



NORTH WALSHAM TOWN COUNCIL

Minutes of the Annual Town Council Meeting

held on Tuesday 21st May 2024

Cedar House, 3 New Road, North Walsham NR28 9DE

Present:

Town Councillors:	Cllr Wright (Chair)	Cllr Spall
	Cllr Beach	Cllr Brand
	Cllr Gray	Cllr Heinrich
	Cllr Covell	Cllr Eastwick
	Cllr Shires	Cllr Seward
	Cllr Hester	Cllr Ginbey

District Councillors: Cllr Heinrich Cllr Shires

County Councillors: Cllr Shires

Town Clerk: Wendy Murphy

RFO: Cherrie Woods

Members of Public: 1

The meeting opened at 18.30.

1. ELECTION OF TOWN MAYOR

Cllr Wright was nominated for Mayor, proposed by Cllr Gray and seconded by Cllr Hester. Cllr Hester was also nominated, proposed by Cllr Beach and seconded by Cllr Ginbey. A paper ballot was counted, Cllr Wright had 7 votes and Cllr Hester had 5 votes. It was **RESOLVED** that Cllr Wright be elected as Mayor for the year 24/25.

2. ELECTION OF DEUTY MAYOR

Cllr Gray was nominated for Deputy Mayor, proposed by Cllr Eastwick and seconded by Cllr Shires. Cllr Hester was also nominated, proposed Cllr Beach and seconded by Cllr Ginbey. A paper ballot was Counted, Cllr Hester had 7 votes and Cllr Gray had 5 votes. It was **RESOLVED** that Cllr Hester be elected As Deputy Mayor for the year 24/25.

3. APOLOGIES FOR ABSENCE

Cllr S Dibben
Cllr S Richardson
Cllr Saul Penfold - NCC

4. DECLARATIONS OF INTEREST - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)

Personal interests: 13.1 Cllr Seward (NWIB) 12.5 Cllr Shires
Dispensation:
Pecuniary interests: Cllr Eastwick (Poppies)

5. TO APPROVE MINUTES OF PREVIOUS MEETINGS - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

As proposed by Cllr Shires and seconded by Cllr Ginbey and all in agreement it was **RESOLVED that the minutes of the Council Meeting held on 30th April 2024 be agreed as an accurate record.**

Signed:

Date:



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6. UPDATE ON MATTERS FROM PREVIOUS MINUTES –/Action Log

Cllr Eastwick asked about the lights on the Memorial Park that are wired into Poppies – The Clerk will investigate this matter

7. PUBLIC FORUM - (Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person; 3h-Questions do not require a response at this meeting)

Robert Murphy gave an update on Childrens Day. £4.5K was raised, £2k has been given to St Nicholas Church and £2k to the Scouts. £500 will be held for next year’s event which can cost up to £11k to run. NNDC - Cllr Heinrich confirmed that there will be a covered bicycle cover at the Travel Hub. NCC - Cllr Shires confirmed that pothole repairs was going well.

8. TO MAKE A DECISION ON DISBANDING THE MARKETS COMMITTEE

As proposed by Cllr Heinrich and seconded by Cllr Shires and with a majority vote it was **AGREED** to accept an amended motion and look at forming an Events/Markets/Tourism committee/working group. The committee will make decisions and the staff will carry out operational duties. – This will be discussed in more detail at the next meeting.

9. APPOINT MEMBERS TO COUNCIL COMMITTEE’S FOR 2024/25 - (Standing Orders: 4h-Councillors can be on a maximum of 3 Committees)

- 9.1 Development and Amenities x7 - Cllr Gray, Cllr Brand, Cllr Ginbey, Cllr Shires, Cllr Wright, Cllr Seward
- 9.2 Media & Information x7 - Cllr Gray, Cllr Heinrich, Cllr Wright, Cllr Shires
- 9.3 Personnel x6 – Cllr Hester, Cllr Heinrich, Cllr Beach, Cllr Ginbey, Cllr Eastwick, Cllr Wright
- 9.4 Finance and Grants x5 – Cllr Hester, Cllr Seward, Cllr Heinrich, Cllr Ginbey, Cllr Eastwick
- 9.5 Events/Markets/Tourism x5 – ToR’s will need to be looked at – This was to be deferred to Junes Meeting

10. REVIEW COUNCIL MEETING DATES for 24/25

These were accepted. However committee dates can change.

11. REVIEW COMMITTEE’S Terms of Reference each committee will review their own ToR’s

- 11.1 . Personnel ToR’s
- 11.2. Finance & Grants ToR’s
- 11.3. Development & Amenities ToR’s
- 11.4. Markets ToR’s – Defered to June Full Council Meeting
- 11.5. Media & Information ToR’s
- 11.6. Mayor & Deputy Mayors ToR’s

12. REVIEW POLICIES

- 12.1 Standing Orders – As proposed by Cllr Shires and seconded by Cllr Wright and all in favour it was **RESOLVED** to amend the following:
 - 3. i. A A person shall raise his hand when requesting to speak



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3.y Councillors not attending meetings of Full Council or Committee for a 6 month period, will cease to be a member of the Council, unless dispensation has been agreed by Full Council.

4. i. Order of business format for a Committee, the first 5 items will be:-

5. Update on Committee budget

20.d. The Council operates from a shared premise and therefore access by Councillors to the Council offices and Staff is strictly by appointment only. If the issue is of an urgent or emergency nature, access will be the sole responsibility of the Town Clerk. Councillors are reminded that they must sign in and out of the office. (Council minutes 30.4.19, item 6d)

12.2. Financial Regulations – there is a new model out from NALC this will be taken to the Finance & Grants committee

12.3. Delegation Scheme

As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was RESOLVED to accept to delete the following as the Council has a RFO already appointed • In case of long-term absence of the Town Clerk appoint a Responsible Finance Officer

As proposed by Cllr Wright and seconded by Cllr Ginbey and all in favour to accept the following policies with no amendments: -

12.4. Code of Conduct – LGA model adopted 29.3.22

12.5. Co-option Policy

12.6. Communication Protocol

12.7. Complaints Procedure

12.8. FoI publication scheme

12.9. Planning procedure

GDPR Policies

12.10. CCTV Policy – As proposed by Cllr Wright and seconded by Cllr Shires it was agreed to review this policy when the CCTV is in place at Cedar House

12.11. Information Audit – as per Freedom of Information Act 2000 – As proposed by Cllr Wright and seconded by Cllr Ginbey it was RESOLVED to accept the Clerks amendment.

12.12. Retention & Disposal – as per Freedom of Information Act 2000 – As proposed by Cllr Wright and seconded by Cllr Shires it was RESOLVED to accept the Clerks amendment.

As proposed by Cllr Wright and seconded by Cllr Hester it was RESOLVED to accept the following policies:

-

12.13. General Privacy Statement

12.14. GDPR Policy

Employment Policies – to be reviewed by Personnel Committee

12.15. Disciplinary & Grievance – Acas model adopted 26.11.19

12.16. Equal, Diversity & Inclusion – Acas model

12.17. Absence and Sickness

Signed:

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- 12.18. Health & Safety
- 12.19. Starters & Leavers
- 12.20. Training & Development
- 12.21. Pension Policy – Norfolk Pension Fund model
- Financial Policies – - to be reviewed by Finance & Grants Committee
- 12.22. Financial Risk Management
- 12.23. Grant Award Policy
- Amenity Polices & Risk Assessments – to be reviewed by Development & Amenities
- 12.24. Tree Management Policy
- 12.25. Grass Verge Policy
- 12.26. Outdoor Advertising Policy
- 12.27. Event Management Plan & Guidance
- 12.28. Event Annual Contract
- 12.29. Grass Cutting Risk Assessment
- 12.30. Grave Digging Risk Assessment
- 12.31. Handheld Machinery Risk Assessment
- 12.32. Market Operations Risk Assessment
- 12.33. SAM2 Risk Assessment
- 12.34. Workshop/Workspace Risk Assessment
- Information & Security Polices – to be reviewed by Media & Information Committee
- 12.35. Community Engagement policy
- 12.36. Press & Social Media Policy
- 12.37. Website copyright notice
- 12.38. Website Accessibility Statement
- 12.39. Mobile Device Policy
- 12.40. Personal Mobile Device Policy
- 12.41. Photograph Copyright Release
- 12.42. Photograph Release Form
- 12.43. Use of Mobile Storage Devices
- 12.44. Information Security Incident Management Policy
- 12.45. Information Security Incidents Guide

13. FINANCE

- 13.1. As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was RESOLVED to approve income since April 24 meeting.
- 13.2. As proposed by Cllr Wright and seconded by Cllr Beach and all in favour it was RESOLVED to approve the expenditure since March meeting. Cllr Shires asked for the tablecloths to be taken out of office budget
- 13.3. As proposed by Cllr Wright and seconded by Cllr Hester and all in favour it was RESOLVED to approve regular payments for 24/25

Signed:

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- 13.4. As proposed by Cllr Shires and seconded by Cllr Beach it was RESOVED to defer the approved supplier' list for 24/25 – This is to be reviewed by the Finance
- 13.5. As proposed by Cllr Wright and seconded by Cllr Hester and with Cllr Eastwick abstaining it was RESOLVED to accept Asset Register and Insurance Cover for 24/25 – The clerk will investigate the Risk assessment for Poppies.
- 13.6. To agree NWTTC Fee's for 24/25 – This will be reviewed and brought back to Full Council
- 13.7. As proposed by Cllr Wright and seconded by Cllr Heston and all in favour it was RESOLVED to approve Financial Statement of Accounts for 23/24
- 13.8. As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was RESOLVED to approve items 13.8.1, 13.8.2 and 13.8.3
 - 13.8.1. The Council approved the Annual Governance Statement (Section 1)
 - 13.8.2. The Council approved the Accounting Statements (Section 2)
 - 13.8.3. The Council accepted the AGAR Papers
- 13.9. The Council received the annual Internal audit report for 23/24 by Roger Canwell –
- 13.10. As proposed by Cllr Eastwick and seconded by Cllr Wright and all in favour it was RESOLVED to appoint Cllr Heinrich as internal scrutineer for 24/25
- 13.11. As proposed by Cllr Shires and seconded by Cllr Wright and all in favour it was RESOLVED to approve the quote for £13,935.00 including VAT for the uplighting of the Market Cross as recommended by the Development & Amenities Committee
- 13.12. As proposed by Cllr Wright and seconded by Cllr Hester and all in favour it was RESOLVED to approve a 5-year contract for a new photocopier that needs to be wifi enabled
- 13.13. The Council received the RFO report
- 13.14. As proposed by Cllr Wright and seconded by Cllr Eastwick, with Cllr Seward abstaining and a majority vote it was RESOLVED to agree a donation to North Walsham in Bloom for £3,000.00 Cllr Seward thanked the Council on behalf of North Walsham in Bloom.
- 13.15. As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was RESOLVED to accept the 2024/2025 Budget.

14. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 14.1. Councillor training courses available – Code of Conduct – The Clerk will arrange some dates for this
- 14.2. Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair / Deputy Chair or Committee Chair within budget under £1,000; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)
None

15. TO RECEIVE UPDATES

Cllr Shires confirmed that she had attended the latest SNAP meeting and the police priorities are Antisocial Behaviour including vehicles.

16. TO RECEIVE REPORTS FROM COMMITTEES AND GROUPS

No reports received

17. TO RECEIVE CLERKS REPORT

The Council received the clerks report

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A final offer has been accepted from Saunders Insurance company for £14,000 for the Bus Shelter replacement. The Clerk and RFO will see if this can be increased.

18. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

19. DATES OF FORTHCOMING MEETINGS

- 11.06.24 Finance & Grants
- 25.06.24 Full Council
- 02.07.24 Personnel
- 16.07.24 Development & Amenities

20. TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR CONFIDENTIAL MATTERS

Staff matters were discussed, and no decisions were needed.

The meeting closed at 20.24



NORTH WALSHAM TOWN COUNCIL

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held on Tuesday 25 June 2024 at Cedar House, 3 New Road, North Walsham NR28 9DE

Present:

Town Councillors:	Cllr Wright (Chair)	Cllr Spall
	Cllr Beach	Cllr Dibben
	Cllr Gray	Cllr Heinrich
	Cllr Covell	Cllr Eastwick
	Cllr Seward	Cllr Ginbey
	Cllr Hester	Cllr Richardson

District Councillors: Cllr Heinrich

Town Clerk: Wendy Murphy

Beat Manager: PC Alex Barnes

Members of Public: None

The meeting opened at 18.30.

1. APOLOGIES FOR ABSENCE

Cllr Shires, Cllr Bunton

2. DECLARATIONS OF INTEREST - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)

Personal interests: None

Dispensation: None

Pecuniary interests: None

3. TO APPROVE MINUTES OF PREVIOUS MEETINGS - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

Cllr Beach confirmed that the Bus Shelter discussion was not on the minutes. The Clerk will amend the minutes and bring back to the next meeting for

4. TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA

Clerks Report/Action Log

The Clerk confirmed that the Accessibility statement will be looked into. The Clerk confirmed that the Health and Safety advisor has advised that all doors at Cedar House should be self-closing mechanisms on them. She will be following this up with NNDC as well as a Fire Door on the Kitchen. There have been no items added to the Action Log since October 2023

5. TO RECEIVE MAYOR'S ANNOUNCEMENTS

Cllr Wright confirmed that he had been to the Cottage Hospital for the centenary and had attended the North Walsham Carnival. His Charities for 2024/2025 will be the same as last year, Benjamin Foundation and North Walsham Dementia Support Group.

Signed:

Date:



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6. TO RECEIVE UPDATES FROM INDIVIDUAL COUNCIL MEMBERS (for information only)

No updates received

7. OPEN FORUM, FOR PUBLIC PARTICIPATION

7.1 District Councillors – Nothing to report

7.2 County Councillors – Nothing to report

7.3 Police – PC Barnes confirmed that there had been a series of burglaries at the Industrial Estate where tools and copper theft had taken place. There had been an incident at Sainsburys garage and Morrisons store. There are several events coming up that the police will be attending. The police are concentrating on noisy vehicles on the bypass and there have been lots of Section 59 notices issued. (Anti-social behaviour for vehicles) They have received reports of vehicles driving through the Market Place who are not disabled. The signs are too high up. Cllr Shires has raised this matter with Highways. PC Barnes is aware of the electric scooters. The clerk will put the next SNAP meeting on the website.

7.4 Public - (Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person; 3h-Questions do not require a response at this meeting) –

No Public attended

8. FINANCE

8.1 As proposed by Cllr Wright and seconded by Cllr Ginbey and all in favour it was **RESOLVED** to approve income since May meeting.

8.2 As proposed by Cllr Wright and seconded by Cllr Heinrich and all in favour it was **RESOLVED** to approve the expenditure since May meeting. The clerk confirmed that she would set up read only access to Scribe Accounts.

9. TO RECEIVE AN UPDATE ON THE ROCKING HORSE

Cllr Covell confirmed that things were progressing with the rocking horse, and he will be making contact with the other people helping to do this and when he has an update, he will let the clerk know.

10. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

10.1 Correspondence

None received

10.2 Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair or Vice Chair, or Committee Chair within budget under £1,000; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)

The clerk authorised a payment to Asco for £660.00 for a vacuum tanker with a small jetter and a CCTV unit to investigate why the bowls are filling up with water at the skatepark.

11. COMMITTEES

11.1 To receive and agree recommendations from the Finance Committee

a) Grants will be reviewed at each meeting

b) The delegated amount for the Clerk/RFO decision to be increased to £1,500 in consultation with the Mayor, Deputy Mayor, Chair of Committee and Chair of Finance Committee.

c) The Bus Shelter – this will be a recommendation on the minutes 17th June 2024 from the RFO that will be presented at the next Full Council Meeting 30th July 2024.

d) To agree times for the Finance Meetings.

Signed:

Date:



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Cllr Heinrich left the meeting

12. TO DISCUSS MARKETS AND M & I COMMITTEES AND MAKE ANY DECISION

A proposal was put forward by Cllr Gray that Market and M & I to be disbanded and an Events Working Group be formed to cover Markets M & I and Tourism. This was seconded by Cllr Eastwick and only 2 councillors voted for this. Therefore, it was proposed that a committee be formed as proposed by Cllr Wright and seconded by Cllr Ginbey, 5 Councillors voted, the rest of the council did not vote either way. As this was not a majority vote the motion will be deferred until the next Full Council meeting.

13. TO APPOINT MEMBERS TO ANY VACANT POSITIONS ON COMMITTEES

As proposed by Cllr Wright and seconded by Cllr Ginbey and all in favour it was AGREED FOR Cllr Richardson to go onto the Development & Amenities committee.

14. TO MAKE A DECISION ON THE CLEANING OF CEDAR HOUSE

As proposed by Cllr Gray and seconded by Cllr Wright and all in favour it was RESOLVED to accept the cleaning quote £550.00 from Barnet Cleaning Services for the communal area for Cedar House. The office staff will clean the office themselves. The windows will be £70.00 every 3 months with each office paying their share.

15. TO RECEIVE A REPORT ON FUNDAY AND MAKE ANY DECISIONS

The Clerk confirmed that she had received a cheque for £1000.00 for a damage deposit. This will be destroyed if there is no damage. A North Norfolk District Council EMP has been received and they will look at doing the Town Council EMP next month. A check has been done by the Clerk for the setting up of the Fun Fair and she will make sure a donation is made by the Fun Fair for the use of the electricity and the rest to go towards the Mayors Charity Fund.

16. TO RECEIVE A REPORT ON THE GROUND INVESTIGATION AT LAND NORTH OF CROMER ROAD AND MAKE ANY DECISION

The bore hole investigation went down 19 meters, and no water was found. The report will be sent to CPS to be incorporated into their report. This can then be submitted to NNDC planning. Cllr Wright confirmed that he thought the ground would be suitable for burials. A meeting will be arranged with Highways to have a site visit to discuss accessibility.

17. TO RECEIVE THE TOWN CLERKS REPORT

The Fountain has been cleaned and a legionnaires test will be done so that this can be turned back on. CCTV has all been done. With a camera in the office and one on the carpark at Cedar House The plaque is waiting to be installed.

The Skate Park has been cleaned and the all offensive graffiti has been removed.

Playground inspection reports have been received and will be taken to D & A Committee.

Monthly inspection reports will be done on the Pavilion.

The Parks Charity Account is being updated.



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Bus Shelter

Park Lane Bus Shelter

19. DATES OF FORTHCOMING MEETINGS

Personnel 2nd July 2024

Development & Amenities 16th July 2024

Full Council 30th July 2024

The meeting closed at 19.42

ACTION LOG July 2024

Meeting	Subject	Action	Update	who	Timescale
Full Council Action Log					
31.5.22	Pavillion	Purchase defibrilator for children and adults	Agenda item	WM	End of July
	Concessions	To investigate Concession prices NCC		WM	
	Cemetery		Await a meeting with Development/Highways	BW/WM	End of Septeml
Development & Amenities Action Log					
08.11.22	Coronation	Lettering to be ordered for MEMORIAL ARCH	Agenda Item	WM	End of July
10.1.23	New Grounds Vehicle	Proposal to be put together Re Vehicle	Working on this in August	BW/DG/WM	September
	Trackside Signs	2 x Dogs must be kept on leads 1 x enter at own risk	These have been ordered	WM	
	Accessibility Assessment	Find Company to undertake AA once office move has taken place	Clerks Report	WM	June
	Memorial Park Access	Install Dropped Curb	Agenda Item	WM	July
19.9.23	Memorial Bench's	Ammend application form. Add Plaques, remove Heritage Benches	This is being done	WM	done
	Cemetery	Ask ICCM for help with design of new cemetery	referred to Julie Dunk @ICCM	WM	ongoing
	Wires Across Market Place	Survey of Buildings and Quotes to be gathered	Await list of premises owners from NNDC Planning permission needed	WM	September
	Uplighting of Market Cross	Investigate issues relating to instillation(Heitage Team / Historic England)	Being Installed 31/7/2024	WM/MG	July
	Jul-24 Skatepark	Camera Footage with Gravity re Soakaways	Await Gravity Response	WM	September
	May-24 Rocking Horse	with Cllr Covell	Awaiting update	DC	July
Media & Information Action Log					
	Noticeboard launch	Prepare press release	New Launch to be Discussed	BW/MG	June
	NNDC Involvement	Speak to Felix Brueggemann Re involvement in TC Events	The Clerk to make contact	WM	ongoing
17.10.23	Publicity Brochures	Photograhs & Details to be updated			
	Publicity Brochures	Distribution costs to be sought, photographs and information to be updated			
	Electronic Noticeboards	Licensing agreement to be put in place for Pheonix buyilding	This is being updated this week	WM/JD	july
	May-24 Cemetery Mapping	Maps of Cemetery on website and grave locations	On Website and being updated	WM/JD	
	Website	Website improvements to be made to improve accessability	Clerk will investigate	WM	completed
Personal Action Log					
	Jul-24 Skill Audit	This is to be simplified and sent out to Councillors		WM	August
	Jul-24 Co-Option	Await Skills Audit and then Advertise		WM	August

CLERKS REPORT FOR COUNCIL MEETING 30.074.24

	Description	Comments
Fountain		Legionaires test is being arranged cost is approx. £250.00
De Fib's		These have all been registered on The Circuit
Door on Kitchen	Fire Door to be added to Kitchen	Still in talks with NNDC if no hot food is being prepared they do not need to provide a fire door. The staff would like to reheat food etc
Door Closures		These are being fitted to all doors at Cedar House
Memorial Arch	Wording	Agenda Item
Training		All completed
Dog Bins	Hornbeam Estate	Raybourn Way. A poo bin will be ordered and added to NNDC collection
Bus Shelter, Park Lane		Quote has been received and will be looking at progressing this
Skate Park	Drainage	Camera Footage is with Gravity
Playgrounds	ROSPA Reports	Daniel Gilbert will be looking at the reports.
Rocking Horse		Asked for update
Cleaning of Cedar House		Starts 1 st August
DBS Checks	All Council and Staff	This is being progressed.
Benches	Benches have gone missing from Hall Road Compound	One has been located at NNDC Cromer compound. NNDC are looking for the other two.



Young Person Risk Assessment

<p>Scope: This risk assessment has been conducted to assess the levels of risk associated with a young person volunteering at Cromer Town Council. The Young Person Risk Assessment is in addition to the workplace Risk Assessment and all other control measures in place.</p>	<p>Risk Assessors: Cromer Town Council – Town Clerk – Cllr I Cunnington Assessment Date: 21/06/2024 Review Date: Ongoing</p>
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(1) What could go wrong? (Hazard)	(2) Previous incidents	(3) Who could be harmed and how?	(4) Existing controls	(5) Risk L/M/H/ VH	(6) New controls / actions (Consider eliminating first)	(7) Action by/completion date	(8) Residual Risk L/M/H/VH
Slips, Trips and falls		Young people, staff, volunteers and service users	Regularly check sites for trip hazards. Children to be accompanied by responsible adult.	M	Young People like all staff and Volunteers are required check for any hazards	Town Clerk/Cllr I Cunnington 21.6.2024	L

(1) What could go wrong? (Hazard)	(2) Previous incidents	(3) Who could be harmed and how?	(4) Existing controls	(5) Risk L/M/H/ VH	(6) New controls / actions (Consider eliminating first)	(7) Action by/completion date	(8) Residual Risk L/M/H/VH
Verbal abuse and / or aggression		Young people, staff, volunteers and service users	Cromer Town Council will be monitoring the events that the young person attends	L	Young People will not work / volunteer without supervision		L
Sexual abuse, bullying and intimidation		Young people, staff, volunteers and service users	Young person will be attending events with a large volume of attendees, Lone worker policy.	M	Young People will not work / volunteer without supervision		L
Fire and Emergency Evacuation		Young people, staff, volunteers and service users	All staff are trained in fire safety and evacuation procedures. Regular Fire safety checks are carried out	L	Young Person will be supervised at all times		L

(1) What could go wrong? (Hazard)	(2) Previous incidents	(3) Who could be harmed and how?	(4) Existing controls	(5) Risk L/M/H/ VH	(6) New controls / actions (Consider eliminating first)	(7) Action by/completion date	(8) Residual Risk L/M/H/VH
Manual Handling		Manual handling eliminated where possible. Employees are trained in safe Lifting practices Two person lifting and carrying where possible	Young person told to seek help where needed. Only light low risk tasks are allocated to Young persons.	L	Young person to be supervised and minimal lift tasks to be undertaken		L

Document Name	Young Person Risk Assessment	Document Number	JW/JW.01
Document Owner	Town Clerk/Cllr. I Cunnington	Date of Issue	24.6.2024
Classification	Internal Use	Version	2.0



Cromer Town Council

Volunteer Agreement Consent Form

Young Volunteers Agreement Form

Name of the organisation:.....

Volunteers Start Date:.....

Personal details

Young person's name:.....

Date of birth:.....

Address and postcode:

.....

Volunteers are an important and valued part of Cromer Town Council. We hope that you enjoy volunteering with us and feel a full part of our team and community. This agreement tells you what you can expect from us, and what we hope from you. We aim to be flexible so please let us know if you want to make any changes and we will do our best to accommodate them.

We, Cromer Town Council, will do our best:

- To introduce you to how the organisation works and your role in it and to provide any support that is needed.
- To provide regular meetings with a main point of contact so that you can tell us if you are happy with how your tasks are organised and get feedback from us Your Cromer Town Contact is Jane Wisson, Town Clerk.
- To respect your skills, dignity and individual wishes and to do our best to meet them
- To consult with you and keep informed of possible changes
- To provide you with a reference (Character) to help you in the future.

I, xxxxxxxx, agree to do my best:

- To work reliably to the best of my ability and to give as much warning as possible whenever I cannot work when expected.
- To demonstrate my ability to follow protocol and to work with the Mayor on various activities which are both Civic and Military to represent Cromer Town Council
- To engage with the community and act as a young person ambassador for Cromer Town Council.
- To provide feedback to the Town Clerk on my experience during my cadetship and to provide ideas to improve the experience.

Volunteer signature:.....

Date Signed:.....

Cromer Town Representative signed:.....

Date Signed.....

North Walsham Town Council
DRAFTRECEIPTS LIST 109 TO 500

Voucher	Ref	Name	Description	Amount
109		SOJO	Market tolls	12.00
110		Elite Plants	Market tolls	230.40
111	BAC's	Bank	Interest	625.90
112		Candy K Creates	Market tolls	12.00
113		Wool & Fabric	Market tolls	46.08
114	BAC's	Poppies Nursery	Rental	420.00
115	SF July	Coffee with personality	Street Feast	50.00
116		Carmichael Fishmongers	Market tolls	97.28
117		Norfolk County Council	Verges	18,013.84
118		Norfolk County Council	Verges	19,019.80
		<i>Overpaid by £6172.28 - refund to be issued</i>		
119	SF July	Sari Shop - Hungarian Street Food	Street Feast	37.50
120		Scrumptious Home Bakes	Market tolls	12.00
121		Scrumptious Home Bakes	Market tolls	12.00
122		J Stanmore (Cards)	Market tolls	69.12
123		Bobs Bread Bakery	Sunday Market	10.00
124		Beardy Comics & Products 4 Eco	Market tolls	48.00
125		Panther Brewery	Sunday Market	10.00
126	SF July	Owies Black Piggy Porkers	Street Feast	37.50
127		Owies Black Piggy Porkers	Market tolls	43.84
128		Lillys Boutique	Market tolls	57.60
129	SF July	Josh's Pizza	Street Feast	62.50
130	SF July	PVP	Street Feast	37.50
131	SF July	Scrumptious Home Bakes	Sunday Market	10.00
132	SF July	Clare's Cheesecake Corner	Sunday Market	10.00
133		Owies Black Piggy Porkers	Market tolls	52.80
134	SF July	Daintys Kitchen	Street Feast	50.00
135		Youngs, S	Market tolls	49.92
136	102694	North Walsham Phoenix Group	Photocopier	36.52
137		Candy K Creates	Market tolls	12.00
138	SF July	The Kraken Bakes	Street Feast	37.50
139	102693	GR Bunning	Sunday Market	10.00
140	102694	Various	Donation	36.52
		<i>Donations from Carboot on 14th July 2024, to go to mayors charity as requested by Town Clerk</i>		
141	102694	Chef Norgate	Carboot	36.52
		<i>Car boot 14th July</i>		
142	102694	Lamartis Ice Cream	Carboot	36.52
		<i>Car boot 14th July</i>		
143	102694	Various	Funday	200.00
		<i>Fun day - funfair 5th,6th,7th July</i>		
144	102694	Double Q	Market tolls	154.88
145	SF July	Chef Norgate	Street Feast	62.50
146	TBC	Lamartis Ice Cream	Street Feast	62.50
147	TBC	The Bucket List	Street Feast	50.00
			TOTAL	39,873.04

North Walsham Town Council
DRAFTPAYMENTS LIST 186 TO 500

Voucher	Cheque	Name	Description	Amount
186		Banqueting Hire Service	Street Feast	87.30
		<i>Deposit for July SF</i>		
187		Norfolk Parish Training Support	Training	60.00
		<i>Managing Y/E Finances CW</i>		
188		Espo	Equipment	22.80
		<i>Doorway red notice board</i>		
189		Nitro	Subscription	124.09
		<i>Nitro subscription - PDF editing</i>		
190		Cash	Expenses	39.99
		<i>Town Clerk - Expenses - Tripod</i>		
191		Office Flow	Photocopier	39.48
192	1008498	NNDC	CCTV	-255.00
		<i>Credit regarding payment #142 due to no VAT on the invoice</i>		
193		NNDC	CCTV	295.00
		<i>Re invoiced regarding #142 which was credited on #192 due to not showing VAT</i>		
		<i>Payment of £255 had already been made on 27/06/2024 before credit was received.</i>		
		<i>£40.00 difference was paid 28/06/2024 to make total payment of £295.00</i>		
194		Red 5 Network	Broadband	27.55
		<i>Final payment - notice period for cancellation of contract</i>		
195		Various	Salary	13,095.45
196	Bac's	HMRC	Salary	3,655.89
197	Bac's	Norfolk Pension Fund	Salary	5,062.18
198	Bac's	Unison	Salary	51.75
199		We Print Gifts Ltd	Equipment	44.20
		<i>4 x bespoke printed lanyards and ID cards</i>		
200		Various	Equipment	2.99
		<i>Toilet Brush</i>		
201		High Speed Training Ltd	Training	30.00
		<i>Social Media Marketing training -JD</i>		
202		Amazon	Equipment	167.99
		<i>Filing cabinet</i>		
203		Cash	Street Feast	13.98
		<i>Non Slip tape - S/F</i>		
204		Cash	Street Feast	15.56
		<i>Duc tape - S/F</i>		
205		Cash	Equipment	4.99
		<i>Extension cable for office</i>		
206		Cash	Milk/Tea/coffee etc.	0.95
		<i>Milk</i>		
207		Cash	Milk/Tea/coffee etc.	1.30
		<i>Milk</i>		
208		Cash	Milk/Tea/coffee etc.	0.95
		<i>Milk</i>		
209		Cash	Cleaning	6.95
		<i>Cleaning products</i>		
210		Cash	Keys	4.00
		<i>Key cutting - cedar</i>		
211		NNDC	Licence	70.00
		<i>TBC - Emailed licencing as requested for further details to clarify payment</i>		
212		Ben Burgess	Equipment	-88.98
		<i>Credit regarding invoice 402289 (payment #160)</i>		
		<i>V-Belt</i>		
213		Anglian Internet	IT	112.80
		<i>4 X Support Users & 4 Cloud to Cloud Backup Licenses</i>		
214	785651	NNDC	Rates	296.00
		<i>Property Ref - 785651 - The Old Saddlers Shop</i>		
215		Total Energies	Electricity	27.18
		<i>May Usage</i>		
216		Total Energies	Electricity	41.46
		<i>May Usage</i>		
217		Total Energies	Electricity	811.38
		<i>May Usage</i>		
218		Total Energies	Electricity	380.72

