right of access implied for these properties. As the Churchyard is closed, responsibility for the land is vested to NWTC.

It is my recommendation that Council look at the following :

- Removal of all bins (residential and commercial) from the Churchyard and write to inform businesses and landlords.
- The creation of a communal bin area located to the rear of Market Plaice Fish and Chip Shop, this is to be the only acceptable location for the storage of bins.
- Removal of the bins will –
 - Ensure that all residents of the properties have safe and accessible means of access to their properties
 - Secure a safe escape route from the properties in the event of an emergency
- The creation of a seated area of reflection to be located near the bin behind Broadland Travel. This is to serve two purposes, one to provide a pleasant location for people to sit and wait, prior to attending a service and to impede the footpath around this area becoming a racetrack for push bikes.
- To explore different options for the public wastebin currently located behind Broadland Travel.

QUOTE

Quote to: North Walsham Town Council
Office 4,
Cedar House,
New Rd,
North Walsham,
NR28 9DE

Job: Removal and installation of new toilets at Poppies Day Nursery.

To include:

- 2X new toilets
- Removal and disposal of old toilets
- Associated pipework
- Materials and consumables
- Labour

Total=£612.59

REPORT TO COUNCIL

WENDY MURPHY

19TH June 2025

AGENDA ITEM 17

CADENT INSTALLATION OF GAS GOVERNOR AT TRACKSIDE

The governor footprint is estimated to be 4m x 2.5m, and there would need to be a 2m clear strip around the outside of all four sides. It is proposed that this will be fenced off by 6' security fencing. Cadent would consider either purchasing the land or a long leasehold for the area.

Cadent have been looking at alternative locations but are limited by the locations to connect into the network with the governor. They also have to consider vehicular impact risk and other utilities. Initially, three locations were identified as being viable, with option A (preferred) being

Below is an embed plan showing the three options for review



For option B they would need to consider the tree line and tree removal, potential alteration to the fence line for security of the governor and the park space.

Option C - the land is not owned by the Council.



Proposed
Governor Location