North Walsham Town Council
DRAFTPAYMENTS LIST 186 TO 500

Voucher	Cheque	Name	Description	Amount
219		<i>May Usage</i> Total Energies	Electricity	33.08
220	5235	<i>May Usage</i> Scribe	Subscription	1,368.00
221		<i>Scribe Accounts Renewal 2024</i> Grenke	Photocopier	235.19
222		<i>July Payment</i> Contract No. 130014699 Banqueting Hire Service	Street Feast	261.90
223		<i>Final payment (less deposit) - table and chair hire for 20th July street feast</i> <i>Booking ref - 035151</i> Anglia Technology	CCTV	578.09
224		<i>July CCTV</i> Norwich Electrical	Skate Park	115.20
225		<i>Visit site RE: lights coming on in the day</i> <i>Replaced photocell device</i> Hags-SMP	Maintenance	169.92
226		<i>Bush for Dolly swing + Pin - Woodville Road</i> <i>Flat Seat - War Memorial park</i> <i>Delivery</i> Newton newton Flag Makers Ltd	Events	69.00
227		<i>Norfolk Day flag</i> North Walsham Fire Protection Limited	PAT testing	141.65
228		<i>PAT Testing</i> Ernest Doe	Equipment	34.73
229		<i>Pine disinfectant</i> <i>Fire lighters</i> <i>strimmer cord</i> Cozens (UK) Ltd	Electricity	30.00
230		<i>Maintenance charge for June 2024</i> Ace Fire	Fire Extinguishers	245.34
231		<i>Annual service of fire extinguishers & associated equipment</i> Croner Group Ltd	Human Resources	420.69
232		<i>HR package monthly fee</i> Dial 9 Comms Ltd	Phone	117.22
233		<i>Subscription July, minutes June</i> FastHosts	IT	39.47
234		<i>10GB additional web space</i> Swash Nosh Catering & Events	Grant	280.00
235		<i>40x lunch bags (01/06/2024 - D-Day event)</i> Nick Hindle Stonemasons	Cleaning	333.60
236		<i>Cleaning of water fountain with DOFF cleaner</i> Cozens (UK) Ltd	Electricity	276.00
237		<i>Call Out - attend and make safe - Column No 115 @ Coronation Walk (hit by vehicle)</i> Breedon Trading LTD	Equipment	207.48
238		<i>Concrete for memorial park archway</i> Breedon Trading LTD	Equipment	478.80
239		<i>Concrete foe Memorial park archway to be installed</i> Fuel Genie	Fuel	336.63
240		<i>June fuel costs</i> <i>AF16 MJB</i> <i>AF16 MJV</i> <i>AO18 PUH</i> <i>AS16 MJV</i> <i>DV12 GXH</i> Anglian Water	Water	-323.68
241		<i>Credit Received from Anglian Water</i> Anglian Water	Water	25.10
242		<i>Quarterly charges up to July</i> Phil Scott	Tree's	3,360.00
243		<i>Annual Tree Survey (Approved Supplier)</i> SLCC	Subscription	357.00
244		<i>Membership fee</i> CoolerAid	Equipment	147.00

North Walsham Town Council
DRAFTPAYMENTS LIST 186 TO 500

Voucher	Cheque	Name	Description	Amount
245		<i>Annual cooler rental/ deposit cooler</i> NNDC	Rates	1,307.10
246		<i>Quarterly rent office 4</i> Nick Hindle Stonemasons	Cleaning	474.00
247		<i>Clean sections of skate park and remove graffiti</i> Breedon Trading LTD	Equipment	-207.48
248		<i>Credit sent in reference to payment #237</i> NNDC	Rates	-70.00
249		<i>Credit regarding North Walsham Carnival - Invoiced in error</i> <i>To credit payment #65 or #169 - TBC by licensing</i> Those Deadbeat Cats	Street Feast	300.00
250		<i>2:30-4:30 music slot - July SF</i> NNDC	Bins	3,657.00
251		<i>2024/2025</i> <i>Emptying of Dog bins/ litter bins</i> Pear Technology	Subscription	228.00
		<i>Cemetery Map Maintenance until 31/07/2025</i>		
			TOTAL	39,276.93

North Walsham Town Council

25 July 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/07/2024 and 31/03/2025)

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
Admin		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
7010	Admin Annual Commit			10,000.00	5,714.17					10,000.00	2,591.99		2,591.99		
7080	Admin Interest/Bank C	800.00	5,804.79			6,000.00	1,834.78		1,834.78						
7060	Admin Leases & Agre		4,771.26	15,000.00	8,781.01		30,861.36		30,861.36	15,000.00	7,022.96		7,022.96		
7020	Admin New Equipmen			5,000.00						2,500.00	1,687.54		1,687.54		
7030	Admin Repairs/Mainte			200.00	346.74					250.00					
7040	Admin Running Costs			6,500.00	4,190.10					7,500.00	2,515.87		2,515.87		
7070	Admin Sundries			2,000.00	1,558.88					1,000.00	1,086.24		1,086.24		
10440	Admin Training				987.00					5,000.00	1,459.70		1,459.70		
7900	Code moved														
10442	Legal				162.20					2,000.00	1,615.00		1,615.00		
10448	VAT RECLAIM														
SUB TOTAL		800.00	10,576.05	38,700.00	21,740.10	6,000.00	32,696.14		32,696.14	43,250.00	17,979.30		17,979.30		

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
Amenities		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
3010	Amenities Annual Cor			5,000.00	11,182.76					5,000.00	1,871.25		1,871.25		
3060	Amenities Leases & A		100.00	1,500.00	6,414.08	150.00	1.00		1.00	5,000.00	447.97		447.97		
3030	Amenities Repairs/Ma			1,000.00						500.00					
3040	Amenities Running Cc			500.00						250.00					
3080	Amenities Sundries			50.00											
SUB TOTAL			100.00	8,050.00	17,596.84	150.00	1.00		1.00	10,750.00	2,319.22		2,319.22		

North Walsham Town Council

25 July 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/07/2024 and 31/03/2025)

Cemetery		Last Year 2023-2024				Current Year 2024-2025				Next Year				
		Receipts		Payments		Receipts		Payments		Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget
Code	Title													
10408	Cemetery Allotments		260.00			250.00	30.00		30.00					
2010	Cemetery Annual Corr			5,000.00	5,014.85					5,000.00	3,592.80		3,592.80	
2300	Cemetery Interments	18,000.00	7,147.00		395.98	15,000.00	3,872.00		3,872.00					
2060	Cemetery Leases & A				262.00									
2350	Cemetery Memorials	5,000.00	4,601.00		263.00	8,000.00	635.00		635.00		225.00		225.00	
10438	Cemetery NEW				6,230.00									
2020	Cemetery New Equipr			500.00	215.00									
2030	Cemetery Repairs/Mai			1,000.00	565.00					500.00				
2040	Cemetery Running Co			5,000.00	4,014.40					8,000.00	-69.35		-69.35	
2400	Cemetery Sundries			1,000.00										
SUB TOTAL		23,000.00	12,008.00	12,500.00	16,960.23	23,250.00	4,537.00		4,537.00	13,500.00	3,748.45		3,748.45	

Cemetery Chapel		Last Year 2023-2024				Current Year 2024-2025				Next Year				
		Receipts		Payments		Receipts		Payments		Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget
Code	Title													
10431	Chapel New Equipmer			2,500.00	4,814.52					2,000.00				
10429	Chapel Repairs/Maint			3,500.00	3,780.00					3,500.00				
10430	Chapel Running Costs			500.00	223.16					500.00	60.34		60.34	
SUB TOTAL				6,500.00	8,817.68					6,000.00	60.34		60.34	

Committee Reserves		Last Year 2023-2024				Current Year 2024-2025				Next Year				
		Receipts		Payments		Receipts		Payments		Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget
Code	Title													

Detailed Budget Summary

All Cost Centres and Codes (Between 01/07/2024 and 31/03/2025)

3020 D & A BUDGET	1,000.00													
10453 FINANCE BUDGET														
10454 M&I BUDGET									1,056.69				1,056.69	
10456 MARKET BUDGET														
7082 PERSONNEL BUDGE														
SUB TOTAL	1,000.00								1,056.69				1,056.69	

EARMARKED RESERVES

Code	Title	Last Year 2023-2024				Current Year 2024-2025				Next Year				
		Receipts		Payments		Receipts		Payments		Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget
10445	Lighting at Market Cro													
10450	New Cemetery									6,876.45			6,876.45	
1020	NW Play			2,000.00										
10444	Office Move									3,444.39			3,444.39	
10401	Tennis Courts Resurfa				9,000.00									
10447	Vehicle Maintenance													
10446	Woodville Drainage													
SUB TOTAL				2,000.00	9,000.00					10,320.84			10,320.84	

Code	Title	Last Year 2023-2024				Current Year 2024-2025				Next Year				
		Receipts		Payments		Receipts		Payments		Receipts	Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget
10	General Annual Comr			6,000.00	4,086.45					5,500.00				
10423	General CCTV			11,000.00	8,800.25					10,000.00	7,071.19		7,071.19	
60	General Leases & Agr			4,500.00	1,767.18					3,500.00	1,715.15		1,715.15	
20	General New Equipme			8,500.00	312.87					5,000.00				
30	General Repairs/Maini			5,000.00	3,968.49					5,000.00	134.78		134.78	

North Walsham Town Council

25 July 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/07/2024 and 31/03/2025)

40	General Running Cost	4,000.00	4,448.42	6,500.00	1,501.86	1,501.86
10420	General Streetlights	5,000.00	14,516.93	6,000.00	1,294.63	1,294.63
70	General Sundries	1,000.00				
10437	General Vehicles	5,000.00	3,722.88	4,000.00	2,242.69	2,999.97
SUB TOTAL		50,000.00	41,623.47	45,500.00	13,960.30	2,999.97

Market		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
5010	Market Annual Commi			9,500.00	8,696.15					9,500.00	998.00		998.00		
5905	Market Carboot	250.00	55.00	500.00	610.94		35.00		35.00	500.00	19.50		19.50		
5900	Market Events	2,000.00	4,303.72	10,000.00	6,629.68	5,000.00	612.50		612.50	10,000.00	1,293.29		1,293.29		
5060	Market Leases & Agre														
5800	Market Market Tolls	10,500.00	10,265.96			11,500.00	3,543.84		3,543.84						
5020	Market New Equipmer			1,000.00	89.96					500.00					
5030	Market Repairs/Mainte			150.00	41.19					150.00					
5040	Market Running Costs			3,000.00	2,189.29					3,000.00	181.01		181.01		
5850	Market Sunday marke	1,000.00	682.00	100.00		500.00	90.00		90.00						
5070	Market Sundries			250.00						100.00					
SUB TOTAL		13,750.00	15,306.68	24,500.00	18,257.21	17,000.00	4,281.34		4,281.34	23,750.00	2,491.80		2,491.80		

Miscellaneous		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
9502	Code moved														
9020	Extra New Equipment				35.00										
9503	Extra NW Play														

North Walsham Town Council

25 July 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/07/2024 and 31/03/2025)

9030	Extra Repairs/Mainten						
9504	Extra S106						
9501	Miscellaneous	500.00	3,585.95	17,319.00	17,319.00	6,000.00	
SUB TOTAL		500.00	3,620.95	17,319.00	17,319.00	6,000.00	

Other		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
8041	Other Advertising	800.00	825.00	3,000.00	2,667.00										
8021	Other Annual Grants		1,500.00	6,000.00											
8060	Other Civic Dinner	2,000.00	104.15	2,500.00	104.15										
8011	Other Defibrillator			400.00	44.00					400.00					
10426	Other Donation		100.00		2,500.00						3,000.00		3,000.00		
8505	Other Events		150.00	15,000.00	11,503.56		112.50		112.50	15,000.00	24.00		24.00		
8031	Other Grants		500.00	6,000.00	3,950.00					6,000.00	546.00		546.00		
8071	Other New Mayor	1,000.00		4,000.00	2,287.56		201.47		201.47	2,000.00					
8999	Other Old Mayor										3,658.22		3,658.22		
SUB TOTAL		3,800.00	3,179.15	36,900.00	23,056.27		313.97		313.97	23,400.00	7,228.22		7,228.22		

Poppies		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
10427	Poppies Annual Comn			1,000.00	1,084.00					2,500.00					
10436	Poppies Leases & Agr	5,000.00	3,780.00			5,040.00	1,260.00		1,260.00						
10428	Poppies Repairs/Main			1,000.00	17,539.22					3,500.00	424.44		424.44		

North Walsham Town Council

25 July 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/07/2024 and 31/03/2025)

SUB TOTAL	5,000.00	3,780.00	2,000.00	18,623.22	5,040.00	1,260.00	1,260.00	6,000.00	424.44	424.44
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		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Precept	428,320.00	428,320.00			430,730.00	215,365.00		215,365.00						
SUB TOTAL		428,320.00	428,320.00			430,730.00	215,365.00		215,365.00						

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
10200	Salaries HMRC			49,000.00	56,573.62					28,099.44	10,810.58		10,810.58		
10300	Salaries Pension			53,000.00	61,548.30					58,912.92	14,984.11		14,984.11		
10400	Salaries Unison			150.00	187.50					168.00	51.75		51.75		
10100	Salaries Wages		2,555.12	158,000.00	159,182.87					163,254.15	38,833.53		38,833.53		
SUB TOTAL			2,555.12	260,150.00	277,492.29					250,434.51	64,679.97		64,679.97		

		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
10416	Trackside (NEW) Play				19.14					500.00					
10441	Trackside (OLD) Play			500.00						500.00					
10410	Trackside Annual Corr									250.00	197.60		197.60		
10414	Trackside Leases & A														
10411	Trackside NEW Equip			1,000.00											

Detailed Budget Summary

All Cost Centres and Codes (Between 01/07/2024 and 31/03/2025)

10412 Trackside Repairs/Mai	1,000.00	827.00	1,000.00	660.00	660.00
10413 Trackside Running Co	500.00	266.48	500.00	76.29	76.29
10415 Trackside Sundries					
SUB TOTAL	3,000.00	1,112.62	2,750.00	933.89	933.89

Vehicle Compound	Last Year 2023-2024				Current Year 2024-2025				Next Year				
	Receipts		Payments		Receipts		Payments		Receipts	Payments			
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget			
Code Title													
10434 Vehicle Compound An			400.00	199.10					500.00	219.01			219.01
10435 Vehicle Compound Ne			100.00										
10432 Vehicle Compound Re			100.00	318.28									
10433 Vehicle Compound Ru			1,000.00	512.33					1,000.00	44.59			44.59
SUB TOTAL			1,600.00	1,029.71					1,500.00	263.60			263.60

War Memorial Park	Last Year 2023-2024				Current Year 2024-2025				Next Year				
	Receipts		Payments		Receipts		Payments		Receipts	Payments			
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Budget			
Code Title													
10455 W M New Equipment													
10443 W M OLD Play Equip/l									1,000.00				
10409 W M Park Allotments		120.00			300.00								
1010 W M Park Annual Cor			100.00						250.00	197.60			197.60
1080 W M Park Interest	600.00	1,201.70			600.00	155.75		155.75					
1060 W M Park Leases & A		1,260.00	1,000.00	70.00					500.00	210.00			210.00
1030 W M Park Repairs/Ma			2,000.00	1,848.99					1,000.00	87.17			87.17
1040 W M Park Running Cc			10,000.00	8,834.29					10,000.00	2,371.16			2,371.16
1070 W M Park Sundries			500.00						500.00				
10439 W M Play New Equip/l													

North Walsham Town Council

25 July 2024 (2024-2025)

Detailed Budget Summary

All Cost Centres and Codes (Between 01/07/2024 and 31/03/2025)

SUB TOTAL	600.00	2,581.70	13,600.00	10,753.28	900.00	155.75	155.75	13,250.00	2,865.93	2,865.93
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		Last Year 2023-2024				Current Year 2024-2025				Next Year					
		Receipts		Payments		Receipts				Payments				Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
10403	Woodville Annual Corr			100.00						150.00	98.80		98.80		
10418	Woodville Leases & A														
10404	Woodville New Equipm			1,000.00						500.00					
10417	Woodville Play New E														
10405	Woodville Repairs/Mai			200.00						500.00					
10406	Woodville Running Co			1,000.00						500.00					
10407	Woodville Sundries			100.00	290.00					100.00					
SUB TOTAL				2,400.00	290.00					1,750.00	98.80		98.80		

Summary

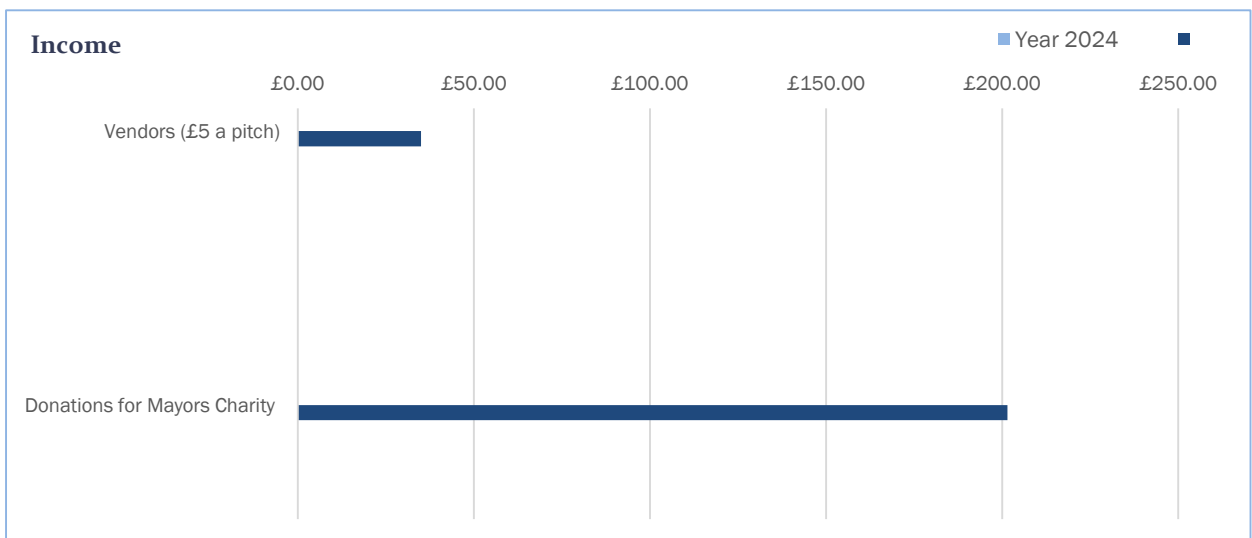
TOTAL	475,270.00	478,406.70	463,400.00	469,973.87	483,070.00	275,929.20	275,929.20	447,834.51	128,431.79	2,999.97	131,431.76
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Balance sheet

North Walsham Town Council

Year 2024

Balance summary		
Carboots 2024	Expenditure	Income
	£19.50	£201.47
Balance		£181.97



Balance sheet

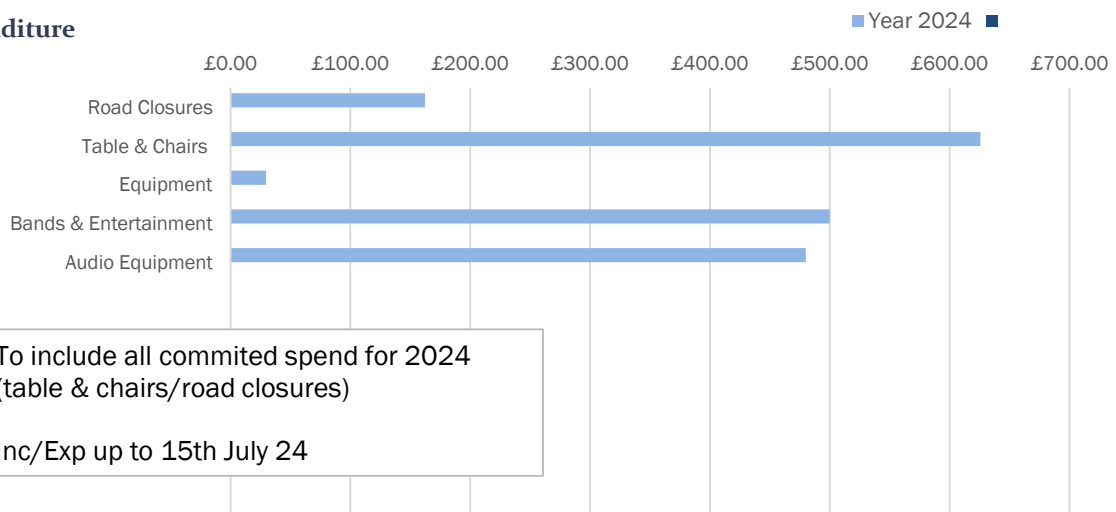
North Walsham Town Council

Year 2024

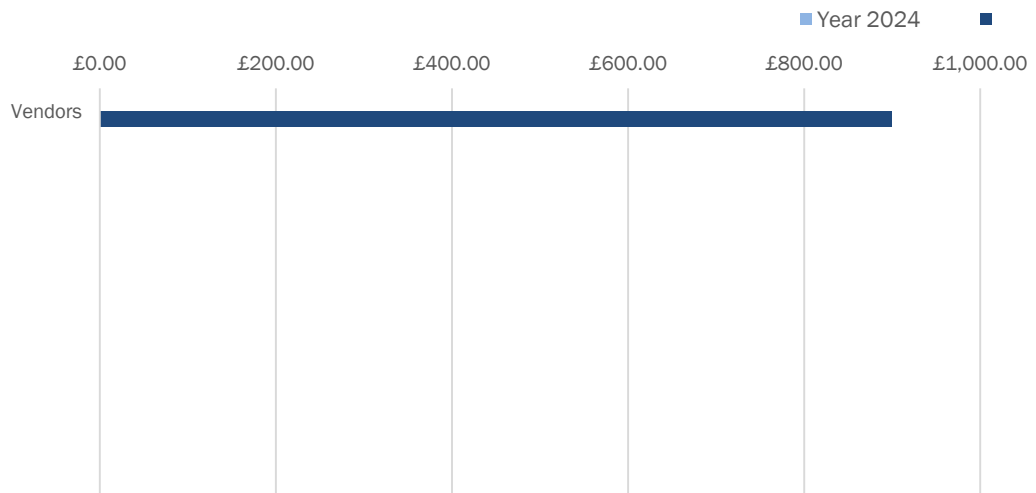
Balance summary

Street Feasts 2024	Expenditure	Income
	£1,797.39	£900.00
Balance		-£897.39

Expenditure



Income



North Walsham Town Council

Summary of Receipts and Payments

25 July 2024 (2024-2025)

All Cost Centres and Codes

Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7010	Admin Annual Commitments				10,000.00	2,591.99	7,408.01	7,408.01 (74%)
7080	Admin Interest/Bank Charges	6,000.00	1,834.78	-4,165.22				-4,165.22 (-69%)
7060	Admin Leases & Agreements		30,861.36	30,861.36	15,000.00	9,927.66	5,072.34	35,933.70 (239%)
7020	Admin New Equipment				2,500.00	1,687.54	812.46	812.46 (32%)
7030	Admin Repairs/Maintenance				250.00	118.04	131.96	131.96 (52%)
7040	Admin Running Costs		36.52	36.52	7,500.00	3,091.01	4,408.99	4,445.51 (59%)
7070	Admin Sundries				1,000.00	1,086.24	-86.24	-86.24 (-8%)
10440	Admin Training				5,000.00	1,459.70	3,540.30	3,540.30 (70%)
10442	Legal				2,000.00	1,615.00	385.00	385.00 (19%)
10448	VAT RECLAIM							(N/A)
SUB TOTAL		6,000.00	32,732.66	26,732.66	43,250.00	21,577.18	21,672.82	48,405.48 (98%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3010	Amenities Annual Commitments				5,000.00	1,871.25	3,128.75	3,128.75 (62%)
3060	Amenities Leases & Agreements	150.00	1.00	-149.00	5,000.00	743.97	4,256.03	4,107.03 (79%)
3030	Amenities Repairs/Maintenance				500.00		500.00	500.00 (100%)
3040	Amenities Running Costs				250.00		250.00	250.00 (100%)
SUB TOTAL		150.00	1.00	-149.00	10,750.00	2,615.22	8,134.78	7,985.78 (73%)

Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10408	Cemetery Allotments	250.00	30.00	-220.00				-220.00 (-88%)
2010	Cemetery Annual Commitments				5,000.00	3,782.80	1,217.20	1,217.20 (24%)
2300	Cemetery Interments	15,000.00	3,872.00	-11,128.00				-11,128.00 (-74%)
2350	Cemetery Memorials	8,000.00	635.00	-7,365.00		225.00	-225.00	-7,590.00 (-94%)
2030	Cemetery Repairs/Maintenance				500.00		500.00	500.00 (100%)
2040	Cemetery Running Costs				8,000.00	-4.76	8,004.76	8,004.76 (100%)
2400	Cemetery Sundries							(N/A)
SUB TOTAL		23,250.00	4,537.00	-18,713.00	13,500.00	4,003.04	9,496.96	-9,216.04 (-25%)

Cemetery Chapel

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10431	Chapel New Equipment				2,000.00		2,000.00	2,000.00 (100%)
10429	Chapel Repairs/Maintenance				3,500.00		3,500.00	3,500.00 (100%)
10430	Chapel Running Costs				500.00	91.84	408.16	408.16 (81%)
SUB TOTAL					6,000.00	91.84	5,908.16	5,908.16 (98%)

North Walsham Town Council

Summary of Receipts and Payments

25 July 2024 (2024-2025)

All Cost Centres and Codes

Committee Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3020	D & A BUDGET							(N/A)
10453	FINANCE BUDGET							(N/A)
10454	M&I BUDGET				1,056.69	-1,056.69	-1,056.69	(N/A)
10456	MARKET BUDGET							(N/A)
7082	PERSONNEL BUDGET							(N/A)
SUB TOTAL					1,056.69	-1,056.69	-1,056.69	(N/A)

EARMARKED RESERVES

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10445	Lighting at Market Cross							(N/A)
10450	New Cemetery				6,876.45	-6,876.45	-6,876.45	(N/A)
1020	NW Play							(N/A)
10444	Office Move				3,444.39	-3,444.39	-3,444.39	(N/A)
10447	Vehicle Maintenance (3 year res							(N/A)
10446	Woodville Drainage							(N/A)
SUB TOTAL					10,320.84	-10,320.84	-10,320.84	(N/A)

General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	General Annual Commitments				5,500.00	3,047.50	2,452.50	2,452.50 (44%)
10423	General CCTV				10,000.00	7,552.93	2,447.07	2,447.07 (24%)
60	General Leases & Agreements				3,500.00	1,715.15	1,784.85	1,784.85 (51%)
20	General New Equipment				5,000.00		5,000.00	5,000.00 (100%)
30	General Repairs/Maintenance				5,000.00	3,772.78	1,227.22	1,227.22 (24%)
40	General Running Costs				6,500.00	1,737.17	4,762.83	4,762.83 (73%)
10420	General Streetlights				6,000.00	1,912.22	4,087.78	4,087.78 (68%)
70	General Sundries							(N/A)
10437	General Vehicles				4,000.00	2,242.69	1,757.31	1,757.31 (43%)
SUB TOTAL					45,500.00	21,980.44	23,519.56	23,519.56 (51%)

Market

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5010	Market Annual Commitments				9,500.00	998.00	8,502.00	8,502.00 (89%)
5905	Market Carboot		108.04	108.04	500.00	19.50	480.50	588.54 (117%)
5900	Market Events	5,000.00	1,050.00	-3,950.00	10,000.00	1,811.54	8,188.46	4,238.46 (28%)
5800	Market Market Tolls	11,500.00	3,937.64	-7,562.36				-7,562.36 (-65%)
5020	Market New Equipment				500.00		500.00	500.00 (100%)
5030	Market Repairs/Maintenance				150.00		150.00	150.00 (100%)
5040	Market Running Costs				3,000.00	181.01	2,818.99	2,818.99 (93%)

North Walsham Town Council

Summary of Receipts and Payments

25 July 2024 (2024-2025)

All Cost Centres and Codes

5850 Market Sunday market	500.00	140.00	-360.00				
5070 Market Sundries				100.00		100.00	100.00 (100%)
SUB TOTAL	17,000.00	5,235.68	-11,764.32	23,750.00	3,010.05	20,739.95	8,975.63 (22%)

Miscellaneous

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9501 Miscellaneous		17,319.00	17,319.00	6,000.00		6,000.00	23,319.00 (388%)
SUB TOTAL		17,319.00	17,319.00	6,000.00		6,000.00	23,319.00 (388%)

Other

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8060 Other Civic Dinner							(N/A)
8011 Other Defibrillator				400.00		400.00	400.00 (100%)
10426 Other Donation		200.00	200.00		3,000.00	-3,000.00	-2,800.00 (N/A)
8505 Other Events		112.50	112.50	15,000.00	81.50	14,918.50	15,031.00 (100%)
8031 Other Grants				6,000.00	779.33	5,220.67	5,220.67 (87%)
8071 Other New Mayor		237.99	237.99	2,000.00		2,000.00	2,237.99 (111%)
8999 Other Old Mayor					3,658.22	-3,658.22	-3,658.22 (N/A)
SUB TOTAL		550.49	550.49	23,400.00	7,519.05	15,880.95	16,431.44 (70%)

Poppies

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10427 Poppies Annual Commitments				2,500.00		2,500.00	2,500.00 (100%)
10436 Poppies Leases & Agreements	5,040.00	1,260.00	-3,780.00				-3,780.00 (-75%)
10428 Poppies Repairs/Maintenance				3,500.00	424.44	3,075.56	3,075.56 (87%)
SUB TOTAL	5,040.00	1,260.00	-3,780.00	6,000.00	424.44	5,575.56	1,795.56 (16%)

PRECEPT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	430,730.00	215,365.00	-215,365.00				-215,365.00 (-50%)
SUB TOTAL	430,730.00	215,365.00	-215,365.00				-215,365.00 (-50%)

Salaries

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10200 Salaries HMRC				28,099.44	10,810.58	17,288.86	17,288.86 (61%)
10300 Salaries Pension				58,912.92	14,984.11	43,928.81	43,928.81 (74%)
10400 Salaries Unison				168.00	51.75	116.25	116.25 (69%)

North Walsham Town Council

Summary of Receipts and Payments

25 July 2024 (2024-2025)

All Cost Centres and Codes

10100 Salaries Wages	163,254.15	38,833.53	124,420.62	124,420.62 (76%)
SUB TOTAL	250,434.51	64,679.97	185,754.54	185,754.54 (74%)

Trackside/Skatepark

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10416 Trackside (NEW) Play New Equi				500.00		500.00	500.00 (100%)
10441 Trackside (OLD) Play New Equi				500.00		500.00	500.00 (100%)
10410 Trackside Annual Commitments				250.00	197.60	52.40	52.40 (20%)
10414 Trackside Leases & Agreements							(N/A)
10411 Trackside NEW Equipment							(N/A)
10412 Trackside Repairs/Maintenance				1,000.00	1,151.00	-151.00	-151.00 (-15%)
10413 Trackside Running Costs				500.00	102.18	397.82	397.82 (79%)
10415 Trackside Sundries							(N/A)
SUB TOTAL				2,750.00	1,450.78	1,299.22	1,299.22 (47%)

Vehicle Compound

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10434 Vehicle Compound Annual Comr				500.00	423.46	76.54	76.54 (15%)
10435 Vehicle Compound New Equipm							(N/A)
10432 Vehicle Compound Repairs/Mair							(N/A)
10433 Vehicle Compound Running Cos				1,000.00	44.59	955.41	955.41 (95%)
SUB TOTAL				1,500.00	468.05	1,031.95	1,031.95 (68%)

War Memorial Park

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10455 W M New Equipment					399.00	-399.00	-399.00 (N/A)
10443 W M OLD Play Equip/Repairs				1,000.00		1,000.00	1,000.00 (100%)
10409 W M Park Allotments	300.00		-300.00				-300.00 (-100%)
1010 W M Park Annual Commitments				250.00	197.60	52.40	52.40 (20%)
1080 W M Park Interest	600.00	155.75	-444.25				-444.25 (-74%)
1060 W M Park Leases & Agreements				500.00	140.00	360.00	360.00 (72%)
1030 W M Park Repairs/Maintenance				1,000.00	176.17	823.83	823.83 (82%)
1040 W M Park Running Costs				10,000.00	3,047.31	6,952.69	6,952.69 (69%)
1070 W M Park Sundries				500.00		500.00	500.00 (100%)
SUB TOTAL	900.00	155.75	-744.25	13,250.00	3,960.08	9,289.92	8,545.67 (60%)

Woodville

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10403 Woodville Annual Commitments				150.00	98.80	51.20	51.20 (34%)
10404 Woodville New Equipment				500.00		500.00	500.00 (100%)

North Walsham Town Council

Summary of Receipts and Payments

25 July 2024 (2024-2025)

All Cost Centres and Codes

10405 Woodville Repairs/Maintenance	500.00	52.60	447.40	447.40 (89%)
10406 Woodville Running Costs	500.00		500.00	500.00 (100%)
10407 Woodville Sundries	100.00		100.00	100.00 (100%)
SUB TOTAL	1,750.00	151.40	1,598.60	1,598.60 (91%)

Summary

NET TOTAL	483,070.00	277,156.58	-205,913.42	447,834.51	143,309.07	304,525.44	98,612.02 (10%)
V.A.T.		10,528.47			9,062.29		
GROSS TOTAL		287,685.05			152,371.36		

Subject: RE: ENQ-701968-G1H5W7

From: Parking Operations <parking.operations@west-norfolk.gov.uk>

Please accept my apologies that you are being passed between organisations, regrettably I am going to do the same again.

We are empowered to enforce existing restrictions (Yellow Lines) unfortunately there are none on Millfield Road – North Walsham except at its junction with Norwich Road.

If you feel that parking is causing what could be considered as a ‘dangerous obstruction’ then this should be reported to the police using their 101 non-emergency number, only the police have powers to deal with this.

If you would like this area considered for yellow lines, this request should be directed in the first instance to your Town/Parish Council, who will need to consider the proposal and (if they support the request) contact Norfolk County Council Highways on the community’s behalf. For instance, typically, yellow lines will only be considered where there is significant traffic flow or accident history, or a serious safety concern, and they will not automatically be considered for ‘nuisance’ parking.

I am sorry that we could not be of more immediate assistance, but trust this is helpful.

Kind regards

Martin.

Martin Chisholm
Assistant Director – Operations & Commercial

Borough Council of King’s Lynn & West Norfolk
King’s Court
Chapel Street
King’s Lynn
Norfolk
PE30 1EX
UNITED KINGDOM

Tel: +44 (0)1553 616650

It seems that I have to bring this matter to your attention. Please will you look into this for me. I'm sure I'm not the only person who finds this a big problem. One day there will be a nasty accident on this road especially before and after school but happens all the time.

----- Original Message -----

Subject: ENQ-701968-G1H5W7

From: Highways - CSC <highways@norfolk.gov.uk>

Thank you for contacting Norfolk County Council regarding the parking issues.

We do not deal with the enforcement on the road we only deal with the maintenance. I would advise to speak to the parking enforcement officers who are managed by the District Councils in Norfolk who are part of the Norfolk Parking Partnership.

If parking is obstructive or dangerous; preventing a vehicle leaving a driveway, blocking the highway or footway, parking on or too close to a junction or bend then this should be reported to Norfolk Police using the 101 number.

Email address - parking.operations@west-norfolk.gov.uk

Please see the link for further information -

<https://www.norfolk.gov.uk/roads-and-transport/roads/parking/civil-parking-enforcement-and-legal-orders>

I hope this helps. Please do not hesitate to contact us again if we can be of further assistance.

Yours sincerely,

Sophie Blake, Customer Service Assistant

Customer Service Centre

| Dept: 0344 800 80 20

County Hall, Martineau Lane, Norwich Nr1 2DH

From: Norfolk County Council - Do not reply <gforms@webforms.norfolk.gov.uk>

Sent: Saturday, April 27, 2024 12:54 PM

To: Highways - CSC <highways@norfolk.gov.uk>

Subject: Online Form – Contact Type ‘ONLINE’ - General enquiry (reference number: OLE609602046)

Online Form – Contact Type ‘ONLINE’

You have received a new general enquiry. Please find details below.

Submission date: 2024-04-27

Submission time: 11:54:02

Subject of enquiry: General enquiry about roads or transport

Enquiry details: It is becoming increasingly difficult to travel along Millfield Road North Walsham due to the increasing number of cars parked on & along the road. Most residents of this road have drives & gardens and space to park their cars on their property. I am told that some of the parked cars are not owned by residents of this road! Since Station Road was closed to the residents of this area we have no other way to get onto the Norwich Road and beyond. Surely no parking should now be applied on Millfield Road.



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 17th June 2024, at Cedar House, New Road, North Walsham NR28 9DE

Present: Cllr Seward, Cllr Hester, Cllr Heinrich, Cllr Ginbey

Town Clerk: Wendy Murphy

The meeting opened at 18.30

1. TO ELECT A CHAIR OF THE FINANCE COMMITTEE

As proposed by Cllr Hester and seconded by Cllr Heinrich and all in favour it was RESOLVED to elect Cllr Seward as Chair.

2. TO ELECT A VICE CHAIR OF THE FINANCE COMMITTEE

As proposed by Cllr Ginbey and seconded by Cllr Heinrich and all in favour it was RESOLVED to elect Cllr Hester as Vice Chair.

3. APPOINT INTERNAL SCRUTINEER – This should not be a bank signatory

As proposed by Cllr Hester and seconded by Cllr Ginbey and all in favour it was RESOLVED to appoint Cllr Heinrich as Internal Scrutineer.

4. APOLOGIES FOR ABSENCE

Cllr Eastwick

5. DECLARATIONS OF INTEREST - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)

Cllr Seward NWIB

6. TO APPROVE MINUTES OF PREVIOUS MEETING - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

As proposed by Cllr Seward and seconded by Cllr Heinrich and all in favour It was agreed to approve the minutes of 22nd April 2024 at the next Finance.

7. UPDATE ON MATTERS FROM PREVIOUS MINUTES

No Updates

8. TO REVIEW POLICIES & ToR'S - for recommendation to annual Council meeting

- Finance & Grants ToR's – As proposed by Cllr Hester and seconded by Cllr Heinrich and all in favour it was recommended to consider looking at grants that come in at every meeting
- Review Financial Regulations – As proposed by Cllr Hester and seconded by Cllr Seward and all in favour it was recommended to amend the Financial Regulations at 6.9 to read the Clerk and RFO shall have delegated authority to authorise payment up to £1,500 (by either Financial Regulation 6.9-In conjunction with Council Chair or Vice Chair, or Committee Chair within budget under £1,000; OR 6.9-Urgent, essential, health & safety or if the Clerk deems necessary)
- Review Financial Risk Management. – As proposed by Cllr Hester and seconded by Cllr Ginbey and all in favour it was RESOLVED to recommend the Financial Risk Management Policy with no changes.

Signed:.....

Date:.....



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 17th June 2024, at Cedar House, New Road, North Walsham NR28 9DE

9. TO CONSIDER THE PURCHASE OF A CARD MACHINE

Costs for a card machine will be brought to the next Finance Meeting

10. TO RECEIVE THE RFO REPORT

The RFO gave her report and it was agreed that a recommendation would be made to Full Council to accept the figure received from Saunders insurance company for the Bus Shelter and the council to pay for the difference.

11. TO AGREE BANK SIGNATORIES ON ALL ACCOUNTS

As proposed by Cllr Hester and seconded by Cllr Ginbey and all in favour it was RESOLVED to add the Clerk and RFO to all bank mandates as a signatory.

12. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received

at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

General Reserves / Earmarked Reserves

Park Charity Account

13. DATE OF NEXT MEETING

19th July 2024 1pm

Meeting closed at 19.40



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 19th July 2024, at Cedar House, New Road, North Walsham NR28 9DE

Present: Cllr Seward, Cllr Hester, Cllr Heinrich, Cllr Ginbey

Town Clerk: Wendy Murphy

RFO: Cherrie Woods

The meeting opened at 13.00

1. APOLOGIES FOR ABSCENCE

Cllr Eastwick

2. DECLARATIONS OF INTEREST

Cllr Seward - NWIB, Community Transport

3. TO APPROVE MINUTES OF PREVIOUS MEETING

The Minutes of 22nd April 2024 will be signed at the next Full Council Meeting

The Minutes of 17th June 2024 which had previously been distributed were signed as a true and accurate record by the Chairman.

4. UPDATE ON MATTER FROM PREVIOUS MINUTES

None

5. TO RECEIVE AN UPDATE ON BANK ACCOUNTS

5.1 It was agreed to open another Unity Trust Account for wages and a Unity Trust Savings account The CCLA account is in the process of being opened and the Redwood account is fully opened and £85,000 has been transferred to this account.

The Clerk/RFO will look into longer term accounts

6. TO RECEIVE AN UPDATE ON PARK CHARITY ACCOUNT

As proposed by Cllr Seward and seconded by Cllr Ginbey and all in favour it was agreed for the clerk to arrange a meeting of trustees once all the information is received

7. TO RECEIVE AN UPDATE ON INTERNAL AUDTIOR VISIT

It was agreed for this to be arranged for the second week in September. The Clerk will arrange for the chairman to come and meet the Internal Auditor at the beginning of the meeting. A Committee meeting will be arranged to receive their report and make any decisions needed

8. TO AGREE TIMES OF MEETINGS

As proposed by Cllr Ginbey and seconded by Cllr Heinrich and all if favour it was agreed to have the Finance Meetings in the evenings starting at 18.00pm. Then RFO will be consulted to make sure that the meetings are arranged around her availability.

9. TO CONSIDER A QUPOTE RECEIVED FOR A SHREDDING CONTRACT

As proposed by Cllr Seward and seconded by Cllr Hester and all in favour it was RESOLVED to make a recommendation to Council to agree a 2-year shredding contract with Shred Station at a cost of £30.00 plus vat per collection.

Signed:..... Date:.....



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 19th July 2024, at Cedar House, New Road, North Walsham NR28 9DE

10. TO RECEIVE FINANCE REPORTS

These were received and it was agreed to ask the Internal Auditors advice on Earmarked Reserves and General Reserves

As proposed by Cllr Seward and seconded by Cllr Heinrich and all in favour it was RESOLVED for the RFO to submit a projected expenditure up to March 2025.

11. TO DISCUSS INTERNAL CONTROLS

It was agreed that the Clerk/RFO had £1,500 delegated spend on Health and Safety spend.

12. TO RECEIVE REPORTS FROM RFO

12.1 As proposed by Cllr Ginbey and seconded by Cllr Heinrich and all in favour it was RESOLVED to recommend to Full Council the purchase of a Sum Up card machine at a cost of £79.00

12.2 As proposed by Cllr Seward and seconded by Cllr Hester and all in favour it was RESOLVED to recommend to Full Council the purchase of 80 Chairs and two trolleys at a cost of £2082.00 Nett

12.3 As proposed by Cllr Seward and seconded by Cllr Hester and all in favour it was RESOLVED to recommend to Full Council the purchase of 14 Black Tables at a cost of £906.50 Nett

It was also proposed by Cllr Seward and seconded by Cllr Hester and all in favour to recommend to full council to purchase a second-hand ISO container with a maximum cost of £1,500 including delivery.

13. GRANTS AND DONATIONS

As proposed by Cllr Hester and seconded by Cllr Seward and all in favour it was RESOLVED to recommend to Full Council a donation to Norfolk Community Trust for £2,000.

13. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

- Internal Audit Report
- Provisional Forecast 24/25
- Bank Account Recommendations
- Earmark Reserve/General Reserve Recommendations

13. DATE OF NEXT MEETING

20th September 2024 18.00

Meeting closed at 14.26



NORTH WALSHAM TOWN COUNCIL

Terms of Reference - Finance & Grants

Adopted by the Council at its meeting held on 24.4.18

Committee Election

All Councillors will be voted on the Committee at the Annual Council Meeting. In the event of more nominations than spaces an initialed paper ballot may take place. Committees may appoint Sub-Committees or working groups and determine their ToR's.

The Proper Officer writes/oversees the Agenda and Minutes (even if delegated to a Lead Officer). All members will be summoned to meetings. The Chairman and Vice Chairman of the Committee will normally be elected at the first meeting of the Committee following the Annual Council Meeting.

Any Committee vacancy occurring during the year will be filled by a Councillor being nominated at a Council meeting. In the event of multiple proposals an initialed paper ballot may take place. There will be no substitute members.

The Committee is approved to discharge the functions of the Council and has been given delegated powers to make certain decisions on the Council's behalf, these decisions cannot then be altered, unless by Standing Order 7. Only Councillors have the right to vote, non-Councillors do not.

Confidential matters are not open to non-Committee members or members of the public. All members of the Committee must respect the confidential matters.

Membership

Members	5 Councillors
Quorate	3 Councillors
Public	Yes (non-confidential items are open to non-Committee members & general public)
Budget (<i>running</i>)	£6K annually (Admin expenses/sundries, subscriptions, hospitality)
Budget (<i>Grants</i>)	£6K annually (Applications £750)
Meetings	Arranged as required. Agenda items to be agreed with the Chair or Vice Chair of Finance and Grants Committee
Minutes	Draft minutes are approved by the Committee Chairman for presentation to Full Council and will be agreed by the Committee at their next meeting

Delegated Powers/Objectives

- Grants – to make a decision on the awarding of grants **as they are presented**
- Fees – to review annual increases to Allotments, Markets, Burials and Rents
- Asset Register – to review annually (recommend to Full Council)
- Insurance – to make sure the Council is fully insured (recommend to Full Council)
- Review bank ac's – interest, changing accounts, charges, signatories
- Opening and consideration of tenders (recommend to Full Council)
- Consider following years budgets and extra items for the precept (recommend to Full Council)
- Approve year end accounts & Annual Governance Return (recommend to Full Council)
- Financial ToR's/Policies (recommend to Council)
- Any other matters as delegated by the Full Council



NORTH WALSHAM TOWN COUNCIL

Financial Risk Management

Adopted by the Council at its meeting held on 30.6.15

1 Introduction

- 1.1 Financial risks can be managed by effective internal controls, Standing Orders and Financial Regulations, and by insurance.
- 1.2 These controls are subject to change throughout the year

2 Internal Financial Controls

2.1 Petty Cash Handling:

- The amount of Petty Cash held is limited to a maximum of £250 at any one time.
- Any such cash is held in a secured place.
- A receipt is obtained for all petty cash payments made.
- Petty cash is balanced on a monthly basis.

2.2 Cash and cheque receipts:

- All cash and cheques received are entered into a receipt book.
- Cash and cheques receipts are banked regularly
- All receipts are balanced monthly with a bank reconciliation.

2.3 Income:

- Income is monitored regularly and reported if any payments due are in arrears.
- Market pitches are invoiced on a regular basis.
- The RFO and the Clerk ensures that budgets are prepared in time to make a recommendation to Full Council, so the Precept can be submitted on time.
- Sufficient funds are held in the General Reserves to ensure that payment of all necessary expenditure can be met for at least six months.
- Earmarked reserves: The level of earmarked reserves is assessed annually.
- Recovery of VAT is reclaimed quarterly.

2.4 Expenditure

- All payments are presented to Full Council for approval usually on a monthly basis.
- In accordance with the Council's Standing Orders, all cheques require two signatures. Cheques & BACS signatories will have sight of the invoice/documentation, and should be set up by the RFO and authorised by the Clerk or in the event of an absence, a mandated signatory (Chair and Vice Chair of the finance committee)

2.5 Salary Payments:

- 2.6 These are paid by BACS, approved at the annual council meeting, and set up and authorised by the Clerk and RFO.

Salaries are paid by payroll software, these are checked by the RFO to ensure the correct salary is paid and the correct pension, tax and national insurance deductions are made.

- Variations to salaries, including any increases or bonus payments actioned, following approval at the Personnel Committee AND ratification by the full Council
- Access to the payroll system is password-protected to ensure security of data.

2.7 Right Time Information is submitted to the HMRC through the payroll system.

2.8 **Council Bank Accounts:**

The Council maintains three bank accounts:

- Main Current account – Unity Trust
- Wages account - Unity Trust
- Business savings account – Unity Trust
- CCLA savings account
- Redwood savings account

The retained balance for the current account is £50,000 by automatic transfer to and from the business reserve account. Similarly, the wages account balance is £500 with automatic transfers to and from business reserve account.

2.9 **Bank reconciliations:**

2.10 Bank reconciliations are carried out monthly. The Responsible Finance Officer monitors these to ensure that they agree with the monthly bank statements.

2.11 **Scrutineer:**

A nominated Councillor will be appointed as a Scrutineer (not an authorised signatory) auditing the accounts and checking bank reconciliations on a quarterly basis.

2.12 A sample of payments and income, including markets and burials are be picked quarterly to make sure they have been dealt with correctly, have an audit trail and signed accordingly.

2.13 **Reporting to Members:**

- A list of payments and receipts for the previous month is reported at the monthly Council meeting.

2.14 A list of expenditure to date for the current month is reported at the monthly Council meeting.

2.15 **Other Risks:**

- The Council Offices are protected by a fire alarm, secured by an intruder alarm and CCTV.
- Important documentations are stored in a locked vestibule.
- Office staff are trained on matters concerning Freedom of Information and Data Protection.
- All computers are individually password protected
- Data files are stored on a cloud-based server, protected with individual passwords

2.16 **Financial risk management through insurance:**

- Staff Fraud - Potential losses arising as a result of dishonesty by staff (fraud) are managed through the Fidelity Guarantee as part of the Council's insurance policy. The limit is equivalent of 50% of the reserves plus 50% of the annual budget.

2.17 Assets: This is managed through the Council's insurance and is reviewed annually.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. ~~[The Clerk has been appointed as RFO and these regulations apply accordingly.]~~ The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of [£5,000]; and

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council ~~{Finance Committee}~~.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax ~~(England)/budget (Wales)~~ requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than November each year, the **RFO/CLERK** shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure] for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the finance committee no later than the end of October each year.

- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and three-year]forecast, the council shall determine its council tax ~~(England)/budget (Wales)~~ requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~{or relevant committee}~~.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold £25,000, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk/RFO shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- ~~[the Clerk & RFO] for any item as agreed in the budget. under-delegated authority, for any items below [£500] excluding VAT.~~
 - ~~the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.~~
 - ~~{a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}~~
 - ~~{in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}~~
 - ~~the council for all items over [£5,000];~~

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation Single items over £1,500 excluding VAT must require authorisation and be if able to be in consultation with the Town Mayor or Chair of Finance/Committee. This must be supported by a minute or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with **Unity Trust**. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. {Where the certification of invoices

is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee} {or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. {any payments of up to [£500] excluding VAT, within an agreed budget}.
 - ii. payments of up to [£1,500] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council ~~{or finance committee}~~. The council ~~{or committee}~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [2] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk and RFO may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The ~~Service Administrator Clerk & RFO~~ shall set up and authorise all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to the Clerk or RFO and in the event of an absence and authorised by the Chair or Vice Chair who shall be an authorised signatory. ~~[two] authorised signatories.~~
- 7.5. In the prolonged absence of the ~~Service Administrator~~ The Clerk or RFO ~~[The Chair or Vice Chair who shall be an authorised signatory, an authorised signatory]~~ shall set up any payments due before the return of the Service Administrator.
- 7.6. ~~Two [councillors who are]~~ The Clerk who is an authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which officers/members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are

reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~[two of]~~ the Clerk and [the RFO] ~~[a member]~~. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} ~~OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}~~

10. Petty Cash

- 10.1. ~~{The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.}~~ **OR** {The RFO shall maintain a petty cash [float/~~imprest account~~] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase,

Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}
- 13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}
- 13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to

the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made. ~~Once checked they can be destroyed.~~
- 15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}
- 15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with

any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



NORTH WALSHAM TOWN COUNCIL

Minutes of the Development & Amenities Meeting

held on Tuesday 16 July 2024 Cedar House, New Road, North
Walsham NR28 9DE

Present:

Town Councillors: Cllr Brand, Cllr Richardson, Cllr Ginbey, Cllr Wright, Cllr Seward

Town Clerk: Wendy Murphy

Members of Public: Matt Smith (North Walsham Play), Daniel Gilbert,

The meeting opened at 18:30

1. TO APPOINT CHAIR OF DEVELOPMENT AND AMENITIES

Cllr Brand was nominated for Chair of Development and amenities for the year 2024/2025 and Amenities proposed by Cllr Ginbey and seconded by Cllr Richardson and all in favour.

2. ELECTION OF VICE CHAIR

Cllr Wright was nominated for Vice Chair of Development and Amenities for 2024/2025 proposed by Cllr Ginbey and seconded by Cllr Richardson and all in favour

3. APOLOGIES FOR ABSENCE - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)

None

4. DECLARATIONS OF INTEREST - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)

Pecuniary interest: None

Personal interest: Cllr Seward NWIB

5. TO APPROVE MINUTES OF PREVIOUS MEETING - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

As proposed by Cllr Ginbey and seconded by Cllr Wright and all in agreement it was RESOLVED that the minutes of the Development & Amenities meetings held on 12 March 2024 and 7 May 2024 be agreed as an accurate record.

6. UPDATE ON MATTERS FROM PREVIOUS MEETING – Action Log

NNDC Licences for Church Slope and Cedar House will be taken to full council to approve,

Trackside signs to be ordered with the words “Dogs on leads at all times”.

The wording on the Arch to say War Memorial Park – This will need to go to Full Council to be approved.

Servicing of the clock (Awaiting a date)

Legionnaires test of the water fountain (Awaiting a date)



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7. PUBLIC FORUM - (Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person; 3h-Questions do not require a response at this meeting)

None

8. TO RECEIVE ANY UPDATES

Matt Smith – North Walsham Play asked if there was any more money from the council for the new play parks, they would be most grateful. They would like to have an area on one of the open spaces for a dog agility. Matt will send a proposal to The Clerk.

Daniel Gilbert (Head Groundsman) gave a report confirming that the John Deere X540 gearbox has had a complete overhaul of its Gearbox. The 3 community benches have been moved from NNDC compound. The Clerk will look into this. No Mow May was difficult to manage this year due to the wet weather and the length of the grass. He confirmed that his machinery struggled to cope with the bulk and volume. He encountered many residents who were unhappy with the length of the verges that NWTC look after. The Memorial Arch will be installed in the next few days. All tree work on the 2023 Tree survey has been completed. All training has been completed and the ROSPA report has been received with minor issues that will be looked at.

A working party had been arranged and it was proposed by Cllr Shires and seconded by Cllr Gray and all in favour that the clerk will support Royal British Legion and Cllr Hester with this event.

9. AMENITIES POLICIES

As proposed by Cllr Wright and seconded by Cllr Ginbey and all in favour the following policies were reviewed, amended and will be returned to Full Council for approval:-

- 9.1. Cemetery Rules and Regulations
- 9.2. EMP Guidance Notes
- 9.3. Event Application Form
- 9.4. Event Management Plan
- 9.5. Grass Cutting Procedure
- 9.6. Outdoor Advertising Procedure
- 9.7. Tree Management Policy

10. RISK ASSESSMENTS

As proposed by Cllr Ginbey and seconded by Cllr Richardson and all in favour the following risk assessments were reviewed, amended and will be returned to Full Council for approval:-

- 10.1. Car Boot Risk Assessment
- 10.2. Grass Cutting Risk Assessment
- 10.3. Grave Digging Risk Assessment
- 10.4. Market Operations Risk Assessment
- 10.5. Sam 2 Risk Assessment
- 10.6. Workshop Risk Assessment
- 10.7. Under 16 Risk Assessment



NORTH WALSHAM TOWN COUNCIL

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11. TOR's

As proposed by Cllr Brand and seconded by Cllr Seward and all in favour the TOR's were reviewed, amended and will be returned to Full Council for approval:-

12. ACCESSIBILITY ASSESSMENT

As proposed by Cllr Ginbey and seconded by Cllr Seward and all in favour it was AGREED for The Clerk to look into this to see if she could do this and if not find a company to action this.

13. DISCUSS AND AGREE MAINTENANCE ON BEECH TREES AT THE CEMETARY

The Clerk will speak to Phil Scott to find out more details on his report regarding reducing the height of the 7 Beech trees and 1 Sycamore tree.

13. TO RECEIVE CLERKS REPORT AND CONSIDER ANY UPDATES

The Clerk gave her updates

14. RECEIVE ROSPA REPORTS

These were received.

15. DISCUSS AND AGREE ON ADVERTISING SIGNAGE FOR CHESTNUT NURSERY

The Clerk will speak to Chestnut Nursery and ask them to pay £750.00 for the installation of a board at trackside

16. TO RECEIVE A REPORT ON DRAINAGE AT SKATEPARK

The report and video image of the drain and lack of soakaway has been sent to Gravity who are due to meet the Clerk and Matt Smith to discuss this report in the next few weeks.

17. TO RECEIVE AN UPDATE ON WIRES ACROSS MARKET PLACE

There has been a meeting with Roy Cozins and a surveyor to discuss the layout. The Clerk will arrange to speak to business owners to get their permission to attach the wires. She will also see if planning permission is needed.

18. TO DISCUSS WOODVILLE DRAINAGE AND AGREE ANY DECISIONS

The Clerk will arrange to get 3 quotes for this work and bring back to Development and Amenities committee

19. TO AGREE UPDATED NOTICE BOARD SIGNAGE AT THE CEMETERY

As proposed by Cllr Ginbey and seconded by Ginbey and seconded by Cllr Brand and all in favour it was agreed for the Clerk to have new signage made with the new Council address and for the closing of the Cemetery times to be April – October 9pm and November to February 4.30pm. There is also to be a QR code to the website where all cemeteries are mapped.

20. MEMORIAL ARCH INSTALLATION

The clerk confirmed that JR Plant will have a large machine that will hold the Arch up whilst concrete is poured. The cost of this is approx. £250.00



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21. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

Dog Agility Park

22. DATE OF NEXT MEETING

17 September 2024 18.30

Meeting closed at 20.25



NORTH WALSHAM TOWN COUNCIL

Terms of Reference - Development & Amenities

Adopted by the Council at its meeting held on 24.4.18

Committee Election

All Councillors will be voted on the Committee at the Annual Council Meeting. In the event of more nominations than spaces an initialed paper ballot may take place. Non-Councillors can be invited to join the Committee. Committees may appoint Sub-Committees or working groups and determine their ToR's.

The Proper Officer writes/oversees the Agenda and Minutes (even if delegated to a Lead Officer). All members will be summoned to meetings. The Chairman and Vice Chairman of the Committee will normally be elected at the first meeting of the Committee following the Annual Council Meeting.

Any Committee vacancy occurring during the year will be filled by a Councillor being nominated at a Council meeting. In the event of multiple proposals an initialed paper ballot may take place. There will be no substitute members.

The Committee is approved to discharge the functions of the Council and has been given delegated powers to make certain decisions on the Council's behalf, these decisions cannot then be altered, unless by Standing Order 7. Only Councillors have the right to vote, non-Councillors do not.

Confidential matters are not open to non-Committee members or members of the public. All members of the Committee must respect the confidential matters.

Membership

Members	8 Councillors/Non-Councillors
Quorate	3 Councillors/Non-Councillors
Public	Yes (non-confidential items are open to non-Committee members & general public)
Budget	£9K annually (h&s, new/replacement/repairs/maintenance) Events – Budgets to be set individually by Full Council
Meetings	2 nd Tuesday of every other month, or as required. Agenda items to be agreed with the Chairman or Vice Chairman of the Development & Amenities Committee
Minutes	Draft minutes are approved by the Committee Chairman for presentation to Full Council and will be agreed by the Committee at their next meeting

Delegated Powers/Objectives

- Cemeteries – upkeep, rules and regulations, forms
- Parks – maintenance, play equipment upkeep and replacement
- Amenities – grass verge maintenance, decisions, and maintenance
- Allotments – decisions and maintenance
- Events – management of expenditure
- Town Clerk to approve Event Management Plans and application form
- CCTV – management of, new equipment (recommend to Full Council)
- Street Furniture – grit, litter & dog bins, benches, notice boards, bus shelters
- Banners/Advertisements – agree display of
- Lighting – maintenance of, new equipment (recommend to Full Council)
- Trees – surveys and maintenance
- D&A ToR's/Policies (recommend to Full Council)
- Any other matters as delegated by the Full Council



NORTH WALSHAM TOWN COUNCIL

Cemetery Rules and Regulations

In accordance with - The Local Authorities' Cemeteries Order 1977

<https://www.legislation.gov.uk/cy/uksi/1977/204>

Adopted by the Council at its meeting held on 19.12.17

For further information or any issues not mentioned in these **Rules & Regulations** please contact the Town Council at the Council Offices, Cedar House, New Road, North Walsham NR28 9DE or on 01692 404114

These Rules and Regulations apply to:-

The Chapel Cemetery - Mundesley Road

The North / South Cemetery & Garden of Remembrance - Bacton Road

1. **General Cemetery Regulations** *(These regulations are intended to keep the burial grounds in clean and well-ordered condition – the best mark of respect).*
 - 1.1 The Cemeteries will be open: **April – September 7:00 – 20:00, October – March 8:00 – 16:00**
The Council may temporarily close the Cemeteries at any time should they consider it necessary for special reasons or in connection with the maintenance of the Cemeteries.
 - 1.2 The Council is responsible for the upkeep of all grassed and planted areas, walls, paths, fences and buildings.
 - 1.3 It is the responsibility of the next of kin to ensure that memorials are kept in good order and that mowers and other machinery are not obstructed by incorrectly positioned tributes.
 - 1.4 Children under twelve years will not be admitted, except under the care of a responsible person.
 - 1.5 Anyone caught damaging a building, wall, fence or seat belonging to the Cemetery, or damaging or removing any tree, plant, tribute, tablet, or headstone, shall be liable for prosecution.
 - 1.6 Anyone caught playing games or sport, or discharging firearms, (save at a military funeral, in the Cemetery) or causing disruption to any person or committing any nuisance within the Cemetery, shall be liable for prosecution.
 - 1.7 The consumption of alcohol within the Cemetery is strictly prohibited.
 - 1.8 Dogs are permitted but must be on a short lead and fully under control at all times.
 - 1.9 The riding of bicycles, scooters, skateboards etc. across the grassed areas of the Cemetery is strictly forbidden.
 - 1.10 A Register of all Burials is kept at the Town Council Office and searches may be made by appointment, between **9.30 a.m. and 1.00 p.m. Monday to Friday**.
 - 1.11 A plan of the Cemeteries, showing locations of graves and interments is kept at the Town Council Office and may be seen by appointment, between **9.30 a.m. and 1.00 p.m. Monday to Friday** and on our Website.

1.12 Annual Cemetery inspections will take place to ensure rules and regulations are being adhered to.

2 Interments

2.1 Interments may take place at the Cemetery

- **1st April - 30th September between 10.00 a.m. and 2.00 p.m. Monday to Fridays**
- **1st October - 31st March between 10.00 a.m. and 12.30 p.m. Monday to Fridays**

2.2 All fees and charges must be paid, and notices given to the Town Council before the grave is dug or before the memorial/headstone is erected.

2.3 Double fees are payable for Saturday, Sunday and statutory holiday interments. No interment will take place on these days after 12 noon, except with notification of the certificate of a Coroner or Registered Medical Practitioner that immediate interment is necessary.

2.4 At least three clear working days' notice is to be given between **9.30 a.m. and 1.00 p.m. Monday to Friday** to the Town Council Office, North Walsham previous to any earthen grave interment, and four clear working days' notice if a vault or brick grave is required.

This rule will not apply to any religion that requires immediate burial or, in the case of death from epidemic or endemic disease upon medical certification.

2.5 The time fixed for the funeral refers to that at which the procession is at the Cemetery.

2.6 All graves are to be dug and excavated by the person appointed by the Town Council or under its supervision and, except in the case of children's graves and graves for the interment of cremated remains, are to be dug at least 6 feet deep.

2.7 The brickwork of every brick grave must be carried up to, within twelve inches of the surface and may be executed by persons appointed by the purchaser subject to the Regulations of the Council.

2.8 Cremated remains may be interred:-

- In a plot 2' x 2' in the space set aside for the purpose and two interments will be permitted.
- In a plot 3' x 3' in the space set aside for the purpose and up to six interments will be permitted.
- In a grave in which burials have already taken place and where exclusive rights of burial have been granted

2.9 All caskets must be bio degradable

2.10 Before any interments can proceed, the correct certification must be presented to the Town Council for **standard graves**. **The Town Council is to be contacted for any other types of graves.**

3 Memorials and Monuments

3.1 No brick grave or vault may be constructed, no monument/memorial, including a headstone, tablet, or tribute of any description erected or placed on a grave or plot, unless the exclusive right of burial has been purchased. The plot letter and grave number shall be inscribed thereon.

3.2 No bodies shall be buried in any vault or walled grave unless the coffin is separately entombed in an airtight manner; that is, by properly cemented stone or brickwork.

- 3.3 Wooden markers will be removed after six months.
- 3.4 All foundations of monuments/memorials, the removal of or re-fixing of monuments/memorials and other work connected therewith must be done under the supervision of the Town Council. Upon completion of the work, materials not used, or deposited on the site must be cleared away to the satisfaction of the Town Council. Any damage done in carrying out and completing any of the above works shall be the responsibility of those undertaking the work.
- 3.5 All monuments/memorials (including wooden crosses) and inscriptions are to be subject to the approval of the Council and a drawing, showing the form and dimensions of every monument/memorial to be erected including the inscription or additional inscription to be placed on the monument/memorial, must be submitted to the Town Council for approval. All fees must be paid in advance.
- 3.6 Only headstones not exceeding 2'6 height will be allowed.
- Dowling pins on monuments/memorials should be stainless steel and not copper. Ground anchors must be fitted.
 - Book memorials must be pinned to the supports.
 - Wooden crosses should be 2½" wide by 1"-2" thick and no more than 2'6" high and secured in the ground by a mettapost, with any void to be filled in.
- 3.7 All erected monuments/memorials should, be kept in good repair by the owner, if this is not done the Council reserves the right to have them repaired or removed at the owner's expense.
- 3.8 If any monument/memorial is erected in violation of the Regulations of the Council, it may be removed by the Council without prior notice, but we will endeavour to give one months notice.
- 3.9 The Council reserves the right to lay down any monument/memorial found to be unsafe, without prior notice.
- 3.10 Approved monuments/memorials must be placed at the head of the grave to facilitate ground maintenance
- No kerb or other form of enclosure (including digging out of gullies and fencing of any sort) of the grave will be permitted.
 - Up to two items of tribute may be incorporated at the foot of the headstone
 - No additional tributes will be permitted.
 - The letter/number of the grave space, corresponding with the register must be placed on the headstone/tablet.
- 3.11 Up to two items of tribute may be placed on the tablet/memorial marking the burial of ashes
- 3.12 The Town Council shall not be held responsible for any theft or damage.

4 Tributes

- 4.1 Only **two** items of tribute are allowed per grave space, provided they are incorporated within or on the memorial base. If the memorial is not yet in situ, the items may rest at the foot of the temporary cross.
- 4.2 Only **two** items of tribute are allowed per ashes plot, provided they are placed on the memorial base.

- 4.3 Funeral flowers will be removed automatically after one month.
- 4.4 Extra flowers and wreaths will be permitted on anniversary dates and at Christmas and will be automatically removed within one month.
- 4.5 Any tribute deemed inappropriate, will receive written notice asking that the tribute be removed within 30 days, or it will be removed by our Groundsmen.
- 4.6 No shrubs, plants or flowers may be planted within the Cemetery or on any grave therein. The Council reserves the right to cut down or dig up and remove any shrub, plant or flower planted without authorisation.
- 4.7 No plastic or breakable items such as glass or ceramics are permitted for health and safety reasons. No LED, solar lights, artificial coverings or animated tributes of any sort are permitted within the Cemetery. All these will be removed immediately and stored in a secure place.
- 4.8 Any tribute deemed hazardous, detrimental or causing obstruction, will be removed immediately.
- 4.9 In all cases of immediate removal, tributes will be securely stored and notification will be sent to the relevant Grave Rights owner. Items not collected within 90 days will be disposed of.

5 Additional Regulations relating to Children's Area (under 5's)

- 5.1 A soft toy can be secured at the head of the grave space, at the parents own risk.
- 5.2 Memorials may contain a photograph (not glass/ceramic) of the child or an engraving of the child's favourite toy/character.

6 Exclusive Rights of Burial

- 6.1 Exclusive Rights of Burial are purchased for a period of 75 years, in accordance with the council's scale of charges. This entitles the purchaser to determine who else shall be interred in the grave up to a maximum of two bodies (buried or cremated) and permits the holder of the rights to erect a memorial.
- 6.2 It should be noted that the grant of 'Exclusive Rights of Burial' does not confer on the owner any right of title to the land, the grave itself remaining at all times the property of the council.
- 6.3 A Deed of Exclusive Rights will be sent to the purchaser of the grave or Ashes Plot.
- 6.4 Change of contact details - it is the responsibility of the Exclusive Rights holder to notify the Town Council to ensure the Deeds are kept up-to-date.

Disclaimer.

The Council reserves the right to make alterations or additions to the foregoing Rules and Regulations consistent with the Burial Acts. The Regulations of Her Majesty's Secretary of State, under the Burial Acts 1977, and applicable to the Cemetery must be considered as incorporated herewith.



NORTH WALSHAM TOWN COUNCIL

Event Management Plan

Guidance Notes

Adopted by the Council at its meeting held on 23.2.21

Introduction

The purpose of this document is to provide broad guidance notes for event organisers planning to hold an event on or using land belonging to North Walsham Town Council.

Pre-Planning

The success of any event is always dependent upon adequate pre planning and it is essential that you allow enough lead-time to ensure that your event is a success. By addressing the why, what, where, when and who early in your planning process, it will help you to make informed decisions during the event planning process.

Why - it really is worth asking this question at the very beginning, sometimes you may find that the answer is not immediately obvious. By addressing the 'why' it will help your organising committee establish the core values of your event. Establishing the core values will help you design your event and develop the 'who' and therefore 'what' elements you should include as part of your event programme.

What - you need to decide what it is that you will present at your event. Your core values will provide direction here. Knowing who your target audience will help you identify what elements should be at your event. Try to put yourself in the shoes of someone from your target audience, what are their interests, what will attract and excite them at your event.

Where - some things that should be considered when deciding on your event venue include: site area, access, community impact, transport, car parking, ground conditions and existing facilities such as toilets. It is also worth considering your venue in terms of your target audience, is the location accessible to your main target audience?

When - consider your event date in terms of some of the following: other events, day of the week, do your opening times suit your audience and the likely weather conditions at that time of the year.

Who - this is one of the most important points to consider in your pre planning process. Identifying the 'who' will come from your 'why' and the identification of the core values. Your 'who' may also mean you need to give special consideration for facilities such as young children, teenagers, the elderly or disabled.

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3. Event management team

Any event should always have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event, a number of other people will have key tasks and responsibilities allocated to them but will report to the Event Manager.

4. Emergency Services

Depending upon the size of your event, you may be required to notify the emergency services of your event in case of a major incident or need to close roads.

5. Staffing the event

For smaller and community-based events an organisational matrix should still be developed. It helps everyone understand the management structure and who is responsible for what.

It is also an essential element in your emergency response planning. If an incident occurs it is crucial that your staff, the public or emergency services know the chain of command. You should highlight the levels of command and the protocols for communication up and down the hierarchy.

It's important that you produce and document an event day programme; this not only helps your event management on the day but also allows you to promote your programme to your audience prior and during the event. A production schedule is also an essential element in successful event management, it ensures

tasks are done on time and not forgotten, with so much to think about it is easy to forget things if you don't document each and every task.

Regardless of the scale of the event you should document what needs to be done prior, during and after the event to ensure all tasks are carried out in a timely manner.

6. Health & Safety

It is your responsibility for health and safety of staff and public at your event

The Health and Safety at Work Act 1974 <http://www.hse.gov.uk/legislation/hswa.htm> is the primary piece of legislation that covers health and safety at work.

Even if you are a community organisation with no employees it is still your responsibility to ensure that your event and any contractors are operating legally and safely.

It is essential that you address the following headings to ensure that you have taken all steps that is reasonably practical to ensure your event is safe and complies with all health and safety law and guidelines.

Risk assessments and Management

The risk assessment process is not an option when planning an event, it is an absolute necessity and no event will be granted permission until a suitable risk assessment has been completed.

It is important that a risk assessment is not just something you do because it is a legal requirement, it is the single most important tool to ensure you cover all health, safety and planning aspects of your event.

A risk assessment is a 'fluid' document that should be developed early, constantly monitored, adjusted and shared widely with internal and external stakeholders.

The first step in the process is to develop a risk register, do this with your planning group and brainstorm every identifiable risk. Each identified risk will then be dealt with via the risk assessment template.

You must include the fire risk within this assessment.

You can refer to the HSE (Health and Safety Executive) 5 Steps to Successful Risk Assessment - <http://www.hse.gov.uk/pubns/indg163.pdf>

7. Fire safety

You must address the area of fire safety for your event. as stated under Risk Assessments and Management you need to include the risk of fire in your event risk assessment.


Also document how you have addressed the key areas of the fire risk assessment process highlighted below:





- Identify the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identify people at risk within and surrounding your site and those at highest risk
- Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur
- Remove or reduce fire hazards and remove or reduce the risks to people
- Consider the following: detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recording significant findings and action taken
- Prepare and emergency plan
- Inform and instruct relevant people, provide training
- Keep assessment under review and revise where necessary

Useful resources for fire safety planning include:

- <http://www.communities.gov.uk/publications/fire/firesafetyassessment>
Fire Safety Risk Assessment – open air events and venues
- Guide to Fire Precautions in Existing Places of Entertainment and Like Premises – Home Office – Chapter 13 page 136 'Special Provisions for Temporary Structures and places of Entertainment which are under cover in otherwise open air situations'.

PLEASE ASSUME NORFOLK FIRE AND RESCUE SERVICE WILL NOT BE ATTENDING YOUR EVENT.

Type	Fire Classification	Fire Extinguisher Suitability
ABC POWDER		Powder fire extinguishers are ideal for use in mixed risk environments and offer excellent all round fire protection. With a unique class C rating, powder fire extinguishers are the only

		effective solution for fires involving flammable gases.
AFF FOAM		Foam fire extinguishers are ideal for use on fire involving solid combustible materials and are highly effective on flammable liquid fires. The layer of foam applied by these extinguishers helps to prevent re-ignition after the fire has been extinguished.
CARBON DIOXIDE		CO2 fire extinguishers are suitable for use on flammable liquid fires and are extremely effective at extinguishing fire involving electrical equipment. CO2 is also one of the cleanest extinguisher agents and leaves no residue behind.
WATER		Water fire extinguishers are suitable for use in environments containing solid combustible materials such as wood, paper and textiles. It is important to remember that water conducts electricity and should not be used around electrical equipment (unless water extinguishers with additive are used).
WET CHEMICAL		Wet chemical fire extinguishers have a unique class F rating and are usually supplied with a special application lance. The perfect solution for tackling large burning oil fires, wet chemical extinguishers are ideally suited to the kitchen environment.

For more localised support, please contact Norfolk Fire and Rescue on 0300 123 1669

9. Security

Most events, although not all, will require some professional security.

The main purpose of security and stewarding is crowd control and it will be your risk assessment that will identify what your security requirements will be.

When assessing the security needs of your event give consideration to the following; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc.

Security at events must be SIA (Security Industry Authority) registered. More information is available at <http://www.sia.homeoffice.gov.uk/Pages/home.aspx>

More information on security at outdoor events is available in the HSE Event Safety Guide Chapter 6 Crowd Management – Page 51

PLEASE ASSUME NORFOLK POLICE WILL NOT BE ATTENDING YOUR EVENT.

10. Stewarding

In addition to your own organisations staffing requirements you will also need to consider stewarding requirements.

Some key points to consider when developing your plan are: - Your risk assessment will help you identify your requirement

11. Extreme weather

The Event Organiser should acknowledge that extreme (or adverse) weather could have a serious impact on the event either during the 'build up'/'load in', "event day'/live event' or 'breakdown'/'load out' phases and it is its responsibility to plan for such an occurrence so as to insure the safety of everyone associated with the event.

The Event Organiser must realise the need to have plans in place to effectively respond to disruptive influences, health and safety incidents and emergencies which might occur at, or impact upon the event along with effective management arrangements to deal with such situations and ensure all those involved with the event understand their specific roles should an incident or emergency occur.

All event staff, volunteers, stewards, security personnel etc. should be fully briefed on emergency situations 'show stop' and evacuation procedures.

12. Contingency Planning

Contingency planning deals with issues around the event site and the ability of the event to take place for health and safety related incidents and emergencies.

Incidents that may require a contingency plan may include severe weather (see Section 13), Communications (see Section 15), disruption to traffic/transport arrangement (see Section 16) etc.

The event risk assessment will be a good starting point for any major incident plan. This will help you focus on areas that will need to be considered.

Areas include:

- the type of event, nature of performers, time of day and duration;
- audience profile including age, previous or expected behaviour, special needs, etc..
- existence or absence of seating;
- geography of the location and venue;
- topography;
- fire/explosion;
- terrorism;
- structural failure;
- crowd surge/collapse;
- disorder;
- lighting or power failure;
- weather, e.g. excessive heat/cold/rain;
- off-site hazards, e.g. industrial plant;
- safety equipment failure such as CCTV and PA system;
- delayed start, curtailment or abandonment of the event.

Declaration of a Major Incident and Transfer of Command

The decision to declare an incident, as a 'Major Incident' is that of the Event Safety Management Team and the emergency services. This may include a major emergency off site that has an impact on the event and the emergency services instructing the Event Safety Management Team of the need to implement evacuation of part or the whole event site.

A Major Incident can be declared by any of the Category 1 response organisations – see Civil Contingencies Act 2004 Schedule 1

<http://www.legislation.gov.uk/ukpga/2004/36/schedule/1>

Further guidance can also be obtained from the HSE Event Safety Guide page 31 Chapter 4 – Major Incident Planning

13. Electricity

Temporary electrical installations are subject to the same standards and regulations as permanent electrical installations and must comply with the general requirements of the Electricity at Work Regulations 1989.

Any event that has electrical supply included must have a competent electrician sign-off the installation prior to the event starting.

Further information on electrical installations for events is available upon request or refer to the HSE website for detailed information on electrical safety

<http://www.hse.gov.uk/electricity/index.htm>

14. Inflatable play equipment

If you plan to have bouncy castles, rides or a fun fair at your event you must carry out a number of checks and collect a range of documentation before the Team will grant approval for these to be present at your event. Please include here any inflatable play equipment you intend to have at your event.

Further guidance on the British Standards and law relating to inflatable play equipment is available on the PIPA Inflatable Play Inspection Scheme website

<http://www.pipa.org.uk/index.asp>

15. Funfairs

Further information is available on the HSE website in regards to the ADIPS scheme at <http://www.hse.gov.uk/pubns/etis8.htm>

16. Temporary demountable structures

The use of temporary demountable structures at events is an area that is broad and complex. For a small event it may simply be some market stalls and a marquee. Larger events and festival may include stages, grandstands, lighting towers, gantries, site offices etc. Depending on the scale and types of structure, different authorities will be required to be involved in the approval process. If structures are planned to be in place for extended periods of time then planning permissions may be required. Larger temporary constructions would require independent engineers to sign-off structures before they can be used. So you can see that this is an area that requires careful consideration by the local authority prior to approval.

Guidance on minimum requirements prior to the Team granting approval for your event based on what temporary structures you intend to bring onto the site:

More information can be found in the 'Temporary Demountable Structures – Guidance on Procurement, Design and Use'

Please also consider the risk of a fire within any Temporary Demountable Structure and how this would be managed.

17. Animals

The Authorised Officer may prohibit the use of any animal at the Event which they consider may pose a danger to the public.

Event Holders may use only the animals which are listed on the Event Application form and any updates to that list, which must be submitted to the Authorised Officer for approval at least 7 days before the animals are to be brought to the Site.

The Hirer shall be responsible for the welfare of the animals, which are to be transported, housed, fed and displayed to the public in a manner suitable and appropriate to the animals' needs. The Hirer shall furthermore at all times abide by the obligations and the duty of care imposed on them by the Animal Welfare Act 2006.

18. Event Communications

The importance of communications when planning and delivering an event is paramount. You need to consider three main areas of communication when developing your event.

1. Communicating with your planning team pre event to ensure all people are aware of all what is being proposed. It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.
2. Communications on the day of the event, ensuring that there is a clear communications plan in place and that all stakeholders are familiar with the plan. You also need to make sure that you have the practical tools to make the communication plan work on the day, this could include radios, mobile phones, runners (staff to run errands and messages) and a public address system.
3. Audience communication needs to be considered to make the visitor experience enjoyable and seamless. Elements here could include flyers, site plans, signage, public address system, stage schedules, MC's and information points.

More information on event communication can be found in the HSE Event Safety Guide Chapter 5 Communication – page 42

Event communications – Internal

The event will need to have an agreed procedure for reporting a child missing or found. This may involve Event Control or the event organiser, stewards or police. “Children” includes vulnerable teenagers under 18 years old. A team member with an **enhanced** DBS/CRB/PVG Scheme check will be allocated the responsibility for supervising the lost children service at all times.

20. Licencing

Temporary Event Notice

There are a number of legal requirements for those providing licensing activities.

The following aspects must be provided when selling or supplying alcohol.

- Have an Age Verification Policy
- Provide Free water – whether bottled or tap water.

In some circumstances, Norfolk Police may seek a Drugs and Searching Policy.

23. Site plan

A site plan must be submitted for each and every event. This template has been designed to assist smaller event organisers that do not require a site plan to the standard of a larger professional event organiser, however the more accurate and detailed the plan the better.

It will help you execute the site build and production elements of your event.

Your site plan should include the following:

Placement of all temporary structures	Emergency exits and assembly points
All other site infrastructure	First aid points
Any fencing or barriers	Information point
Generator or power sources	Lost children's point
Power supply runs (cables)	Vehicle entry points
Entry and exit points	Any event décor, i.e. flags, banners etc

Be aware that you may want to create two versions of a site plan, one that you would use at the site on the day to provide event participants with information and another version that is purely for your management team.

Accurate site plans are very helpful when you are doing the site build as you are able to clearly direct people when they arrive on-site to their correct position.

Site plans are also a useful tool in the event design process as you can plan how people will enter the site, how people will interact with the site and how people will move about the site.

24. Toilets

You are required to provide adequate toilets facilities for you event attendees, staff and contractors.

The HSE guidelines for toilets numbers are provided below.<< Not present! More information on Sanitary Facilities at your event can be found in the HSE Event Safety Guide – Chapter 14 page 88. Be conscious that you will need to provide disabled facilities and separate sanitary facilities for caterers.

Please outline here your planned toilet provisions for your event based on your expected numbers and gender split.<<< needs moving to the EMP

25. Vehicles on site

Points to consider when developing your vehicles on site policy: - As part of your emergency planning (and included on your site plan) you should have clearly marked emergency vehicle access.

Ideally this should be a sterile route however this may not always be possible and you therefore need a procedure in place for the safe entry and exit of emergency vehicles.

Please outline here what your vehicle policy is for this event site.< Needs moving to the EMP

27. Environmental

It has never been more important for event organisers to put in place plans to minimise their environmental impact.

Recycling

It is essential that your event has a recycling plan in place and that it is carried out. For small community events this could be as simple as labelling some bins to encourage people to separate their waste into a range of categories and then making sure that these are taken away at the end of the event.

Larger events will need to demonstrate that they have a sound recycling strategy in place or are employing a professional recycling organisation to manage recycling on the day.

Points for consideration:

- Make sure your concessions and food suppliers have appropriate policies and procedures in place in regards to providing biodegradable containers and systems for the disposal of dirty water, cooking oil etc..
- Think through how you will encourage people to place the appropriate waste into the correct receptacle. Contaminated recyclable materials could mean that the materials need to be sent to landfill
- How will you keep the site clear of waste? Will this be the remit of stewards or volunteers?

28. Noise

All residential areas in close proximity and it is therefore essential that the team and the NNDC Environmental Health are fully aware of any event elements that may cause noise issues.

The most obvious elements that have the potential to cause noise pollution issues are live music stages, fun fairs and public address systems.

It is therefore essential that you contact NNDC to discuss your plans and get agreement on noise levels at identified sites surrounding your event.

No event that has the potential to cause noise nuisance will be granted approval until confirmation has been received from the Environmental Health that they are happy with your plans.

Points to consider: - Selection of location for your event - Larger events that have a music stage will always have to employ a professional sound engineer and they must liaise with the NNDC Environmental Health to establish agreed sound levels –

30. Evacuation

The maximum escape time for open-air events can vary dependant on various factors, including the size of the venue, whether full or partial evacuation is employed, etc. This is normally between five and 10 minutes.

These times depend largely on the level of fire risk present, with the figure of five minutes suggested for higher-risk events, and a longer period for lower fire-risk events.

The escape times for individual structures should be based on between 2 and 3 minutes dependant on risk

We recommend 3 rendezvous points are identified, the most appropriate RV point will be used dependent upon the location of the incident.

31. Contingency plan

The advice of the Safety Advisory Group is to consider a back up plan. Running events can be very unpredictable and important considerations missed. Working through the Event Management Plan will help organisers understand the responsibilities in running events. During the planning of any event, always consider any potential risks and how they can be reduced.

Some of these factors could be out of control of the organiser such as fire at a premises nearby or a road closure due to a serious car accident. These factors need to be considered and documented should an incident occur.



NORTH WALSHAM TOWN COUNCIL

Event Management Plan

Template form – see also ‘Guidance Notes’ document

Adopted by the Council at its meeting held on 23.2.21

Name of Event:	Location of Event: (full address)
	Post Code:

Date of the Event:	Number of days the event will be running:
--------------------	---

I am (Please state your role and duties)
Name (Please state your name and address)

Author of this document:	Email address:
Date last updated this document:	Document version number:

Introduction

This document provides sections that should be completed to help you develop a detailed EMP (Event Management Plan). It is recommended that you save a new version of the document and complete all sections; after all sections have been addressed you will have an EMP for your event.

Pre-Planning

The success of any event is always dependent upon adequate pre-planning, and it is essential that you allow enough lead-time to ensure that your event is a success. By addressing the why, what, where, when and who early in your planning process, it will help you to make informed decisions during the vent planning process.

Why – it really is worth asking this question at the very beginning, sometimes you may find that the answer is not immediately obvious. By addressing the ‘why’ it will help your organising committee establish the core values of your event. Establishing the core values will help you design your event and develop the ‘who’ and therefore ‘what’ elements you should include as part of your event programme.

What – you need to decide what it is that you will present at your event. Your core values will provide direction here. Knowing who your target audience will help you identify what elements should be at your event. Try to put yourself in the shoes of someone from you target audience, what are their interests, what will attract and excite them at your event.

Where – some things that should be considered when deciding on your event venue include: site area, access, community impact, transport, car parking, ground conditions and existing facilities such as toilets. It is also worth considering your venue in terms of your target audience, is the location accessible to your main target audience?

When- consider your event date in terms of some of the following: other events, day of the week, do your opening times suit your audience and the likely weather conditions at that time of the year.

Who- this is one of the most important points to consider in your pre-planning process, identifying the ‘who’ will come from your ‘why’ and the identification of the core values. Your ‘who’ may also mean you need to give special considerations for facilities such as young children, teenagers, the elderly or disabled.

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1. Event overview

Estimated numbers attending the Event

What is the estimated capacity at your peak period (single point during the event)?

What is the target audience age category?

Under 18 18 – 24 25 – 40 41 – 60 61 or over

How would you describe your event ?

Is this a ticketed event? Yes / No

No vehicle movement on site between:

General Public on site between:

2. Location overview

Location of event

Memorial Park Yes / No

Trackside Park Yes / No

Woodville Park Yes / No

Market Cross Yes / No

Other (please describe) Yes / No

How close is the nearest noise sensitive premises?

Will you be applying for any road closures?

If yes and you have the approval, please state the reference number for the order

3. Event management team

Any event should always have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event, a number of other people will have key tasks and responsibilities allocated to them but will report to the Event Manager.

Name of the Event Manager

Mobile Telephone Number

Home Address

What experience has the Event Manager at running events? Please include whether they hold any formal qualification in Event Management.

Emergency Liaison Team

List the team of people that will make big decisions surrounding the activity within the event and will determine whether the emergency services are to be contacted.

Other key event contacts

You as the event organiser should start collating the details of all people that will have some involvement with your event. This could be event suppliers, stall holders, emergency contacts, council contacts etc. While it is not necessary that we (council team) have this list it is important that you create comprehensive list. This helps with your event planning and event management on the day. There is nothing worse than the main stage act not showing up on time and you don't know how to contact them!

Business Name

Role within the Event

Contact details

4. Emergency Services

Police - Name of officer notified

Fire Service - Name of officer notified

5. Staffing the event

First Aid

Who will be providing your first aid?

Number of first aiders?

Who determined the number of staff required at your event?

If over 5,000 people present, have you notified the nearest Hospital?

Over and above the key event management contacts you have documented, please tick here the number of other staff that will be required to deliver your event

	0	1 – 5	5 – 15	16-25	26 or more
Road Closure Marshals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car Park Marshals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIA Door Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litter Marshals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Volunteers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Health & Safety

Risk Assessments and Management

Attach risk assessments for identified risks to public and organisers

Attach a fire risk assessment where relevant.

7. Fire safety

Tick the numbers of extinguishers to be provided

	0	1 – 5	5 – 15	16-25	26 or more
POWDER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOAM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WATER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WET CHEMICAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WATER MIST	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Fire risk assessment

Fire hazards and their elimination or control

If the answer to questions is NO then tick the control measures you will adopt:

SOURCES OF FUEL

Are there any highly flammable substances in the area. E.g. paints, thinners, flammable gases, flammable chemicals ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Replace with safer alternatives• Remove or significantly reduce any highly flammable substances• Keep them in fire resisting stores• Keep minimum quantity in area• Ensure all containers are kept closed when not in use		
Are flammable liquids or gasses used or stored in areas without adequate ventilation e.g LPG, CO2, O2	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Remote storage• Improve ventilation• Other		
Are there quantities of combustible material stored, on display or in use in the area ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Replace stocks of combustible materials with non combustibles• Reduce stocks to a minimum• Separate stocks from heat sources• Other		
Are quantities of combustible waste allowed to accumulate in the area such as paper, cardboard etc. ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Improve the arrangements for disposal of waste• Improve general housekeeping• Ensure staff are aware of standards required• Give specific additional training to responsible staff• Other		
Is foam filled furniture which is not combustion modified or is worn to the point of exposure in use ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Furniture complies with BS EN 5852• Replace or repair• Other		
Are areas of wall or ceilings covered or made of combustible materials e.g. Marquees ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Drapes & Fabrics comply with BS EN 1101/2• Ensure treated with fire resistant solution• Remove sources of ignition• Other		

SOURCES OF IGNITION

Does the work activity involve hot processes such as cooking, food preparation ? Yes No

- Minimise the amount of combustible materials in the work area
- Arrange so that hot surfaces and sparks are safely contained
- Eliminate hot surfaces and sparks
- Ensure food cooking areas are not left unattended
- Ensure satisfactory controls over concessionaires
- Impose fire safety conditions on concessionaires
- Other

Is smoking permitted ? Yes No

- Implement a smoking policy which provides for safe smoking
- Total ban in combustible structures
- Signage in prohibited areas
- Good housekeeping
- Other

Are there light fittings near combustible materials ? Yes No

- Remove combustible materials
- Ensure safely fitted
- Replace tungsten/halogen bulbs with fluorescent tubes
- Other

Is electrical equipment: Faulty, damaged or not used in accordance with the manufacturers recommendations ? Yes No

- Repair or replace faulty equipment
- Portable appliance testing carried out
- Suitable policy regarding the use of personal electrical equipment
- Ensure all fuses are the correct rating
- Other

Are inspection lamps or extension leads used ? Yes No

- Ensure leads are fully uncoiled
- Limit extension leads and adaptors
- Ensure leads are not overloaded
- Other

Is arson a potential problem ? Yes No

- Improve security measures
- Remove combustible storage / waste from combustible structures
- Ensure combustible storage is contained with a secure lid
- Other

Is lightning a potential problem ? Yes No

- Incorporate measures into your emergency plan
- Other

IDENTIFY PEOPLE AT RISK

Are there any increased risk groups i.e. in remote areas, lone working/sleeping?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Can they be re-located• Improve the means for warning / escape• Other		
Are there people unable to react quickly, due to a safety critical work process ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Introduce appropriate close down procedure• Improve means of warning / means of escape• Other		
Are there people with disabilities who would be disadvantaged when evacuating ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Incorporate measures in your emergency plan• Provide specialist equipment• If staff are required to assist in evacuation, ensure sufficient numbers and appropriate training• Other		
Are members of the public likely to be unfamiliar with the escape routes ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Ensure staff are adequately trained to assist with evacuation• Improve signage• Other		

MEANS OF ESCAPE FROM FIRE

In the event of fire can everyone safely escape from the area ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Ensure existing routes and exits are available and unobstructed• Provide additional routes and exits• Provide training for safe evacuation• Secure reasonable arrangements for disabled people• Implement routine checks• Other (state in significant findings Pt 4)		
Can everyone turn their backs on the fire and escape to a place of safety ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Provide additional escape routes• Provide and maintain protected routes• Other		
Do gates on escape routes open in the direction of travel ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Re-hang in direction of travel• Other		
Are all exits adequately signed ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Install sufficient signs to enable people to find their way out• Ensure signs are unobstructed and clearly visible from distance• Other		
Are all exits adequately illuminated ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Install emergency lighting• Other		

FIRE FIGHTING AND FIRE WARNING

Are there sufficient appropriate type extinguishers for the risk and are they located properly ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Provide suitable additional equipment for the risk• Make visible and unobstructed• Provide additional signage• Other		
Have sufficient people been trained in the use of fire fighting equipment ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Implement training programme• Other		
In the event of fire are there suitable arrangements for giving warning ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ul style="list-style-type: none">• Expand public address system• Increase marshals/stewards• Other		

PROCEDURES, ARRANGEMENTS, MAINTENANCE AND TRAINING

Are sufficient person(s) available to assist in implementation of fire safety matters ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are appropriate fire procedures/event management plan in place, recorded and available for relevant persons to read ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are people nominated to respond to fire and assist with evacuation ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are people nominated to respond to fire, trained in the use of extinguishers ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all extinguishers in use tested in accordance with B.S.5306	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all staff inducted with fire safety training, and records maintained ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are concessionaires made aware of their responsibilities in line with your fire procedures/event management plan ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are concessionaires required to produce a specific fire risk assessment ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do electrical power installations conform to B.S. 7909 Code of practice for Temporary Distribution Systems ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all electrical installations installed and tested in accordance with B.S. 7671, Wiring Installations ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are all electrical appliances tested in line with the IEE Code of Practice (PAT) ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there appropriate liaison with the Fire & Rescue Service ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are the Fire & Rescue Service able to access within 45 metres of all areas, including car parks ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there sufficient water supplies to enable the Fire & Rescue Service to execute their duties ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

9. Security

Will you be using SIA security at the event?

If Yes, what is the name of the Company supplying the security

SIA Registration Number

How many SIA staff will you be using during the event

How many SIA staff will be present at any one time?

Before the Event

Will there be a controlled entry system into the event?

What is your process if you refuse entry to the event?

How are you going to control the site to ensure that the crowds are managed safely?

During the Event

Will there be any searching as part of the condition of entry to the event?

If yes, what is the estimated flow rate of people entering the event?

Will there be any restrictions on items being brought into the site?

How will you deal with someone bringing in a prohibited item into your event? (e.g. drugs)

How are you going to control a situation if there is a disturbance within the event?

How would you eject someone from the event? Who would make the decision to eject someone?

If your event has more than 1000 persons attending at any one time, please attach a detailed security plan based on your risk assessment.

10. Stewarding

Stewards require training to ensure they are fully aware of their duties and responsibilities. What training are you providing?

Are you providing a briefing before or during the event?

Yes prior to the event

Yes, prior to the event and
when new stewards arrive

Not considered necessary

You must ensure that you develop a communications plan for all staff, including stewards as they need to understand how they can cascade information or report incidents during the event.

What is your plan?

Who will be delivering the plan?

Will you be handing out information cards?

11. Extreme weather

Who will be making the decisions over the weather assessments in the build up to the event and during the event?

If you have to cancel the event due to extreme weather, how are you going to communicate this with those attending your event?

If there is a thunderstorm during your event, (flash-to-thunder time of under five seconds) how are you going to minimise the risk of someone being struck or affected by the indirect effects of lightning?

12. Contingency Planning

Have you conducted risk assessments for potential hazards, extreme weather and unplanned events, and what were your findings?

Declaration of a Major Incident and Transfer of Command

How are you going to hand over control of your event to the Emergency Services. Is a policy in place?

Think about what you will do if a fire occurs, where on the site will you evacuate people?

How will you communicate this instruction to your audience, especially if you have been instructed to turn off all electrical devices?

Who will take responsibility for these decisions? Who will be the single point of contact for the emergency services?

13. Electricity

If you are including electrical supply as part of your event, please document the details here.

Please complete below the details of the electrician that has/ will signed off the installation prior to the event starting?

14. Inflatable play equipment

Is the operator conforming to the PIPA Scheme?

Will they carry out the daily checks on the equipment as required by EIS?

Has the inflatable a PIPA tag?

Will you get full instructions on its SAFE operation?

If it is set it up with the blower unit at 1.2 metres distance will it still fit on my site?

Is the equipment clearly marked as to its limitations of use (max. user height etc.)

Are you or the provider a member of a relevant association (AIMODS, NAIH or BIHA)? (Check this against the relevant web site listing (See Participating Organisations)

Do they have £5 million Public Liability Insurance? if yes what is the certificate number

Do you have a copy of the current PIPA test certificate for this equipment? If yes what is the certificate number

15. Funfairs

Are you having Fun Fair or Rides at your event?

Any stand-alone ride or rides that are part of a fun fair must be part of the ADIPS (Amusement Device Inspection Procedures Scheme) scheme. Have you seen any confirmation of this?

Has the operator provided you with a copy of their In Service Annual Inspection papers and copy of these must be provided to the council

Has the operator confirmed in writing that that they adhere and operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice

16. Temporary demountable structures

Will you be using temporary demountable structures at your event?

Do you need approval from the authorities?

Do you require planning permission?

Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include what procedures are followed to ensure structures are supplied by a competent contractor

Have suppliers supplied you with a copy of their public liability and employee insurance certificates

Have all suppliers provided you with relevant risk assessments and method statements relating to the product they are supplying for your event

The suppliers must provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use. Are they aware of this?

Have you considered all other health and safety aspects relating to any temporary structure

17. Animals

Are you having any live animals at your event?

You must obtain consent from the Council in writing before you may bring any animal's on site for exhibition, performance or entertainment.

Do you have this consent?

Please list the animals that will be attending the event

Do you have copies of all relevant licences / registration documentations for each animal?

Please provide details of the Public Liability Insurance.

18. Event Communications

Event communications – Surrounding residents

Document here how you are going to communicate event plans to surrounding residents / businesses

Event communications – Audience at the event

Document here what plans you have in place for communication with your audience on the day.

Event communications – Internal

Document here what plans you have in place for your event day communication for event staff and emergency services, both on site and off site.

19. Missing children

Who has been allocated the role of managing lost children.

Do they have a DBS certificate, if so what is their certificate number

20. Licencing

Temporary Event Notice

Does your event have any of the following:

Recorded Music

Live Music

Alcohol

Late Night Refreshment
(after 2300hrs)

Will you have 499 persons or more at any one time?

Have you applied for a Temporary Event Notice or does the venue have a premises licence that covers your activities.

21. Insurance

All event organisers must hold public liability insurance to the value of £5 million. You must also ensure that any contractors that you are engaging also hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance.

Please confirm that your organisation/ event hold Public Liability insurance to the minimum value of £5 million and that a copy of the policy has been forwarded to the council.

Please confirm that you hold Employees Liability insurance to the minimum value of £5 million and that a copy of the policy has been forwarded to the council.

Do you hold copies of all relevant insurances for each contractor, service provider, exhibitor etc and that copies of such will be provided to the council as well.

22. Catering and food

Document details here of any catering and or provision of food you plan to provide at your event. Please note that all details of any catering concessions should be listed under Key Event Contacts – Other.

Will you have food provisions at your event? If yes please provide details.

23. Site plan

Attach or insert site plan here

24. Toilets

Please outline here your planned toilet provision, based on expected numbers and gender split

Female toilets to be provided

Male toilets to be provided

25. Vehicles on site

Please outline here what your vehicle policy is for this event

What vehicles will need to access the site for your event?

What vehicles will need to remain onsite throughout your event and which will be off-site before the event opens?

Are there any vehicles that will need to move on the site during your event? It is strongly recommended that you avoid the need for this, however if it is needed you should have a rigid procedure in place and ensure that all people involved in your event are fully briefed on the protocol.

26. Traffic, transport and parking

What is the estimated number of vehicles attending?

Is a Signage plan required?

When arriving and leaving, what routes will they be signed to take on arrivals and departures?

Will the volume of traffic for this event cause an adverse impact on the road network?

If yes, how will this be managed?

How will the car parks be managed to ensure efficient ingress off the highway and ensure no conflict with pedestrians walking from the car park to the event entrance where relevant.

Where are the car park entrances and exits, what's the predicated rate of flow in and out.

Are there any reduction in speed limits on any roads required for safety purposes?

If yes, please state the restriction.

27. Environmental

Please document your recycle plans here.

28. Noise

What noisy activities or equipment will be in use

At what times?

How will the affects of this on neighbours be managed

Have agreed noise levels been agreed with NNDC

29. Lighting

What type of lighting will be used within the event?

What is your provision for emergency lighting (inside and outside structures)?

What happens if you lose all power, how will you ensure there is adequate lighting.

30. Evacuation

How will evacuation alert be given to people at the event ?

Where is the primary rendezvous point to meet the emergency services. Remember, you may be evacuating people out of the venue, so you do not want the emergency services arriving at the exit you are trying to evacuate people.

Describe your backup locations, in case the primary RV Point is blocked?

31. Contingency plan

What contingency plans do you have ?

32. Attachments

Please attach your risk assessments, valid insurance documents and any other requested or relevant documents.

Declaration

This Event Management Plan is owned by the event organiser listed above and any advice given by North Walsham Town Council should be considered a recommendation only.

North Walsham Town Council will not approve any final documentation as the onus is upon the organiser to consider all risks identified by the members of the group and the Health and Safety Executive (HSE).

North Walsham Town Council follow the guidance set out by the HSE and also refer to 'The Purple Guide'. This guide has been written by The Events Industry Forum in consultation with the events industry. Its aim is to help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events.

See North Walsham Town Council, Event Management Plan - Guidance notes for further information to help you complete this template form

For more advice relating to Event Management, please refer to the Health & Safety Executive guidance found via <http://www.hse.gov.uk/event-safety/>

Data Protection : Please refer to the Town Council's Policy on the website www.nwtc.org.uk. If you have any concerns regarding the handling of your personal data you can contact info@nwtc.org.uk and you can also contact the Information Commissioners Office (ICO) <https://ico.org.uk/global/contact-us/>

Please return form to Office 4, Cedar House, 3 New Road, North Walsham, NR28 9DE or email to townclerk@nwtc.org.uk



NORTH WALSHAM TOWN COUNCIL

Grass Verge Cutting/Signage Procedure

Adopted by the Council at its meeting held on 29.10.19

At the meeting on 25.7.23 it was agreed by the Council that where safe and appropriate, temporary rewilding of the verges would be permitted.

1 Risk Assessment for Grass Verge Cutting

The Head Groundsman will carry out a risk assessment of the verge which has to be cut. This will take into account any hazards which are likely to occur during the cutting being the condition of the verge and whether there are any obstacles which could impede or cause an accident when cutting. If there are any such concerns these will be reported to the employee.

The aim of this policy is to provide a fair and consistent process for ground staff employees to be able to cut the grass verges with efficiency and with no hazards.

The emphasis that signage should be placed when the grass cutting is in progress on a particular verge is to safeguard pedestrians and road users.

2 Procedure to be undertaken before Grass Verge Cutting commences

It is the responsibility of the employee to ensure that the equipment that they are going to use for the grass verge cutting is working properly and requires no maintenance work to be undertaken. Should any equipment need attention it must not be used.

The employee must ensure they are wearing Personal Protective Equipment as identified in the Health & Safety Risk Assessment for Grass and Hedge Cutting pertaining to the section of wearing protective clothing.

The employee must ensure the signs are placed at the beginning of the verge and at the end of it so that members of the public are aware that this work is being carried out

The signs state **"GRASS CUTTING"**

If there is a problem before, during or after the grass verge cutting then the employee should contact the Head Groundsman straight away and report the problem who will then try and resolve it.

3 Procedure after Grass Verge Cutting

Once the grass verge cutting is complete the following should be carried out :

- removal of the grass cuttings as far as is possible from the pavement to avoid making a slippery surface for pedestrians
- remove all equipment
- lastly remove the signs as the work has been completed



NORTH WALSHAM TOWN COUNCIL

Outdoors Advertising Procedure

Adopted by the Council at its meeting held on 30.10.18

1 Introduction

North Walsham Town Council aspires to be a first class Council. In order to achieve and maintain this the Town Council provides this policy to ensure that all outdoors advertising and signs which are placed on the Town Council's property (property in this context includes fencing) have been approved by the Council.

A wide range of advertisements can include posters, notices, placards, boards and banners, these can be placed at a cost of £25 per month. **There will be no charge for not for profit organisations.**

This Policy is to ensure that the Town Council's property/fences does not have placed on it a large quantity of advertisements either for business or events without prior approval.

2 How to obtain Authorisation

Any advertiser who wishes to place a banner/advertisement on any property/fence which belongs to the Town Council must seek authorisation from the Town Council.

An advertiser should contact: North Walsham Town Council, 18 Kings Arms Street, North Walsham NR28 9JX, email: info@nwtc.org.uk or telephone: 01692 404114 to provide details of whether the banner/advertisement is for a business or an event. The Town Council after consideration will specify the date when the banner/advertisement shall be removed and failure to remove the banner/advertisement will result in the Town Council removing the same. See no 4 below.

3 Standard Terms

All outdoor banner/advertisements must comply with the following:

- have permission from the Town Council
- maximum display period of 1 month
- maximum 2 banners per year per group/business
- limited to 4 banners in one area at anytime
- promoting North Walsham only
- be kept clean and tidy
- be kept in a safe condition
- not obscure or hinder official signs
- be removed carefully when so required by the Town Council

The Town Council reserve the right to remove banners/advertisements if terms are not strictly adhered to

4 Removal of Signs

If any signs are placed on any Town Council property/fence without prior approval from the Council these will be removed immediately. Such signs will be stored for one calendar month at the Town Council Offices,

Cedar House. New Road, North Walsham NR28 9DE from where the signs can be collected. No notification will be given to advertisers prior to removal of any signs.

Failure to remove any banners/advertisements by the date specified by the Town Council or do not accord with no 3 above will result in the Town Council removing the banner/advertisement and a fee of £25 being charged to the advertiser to cover removal costs.

The placement of event and business banners/advertisements on the fence at Trackside is unauthorised without permission being granted by the Town Council. Requests for authorisation should be made direct to the Town Council Office the contact details of which are given above.

However, if anyone wished to have a permanent Notice Board placed within Trackside details can be obtained from the Town Council Office as to type of sign, size and of the charge which is payable on an annual basis.

The object of this Policy is to ensure that banners/advertisements are controlled by the Town Council in order to avoid multiple banners/advertisements being placed in one specific area thus causing problems with visibility of the same and making the area look untidy.



NORTH WALSHAM TOWN COUNCIL

Tree Management Policy

Adopted by the Council at its meeting held on 25.2.20

Introduction

North Walsham Town Council have the responsibility of three parks namely The War Memorial Park, Woodville Park and Trackside Park, such parks having an abundance of various trees together with the trees in the Cemeteries, St Nicholas Churchyard and Fiske's Wood. In the parks the canopies of the trees provide shade with an array of leaves being a variety of green and rustic colours depending on the type of tree species and season.

The safe and appropriate management of the trees receive the full care and attention of the North Walsham Town Council ground staff who maintain the trees within their remit. They also identify foreseeable hazards which can be made safe and recognise any decay, pests and diseases which may need to be treated. A tree surgeon is employed to remove upper branches and generally look after the trees as necessary, if any, such work is outside the remit of ground staff.

The Town Council have a tree inspection carried out annually so that any problems can be addressed immediately or on a pre-determined date.

Trees play a vital role in our eco system and positive aspects are converting carbon dioxide to oxygen, filtering polluted air, shading and providing an attractive, shaded setting for visitors to enjoy. All the Town Council Parks are enjoyed by many people of all ages.

The trees also provide food and habitat for birds and other wildlife which supports nature, conservation and biodiversity. Any work except in an emergency is taken after the nesting season.

North Walsham Town Council hope that this Policy covers many aspects of tree management which may be raised. However, at the end of this Policy are contact details to report a problem, discuss an issue or obtain further information.

THE TREE MANAGEMENT POLICY

Tree Preservation Orders ("TPO") – Legal Document

A TPO is a legal document made, administered and enforced by the Local Planning Authority to protect specified trees and woodlands with public amenity value. North Walsham comes under North Norfolk District Council's Local Planning Authority who hold a tree register.

A TPO prevents cutting down, uprooting, topping, lopping, wilful damage or destruction of trees (including cutting roots) without permission.

The Town Council recognises and adheres to the trees protected under TPOs.

Trees in a conservation area

The Town Council recognises its obligations when undertaking works to trees in conservation areas within their ownership and the town.

It is an offence to cut down, prune, top, lop, uproot, damage or destroy a tree in a conservation area without the prior written consent of North Norfolk District Council.

Complaints regarding Trees

If any member of the public should have any concerns about any trees within the ownership of the Town Council with regard to hazards, decay, broken branches etc they should contact the Town Council immediately on the details at the end of this Policy.

The Importance of Trees in the Environment

Trees play a major part in the environment as follows:

- they convert carbon dioxide to oxygen
- reduce the greenhouse effect
- they filter airborne dust, smoke and fumes
- they can absorb noise pollution
- providing shelter in hot weather and insulation in cold weather
- they can be a screen for privacy and shade
- providing food and habitat for birds and wildlife

Tree Maintenance - Inspections

To ensure the trees within the ownership and responsibility of the Town Council receive the appropriate management, the Town Council undertake a tree inspection which is carried out annually with such further considerations as follows :

- Tree inspections are carried out annually by a reputed Tree Consultant
- Certain works will be undertaken by a Tree Consultant such as branch removal, pruning
- Ground staff would carry out their own inspection by recognising if a tree needed attention.
- Reports of any problems by residents, Town Councillors etc are promptly investigated
- Any emergency work (eg resulting from high winds) is carried out immediately

A tree could warrant immediate attention if, for example:

- it has snapped or blown over
- it is rocking (roots are damaged)
- it is uprooted but supported by another tree or building
- a large branch is broken off or hanging off the tree
- a branch or branches are blocking the road or footpath
- if the tree roots are causing damage to pathways, roads etc
- it or a tree branch are blocking access to a property
- it has fallen on to a structure, such as a building or car.

A tree that is considered to be at risk to people or property but does not require immediate attention eg:

- it is dying (few leaves in summer or die back in the Crown)
- the bark is loose and falling off
- mushrooms or fungi are growing on or near the tree
- splits or cracks in the trunk or large branches
- smaller branches or twigs are falling from the tree.

Tree obstruction/overhanging branches – Tree Pruning and Felling

Tree branches can cause obstructions along pavements, footpaths, over signs, streetlights, obstructing CCTV cameras, access to a property where the public require access and open spaces. Pruning will be undertaken to remedy the problem thus eliminating the hazard.

It is not the Town Council's responsibility to prune back tree branches which overhang neighbouring properties unless they are dangerous, causing structural damage to a property (ie buildings, roofs, walls and fences).

All pruning will be carried out at a suitable time of year as not to impact on the health of the tree. All pruning of the Council's trees will be specified and must be carried out in accordance with British Standard BS3998:2010 Tree Work Recommendations unless otherwise directed by the Arboriculture and Woodland Officers.

Note : Adjacent landowners have a common law right to prune back tree branches to their boundary providing it does not destroy the tree, the tree is protected by a TPO or in a conservation area

Felling – Where a competent officer has determined that the tree should be felled on public safety grounds there will be no public consultation and no right of objection. **Where appropriate, we will replace felled trees with another tree.**

Topping

Trees will only be "topped" for the structural stability of the tree or branch and root decay. Certain trees such as Beech or Birch do not need to be greatly pruned as this could affect their growth.

Please see The International Society of Arboriculture guideline entitled "Why Topping Hurts Trees" for further information.

Shading and Loss of Light

Trees are often perceived to block light to nearby properties. However, pruning or removal of trees will often have a negligible impact on the amount of light reaching a house or garden.

A "habitable room" is a dining room, lounge, kitchen, study or bedroom but not a WC, bathroom, utility room, landing or hallway. Consideration is given to elderly, infirm or disabled persons who spend a considerable amount of time within their homes so would be affected by the loss of light.

Loss of View

Trees will only be pruned or removed to restore views when necessary to retain important public viewpoints or there is potential to bring about significant public benefit and/or enhance the local landscape or townscape. Historical records may be used to determine the level of management required. Pruning of trees for highway sight line requirements will be dealt with on a case by case basis by Highways of Norfolk County Council

Trees affecting reception (aerials etc)

Pruning in the short term may help improve television reception. However, in the long term the flush of quick, extra growth associated with pruning can exacerbate the problem. In most cases the problem can be resolved by relocating the aerial or satellite dish, or alternatively using a booster. Residents are advised to contact their satellite or TV provider for specialist advice. Removal or pruning of trees to enable a clear television reception would only be considered in exceptional circumstances.

Similarly, a tree will not be pruned or felled to improve natural light to a solar panel. Whilst it is recognised the need for renewable energy sources, trees are also important in tackling climate change.

Overhead cables and wires

Utility companies have certain legal rights to carry out works to public or privately owned trees to address health and safety problems and to maintain their apparatus for continuity of supply. This may

sometimes involve the loss of trees. Where works to trees are necessary utility operators should a long-term solution, giving consideration to tree health, local tree cover and visual amenity. Problems caused by branches interfering with privately owned telephone wires can usually be eliminated through appropriate pruning and tree removal would not usually be considered.

We will not prune or fell a tree in our ownership/management to prevent or reduce interference with telephone wires. We would recommend contacting the telephone service provider in such circumstances.

General/Minor Nuisances

There are various general and minor nuisances associated with trees which can be as follows :

- falling leaves, sap, blossom, fruit, nuts, bird and insect droppings
- insects associated with trees (spiders, wasps, flies)
- reduction or increase of moisture to gardens
- suckers or germinating seedlings in gardens
- leaves falling into gutters, drains or footpaths
- build-up of algae on fences, paths or other structures

Clearing of leaves from gutters, pathways and weeding of set seeds are considered to be normal routine maintenance which property owners are expected to carry out. Falling leaves, sap, blossom, fruit etc are not readily controllable by pruning and cleaning of affected surfaces can be considered to be routine maintenance. Pruning will not normally be considered solely as a way of alleviating problems with these issues alone.

A tree would not normally be pruned or felled under our ownership/management that bears poisonous fruit/foliage (such as Laburnum or Yew).

However, exposure to berries or foliage if eaten that will cause illness to children will be investigated and appropriate action taken.

Trees considered too big/too tall

We will not prune or fell a tree under council ownership/management because it is considered to be “too big” or “too tall” for its surroundings.

Constraining work to trees

Consideration is given to the following when undertaking work to any trees.

Birds

Under the Wildlife & Conservation Act 1981 (as amended) it is an offence to kill, injure or take wild birds, their young, their eggs or nests. Non urgent major tree work involving tree removal/reduction and hedge cutting operations should not normally be undertaken during bird nesting/breeding season, which is considered to be from 1 March to 31 July.

Bats

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended). Causing damage to a roosting/nesting site is a criminal offence which can lead to imprisonment. Trees displaying signs of roosting bats will be referred to an Ecologist before any work commences. Any trees supporting roosting bats will not be worked on until Natural England is consulted.

Restrictive Covenants

Occasionally, restrictive covenants attached to the deeds for a property may restrict what work can be undertaken to trees.

Legalities with reference to trees

Policy Scope

This policy applies to all trees under North Walsham Town Council ownership/management, regardless of their location. This policy is as comprehensive as is possible but acknowledge that it does not cover every situation. The Town Council reserve the right to exercise discretion in application of this policy and when to do so would be in the best interests of the Council and its residents.

Legislation

There is a range of legislation which has been considered throughout this policy as follows :

Tree Preservation Orders (“TPO”) in respect of trees or woodland which is considered to have a significant impact on the amenity of the local area.

Town & Country Planning Act (1990) also makes special provision for trees in conservation area.

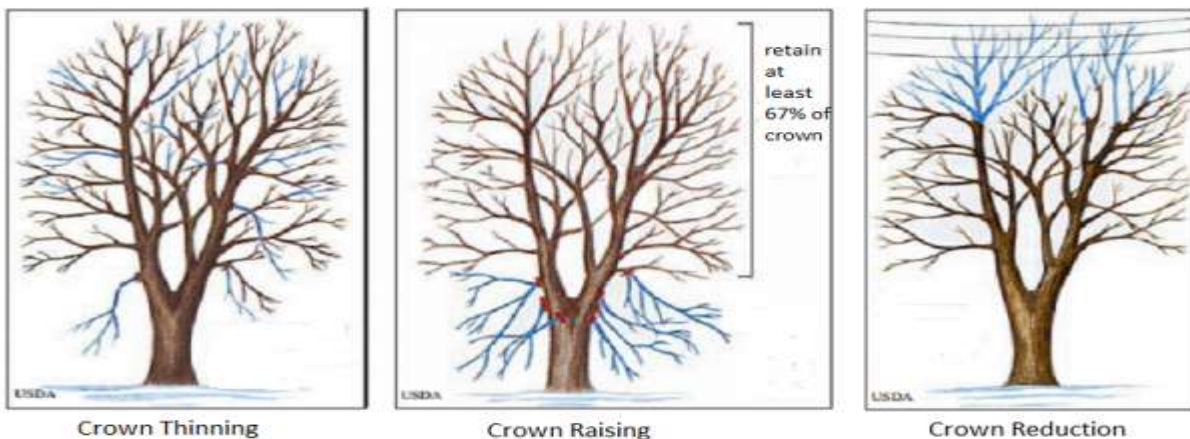
Wildlife and Countryside Act (1981, as amended CROW Act 2000) states that it is illegal to intentionally or recklessly damage or destroy the nest of a wild bird while that nest is in use or being built.

Bats are a European Protected Species and are protected by the Conservation of Habitats and Species Regulations 2010 and the Wildlife & Countryside Act 1981 (as amended)., Causing damage to a roosting/nesting site is a criminal offence which can lead to imprisonment.

Hedgerow Regulations (1997) introduced powers allowing important rural native hedgerows to be protected.

Tree Pruning Techniques – Visual Guide to Tree Management

The following are examples of tree pruning techniques :

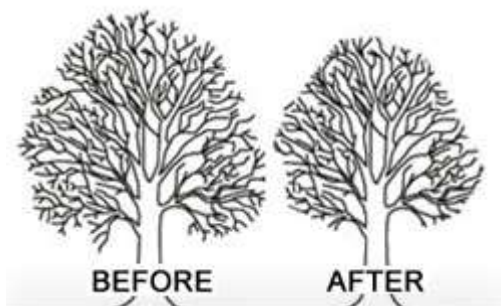


Crown Thinning – Removal of branches within the crown which does not affect the shape of the tree.

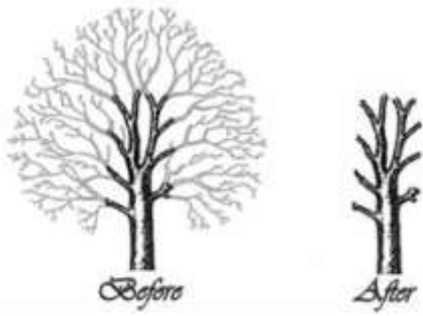
Crown Raising – Removal of the lowest branches of the tree.

Crown Reduction – Removal of branches at the top of the tree.

All methods of pruning will affect the tree keeping it to a high standard of health and enabling it to flourish.



Crown Topping – Removal of the upper branches which reduces the height of the tree. Crown reduction is considered a much-preferred option.



Pollarding – Removal of all the branches of a tree leaving only the trunk which only certain species of tree can withstand this degree of pruning. Pollarding is used in only extreme cases.

“Formative Pruning” means the removal of branches which are a problem or potentially a problem.

“Stump Grinding” means removal of a tree stump to below ground level by mechanical methods. This will avoid any trip hazards.



NORTH WALSHAM TOWN COUNCIL

SAM2 RISK ASSESSMENT

Risk Assessment Matrix

						LIKELIHOOD / PROBABILITY				
						Practically impossible to foresee an occurrence	Unlikely to occur	likely to occur	Highly likely	near certainty
						A	B	C	D	E
	PEOPLE	EQUIPMENT	ENVIRONMENT	REPUTATION						
CONSEQUENCE	1	slight injury	slight Damage (£0-£100)	No impact	slight impact	1	Green	Green	Green	Green
	2	minor injury	minor damage (£100-£1000)	Minor response needed	minor impact	2	Green	Green	Green	Yellow
	3	Major injury	moderate damage (£1000-£10,000)	limited response of short duration	moderate impact	3	Green	Green	Yellow	Yellow
	4	single fatality	major damage (£10,000-£100,000)	significant resource commitment	major impact	4	Green	Yellow	Yellow	Red
	5	Multiple fatalities	massive damage (£100,000 +)	Major or extended duration response	massive impact	5	Yellow	Yellow	Red	Red
Green - task can continue with described control measures in place										
Yellow - Review to check risk is as low as is reasonably practicable (ALARP). Task may require authorisation / permit to work										
RED - task is high risk and cannot be carried out. Further review required.										



NORTH WALSHAM TOWN COUNCIL

SAM2 RISK ASSESSMENT

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Poor site selection (Equipment is sited on a potential dangerous site).	Injury to personnel, volunteers and members of the public. Damage to equipment and vehicles.	2C	Any site selected must be identified and agreed by North Walsham Town Council. All site must be inside a maximum speed limit of 30 mph. All personnel and volunteers involved in fixing, erecting and removing the signs are to be briefed on maintaining a safe distance from vehicle traffic. All personnel and volunteers are to wear Hi-Viz jackets/vests whilst fixing, erecting or removing the SAM2 signs SAM2 signs are only to be fixed, erected or removed during daylight hours.	2B
Impact / collision with moving vehicles Distracting moving vehicles	Injury to personnel, volunteers and members of the public. Damage to equipment and vehicles.	2C	Any site selected must be identified and agreed by North Walsham Town Council. All site must be inside a maximum speed limit of 30 mph. All personnel and volunteers involved in fixing, erecting or removing the signs to be briefed on maintaining a safe distance from vehicle traffic. All personnel and volunteers are to wear Hi-Viz jackets/vests whilst fixing, erecting or removing the SAM2 signs All personnel and volunteers are to be briefed not to attempt to STOP vehicle traffic or make any hand gestures or signals to vehicle drivers whilst fixing, erecting or removing the SAM2 signs. In the event of an incident/accident/collision all work activity must cease and emergency services informed (where necessary) by calling 999. In the event of an incident, accident or collision the Town Council must be informed immediately.	2B
Fixing, Erecting or removing SAM2 signs	Injury to personnel, volunteers and members of the public. Damage to equipment and vehicles.	3C	All personnel and volunteers are to follow the Westcotec installation guide. No fixing, erecting or removing of the SAM2 signs are to take place until all involved have been briefed on this risk assessment. No persons under the age of 18 are to be allowed to take part in any fixing, erecting or removing of the SAM2 signs. All battery charging is to be carried out in accordance with the manufacturers' instructions. In the event of an incident/accident/collision all work activity must cease and emergency services informed (where necessary) by calling 999. In the event of an incident, accident or collision the Town Council must be informed immediately.	3B
Working at height. Working with ladders	Injury to personnel, volunteers and members of the public. Damage to equipment and vehicles.	3C	Only competent personnel to use ladder equipment All equipment shall be inspected prior to use and used in accordance with the manufacturers' recommendations. (Pre-use checks of ladders are essential) . Ladders must not be altered or modified or attachments added out-with design. Ladders of wooden construction to BS1129 (or BSEN131) Class 1 and ladders of metal Instruction to BS2037 (or BSEN131) Class 1 (industrial type)	3B



NORTH WALSHAM TOWN COUNCIL

SAM2 RISK ASSESSMENT

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
			Max load = 175 kg. Ladders to be identified by a numbering system for ID purposes. (Scaf tag type ladder system to be in place). Ladders to be formally inspected every 6 months and records retained/made available. Ladders are not to be painted or coated - as this may hide potential defects. Operator to check area for additional hazards - include check for overhead obstacles. Ensure ladder is secured (footed and lashed) when in use, and always placed on an even grounding. Operator to ensure 3 points of bodily contact made during climbing or descending from ladders. Only x1 person to use ladder at a time.	
Town Council not available to receive incident, accident or collision report	Delay in reporting any incident, accident or collision resulting in injury to personnel or volunteers. Delay in reporting incident or damage to equipment or vehicles.	3C		3B
References	NWTC – Health and Safety Policy NWTC - Ladder Log NWTC - Ladder Inspection Form NWTC – Manual Handling Risk Assessment The Work at Height Regulations 2005 The Provision and Use of Work Equipment Regulations 1998 INDG 402 Safe use of Ladders and Stepladders. Management of Health and Safety at Work Regulations 1999. Personal Protective Equipment at Work Regulations 1992. Workplace (Health, Safety and Welfare) Regulations 1992. (Safety Signs and Signals) Regulations 1996.			



NORTH WALSHAM TOWN COUNCIL

Young Persons at Work – Risk Assessment

Risk Assessment Matrix

						LIKELIHOOD / PROBABILITY				
						Practically impossible to foresee an occurrence	Unlikely to occur	likely to occur	Highly likely	near certainty
						A	B	C	D	E
	PEOPLE	EQUIPMENT	ENVIRONMENT	REPUTATION						
CONSEQUENCE	1	slight injury	slight Damage (£0-£100)	No impact	slight impact	1	Green	Green	Green	Green
	2	minor injury	minor damage (£100-£1000)	Minor response needed	minor impact	2	Green	Green	Green	Yellow
	3	Major injury	moderate damage (£1000-£10,000)	limited response of short duration	moderate impact	3	Green	Green	Yellow	Yellow
	4	single fatality	major damage (£10,000-£100,000)	significant resource commitment	major impact	4	Green	Yellow	Yellow	Red
	5	Multiple fatalities	massive damage (£100,000 +)	Major or extended duration response	massive impact	5	Yellow	Yellow	Red	Red
Green - task can continue with described control measures in place										
Yellow - Review to check risk is As low as reasonably practicable (ALARP). Task may require authorisation to work										
RED - task is high risk and cannot be carried out. Further review required.										



NORTH WALSHAM TOWN COUNCIL

Young Persons at Work – Risk Assessment

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
<p>The Management of Health and Safety at Work Regulations 1999 (Section 19) - (Protection of Young Persons) states –</p> <p>Every employer shall ensure that young persons employed b them are protected at work from any risks to their health and safety which are consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact young persons have not yet fully matured.</p> <p>No employer shall employ a young person for work -</p> <ul style="list-style-type: none"> • Beyond their physical or psychological capacity • Involving harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to an unborn child or which in any other way chronically affect human health. • Involving exposure to harmful radiation • Involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training. • Involving exposure to extreme heat or cold, noise or vibration <p>Any of the above can be carried out only if they are necessary for the training of a young person and are conducted under supervision of a competent person at all times; and where any risk will be reduced to the lowest level that is reasonably practicable through a suitable risk assessment that has been read and understood by them.</p> <p>The provisions contained in this regulation are with prejudice to the provisions contained elsewhere in these regulation; and any prohibition or restriction, arising otherwise by this regulation, on the employment of any person</p> <p>A young worker is any worker above school leaving age and under the age of 18. A child is any person under the legal minimum school leaving age (16 in the UK).</p> <p>Hours of work must be no more than 8 per day and 16–17-year-olds cannot work before 7.00am or after 10.00pm</p>				



NORTH WALSHAM TOWN COUNCIL

Young Persons at Work – Risk Assessment

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Working hours	Fatigue or loss of concentration Injury to young person(s) and personnel	3C	Young persons are required to work within certain limitations as highlighted in red above. These are to be adhered to reduce the risk of fatigue. <ul style="list-style-type: none"> • They may work up to 40 hours per week. (Normal hours will be between 8am and 5pm). • 30 minutes breaks after every 4.5 hours worked. 	3B
Walking around various offices & sites	Major injury - slips, trips & falls. Due to a lack of awareness of site rules, lack of maturity, inexperience, or lack of instruction	3C	Health and Safety Induction / Briefing to be provided to ensure young person is aware of the standards and behaviour towards health and safety and emergency procedures ensuring worker fully understands fire/evacuation, accident reporting and first aid requirements. Toolbox Talks / Briefings are to be carried out at every location every morning the young person will be is working, ensuring the young person(s) fully understands all potential hazards Risk Assessment specific to the tasks the young worker will undertake to be completed and discussed with the young worker and the allocated supervisor Outlined pedestrian walkways to be used (where applicable). Uneven surfaces to be highlighted / marked (stairs, ramps etc.). Whilst at work the Young person must be supervised at all times. Good level of housekeeping to be maintained. Must be briefed and instructed on correct use and fitting of all PPE. Dynamic Risk Assessment to be undertaken when applicable. (e.g. Weather) STOP work function to be implemented when required.	3B
Travelling between sites in a NWTC vehicle	Fatality - due to NWTC vehicle being involved in Road Traffic Collision whilst in transit to work site	3C	Young person must be secured in dedicated seat with seat belt on and located in holder Drivers of the company vehicles must adhere to speed limits between	3B



NORTH WALSHAM TOWN COUNCIL

Young Persons at Work – Risk Assessment

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
			<p>work sites taking all care to protect the young person from any danger from members of the public.</p> <p>Driving at work policy to apply at all times.</p> <p>Young workers must hold a valid UK driving license and be covered by company insurance to use company vehicles</p> <p>Learner drivers, even with supervision are not permitted to drive / operate company vehicles</p>	
Manual Handling	Possible Minor - Major Injury - heavy lifting, improper technique, lack of training, physical condition	3C	<p>Mechanical lifting aids to be used by competent persons where possible</p> <p>NWTC Manual Handling Risk Assessment to be referenced and followed at all times.</p> <p>Young person are not expected to lift or carry heavy items, and they do any lifting it must be within their capabilities.</p> <p>Training is to be provided by the Council</p> <p>Risk Assessment specific to the tasks the young worker will undertake to be completed and discussed with the young worker(s) and supervisor</p>	3B
Operating Machinery, plant or equipment	Injury to young person(s) and personnel	4C	Young person(s) are not allowed to operate any machinery, plant or equipment and must be kept well clear of any operating machinery.	4B
Handling of Chemicals	Possible Minor - Major Injury - Inhalation, burns, spills	3D	<p>Young persons are to not handle or be exposed to chemicals unless they have undergone relevant training and are supervised at all times.</p> <p>Risk Assessment specific to the tasks the young worker will undertake to be completed and discussed with the young worker and supervisor</p> <p>Young person must be always supervised by responsible person while on work site</p>	3B



NORTH WALSHAM TOWN COUNCIL

Young Persons at Work – Risk Assessment

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Psychological Capacity Wellbeing and Welfare	Minor Injury - Lack of awareness and perception of risk, new environment, unfamiliar with procedures and policies.	3C	<p>The Young person(s) supervisor is to remove them immediately in the event of any incident, accident or any violence occurrences.</p> <p>Young person(s) are not to be placed into stressed environments</p> <p>Young person(s) are to undergo all relevant Inductions / briefings (Office, Workshop, Work site).</p> <p>Provision of stress management by allocated supervisor (Office, Workshop or Work site).</p> <p>Supervision, inductions, briefings and training to be provided by supervisor</p> <p>Hours of work to be considered (Working time directive)</p> <p>Young person(s) are to never to be assigned work that is out of their competency requirements / level or deemed unsafe for them to attempt.</p>	3A
General Working Excessive Noise	Noise Injury – exposure to excessive noise Drugs and Alcohol – Self injury / fatality Adverse and inclement weather conditions.		<p>Young person(s) are not permitted to work where noise levels will exceed the minimum working level when ear defenders are to be worn (80 decibels); work may however continue elsewhere or in an office.</p> <p>Young person(s) are to fully understand and comprehend 'Zero' tolerance of the use of D&A whilst working.</p> <p>They are to be made aware of the consequences and dangers (to themselves and others) of the use of D&A whilst working.</p>	
Employee Behaviour	Possible Minor - Major injury – young person is taking visual cues from existing employee behaviour	3D	<p>Toolbox Talks / Briefings to include instruction on behaviours regarding young persons on site</p> <p>Young person(s) to be assigned suitable mentor for duration of placement</p> <p>Employees reminded to be aware / reminded of their requirements to carry out work activities / duties in a safe manner</p>	3B



NORTH WALSHAM TOWN COUNCIL

Young Persons at Work – Risk Assessment

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
			Strict adherence to NWTC policies and Risk Assessments	
References	NWTC - Health and Safety Policy NWTC - Manual Handling Risk Assessment NWTC - Personal Protective Equipment PPE NWTC – Health and Safety Inductions and Briefings Management of Health and Safety at Work Regulations 1999 Personal Protective Equipment at Work Regulations 1992 Workplace (Health, Safety and Welfare) Regulations 1992 Manual Handling Regulations 1992 HSG165 Young People at Work – A Guide for Employers 2000 Working Time Directive			



NORTH WALSHAM TOWN COUNCIL WORKSHOP/WORKSPACE - RISK ASSESSMENT

Risk Assessment Matrix

						LIKELIHOOD / PROBABILITY				
						Practically impossible to foresee an occurrence	Unlikely to occur	likely to occur	Highly likely	near certainty
						A	B	C	D	E
CONSEQUENCE	1	slight injury	slight Damage (£0-£100)	No impact	slight impact	1				
	2	minor injury	minor damage (£100-£1000)	Minor response needed	minor impact	2				
	3	Major injury	moderate damage (£1000-£10,000)	limited response of short duration	moderate impact	3				
	4	single fatality	major damage (£10,000-£100,000)	significant resource commitment	major impact	4				
	5	Multiple fatalities	massive damage (£100,000 +)	Major or extended duration response	massive impact	5				
Green - task can continue with described control measures in place										
Yellow - Review to check risk is As low as reasonable practicable (ALARP). Task may require authorisation.										
RED - task is high risk and cannot be carried out. Further review required.										

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
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NORTH WALSHAM TOWN COUNCIL

WORKSHOP/WORKSPACE - RISK ASSESSMENT

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
<p>Refuelling plant, machinery and equipment</p> <p>Handling of Fuel</p> <p>Fire</p>	<p>Injury to personnel carrying out refuelling activities.</p> <p>Lack of knowledge or inexperienced operator</p> <p>Poor storage practices causing exposure to hazardous substances</p> <p>Poor refuelling practice (lack of care) causing exposure to hazardous substances.</p> <p>Improper or unsafe use next to ignition source may create fire and burns.</p> <p>Environmental damage.</p>	4C	<p>Operatives are to be trained on the correct procedure for storage of fuel and decanting substances into plant, machinery and equipment.</p> <p>Any refuelling is to be carried out with the equipment turned off, the engine cool and in a controlled area (Outdoors if possible).</p> <p>All fuel / oil containers must be stored in a secure areas.</p> <p>All fuel containers to undergo physical check / examination monthly.</p> <p>All fuel caps are to be replaced securely.</p> <p>All personnel are to be trained in the hazards of working with LPG.</p> <p>Spill kits are to always be available during refuelling and near fuel storage area.</p> <p>If fuel is spilled (DO NOT ATTEMPT TO START THE MACHINE). Move the machine away from the spill and do not start the machine until the fuel and vapours have dissipated.</p> <p>Minor spillages cleaned up immediately and reported immediately.</p> <p>Drip trays always available for static plant, machinery and /equipment.</p> <p>Fire safety risk assessment to be conducted before any refuelling activity commences.</p> <p>Fire Alarms are to be regularly maintained, tested and records kept.</p> <p>Fire extinguishers available at all times.</p> <p>First Aid kits are to be available at all times.9Including eye wash stations)</p> <p>COSHH awareness courses are to be attended by all workshop personnel.</p> <p>SMOKING IS NOT PERMITTED AT ANY TIME WHILST REFUELLING IS BEING CARRIED OUT.</p> <p>In the event of a FIRE – Raise the alarm.</p> <p>Do not attempt to put it out if it not safe for you to do so.</p> <p>Retreat to a safe area and call 999 for emergency assistance.</p> <p>In the event of a serious injury call 999 for the emergency services.</p> <p>Inform the council when it's safe to do so.</p>	4B
<p>Engines running in enclosed spaces</p>	<p>Injury to personnel</p> <p>Eye irritation</p> <p>Breathing difficulties</p>	3C	<p>All equipment is to be inspected and serviced by a competent person.</p> <p>All personnel to be aware of their operating area and immediate surroundings.</p> <p>Avoid running engines indoors if possible.</p> <p>If unavoidable, keep indoor running of engines to a short a time period as possible.</p> <p>Ensure extractor system is regularly serviced and maintenance records kept.</p> <p>Keep area well ventilated</p> <p>In the event of personnel feeling unwell (eye irritation etc.) switch off engine and vacate building into fresh air.</p> <p>First Aid kits are to be available at all times (Including eye wash stations).</p>	3B



NORTH WALSHAM TOWN COUNCIL

WORKSHOP/WORKSPACE - RISK ASSESSMENT

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Hazardous Substances	<p>Injury due to exposure of substances</p> <p>Burns and, or blistering of the skin</p> <p>Eye irritation</p> <p>Breathing difficulties</p>	4C	<p>MSDS available for all substances on site</p> <p>COSHH register for items displayed in storage areas and up to date</p> <p>Substances to be stored in appropriate and provided storage locations.</p> <p>Items should be stored in original packaging / containers where possible. All secondary storage materials to be suitably assessed for appropriateness prior to being used.</p> <p>Any damaged or unsuitable containers / packaging to be replaced and disposed of in appropriate manner.</p> <p>Spill kits to be located in usage / storage locations and checked for suitable contents.</p> <p>Any spillages of substances on personnel or their PPE is to be washed off immediately</p> <p>Good levels of housekeeping to be maintained and all spills reported and cleaned up.</p> <p>PPE suitable for stored materials to be available at all times. (Goggles and Gloves).</p> <p>Personal protective equipment (PPE) is to be worn by all personnel in the workshop/workplace at all times.</p> <p>Washing facilities are available to all personnel at all times.</p> <p>First Aid kits are to be available at all times (Including eye wash stations)</p> <p>COSHH awareness courses are to be attended by all workshop personnel.</p>	4B
Battery Charging	<p>Injury due to defective or faulty equipment</p>	4C	<p>All equipment is to be inspected, serviced and recorded on a service record by a competent person</p> <p>The manufacturers' guidelines and maintenance procedures are to be strictly adhered to.</p> <p>PPE suitable for stored materials to be available at all times.</p> <p>Personal protective equipment (PPE) is to be worn by all personnel in the workshop/workplace at all times.</p> <p>PPE suitable for stored materials to be available at all times. (Goggles and Gloves).</p> <p>Washing facilities are available to all personnel at all times.</p> <p>First Aid kits are to be available at all times (Including eye wash stations)</p> <p>COSHH awareness courses are to be attended by all workshop personnel.</p>	4B
<p>Dermatitis.</p> <p>Skin disorders and disease</p>	<p>Personnel using or handling substances.</p> <p>Risk of developing skin disorders such as dermatitis or eczema during refuelling or handling hazardous substances.</p>	3C	<p>Substances known to cause serious health problems such as redness, itching, scaling and de-fatting or blistering of the skin to be assessed for elimination or substitution to a safer product or work process.</p> <p>Ensure engineering controls are in place as per specific assessment.</p> <p>Ensure PPE / RPE is available and worn correctly as per specific assessment</p> <p>Employees to report skin conditions to Responsible Person (Town Clerk, Head Grounds person and Chair of Personnel Committee).</p> <p>All personnel are to be made aware that any reported skin condition may require medical examination.</p>	3B



NORTH WALSHAM TOWN COUNCIL

WORKSHOP/WORKSPACE - RISK ASSESSMENT

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
			<p>Ensure good standards of hygiene at the work-place (i.e. regular washing with proprietary skin cleansers, use of barrier creams and hand protection).</p> <p>Ensure safe disposal of substances not assessed for usage by way of classification or expired shelf-life.</p> <p>First Aid kits are to be available at all times. (including eye wash stations)</p> <p>COSHH awareness courses are to be attended by all workshop personnel.</p>	
<p>Manual Handling.</p> <p>Lifting, pulling, pushing, putting down, carrying or moving items/loads.</p> <p>Lifting or lowering items incorrectly.</p>	<p>Injury to personnel</p> <p>Risk of strained muscles, torn ligaments, lower or upper back strain; /injury to personnel performing any form of manual handling activities.</p> <p>Risk of Work Related Upper Limb Disorders (WRULDs).</p> <p>Repetitive Strain Injury (RSI) and Musculoskeletal Disorder (MSD) to personnel exposed to repetitive work tasks involving manual handling</p>	3C	<p>Where there is a significant risk of injury a formal assessment must be carried out prior to work commencement. (Refer to Manual Handling Assessment form).</p> <p>Avoidance by mechanisation should be the first consideration. Mechanical handling devices must be used where ever possible.</p> <p>If it is not possible to avoid moving the item/load and mechanical aids cannot be used, the manual handling assessment must be implemented to identify the precautions necessary to ensure personnel do not get injured (including where applicable any risk of environmental impact).</p> <p>Personnel are to be aware that correct lifting techniques are essential when lifting any load. (Injury can still occur doing light lifting / normal work tasks.</p> <p>Plan any the lifts: ensure travel route is free from obstructions and slip/trip hazards, doors are wedged or held open, (fire doors and emergency exit doors may be held open for this purpose) and the unloading area is clear – If in doubt, always ask for help when lifting.</p> <p>Assess area for additional hazards i.e. uneven or slippery floors.</p> <p>When more than one person is involved in a lifting operation, only one person shall give instructions.</p> <p>Ensure good (kinetic) lifting techniques are applied with back straight, knees bent, loads close to the body, good grip, do not twist as you lift etc.</p> <p>Training and / or refresher training in manual handling techniques to be provided, as required.</p> <p>The wearing of PPE during outside activity for manual handling is to include suitable and appropriate hand protection and safety footwear, as necessary.</p> <p>On the spot Risk Assessment is to be undertaken when applicable, specific risks/hazards such as poor weather, rain etc.</p> <p>STOP work to be implemented where required.</p> <p>First Aid kits are to be available at all times.</p> <p>Manual Handling training to be provided where required.</p> <p>Manual handling activity assessment to be completed using HSE INDG383</p>	3B



NORTH WALSHAM TOWN COUNCIL

WORKSHOP/WORKSPACE - RISK ASSESSMENT

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Electrical equipment	<p>Injury to personnel due to faulty equipment.</p> <p>Electric shock</p> <p>Electric burns</p>	3C	<p>Residual Current Devices (RCD's) to be used at all times.</p> <p>Industrial plugs and leads are to be used at all times.</p> <p>All personnel are trained to carry out visual checks on all electrical equipment and report any noticed defects.</p> <p>PAT of all electrical equipment to be carried out on an annual basis and PAT register kept up to date.</p> <p>First Aid kits are to be available at all times.</p>	3B
Jack Failure	<p>Injury to personnel</p> <p>Crush injury (body, limbs extremities)</p> <p>Work Related Upper Limb Disorders (WRULDs).</p> <p>Repetitive Strain Injury (RSI) and Musculoskeletal Disorder (MSD) to personnel exposed to repetitive work tasks involving manual handling of the jack(s)</p>	3C	<p>All lifting equipment is to be maintained and serviced on a regular basis and records kept.</p> <p>All lifts must be properly planned and managed</p> <p>All equipment must be used in a correct and safe manner</p> <p>Ensure that the ground are is suitable for using the jack (level, firm and stable) before commencing any jacking activity.</p> <p>Safe working Loads (SWL) are not to be exceeded.</p> <p>Personnel should not be a 'lone worker' when any jacking activity has to take place</p> <p>PPE suitable for stored materials to be available at all times.</p> <p>Personal protective equipment (PPE) is to be worn by all personnel in the workshop/workplace at all times.</p> <p>First Aid kits are to be available at all times.</p> <p style="color: red;">In the event of a serious injury call 999 for the emergency services.</p> <p style="color: red;">Inform the council when it's safe to do so.</p>	3B
References	<p>NWTC - Personal Protective Equipment PPE</p> <p>NWTC - Health and Safety Policy</p> <p>NWTC - Environmental Policy</p> <p>NWTC - COSHH Assessment Register</p> <p>Applicable Material Safety Data Sheet for Substance used.</p> <p>NWTC - Control of Hazardous Substances Risk Assessment</p> <p>Manual Handling Regulations 2007</p> <p>Control of Substances Hazardous to Health Regulations 2002.</p> <p>Provision of Work Equipment Regulations 1998</p> <p>Lifting Operations and Lifting Equipment Regulations 1998</p>			



NORTH WALSHAM TOWN COUNCIL

GRASS CUTTING RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 July 2022

Reviewed and amended on 18 July 2023

Risk Assessment Matrix

						LIKELIHOOD / PROBABILITY					
						Practically impossible to foresee an occurrence	Unlikely to occur	likely to occur	Highly likely	near certainty	
						A	B	C	D	E	
CONSEQUENCE	1	slight injury	slight Damage (£0-£100)	No impact	slight impact	1	Green	Green	Green	Green	Green
	2	minor injury	minor damage (£100-£1000)	Minor response needed	minor impact	2	Green	Green	Green	Yellow	Yellow
	3	Major injury	moderate damage (£1000-£10,000)	limited response of short duration	moderate impact	3	Green	Green	Yellow	Yellow	Red
	4	single fatality	major damage (£10,000-£100,000)	significant resource commitment	major impact	4	Green	Yellow	Yellow	Red	Red
	5	Multiple fatalities	massive damage (£100,000 +)	Major or extended duration response	massive impact	5	Yellow	Yellow	Red	Red	Red
Green - task can continue with described control measures in place											
Yellow - Review to check risk is As low as reasonable practicable (ALARP). Task may require authorisation.											
RED - task is high risk and cannot be carried out. Further review required.											



NORTH WALSHAM TOWN COUNCIL

GRASS CUTTING RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 July 2022

Reviewed and amended on 18 July 2023

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Control of Machinery	Injury to personnel. Lack of knowledge or inexperienced operator can result in injury to personnel or damage to vehicles - Body injury (eye, body, cuts, lacerations). Overturning of ride-on-mower (Crush injury). Burns Hearing injury/damage (high noise level exposure) Vehicle damage	4C	The ride-on-mower can only be operated by trained and competent operators. The operators' manual is to be made available at all times. The ride-on-mower is only to be used in accordance with the operators' manual and manufacturers' instructions. The ride-on-mower is only to be started when it is safe to do so (no bystanders or fellow workers in the vicinity) All maintenance and inspection procedures are strictly adhered to. No passengers are allowed to ride on the mower. The mower is not to be driven up or down excessively steep slopes.	4B
Flying debris	Injury to personnel, members of the public and possible damage to machinery and equipment. Stones, glass, debris – injury/damage Animal faeces – disease and infection Plant sap from certain plants e.g. Giant hogweed can cause burns and blistering.	4C	This risk assessment to be briefed to working party before commencing grass cutting. All manufacturers' safety guards are to be in place before starting grass cutting. Area to be checked for stones, glass, metal and debris before starting grass cutting. Signage to be in place as warning to members of the public. Personnel to be aware of their operating area and surroundings.	4B
Refuelling plant, machinery and equipment Handling of Fuel	Injury to personnel carrying out refuelling activities. Lack of knowledge or inexperienced operator Poor storage practices causing exposure to hazardous substances Poor refuelling practice (lack of care) causing exposure to hazardous substances. Improper or unsafe use next to ignition source may create fire and burns. Environmental damage.	3C	Operatives are to be trained on the correct procedure for storage of fuel and decanting substances into plant, machinery and equipment. Any refuelling is to be carried out with the equipment turned off, the engine cool and in a controlled area (Outdoors if possible). All fuel / oil containers must be stored in a secure areas. All fuel containers to undergo physical check / examination monthly. All fuel caps are to be replaced securely. Spill kits are to always be available during refuelling and near fuel storage area. If fuel is spilled (DO NOT ATTEMPT TO START THE MACHINE). Move the machine away from the spill and do not start the machine until the fuel and vapours have dissipated. Minor spillages cleaned up immediately and reported immediately. Drip trays always available for static plant, machinery and /equipment. Fire extinguishers available when any refuelling is being carried out. SMOKING IS NOT PERMITTED AT ANY TIME WHILST REFUELLING IS BEING CARRIED OUT.	3B



NORTH WALSHAM TOWN COUNCIL

GRASS CUTTING RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 July 2022

Reviewed and amended on 18 July 2023

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
			<p>In the event of a FIRE – Raise the alarm. Do not attempt to put it out if it not safe for you to do so. Retreat to a safe area and call 999 for emergency assistance. In the event of a serious injury call 999 for the emergency services. Inform the council when it's safe to do so.</p>	
Defective equipment	Injury due to defective machinery	5B	<p>All equipment is to be inspected and serviced by a competent person. The manufacturers' guidelines and maintenance procedures are to be strictly adhered to. All defects are to be reported immediately to the designated person responsible for the equipment. Any defective equipment is to be put into quarantine until the defect has been repaired/rectified.</p>	5A
<p>Manual Handling.</p> <p>Lifting, pulling, pushing, putting down, carrying or moving items/loads.</p> <p>Lifting or lowering items incorrectly.</p>	<p>Risk of strained muscles, torn ligaments, lower or upper back strain/injury to personnel / staff performing any form of manual handling activities.</p> <p>Risk of Work Related Upper Limb Disorders (WRULDs).</p> <p>Repetitive Strain Injury (RSI) and Musculoskeletal Disorder (MSD) to personnel exposed to repetitive work tasks involving manual handling</p>	3C	<p>Where there is a significant risk of injury a formal assessment must be carried out prior to work commencement. (Refer to Manual Handling Assessment form). Avoidance by mechanisation should be the first consideration. Mechanical handling devices must be used where ever possible, e.g. cranes, forklifts, pallet trucks, sack barrows, trolleys etc. If it is not possible to avoid moving the item/load and mechanical aids cannot be used, the manual handling assessment must be implemented to identify the precautions necessary to ensure personnel do not get injured (including where applicable any risk of environmental impact). Personnel are to be aware that correct lifting techniques are essential when lifting any load. (Injury can still occur doing light lifting / normal work tasks). Plan any the lifts: ensure travel route is free from obstructions and slip/trip hazards, doors are wedged or held open, (fire doors and emergency exit doors may be held open for this purpose) and the unloading area is clear – If in doubt, always ask for help when lifting. Assess area for additional hazards i.e. uneven or slippery floors. When more than one person is involved in a lifting operation, only one person shall give instructions. Ensure good (kinetic) lifting techniques are applied with back straight, knees bent, loads close to the body, good grip, do not twist as you lift etc. Training and / or refresher training in manual handling techniques to be provided, as required. The wearing of PPE during outside activity for manual handling is to include suitable and</p>	3B



NORTH WALSHAM TOWN COUNCIL

GRASS CUTTING RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 July 2022

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Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
			<p>appropriate hand protection and safety footwear, as necessary.</p> <p>On the spot Risk Assessment is to be undertaken when applicable, specific risks/hazards such as poor weather, rain etc.</p> <p>STOP work to be implemented where required.</p> <p>Manual Handling training to be provided where required</p>	
Rotating Machinery blades	<p>Injury to personnel / Machine operator</p> <p>Cuts</p> <p>Amputations</p> <p>Severe Bleeding</p>	4C	<p>The ride-on-mower can only be operated by trained and competent operators.</p> <p>The operators' manual is to be made available at all times.</p> <p>The ride-on-mower is only to be used in accordance with the operators' manual and manufacturers' instructions.</p> <p>All Plant, Machinery and equipment must be serviced regularly and maintenance records kept.</p> <p>All shields, safety guards, interlocks and other safety devices are to be checked they're in place and working correctly before being used.</p> <p>The engine shut off is to be in operation before any cleaning out clogged up chute or any other obstruction.</p>	4B
Vibration	<p>Hand arm vibration</p> <p>Whole body vibration</p>	2C	<p>The ride on or push mower is only used for time periods as specified by the manufacturers' instructions.</p> <p>HAVS assessments to be recorded using HAVI meters to ensure operators are not over exposed.</p> <p>All operatives / workers to be monitored for daily / weekly exposure.</p> <p>Remove operative / worker from effects of over exposure to vibration by way of job rotation in cases of finger blanching or tingling from hands arms operators must such conditions immediately to a supervisor.</p> <p>All operator to wear good quality gloves when using vibrating tools / equipment.</p>	2B
<p>Dermatitis.</p> <p>Skin disorders and disease</p>	<p>Users of substance</p> <p>Risk of developing skin disorders such as dermatitis or eczema during refuelling processes.</p>	2C	<p>Substances known to cause serious health problems such as redness, itching, scaling and de-fatting or blistering of the skin to be assessed for elimination or substitution to a safer product or work process.</p> <p>Ensure engineering controls are in place as per specific assessment.</p> <p>Ensure PPE / RPE is available and worn correctly as per specific assessment</p> <p>Employees to report skin conditions to Responsible Person (Town Clerk, Head Grounds person and Chair of Personnel Committee).</p>	2A



NORTH WALSHAM TOWN COUNCIL

GRASS CUTTING RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 July 2022

Reviewed and amended on 18 July 2023

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
			All personnel are to be made aware that any reported skin condition may require medical examination. Ensure good standards of hygiene at the work-place (i.e. regular washing with proprietary skin cleansers, use of barrier creams and hand protection). Ensure safe disposal of substances not assessed for usage by way of classification or expired shelf-life.	
References	NWTC – HAVS Risk Assessment NWTC - Personal Protective Equipment PPE NWTC - Health and Safety Policy NWTC - Environmental Policy NWTC - COSHH Assessment Register Applicable Material Safety Data Sheet for Substance used. NWTC - Control of Hazardous Substances Risk Assessment Control of Substances Hazardous to Health Regulations 2002. Provision of Work Equipment Regulations 1998			



NORTH WALSHAM TOWN COUNCIL

STREET FEAST (EVENT) RISK ASSESSMENT

Risk Assessment Matrix

						LIKELIHOOD / PROBABILITY				
						Practically impossible to foresee an occurrence	Unlikely to occur	likely to occur	Highly likely	near certainty
						A	B	C	D	E
CONSEQUENCE	1	slight injury	slight Damage (£0-£100)	No impact	slight impact	1				
	2	minor injury	minor damage (£100-£1000)	Minor response needed	minor impact	2				
	3	Major injury	moderate damage (£1000-£10,000)	limited response of short duration	moderate impact	3				
	4	single fatality	major damage (£10,000-£100,000)	significant resource commitment	major impact	4				
	5	Multiple fatalities	massive damage (£100,000 +)	Major or extended duration response	massive impact	5				
Green - task can continue with described control measures in place										
Yellow - Review to check risk is As Low A Reasonably Practicable (ALARP).										
RED - task is high risk and cannot be carried out. Further review required.										



NORTH WALSHAM TOWN COUNCIL

STREET FEAST (EVENT) RISK ASSESSMENT

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Road Closure Setting out Road signs and Warning Cones	Possible injury to Residents residing in The Terrace unaware that Market Place is closed. Staff and Volunteers assisting to put up road signs in accordance of road closure permits.	3C	Ensure road signs are in place where appropriate. Ensure the 'Street Feast' signs and banners opening hours are publicised and show the hours clearly. Residents residing in The Terrace to be made aware of the Market place close in advance of the event and that they may enter and leave The Terrace and Market Place only via the barriered entrance beside the Market Cross. All staff and volunteers assisting with the event are to be given briefing before assisting with the road closure signs (as required). All vehicle movements are to be Marshalled / directed at all times. All staff and volunteers acting as Marshalls are to wear Hi-Viz at all times. Maximum speed is not to exceed walking pace, as directed by Marshall Entry and Exit is only to be through designated points.	3B
Setting up and Closing down of Street Feast	Possible vehicle impact injury by moving vehicles. All Staff, Volunteers, Event Vendors, and members of the public by vehicle movements and impact	3C	All staff and volunteers assisting with the set up are to be given briefing before Setting up of Pitch holders commences... All vehicle movements are to be Marshalled/directed at all times. (This includes Street Feast Vendors and pitch holders). All members of the public are to be kept away from vehicles being directed by Marshalls. All staff and volunteers assisting or acting as Marshalls are to wear Hi-Viz at all times. Maximum speed is not to exceed walking pace, as directed by Marshalls. All Vendors / Pitch holders are to be in place prior to the event opening at 12pm. (When the event opens to the public). Entry and Exit is only through designated point(s) as directed by Staff / Marshalls. All waste material / rubbish is to be disposed of in the bins provided or removed by the Vendor.	3B
Personal health of anyone attending the Street Fest event. Food Poisoning	Possible injury to anyone attending the Street Feast event through ill health. Possible illness to anyone attending the Street Feast event through unprepared food.	3C	All Vendors / Pitch holders are to show care and attention to their surroundings at all times. All Food/Catering outlets are to ensure they have their public liability insurance certificate and Food Hygiene certificates are in date and with them (Inspections can be carried out at any time). All Vendors / Pitch holders are to keep their respective Pitch clear of waste product at all times. Only licensed vendors are allowed / permitted to sell food produce. Access available to WC's and washing facilities (Public WC is at New Road Car Park) Access to a readily available First Aid Box by the Vendors. Access to a readily available organisers First Aid box (Old Barclays Bank, Centre of Market Place) Defibrillator location identified (Corals betting shop Market Place, Kings Arms Hotel, Kings Arms Street and outside Salvation Army building on Hall Lane) Responsible Person trained in First Aid to be available In the event of a major occurrence/illness CALL 999	3B



NORTH WALSHAM TOWN COUNCIL

STREET FEAST (EVENT) RISK ASSESSMENT

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Manual Handling Lifting, pulling, pushing, putting down, carrying or moving items/loads. Lifting or lowering incorrectly. (E.g. Car ramps).	Risk of strained muscles, torn ligaments, lower or upper back strain/injury to personnel performing manual handling activities.		Avoid manual lifting where possible. Plan the lift: ensure travel route is free from obstructions and slip/trip hazards. Ensure lifting and unloading areas are clear. Assess area for additional hazards. When more than one person is involved in a lifting operation, only one person shall give instructions. Ensure good (kinetic) lifting techniques are applied with back straight, knees bent, loads close to the body, good grip, do not twist as you lift etc.	
Slips, Trips and Falls Inclement Weather	Possible injury to Staff, Volunteers, Street Feast vendors and members of the public attending the Street Feast or using Market Place. Slips, Trips or Falls causing breaks, strains, damage to muscle tissue and property. Wind Lift		All Vendors / Pitch holders are to show care and attention to their surroundings at all times. All Vendors / Pitch holders are to ensure their stalls and stock is secured / weighted down against wind lift at all times. 3B Access available to WC's and washing facilities (Public WC is at New Road Car Park) Access to a readily available First Aid Box by the Vendors.	
		3C	Access to a readily available organisers First Aid box (Old Barclays Bank, Centre of Market Place) Defibrillator location identified (Corals betting shop Market Place, Kings Arms Hotel, Kings Arms Street and outside Salvation Army building on Hall Lane) Responsible Person trained in First Aid to be available In the event of a major occurrence/illness CALL 999 for the emergency services	3B
Electricity Generators	Possible injury to Staff, Volunteers, Street Feast vendors and members of the public attending the Street Feast or using Market Place. Accidental / Inadvertent Electric shock Slips, Trips or Falls caused by trailing cabling, wiring or rope. Fire Burns from generators or exhausts Noise	3C	Low laying cables are to be avoided. (Use overhead where if possible). All low laying cabling or wiring is to be secured / covered using best practicable means (Taped down, covered by rubber mats, secure area off using warning tape). All cables must have a visual check carried out on them before use (Do not use if any signs of damage) All cables are to have PAT in date and checked annually. All power supply, whether from generators or council supply are to be protected with a RCD and, or suitable rated circuit breaker. Any generators if used, are to be barriered off to ensure no one can come into accidental contact with them or their exhausts. (Organisers to check if these are in use). Noise from generators, If used, is to be monitored All Food / Catering vendors are to have Fire extinguishers available at their stalls / pitches. Access to a readily available organisers First Aid box (Old Barclays Bank, Centre of Market Place) Defibrillator location identified (Corals betting shop Market Place, Kings Arms Hotel, Kings Arms Street and outside Salvation Army building on Hall Lane) Responsible Person trained in First Aid to be available In the event of a major occurrence/illness CALL 999 for the emergency services	3B



NORTH WALSHAM TOWN COUNCIL

STREET FEAST (EVENT) RISK ASSESSMENT

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Gas	Possible injury to Staff, Volunteers, Street Feast vendors and members of the public attending the Street Feast or using Market Place. Fire	3C	All Food / Catering vendors are to ensure that Gas safety guidelines are strictly followed. Any Food / Catering vendor are to ensure that all gas cylinders are secured in place, have a clearly identified shut-off valve and be situated / barriered off, where no one can come into accidental contact with them (Organisers to check this is implemented, if being used). All Food / Catering vendors are to have Fire extinguishers available at their stalls / pitches. Access to a readily available organisers First Aid box (Old Barclays Bank, Centre of Market Place) Defibrillator location identified (Corals betting shop Market Place, Kings Arms Hotel, Kings Arms Street and outside Salvation Army building on Hall Lane) Responsible Person trained in First Aid to be available In the event of a major occurrence/illness CALL 999 for the emergency services	3B
Litter / Pollution from Vendors / Pitch holders	Liquid spillages Environmental damage	2B	All Vendors / Pitch holders are to show care and attention to their surroundings at all times. All Vendors / Pitch holders are to keep their respective Pitch clear of waste product at all times. (All debris is to be removed and public areas clear at all times). All Vendors / Pitch holders are to use the refuse / recycling bins provided. All spillages are to be promptly cleaned up and the organisers informed of any spillages. Access to a readily available organisers First Aid box (Old Barclays Bank, Centre of Market Place) Defibrillator location identified (Corals betting shop Market Place, Kings Arms Hotel, Kings Arms Street and outside Salvation Army building on Hall Lane) Responsible Person trained in First Aid to be available In the event of a major occurrence/illness CALL 999 for the emergency services	2A
References	North Walsham Town Council Risk Assessment - Lone Working. North Walsham Town Council Risk Assessment - Manual Handling. North Walsham Town Council Health and Safety Policy. Management of Health and Safety at Work Regulations 1999. Personal Protective Equipment at Work Regulations 1992. Workplace (Health, Safety and Welfare) Regulations 1992. (Safety Signs and Signals) Regulations 1996.			



NORTH WALSHAM TOWN COUNCIL

MARKET OPERATIONS RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 July 2020
 Reviewed and amended on 18 July 2023

Risk Assessment Matrix

							LIKELIHOOD / PROBABILITY								
							Practically impossible to foresee an occurrence	Unlikely to occur	likely to occur	Highly likely	near certainty				
							A	B	C	D	E				
CONSEQUENCE	1	PEOPLE	slight injury	EQUIPMENT	slight Damage (£0-£100)	ENVIRONMENT	No impact	REPUTATION	slight impact	1	Green	Green	Green	Green	Green
	2	minor injury	minor damage (£100-£1000)	Minor response needed	minor impact	2	Green	Green	Green	Yellow	Yellow				
	3	Major injury	moderate damage (£1000-£10,000)	limited response of short duration	moderate impact	3	Green	Green	Yellow	Yellow	Red				
	4	single fatality	major damage (£10,000-£100,000)	significant resource commitment	major impact	4	Green	Yellow	Yellow	Red	Red				
	5	Multiple fatalities	massive damage (£100,000 +)	Major or extended duration response	massive impact	5	Yellow	Yellow	Red	Red	Red				
							Green - task can continue with described control measures in place								
							Yellow - Review to check risk is As Low A Reasonably Practicable (ALARP).								
							RED - task is high risk and cannot be carried out. Further review required.								

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Road Closure Setting out Road signs and Warning Cones	Possible injury to Residents residing in The Terrace unaware that Market Place is closed. Council Staff, representatives and Volunteers putting up road signs in accordance of road closure permits.	3C	All staff putting up road signs are to wear Hi-Viz at all times. Road signs are to be in place where appropriate and that Market hours are clearly posted. Residents residing in The Terrace to be made aware of the Market place closure in advance of the event and that they may enter and leave The Terrace and Market Place only via the barriered entrance beside the Market Cross. Any Council staff, representatives (and volunteers) are to wear Hi-Viz at all times. All vehicle movements are to adhere to maximum speed of walking pace at all times and use hazard warning lights for all vehicle movements. Entry and Exit is only to be through designated points.	3B
Setting up and Closing down of the Market	Possible vehicle impact injury by moving vehicles. Council Staff, Representatives, Volunteers, Market vendors, and members of the public by vehicle movements and impact	3C	All Council staff, representatives and volunteers assisting with the set up are to be given a briefing on this Risk Assessment before Setting up commences All Vendors / Pitch holders are to show care and attention to their surroundings at all times, which is to be kept clear at all times (regular picking up of litter or debris and using litter bins) All vendors are to adhere to the Safety Guidelines outlined to them in their contracts. All vehicle movements are to adhere to maximum speed of walking pace at all times and use hazard warning lights for all vehicle movements. All Council staff, representatives and volunteers are to wear Hi-Viz at all times. All members of the public are to be made aware to keep away from moving vehicles. All Market vendors / Pitch holders are to be in place prior to the event opening to the public. Entry and Exit is only through designated points. All waste material / rubbish is to be disposed of in the bins provided or removed by the Vendor(s).	3B
Personal health of anyone attending the Street Fest event. Food Poisoning	Possible injury to anyone attending the Market or using Market Place through unexpected ill health. Possible illness to anyone attending the Street Feat event through unprepared food.	3C	All Market vendors / Pitch holders are to show care and attention to their surroundings at all times. All Vendors / Pitch holders are to keep their respective Pitch clear of waste product at all times. (All debris is to be removed and public areas clear at all times). All Vendors / Pitch holders are to use the refuse / recycling bins provided. All spillages are to be promptly cleaned up and the organisers informed of any spillages. All Market vendors are to ensure their public liability insurance is in date and have it with them. All Food/Catering outlets are to ensure they have their public liability insurance certificate and Food Hygiene Certificates are in date and with them Inspections can be carried out at any time. All Vendors / Pitch holders are to keep their respective Pitch clear of waste product at all times. Only licensed vendors are allowed / permitted to sell food produce. Access available to WC's and washing facilities (Public WC is at New Road Car Park) All untrained persons are prohibited from the working areas. All Vendors / Pitch holders are to ensure their stalls and stock is secured / weighted down against wind lift at all times. Vendors to have their own first aid box. Defibrillator location identified (Corals betting shop Market Place, Kings Arms Hotel, Kings Arms Street and outside Salvation Army building on Hall Lane) In the event of a major occurrence/illness CALL 999 for the emergency services.	3A

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Lifting, pulling, pushing, putting down, carrying or moving items/loads. Lifting or lowering incorrectly. (E.g. Car ramps).	Risk of strained muscles, torn ligaments, lower or upper back strain/injury to personnel performing manual handling activities.	3C	Avoid manual lifting where possible; ensure lifting and unloading area are kept clear and Always assess the area for any additional visible hazards. Plan the lift: ensure travel route is free from obstructions and slip/trip hazards. When more than one person is involved in a lifting operation, only one person shall give instructions. Ensure good (kinetic) lifting techniques are applied with back straight, knees bent, Keep loads close to the body, good grip, do not twist as you lift etc. In the event of a major occurrence/ illness CALL 999	3B
Slips, Trips and Falls Inclement Weather	Possible injury to Staff, Volunteers, Street Feast vendors and members of the public attending the Market or using Market Place. Slips, Trips or Falls causing breaks, strains, damage to muscle tissue and property. Wind Lift	3C	All Market vendors / Pitch holders are to show care and attention to their surroundings at all times. All Vendors / Pitch holders are to keep their respective Pitch clear of waste product at all times. (All debris is to be removed and public areas clear at all times). All Vendors / Pitch holders are to use the refuse / recycling bins provided. All spillages are to be promptly cleaned up and the organisers informed of any spillages. All Market vendors are to ensure their public liability insurance is in date and have it with them. All Food/Catering outlets are to ensure they have their public liability insurance certificate and Food Hygiene certificates are in date and with them (Inspections can be carried out at any time. All Vendors / Pitch holders are to keep their respective Pitch clear of waste product at all times. All Vendors / Pitch holders are to ensure their stalls and stock is secured / weighted down against wind lift at all times. Access available to WC's and washing facilities (Public WC is at New Road Car Park) Vendors to have their own first aid box Defibrillator location identified (Corals betting shop Market Place, Kings Arms Hotel, Kings Arms Street and outside Salvation Army building on Hall Lane) In the event of a major occurrence/illness CALL 999 Council staff or representative to monitor weather and in times of extreme weather, cancel the Market.	3B
Electricity Generators	Possible injury to Staff, Volunteers, Street Feast vendors and members of the public attending the Street Feast or using Market Place. Accidental / Inadvertent Electric shock Slips, Trips or Falls caused by trailing cabling, wiring or rope. Fire Burns from generators or exhausts Noise	3C	Low laying cables are to be avoided (Use overhead) where possible. All low laying cabling or wiring is to be secured / covered using best practicable means (Taped down, covered by rubber mats, secure area off using warning tape). All cables must have a visual check carried out on them before use (Do not use if any signs of damage) All cables are to have PAT in date and checked annually. All power supply, whether from generators or council supply are to be protected with a RCD and, or suitable rated circuit breaker. Any generators if used, are to be barriered off to ensure no one can come into accidental contact with them or their exhausts. (Organisers to check if these are in use). Noise from generators, If used, is to be monitored All Food / Catering vendors are to have Fire extinguishers available at their stalls / pitches.	3B
Gas	Possible injury to Staff, Volunteers, Street Feast vendors and members of the public attending the Street Feast or using Market Place.	3C	All Food / Catering vendors are to ensure that Gas safety guidelines are strictly followed. Any Food / Catering vendor are to ensure that all gas cylinders are secured in place, have a clearly identified shut-off valve and be situated / barriered off, where no one can come into accidental contact with them (Organisers to check this is implemented, if being used). All Food / Catering vendors are to have Fire extinguishers available at their stalls / pitches.	3B

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who and How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
	Fire			
Litter / Pollution from Vendors / Pitch holders	Liquid spillages Environmental damage	2B	All Market vendors / Pitch holders are to show care and attention to their surroundings at all times. All Vendors / Pitch holders are to keep their respective Pitch clear of waste product at all times. (All debris is to be removed and public areas clear at all times). All Vendors / Pitch holders are to use the refuse / recycling bins provided. All spillages are to be promptly cleaned up and the organisers informed of any spillages.	2A
Manual Handling lifting, pulling, pushing, putting down, carrying, or moving items/loads.		-	1. Refer to Risk Assessment - Manual Handling	-
References	NWTC - Lone Working Risk Assessment NWTC - Manual Handling Risk Assessment. NWTC - Health and Safety Policy. Management of Health and Safety at Work Regulations 1999. Personal Protective Equipment at Work Regulations 1992. Workplace (Health, Safety and Welfare) Regulations 1992. (Safety Signs and Signals) Regulations 1996.			



NORTH WALSHAM TOWN COUNCIL

GRAVE DIGGING RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 Jul 2020

Risk Assessment Matrix

						LIKELIHOOD / PROBABILITY				
						Practically impossible to foresee an occurrence	Unlikely to occur	likely to occur	Highly likely	near certainty
						A	B	C	D	E
	PEOPLE	EQUIPMENT	ENVIRONMENT	REPUTATION						
CONSEQUENCE	1	slight injury	slight Damage (£0-£100)	No impact	slight impact	1	Green	Green	Green	Green
	2	minor injury	minor damage (£100-£1000)	Minor response needed	minor impact	2	Green	Green	Green	Yellow
	3	Major injury	moderate damage (£1000-£10,000)	limited response of short duration	moderate impact	3	Green	Green	Yellow	Yellow
	4	single fatality	major damage (£10,000-£100,000)	significant resource commitment	major impact	4	Green	Yellow	Yellow	Red
	5	Multiple fatalities	massive damage (£100,000 +)	Major or extended duration response	massive impact	5	Yellow	Yellow	Red	Red
Green - task can continue with described control measures in place										
Yellow - Review to check risk is As low as reasonable practicable (ALARP). Task may require authorisation.										
RED - task is high risk and cannot be carried out. Further review required.										



NORTH WALSHAM TOWN COUNCIL

GRAVE DIGGING RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 Jul 2020

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Control of Machinery Excavation	Injury to personnel. Lack of knowledge or inexperienced operator can result in injury to personnel or damage to machinery being used. Impact injury to body. Injury to members of the public / third party	4C	Excavators can only be operated by trained and competent operators. (Training on use of excavator and equipment used are to be kept on file and entered on the training matrix). The excavator is only to be used in accordance with the operators' manual and manufacturers' instructions (to be available at all times). The excavator is only to be started when it is safe to do so (no bystanders nearby). All maintenance and inspection procedures are to be strictly adhered to and records held on file... No passengers are allowed to ride on the mower. All excavation to be conducted by a minimum of 2 personnel and PPE is to be worn at all times. Excavation sides are to be shored up using a suitable method. All personnel are to be aware of their surroundings and any shoring to sides, safety guards, barriers and signage (warning to members of the public) is in place before excavation commences. No members of the public are allowed anywhere near the grave site whilst excavation is in progress. No members of the public are allowed to the grave site until work to open or close the grave is complete and the area is secured.	4B
Excavation collapse	Injury to or fatality to personnel. Suffocation, Crush and, or full body injury. Possible damage to machinery and equipment.	4C	This risk assessment to be briefed to working party before commencing grass cutting. All personnel are to be aware of their surroundings and any shoring to sides, safety guards, barriers and signage (warning to members of the public) is in place before excavation commences. No members of the public are allowed anywhere near the grave site whilst excavation is in progress. The spoil pile is to be located a minimum of 600mm from the open grave.	4B
Access into the excavated grave	Injury or fatality to operator involved as a result of working at/falling from height.	4C	Only trained and competent personnel to use ladder equipment and ONLY enter the excavated grave when it is deemed safe to do so. All equipment shall be inspected prior to use and used in accordance with the manufacturers' recommendations. Pre-use checks by operator are essential. Ladders of wooden construction to BS1129 (or BSEN131) Class 1 and ladders of metal Instruction to BS2037 (or BSEN131) Class 1 (industrial type) Ladders are to be longer than the excavated grave and extend out of the grave by a 1M.	4B



NORTH WALSHAM TOWN COUNCIL

GRAVE DIGGING RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 Jul 2020

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
			Ladders to be formally inspected every 6 months and records retained/made available. Ensure ladder footed and lashed, Operator to ensure 3 points of bodily contact made during climbing or descending from ladders. In the event of an incident or serious injury call 999 for the emergency services. Inform the council when it's safe to do so.	
Defective ladder equipment	Injury due to defective ladder.	4C	All equipment is to be inspected and serviced by a competent person. All defects are to be reported immediately to the designated person responsible for the equipment. Any defective equipment is to be put into quarantine until the defect has been repaired/rectified.	4B
Open Graves	Injury to personnel by falling into an open grave. Injury to members of the public and pets by falling into an open grave.	3C	All graves sites are to be barriered off and warning signs are to be in place to keep the public away from the area. All graves, if left unattended MUST be boarded over using exterior ply and, or wooden planks. In the event the open grave is not boarded over it MUST be manned/guarded at all times.	3B
Coffin collapse	Risk to personnel coming into contact with human remains and other pathogenic materials or substances.	3C	In the event of a coffin collapse during excavation, all works are to cease immediately and the area to be assessed before any continuation of works. The exposed coffin is to be covered with a layer of topsoil as soon as is practicable. All personnel are to wear PPE at all times. All personnel are to attend COSHH training and be aware of the hazards.	3B
Handling, Carrying the coffin to the grave	Possibility of slips or trips by the undertakers, coffin bearers and mourners.	2C	All personnel are to ensure the route to the grave is clear and free of any trip hazards. The undertakers and coffin bearers and mourners are to be advised on the best route to the grave.	2B
Flooding	Risk of flooding to reopened graves for second interment. Potential injury to personnel slipping into flooded grave site	2C	All personnel are to be aware of their surroundings and weather conditions at all times. In the event of flooding to the open grave, all excavations are to cease and pumping equipment brought in to empty the grave; ensuring the water is discharged into an area considered safe to do so. (Under no circumstances is this to be pumped into an area of other graves.	2B



NORTH WALSHAM TOWN COUNCIL

GRAVE DIGGING RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 Jul 2020

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
<p>Manual Handling.</p> <p>Lifting, pulling, pushing, putting down, carrying or moving items/loads.</p> <p>Lifting or lowering items incorrectly.</p>	<p>Risk of strained muscles, torn ligaments, lower or upper back strain/injury to personnel / staff performing any form of manual handling activities.</p> <p>Risk of Work Related Upper Limb Disorders (WRULDs).</p> <p>Repetitive Strain Injury (RSI) and Musculoskeletal Disorder (MSD) to personnel exposed to repetitive work tasks involving manual handling</p>	3C	<p>Where there is a significant risk of injury a formal assessment must be carried out prior to work commencement. (Refer to Manual Handling Assessment form).</p> <p>Avoidance by mechanisation should be the first consideration. Mechanical handling devices must be used where ever possible, e.g. cranes, forklifts, pallet trucks, sack barrows, trolleys etc.</p> <p>If it is not possible to avoid moving the item/load and mechanical aids cannot be used, the manual handling assessment must be implemented to identify the precautions necessary to ensure personnel do not get injured (including where applicable any risk of environmental impact).</p> <p>Personnel are to be aware that correct lifting techniques are essential when lifting any load. (Injury can still occur doing light lifting / normal work tasks.</p> <p>Plan any the lifts: ensure travel route is free from obstructions and slip/trip hazards, doors are wedged or held open, (fire doors and emergency exit doors may be held open for this purpose) and the unloading area is clear – If in doubt, always ask for help when lifting.</p> <p>Assess area for additional hazards i.e. uneven or slippery floors.</p> <p>When more than one person is involved in a lifting operation, only one person shall give instructions.</p> <p>Ensure good (kinetic) lifting techniques are applied with back straight, knees bent, loads close to the body, good grip, do not twist as you lift etc.</p> <p>Training and / or refresher training in manual handling techniques to be provided, as required.</p> <p>The wearing of PPE during outside activity for manual handling is to include suitable and appropriate hand protection and safety footwear, as necessary.</p> <p>On the spot Risk Assessment is to be undertaken when applicable, specific risks/hazards such as poor weather, rain etc.</p> <p>STOP work to be implemented where required.</p> <p>Manual Handling training to be provided where required</p>	3B
<p>Vibration</p>	<p>Hand arm vibration</p> <p>Whole body vibration</p>	2C	<p>The ride on or push mower is only used for time periods as specified by the manufacturers' instructions.</p> <p>HAVS assessments to be recorded using HAVI meters to ensure operators are not over exposed.</p> <p>All operatives / workers to be monitored for daily / weekly exposure.</p> <p>Remove operative / worker from effects of over exposure to vibration by way of job rotation</p>	2B



NORTH WALSHAM TOWN COUNCIL

GRAVE DIGGING RISK ASSESSMENT

Adopted by the Council at its meeting held on 28 Jul 2020

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
			in cases of finger blanching or tingling from hands arms operators must such conditions immediately to a supervisor. All operator to wear good quality gloves when using vibrating tools / equipment.	
References	NWTC – HAVS Risk Assessment NWTC – Use of Ladders, step ladders and platforms Risk Assessment NWTC - Control of Hazardous Substances Risk Assessment NWTC – Hand held Machinery Risk Assessment NWTC - Personal Protective Equipment PPE NWTC - Health and Safety Policy NWTC - Environmental Policy NWTC - COSHH Assessment Register NWTC – Equipment Register Applicable Material Safety Data Sheet for Substance used. Control of Substances Hazardous to Health Regulations 2002. Provision of Work Equipment Regulations 1998			



North Walsham Town Council

Car Boot Risk Assessment

Amended July 2024

Risk Assessment Matrix

						LIKELIHOOD / PROBABILITY				
						Practically impossible to foresee an occurrence	Unlikely to occur	likely to occur	Highly likely	near certainty
						A	B	C	D	E
		PEOPLE	EQUIPMENT	ENVIRONMENT	REPUTATION					
CONSEQUENCE	1	slight injury	slight Damage (£0-£100)	No impact	slight impact	1	Green	Green	Green	Green
	2	minor injury	minor damage (£100-£1000)	Minor response needed	minor impact	2	Green	Green	Yellow	Yellow
	3	Major injury	moderate damage (£1000-£10,000)	limited response of short duration	moderate impact	3	Green	Green	Yellow	Yellow
	4	single fatality	major damage (£10,000-£100,000)	significant resource commitment	major impact	4	Green	Yellow	Yellow	Red
	5	Multiple fatalities	massive damage (£100,000 +)	Major or extended duration response	massive impact	5	Yellow	Yellow	Red	Red
Green - task can continue with described control measures in place										
Yellow - Review to check risk is As low as reasonable practicable (ALARP). Task may require authorisation.										
RED - task is high risk and cannot be carried out. Further review required.										



North Walsham Town Council

Car Boot Risk Assessment

Amended July 2024

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Setting up and Packing down of Car Boot	Possible injury to Personnel, volunteers, Car Boot Stall/Pitch holders and members of the public attending the Car Boot Sale or using Memorial Park, due to impact with moving vehicles.	3C	All Personnel and volunteers assisting with the Car Boot are to be given briefing before Car Boot Opens. All vehicle movements are to be Marshalled/directed at all times. (This includes Car Boot Personnel/, and Pitch holders, Traders and members of the public. Blue Badge Holders are the only members of public to park on the Park. Other members of public are to park at the school or an alternative area. All personnel and volunteers acting as Marshalls are to wear Hi-Viz at all times. Maximum speed is not to exceed walking pace, as directed by Marshall All Personnel, Pitch holders and traders are to be in place by 9 am (When the car boot sale opens to the public. Entry and Exit is only to be through designated points. Signage to be in place.	3B
Slips, Trips and Falls Inclement Weather	Possible injury to Personnel, Volunteers, Car Boot Traders and members of the public attending the Car Boot Sale or using Memorial Park. (Falls causing breaks, strains, damage to muscle tissue and property. Wind Lift	3C	All Car Boot Personnel, Pitch holders are to show care and attention to their surroundings at all times. All Professional Traders are to ensure they have their public liability insurance certificate is in date with them. All Food/Catering outlets are to ensure they have their public liability insurance certificate and Food Hygiene certificates are in date and with them (Inspections can be carried out at any time. All Stalls and stock is to be secured against wind lift (Weighted down as necessary). Responsible Person trained in First Aid to be available Access to a readily available First Aid box (Happisburgh Road Gate entrance) Defibrillator location identified (Corals betting shop Market Place, Kings Arms Hotel, Kings Arms Street and outside Salvation Army building on Hall Lane) In the event of a major incidente or illness CALL 999 for the emergency services.	3B
Personal health of anyone in Memorial Park during the Car Boot Sale Food Poisoning	Possible illness or injury to anyone attending the Car Boot Sale or using Memorial Park Possible illness to anyone attending the Street Feat event through unprepared food.	3C	All Vendors / Pitch holders are to show care and attention to their surroundings at all times. All Vendors / Pitch holders are to keep their respective Pitch clear of waste product at all times. All Food/Catering outlets are to ensure they have their public liability insurance certificate and Food Hygiene certificates are in date and with them.. Only licensed vendors are allowed / permitted to sell food produce. Access available to WC's and washing facilities (New Road Car Park). Access to a readily available organisers First Aid box (Happisburgh Road Gate entrance) Defibrillator location identified (Corals betting shop Market Place, Kings Arms Hotel, Kings Arms Street and outside Salvation Army building on Hall Lane) Responsible Person trained in First Aid to be available In the event of a major incident or illness CALL 999 for the emergency services	3B



North Walsham Town Council

Car Boot Risk Assessment

Amended July 2024

Potential Hazards (What Could Go Wrong)	Hazard Effect (Who And How?)	Initial (Risk)	Control Measures (To Reduce/ Eliminate Hazard)	Residual Risk
Electricity Generators	Possible injury to Staff, Volunteers, Street Feast vendors and members of the public attending the Car Boot or using Memorial Park. Accidental / Inadvertent Electric shock Slips, Trips or Falls caused by trailing cabling, wiring or rope Fire Burns from generators or exhausts Noise	3C	Low laying cables are to be avoided. (Use overhead where if possible). All low laying cabling or wiring is to be secured / covered using best practicable means (Taped down, covered by rubber mats, secure area off using warning tape). All cables must have a visual check carried out on them before use (Do not use if any signs of damage) Any generators if used, are to be barriered off to ensure no one can come into accidental contact with them or their exhausts. (Organisers to check if these are in use). Noise from generators, If used, is to be monitored. All Food / Catering vendors are to have Fire extinguishers available at their stalls / pitches. Access to a readily available organisers First Aid box (Happisburgh Road Gate entrance) Defibrillator location identified (Corals betting shop Market Place, Kings Arms Hotel, Kings Arms Street and outside Salvation Army building on Hall Lane) Responsible Person trained in First Aid to be available In the event of a major incident or illness CALL 999 for the emergency services.	3B
Manual Handling. Lifting, pulling, pushing, putting down, carrying or moving items/loads. Lifting or lowering items incorrectly.(E.g. Car ramps).	Injury to personnel Risk of strained muscles, torn ligaments, lower or upper back strain; /injury to personnel performing any form of manual handling activities. Risk of Work Related Upper Limb Disorders (WRULDs). Repetitive Strain Injury (RSI) and Muscolosketal Disorder (MSD) to personnel exposed to repetitive work tasks involving manual handling	3C	Avoid manual lifting where possible. Plan the lift: ensure travel route is free from obstructions and slip/trip hazards. Ensure lifting and unloading areas are clear. Assess area for additional hazards. On the spot Risk Assessment is to be undertaken when applicable, specific risks/hazards such as poor weather, rain etc. When more than one person is involved in a lifting operation, only one person shall give instructions. Ensure good (kinetic) lifting techniques are applied with back straight, knees bent, loads close to the body, good grip, do not twist as you lif STOP work to be implemented where required.	3B
References	NWTC - Manual Handling Risk Assessment. NWTC - Personal Protective Equipment PPE NWTC - Health and Safety Policy NWTC - Environmental Policy Management of Health and Safety at Work Regulations 1999. Manual Handling Regulations 2007 Personal Protective Equipment at Work Regulations 1992. Workplace (Health, Safety and Welfare) Regulations 1992. (Safety Signs and Signals) Regulations 1996.			



NORTH WALSHAM TOWN COUNCIL

Terms of Reference – Tourism and events

Adopted by the Council at its meeting held on 30.7.2024

Committee Election

All Councillors will be voted on the Committee at the Annual Council Meeting. In the event of more nominations than spaces an initialed paper ballot may take place. Non-Councillors can be invited to join the Committee. Committees may appoint Sub-Committees or working groups and determine their ToR's.

The Proper Officer writes/oversees the Agenda and Minutes (even if delegated to a Lead Officer). All members will be summoned to meetings. The Chairman and Vice Chairman of the Committee will normally be elected at the first meeting of the Committee following the Annual Council Meeting.

Any Committee vacancy occurring during the year will be filled by a Councillor being nominated at a Council meeting. In the event of multiple proposals an initialed paper ballot may take place. There will be no substitute members.

The Committee is approved to discharge the functions of the Council and has been given delegated powers to make certain decisions on the Council's behalf, these decisions cannot then be altered, unless by Standing Order 7. Only Councillors have the right to vote, non-Councillors do not.

Confidential matters are not open to non-Committee members or members of the public. All members of the Committee must respect the confidential matters.

Membership

Members	7 Councillors/Non-Councillors,
Quorate	3 Councillors/Non-Councillors
Public	Yes (non-confidential items are open to non-Committee members and general public)
Budget	£10,000 annually (advertising, adverts, press releases, signs, website/emails/social media, Road Closures/ market entertainment/ equipment)
Meetings	Every other month, or as required. Agenda items to be agreed with the Chair or Vice Chair of Media and Information Committee
Minutes	Draft minutes are approved by the Committee Chairman for presentation to Full Council and will be agreed by the Committee at their next meeting

Delegated Powers/Objectives

- Promote town
- Promote tourism and visitors, including contents of Information Office
- Advertising of events by website and social media
- Town Guide – design, printing and distribution
- Newsletter – design, printing and distribution
- Press – liaising, ensuring comments are not slanderous or libellous
- Notice boards/signs – contents of and keeping contents updated
- Carry out surveys as requested by Council
- Define markets, Street Feasts, boot sales and other events
- Calendar of major town event
- Tourism and Events ToRs/Policies (approve at Full Council)
- Any other matters as delegated by the Full Council

REPORT TO COUNCIL

Subject: Thursday Market

Author: Jess Page/ Wendy Murphy

Date: 25/07/2024

Upon looking at both our Thursday market application forms, our permanent weekly market trader form states that trader vehicles should be removed by 3pm and they are to cease trading by 3:30pm. Whereas our casual pitch application form states differently. The casual pitch application form states that traders should remove vehicles and cease trading at 2pm therefore is causing confusion.

A survey was conducted in the market place today – please see finding below on when the traders usually and leave the market place:

Mandys Deals – 3:30pm
Wool Company – 2pm
Stanmore Cards – 4pm
Double Q – 3:30pm (Vehicle brought into Market Place 1:30/1:45pm)
Youngs Keys – 1:30-2:30pm
Beardy Comics – 1pm-2pm (Takes 1.5 hours to pack away)
Crystal Calm – Pack up from 2pm for a 3pm leave
Candy K Creates – 3pm
Buttercream Bakes – 2pm
Carmichael Fish Stall – 1:30pm
Redfields – 2-2:30pm

The traders advised this is a morning market and customers have usually visited and left the market by 1pm.

There fore meaning the traders cease trading earlier than 3pm and therefore are bringing vehicles onto the market place from 1pm onwards.



VE DAY®

80TH ANNIVERSARY

A SHARED MOMENT OF CELEBRATION

8 M A Y 2 0 2 5

A SHARED MOMENT OF CELEBRATION



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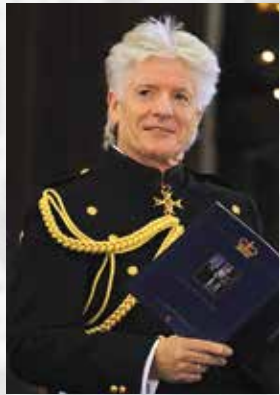
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Introduction, how to take part and register your event

Bruno Peek CVO OBE OPR, Pageantmaster



Bruno Peek CVO OBE OPR – Pageantmaster, provides insights into the arrangements for the upcoming VE Day 80th anniversary celebrations, and how local councils and others within their community can take part in this 'shared moment of celebration' on 8th May 2025.

VE Day 80 – 8th May 2025 – A Shared Moment of Celebration

Following on from the enormous success of D-Day 80 - 6th June 2024, in which we all commemorated the 80th Anniversary of the D-Day landings in Normandy, France, we are now focusing our efforts on the celebration of the 80th Anniversary of VE Day which marked the end of the war in Europe and WWII as a whole on 8th May 1945. On Thursday 8th May 2025 we are encouraging the lighting of Beacons and Lamp Lights of Peace at 9.30pm, the raising of a unique VE Day flag at 9am and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

Due to the fact that Fish and Chips - Britain's favourite dish, was not rationed by Prime Minister Churchill during the whole of WWII, we also want to use this occasion to continue paying tribute to the brave fishermen who fished the seas and the farmers and land girls who toiled in the fields, by encouraging the eating of Fish and Chips throughout the day, as part of these VE Day 80 celebrations on 8th May 2025.



VE DAY 80 Beacons (9.30pm)

There are four types of beacons being lit for the occasion.

- VE Day 80 Bonfire Beacon
- VE Day 80 Bishops Frome Strawman
- VE Day 80 Beacon Brazier
- VE Day 80 Gas-Fuelled Beacons

Further details regarding these Beacons can be found on pages **7-11** of this Guide.

VE Day 80 Lamp Light of Peace (9.30pm)

In a similar way to D-Day 80, there are many local Councils, Churches, Care Homes, Hospitals, Pubs, Hotels and individual families etc, that would like to take part in the VE Day 80 celebrations but are lacking resources or land to light a beacon, so we encourage them to purchase a reusable Lamp Light of Peace. It provides an extremely cost efficient, simple and meaningful way to take part, with the lamp's ruby red colour representing the ultimate sacrifice made by brave men and women throughout the world who sacrificed so much during WWII, fighting for the freedom we all enjoy today. Its flame represents the 'light of peace' that emerged from the darkness of so many years of war and it is such an ideal way for local councils and communities to take part at a cost of only £55.00 including vat, post and packaging for one of these lamps. (Those with existing Lamps are being asked to re-use them).



With this in mind, we would like to encourage every City, Borough, District Community, Town and Parish Council to take part in this special celebration with a Lamp Light of Peace, using this to pay tribute to those within their local communities that undertook so much for us all during WWII, especially as we must use every opportunity possible to help promote peace around the world.

We would like the lamps to be lit at **9.30pm** on 8th May 2025, coinciding with the lighting of the beacons that night, and once lit for this occasion, they can be re-lit at 11am on 11th November in Remembrance for many years thereafter. Please visit <https://lamplightofpeace.co.uk/> for more details.



VE Day 80 Tribute (9.30pm)

All those taking part, whether they be lighting Beacons, Lamp Lights of Peace or holding a Party, are being encouraged to stop what they are doing at **9.30pm**, and read out the following Tribute by a nominated individual, bringing the Nation together at this one moment in time.

The Tribute

Let us remember those who gave their lives at home and abroad, whose sacrifice enables us to all enjoy the peace we have today.

Let us remember those who came home, wounded, physically and mentally, and the friends and family who cared for them.

Let us remember those who returned to restore their relationships and rebuild their working and family lives after years of conflict and turmoil.

Let us remember the families that lost husbands, wives, sons, daughters and sweethearts.

Let us remember the servicemen and women of other nationalities and faiths from Commonwealth and allied countries who fought, suffered and died during six years of war.

Let us remember those in reserved occupations and the brave people who kept us safe on the home front - the doctors, nurses who cared for the wounded, the men and women who toiled in the fields, the fisherman who fished the seas, those who worked in the factories and the air-raid wardens, the police officers, firemen, ambulance drivers and the young people of the Scouts and Guides who played such a vital role in the war effort at home too.

God Save The King

VE Day Flag (9.00am)



throughout WWII - *lest we forget*. We encourage, all City, Borough, District, Community, Town and Parish as well as other organisations such as, Churches, individuals, Care Homes, Hospitals, Stately Homes, Forts, Castles, and Hotels etc, to take part in this simple act of celebration by raising the official VE Day 80 flag for this day of celebration. Please see page 14 for more details.

VE Day 80 Empire Medal Pin Badge

Empire Medals have crafted a beautiful Pin Badge to celebrate VE Day 80, which can be purchased and worn by individuals during the build-up to 8th May, on the day itself, and many days thereafter if they so wish. It can also be used as a personal tribute to past family members involved throughout WWII, in helping to secure the peace that allows us all to celebrate this important anniversary on 8th May 2025.



More information is available at

<https://www.empiremedals.com/>

VE Day 80 Street and Home Garden Parties (throughout the day)

Even though Thursday 8th May 2025 is not a public holiday, we encourage those with country parks and streets that can be closed, along with those that have gardens to hold street and garden parties decked in flags and bunting, dressing up in fancy dress or uniform, along with those communities that have town, village and community halls etc, to organise VE

The Nation will again come together in joyous celebration at **9am** on 8th May, by raising the unique VE Day 80 Flag, uniting the nation in remembering the sacrifices made by so many, many millions



Day 80 parties within them, decorating them in a similar fun way. We also encourage care homes and children's homes, hospitals, schools, pubs, hotels and restaurants etc, to undertake similar events throughout the day in celebration of this important Anniversary. This would be a great, and simple way for schools to take part, especially at lunch-time.

The Four Peaks - Mount Snowdon, Scafell Pike, Slieve Donard and Ben Nevis

Four Pipers will be playing Celebratum from the top of the Four Peaks at 12noon on 8th May which has been especially written for this historic occasion by Stuart Liddell MBE, and they will be followed by members of Walking With The Wounded who will be lighting Beacons at the top of the Peaks at 9.30pm in tribute to the fallen of WWII, as their contribution to VE Day 80.

Promotional tips

Invitations: Extend an invitation to your HM Lord Lieutenant, Deputy Lord Lieutenant, local dignitary to light your beacon or lamp, or **more importantly**, a young person, as they are the future, and we need to encourage as many as we can to assist the world in promoting peace.



Social Media: Use the power of social media channels to promote your involvement in VE Day 80, and post your photographs of your beacon lighting and any other activities you will be taking part in during VE Day 80.

TV, Radio and Newsprint: Make contact with your regional and local TV stations, local radio and newspapers, informing of your involvement in VE Day 80. We will be providing you with an overall press release outlining the overall plans for celebrating these important anniversary celebrations, enabling you to afix it to your plans. **Please** remember to include your own contact details, enabling them to contact you direct.

REGISTRATION OF EVENTS

Step 1: To confirm your involvement and make important communication as easy as possible please register your involvement, providing the information below, direct to brunopeek@mac.com as soon as possible please, but **no later than 30th April 2025**.

If your event is a private occasion and NOT open to the public, and you do not want your involvement shown on any public or media listing, it is important that you confirm this when providing information. Your participation will still be noted as part of this historic occasion but NOT made public. However, if your event IS open to the public, your contact details will be shared with the media so that they can contact you direct to arrange any publicity and/or coverage of your event.

Name of Country: England, Wales, Scotland, Northern, Ireland, Channel Islands, Isle of Man

Name of County

Name of City, Borough, District, Town, Parish

Name of Organisation

Name of Organiser

VE Day Beacon – Yes/No

VE Day Lamp Light of Peace – Yes/No

VE Day Flag – Yes/No

Street Party – Yes/No

Garden Party – Yes/No

Party elsewhere – Yes/No

Email address

Public or Private event

Step 2: Public or private event & legal essentials

Ensure you have undertaken all the legal essentials and safety requirements on **page 18** before lighting your Beacon and Lamp. Alert the emergency services, including the Fire Brigade, undertake any risk assessments required and ensure everyone involved is happy and familiar with your plans. **(This is your responsibility as coordinator)**. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

Step 3: Please light your Beacon and Lamp Light of Peace at 9.30pm.

The Beacon and Lamp Lighting Ceremony should be undertaken as follows:

Invite your HM Lord Lieutenant, DL, Lord Mayor, High Steward, Sheriff, Lord Provost, Chairman, Leader of the Council or a VE Day Veteran to light your Beacon or Lamp Light of Peace at **9.30pm**. Alternatively, you may wish to run a local competition, with the winner lighting them.



Bruno Peek

Bruno Peek CVO OBE OPR

Pageantmaster

VE Day 80 Anniversary 8 May 2025

www.veday80beacons.co.uk



VE Day 80 Proclamation

Oyez, Oyez, Oyez

Eighty years ago today the United Kingdom and its allies from around the globe celebrated VE Day – the end of the war in Europe.

Today as we come together to commemorate what came to be known as VE Day our thoughts turn to thanksgiving and remembrance of those millions that gave so much to achieve the freedom we all enjoy today.

We remember those we lost, those who were wounded or scarred, those whose lives were forever changed by war. Nobody was immune from the impact of that terrible conflict.

Let us pause to remember their sacrifice.

We reflect too upon the words of our late and glorious Queen, Elizabeth – “Never Give Up, Never Despair”.

And so we offer thanksgiving for the selflessness of those who gave up so much in order that future generations should enjoy the blessings of freedom, democracy and peace.



God Save the King



Principal Town Crier Mrs Jane Smith from Bognor Regis has written the VE Day proclamation - judged by three independent judges anonymously who all agreed on her submission.



(left) Mr Christian Ashdown, Ex Household Cavalry and Chair of The Ancient and Honourable Guild of Town Criers.

On this significant occasion we would like to recognise the achievement of the Crier who proclaims from the most unique location at 0800hrs local time to initiate the day's proceedings. There will no doubt be considerable media interest.

If you think your location qualifies send an email to secretary@ahgtc.org.uk before VE Day and you will be entered into the competition (for which a modest prize will be awarded).



VE Day 80 Bonfire Beacon

Locate the bonfire at least 60m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Obtain the landowner's permission and involvement.

Liaise with your local fire brigade and all emergency services in your area, presenting them with your plans, and seek their advice and support.

1 Prepare site by removing top layer of turf and stack away from fire area. Obtain seven poles, 5-6m in length. Attach four guy ropes to top of one pole and anchor as shown.

2 Erect remaining poles as shown, ensuring tops are secured in place.

3 Use either pallets or suitable lengths of timber, spreading them over ground area of beacon for a good through draught. Secure timber horizontally between poles as shown, preventing material placed over the framework from dropping through. Construct access tunnel

to the middle of the beacon. Keep middle empty until required. Always construct the bonfire so it collapses inwards as it burns.

4 Use only wood for combustible materials. Do not burn dangerous items such as foam-filled furniture, old tyres, aerosols or tins of paint. Build upwards until height of centre pole is reached. Materials around top should be loosely packed to allow air flow. Cover bonfire to keep it dry.

5 Fill centre with suitable, dry combustible materials. Check construction is stable and remove any unsuitable materials that may have been added. Look specifically for fireworks, aerosols, highly inflammable materials or containers with such materials.

6 Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

7 In daylight, and for several hours, and up to lighting, check that there are no children or animals, such as hedgehogs etc playing or hiding in or round the bonfire. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the beacon.

8 The person looking after the fire should not wear lightweight clothing that could

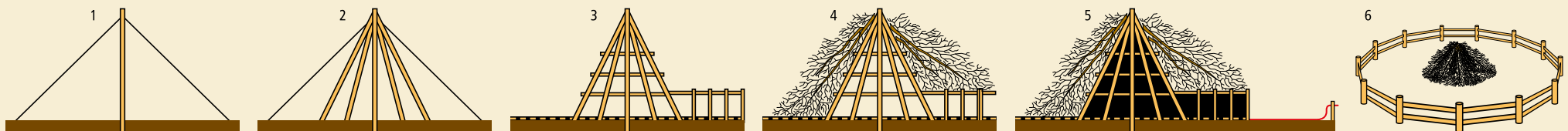
ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the bonfire area along with a number of fire extinguishers.

9 Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the beacon to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

10 To light the beacon: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your beacon lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



Bonfire Beacon, Shipston-on-Stour, Warwickshire, England. In memory of Fred Gardner and Sid Peachey. Photograph by Rob Hadley.



▲ After the event, extinguish fire and collect remaining debris.

▲ Dig over site and re-lay turf.

▲ Leave site clean and tidy.



VE Day 80 Bishops Frome Strawman

Ideal for Farms, Stately Homes and Country Landowners

How to Build your Strawman Beacon

This type of Beacon is ideal for farms, stately homes and our country landowners, using it as a fun aspect to celebrate/commemorate and pay tribute to the many that gave their lives unconditionally. It could be a public event or just for family, friends and those that work so hard on the land but in a similar way during WWII to keep the Nation fed during those difficult times when many of the men of the land were out defending our country overseas, never to return.

Obtain the landowners's permission and involvement then ensure you locate your Bishops Frome Strawman at least 60m away from buildings, roads, railways and public rights of way, and a safe distance from dangerous materials and overhead power lines. Ensure it has good access for the transportation of materials for the bonfire and sufficient space for spectators to stand upwind.

Liaise with your local fire brigade and all emergency services in your area, presenting them with your plans, and seek their advice and support. In the event of dry weather, high winds and a heightened wildfire risk on the day of the event, please carefully consider scaling back initial plans where appropriate.

1 Prepare site by removing top layer of turf and stack away from fire area.

2 Use only wood and straw for combustible materials and wrap steel banding around them all to hold the bales together while burning to stop them from falling away. Please dispose of the bands responsibly after the event.

3 Construct a safety barrier out of ropes and stakes or scaffold poles to ensure public is kept at a safe distance from the fire.

4 In daylight, and for several hours, and up to lighting, check that there are no children or animals playing or hiding in or round the Strawman. Arrange for at least 12 marshals to be in attendance, and undertake a sufficient safety briefing before lighting the Strawman.

5 The person looking after the fire should not wear lightweight clothing that could ignite easily. They should wear a substantial outer garment of wool, or other material of low flammability, and stout boots. They should know what to do in the event of a burn injury, or a person's clothing catching fire, and should have a fire blanket ready in the Strawman area along with a number of fire extinguishers.

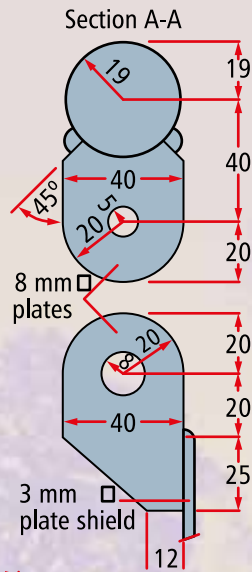
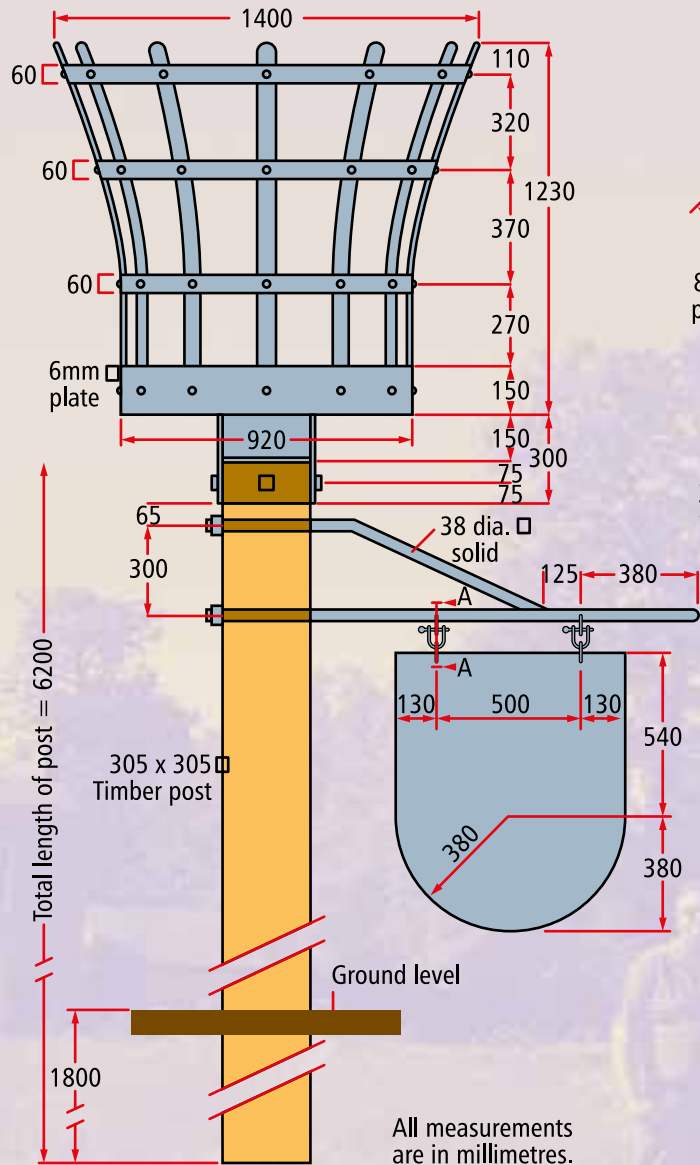
6 Lighting: the safest and recommended approach is to use paper and solid firelighters in six places just inside the walls of the Bishops Frome Strawman to ensure an even burn. Never use flammable liquids such as paraffin or petrol to get it going as this can result in uncontrolled spread of fire or explosion.

7 To light the Strawman: from poles 2m in length, prepare hand torches for lighting with paraffin-soaked rags wired around one end. Remember, paraffin is dangerous and great care should be taken. Paraffin can be used as directed, but it is still dangerous and should at all times be treated with great care - for example, always ensure all excess paraffin is drained off rags before use. If spilt on your clothes during the preparation of your Strawman lighting you should replace those items of clothing before approaching any naked flames. In particular, always remember to replace the lid on any container of unused paraffin and store it in a safe place away from naked flames. Do not use an accelerant on the fire itself.



A SHARED MOMENT OF CELEBRATION

VE Day 80 Beacon Brazier



Beacon Brazier with Metal Shield

It can be built by local craftsmen and women, and may be used for future historic occasions in your community. It could be sited in a country park, on a hilltop overlooking the sea or a lake, in the centre of your town or village, and could become a tourist attraction for your area.



Materials Required for Beacon Construction

Wooden centre post consisting of 305mm x 305mm wooden post, 6.25 metres in length of which 2 metres goes into the ground.

Basket and fixing brackets consisting of:

- 1 x 920mm diameter steel plate.
- 1 x 4,178mm long 60mm x 5mm steel flat bar rolled into 1,330mm diameter ring.
- 1 x 3,455mm long 60mm x 5mm steel flat bar rolled into 1,100mm diameter ring.
- 1 x 2,985mm long 60mm x 5mm steel flat bar rolled into 950mm diameter ring.
- 1 x 2,922mm long 150mm x 5mm steel flat bar rolled into 930mm diameter ring.
- 12 x (approx 1,250mm long) 60mm x 5mm vertical bars (rolled to shape).
- 1 x 310mm x 310mm x 300mm high connection box welded to base of basket.
- 1 x hanging shield and support: 3.7m length of 38mm diameter solid steel rod.
- 1 x 920mm x 760mm steel plate 3mm thick 4 x connection brackets 8mm thick (see detailed drawings left).
- 2 x pins and loops.



VE Day 80 Gas-Fuelled Beacon

Bullfinch Gas Equipment

We have made many different reliable beacons over the years and details can be seen on our website. The flames are very stable in winds and the structures are also wind stable.

This beacon's burner-head is in the shape of a V, surrounded by a VE Day 80 banner. It is of lightweight construction and comes assembled and complete, with the exception of the gas cylinders, which must be purchased separately.

2 x 19kg full cylinders of propane are recommended to give a full flame for a good three quarters of an hour. If you wish for less than this then one 19kg cylinder or 2 x 13kg cylinders should be sufficient. These should be full or nearly full. The Gas Torch needed to light your beacon safely requires a 400g cylinder of propane with CGA600 fitting - Bullfinch No 1644 or Rothenberger or equivalent.

The VE Day 80 Gas-Fuelled Beacon Package contains:

- Burner unit with VE Day 80 insignia
- 2m high stand
- Ground anchor and rope for fixing the stand to the ground
- 10m hose with the regulator for connecting to the gas
- Gas torch for lighting
- Spanner
- Leak detecting fluid
- Hose assembly and Y manifold to link 2 cylinders
- Lighting and safety instructions

The above items are packed into 2 strong cartons. The tripod describes a circle area of about 1.32m diameter and the beacon has an extended height of about 2.15m.

The beacon must be supervised by two competent people at all times when lit and a fire extinguisher must always be available.

Ordering

The price of a gas-fuelled VE Day 80 Beacon is £549 plus VAT, including carriage to your door within the UK mainland

(Highlands and Islands excluded). There will be an extra charge for other areas.

You can alternatively purchase a Burner only at £349 plus VAT to fit the stands of previous Bullfinch Beacons.

To order your beacon please contact:

Tel: **0121 765 2000**

Email: sales@bullfinch-gas.co.uk

More information on the web: www.bullfinch-gas.co.uk

Bullfinch Gas Equipment, Kings Road, Tyseley, Birmingham, B11 2AJ.

Payment by cheque, BACS transfer, or Credit/Debit Card.

Please order by 31st March 2025 to guarantee delivery by 26th April. However please enquire after this date for availability.



VE Day 80 Gas-Fuelled Beacon

21CC Group Ltd

The beacon will come ready for easy assembly, designed with a commemorative top and a special anniversary plaque underside. The beacon will burn for approximately one hour using a 13kg standard propane gas cylinder, these are available from most gas stockists and petrol stations around the UK. The gas assembly is easily connected to the burner by a quick release fitting. The beacon is inherently stable; however, we recommend the use of anchors on soft ground or sandbags on hard ground for additional stability. Full set-up instructions are included within the pack and we recommend a trial set-up and lighting before the actual event to familiarise yourself with the set-up and operation. We have included two long-reach lighting sticks so that you can practice lighting the beacon in advance. We would also recommend that a fire extinguisher is available when lighting the beacon and whilst it is burning and that two people are always present.

The VE Day Beacon package contains:

- Assembly, lighting, and safety instructions
- 2m high stand and burner
- 10m hose with the regulator for connecting to the gas
- Two long reach lighting sticks
- Spanner
- Hose
- No additional connections required – all you need is in the box

Beacon Price:

The price of our beacon is **£549 + vat**, including carriage within the UK mainland. An additional charge may be applied for other areas.

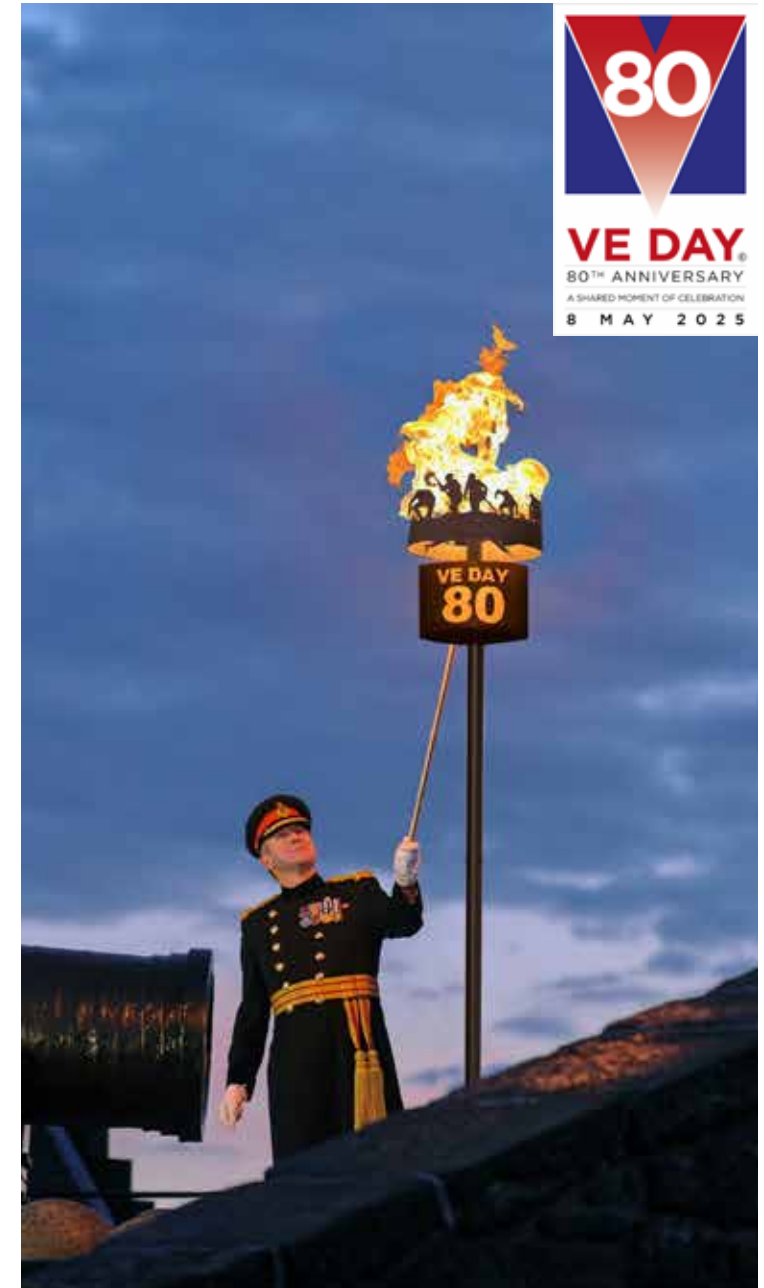
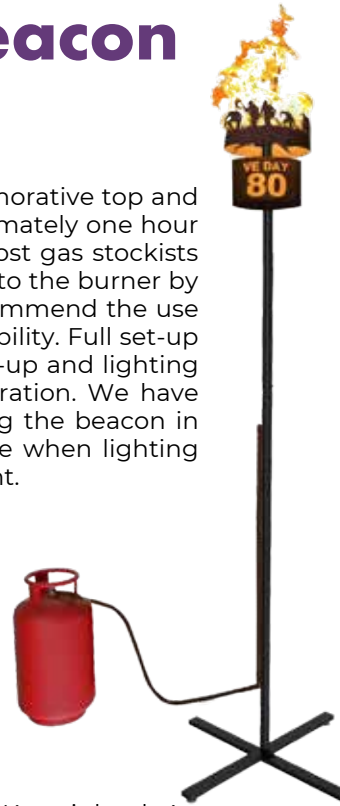
Replacement Plaques:

The price for two VE Day 80 plaques is **£290 + vat**, including carriage within the UK mainland. An additional amount may be applied for other areas. Please note that the VE Day replacement plaques are only compatible with 21CC Beacons.

Ordering & Payment:

To order your VE Day 80 beacon, please contact 21CC Group Ltd by phone; 0131 331 4509 or email our beacon team on beacons@21ccgroup.com. Additional information can be found on our website at www.21ccgroup.com/vedaybeacons.

Payment can be made in all the usual ways including BACS, cheque and credit/debit card. Orders received before the 8th of April 2025 will be delivered by 25th of April 2025. All orders received after 8th of April 2025 will be accepted on a case-by-case basis depending on stock levels available.



A SHARED MOMENT OF CELEBRATION



VE Day 80 Lamp Light of Peace

Representing the 'light of peace' that emerged from the darkness of War



There will be many areas of our local communities such as care homes, hospitals, pubs, clubs, restaurants and even families themselves etc, that would like to participate on 8th May 2025, but do not have the land or facilities available to light a Beacon. We have therefore, developed the Lamp Light of Peace, enabling them to take part in a very simple, meaningful, and cost effective way of paying

'tribute' to those that sacrificed so much during the years of WWII.

The light from the flame will represent the 'light of peace' that emerged from the darkness of war, with the lamp providing a very simple and safe way of taking part in this important 80th anniversary occasion, and once used, can be lit again at 11am on every Remembrance Sunday thereafter, in 'tribute' to the many millions that sacrificed their lives during WWI and WWII.

Those participating could consider running a raffle or a competition of some kind, with the winner having the honour of lighting the Lamp at 9.30pm on 8th May 2025, coinciding with the lighting of the Beacons throughout the United Kingdom, Channel Islands and the Isle of Man that evening.

Those participating with a Lamp Light of Peace, please provide the following, enabling us to register your involvement as well as sending you your Certificate of Grateful Recognition for taking part.

Name of Country,
Name of County,
Name of
Organisation,
Name of Contact,
Email address.

IMPORTANT

Once lit, the Lamp should **NOT** be left unattended at any time and should be extinguished at the end of the evening, and do **NOT** at any time attempt to re-fuel it while the Lamp is alight.

The cost of the lamp is £55.00 including posting and packaging within the United Kingdom, Channel Islands and the Isle of Man. The final date for ordering a lamp is 14th April 2025. Purchase is for pre-order only, items will be delivered prior to the event.

To order and pre-pay for your Lamp Light of Peace, please go to:

www.lamplightofpeace.co.uk and click on the photograph of the Lamp Light of Peace.

If you have any questions please contact Bruno Peek CVO OBE OPR, Pageantmaster at brunopeek@mac.com

Manufacturer recommends: Do not use petrol or spirit. Do not use scented or coloured oils. Use exclusively pure paraffin oil or lamp oil. Outdoor use only. 20 hours light with one tank.



The colour red has been chosen for the lamp as it represents the ultimate sacrifice made by so many millions during WWI and WWII, fighting for the freedom we all enjoy today. It can be lit at 11am on Remembrance Sunday for many years thereafter.





The Royal Observer Corps Association is proud to be taking part in the Lamp Light of Peace VE 80th Anniversary

www.rocatwentytwelve.org – www.roc-heritage.co.uk



The badge of the Royal Observer Corps depicts a beacon lighter of Elizabethan times. The beacon lighters, recruited from the local population, were organised, and paid for by the County Sheriff to care for and light the warning beacons

On behalf of the Royal Observer Corps Association, I encourage all Groups to get involved with your local communities and friends in marking the 'Victory in Europe' 80th Anniversary. This is an important milestone in our history – highlight it by 'Lighting a Lamp of Peace'.

John Sharpe

John Sharpe, MBE – National Chairman



Brief history during WWII:

- ❖ The Observer Corps had its roots in World War 1 when the Admiralty arranged for the police to report aircraft heard or seen within sixty miles of London.
- ❖ In August and September 1924, Major General E B Ashmore organised the first observation experiments.
- ❖ The Munich crisis came during the expansion and on 26 September 1938, the Observer Corps was called out for the first time as a fully fledged organisation.
- ❖ When the Dunkirk evacuation came at the end of May 1940 the Corps found itself in the front line overnight. The Battle of Britain had commenced. We became the 'eyes and ears' of the RAF.
- ❖ In April 1941, the prefix 'Royal' was granted by HM King George VI in recognition of the Corps' services during the fateful period from July to October 1940.
- ❖ D-Day on 6th June 1944, saw Observers serving on board ships as the 'Seaborne Wing'.



VE Day 80 Flag

J. W. Plant & Co Ltd are proud to be nominated as the official flag supplier for VE Day 80.

Previously, we have been involved in national flag-flying days such as Fly a Flag for the Commonwealth, Merchant Navy Day, NHS Social Care and Frontline Workers Day.

JW Plant is a family run business and we have been manufacturing flags in the UK for four generations.

Based in Leeds, our factory continues to manufacture a wide range of traditional hand sewn, screen printed and digitally printed flags.

We have a passion for flags: their ability to unite communities, to provide a focus whereby we can give thanks, celebrate and be proud.

It is perhaps fitting that having supplied flags to the armed forces during World War II, we are here to join the nation in the 80th Anniversary of VE Day.



Union and White Ensign
JW Plant 1940 and 1939



First flag off the production line



ORDERING

Items can be purchased online - click web address below

www.jwplant.co.uk/VEDay80

Items will be made to order, once payment is received.

Please allow a minimum of 10 working days for the manufacturing process and place all orders in good time for the event.

Delivery will be made by Royal Mail 48 track and sign and can take up to 3 working days. Please ensure full and complete delivery address is provided, including a contact name, telephone, and email address.

Please ensure orders are made before

Friday 11th April 2025

Should you have any order queries please contact us as follows:

Address:

JW Plant & Co Ltd, 39 Ashley Road, Leeds, LS9 7AJ

Tel: 0113 248 0454

Email: pauline@jwplant.co.uk



The Flag



The flags are digitally printed in 8 colour RainbowTec™ High Energy disperse dyes, creating vibrant, durable colours. They are reduction cleared at 50° centigrade making them fully washable at 40° centigrade.

Single thickness flags, design shows correct on the front and in the mirror image on the reverse.

Hemmed all round with 2 rows stitching, 3 rows of stitching will be used on the fly edge of the 90" flag.

Headed down the left hand side. Finished with either, hems only, white D rings, rope and toggle.

PRODUCT - SIZE, FINISHING, PRICES

Imperial - Inches		USE	Finishing	Unit Price
Width	Depth			
18"	10.8"	To be displayed on a wall, window, or other clear flat surface. Attach clips to hemmed flag, use suction cups to secure on the flat display surface	Two suction cups and Clips	£12.08
36"	21.6"	Best suited to freestanding flagpoles around 3-4m (10-13ft), wall mounted and roof mounted flagpoles of at least 1-3m in length, at a approximately 1st storey level	D rings top and bottom	£17.17
60"	36"	Best suited to freestanding flagpoles around 5-6m (15-20ft), wall mounted and roof mounted flagpoles of at least 2-3m in length, at a height of at least 4-6m (20-25ft)	D rings top and bottom	£37.33
90"	54"	Best suited to freestanding flagpoles 8m (25ft) and above, wall mounted and roof mounted flagpoles of at least 3m in length, at a height of at least 10m (30ft.)	Rope and toggle	£64.26
144"	72"	Best suited to freestanding flagpoles 12m (40ft) and above, roof mounted flagpoles of at least 6m in length, base approximately 12m (30ft.) from the ground.	Rope and toggle	£113.50



A SHARED MOMENT OF CELEBRATION



VE DAY 80

OFFICIAL LAPEL BADGE

A SHARED MOMENT OF CELEBRATION



AVAILABLE AT



EMPIRE
MEDALS

empiremedals.com

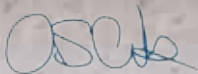
National Federation of Fish Friers

For over 160 years fish and chips have been a firm favourite of the British public providing nourishment for the nation. This was never more important than during the war years where the ingredients were left unrationed to help feed those involved in the war effort and keep the country and our factories working.

The National Federation of Fish Friers is proud to be involved in the celebrations of the 80th Anniversary of VE Day, and we would encourage all fish and chip shops to get involved to show their appreciation for what those brave souls did to protect our freedom and our thanks for the continued protection provided by our armed forces.

Our fantastic dish, fish and chips, played an important role throughout the war, feeding the nation and keeping the war effort strong but there was also a huge effort by the farmers and fishermen who kept our industry supplied. After what has been a challenging couple of years for the industry we should always remember the challenges the industry has faced in the past and the resilience it has shown over the years.

Just as we did 80 years ago I hope we all come together for this event and celebrate what was a huge milestone in the history of the world and the part fish and chips played to help.



Andrew Crook
President of the National Federation of Fish Friers



During WW2 Winston Churchill coined the term 'Good Companions' for the traditional British dish of fish and chips.



Pipers and the Four Peaks

Ben Nevis, Mount Snowdon, Scafell Pike and Slieve Donard

Four Pipers will be playing *Celebratum* from the top of the Four Peaks at 12noon on 8th May which has been especially written for this historic occasion by by Stuart Liddell MBE, and they will be followed by members of Walking With The Wounded who will be lighting Beacons at the top of the Peaks at 9.30pm in *tribute* to the fallen of WWII, as their contribution to VE Day 80. Piper Stuart Liddell MBE will be playing this tune at Inveraray Castle Balmoral, and Piper Lady Jane Macrae will also be undertaking it at 12noon at Balmoral Castle that afternoon.



 **Ben Nevis - 1,344m
Scotland**



Kevin Johnson
Inverurie Pipe Band



 **Mount Snowdon - 1,085m
Wales**



Denise Ramsbottom
RAF Waddington Pipes and Drums



 **Scafell Pike - 977m
England**



Angus McKay
Norwich Caledonian Band



 **Slieve Donard - 850m
Northern Ireland**



Inis Greig
Banchory Pipe Band

© Ivor Anderson.





Above and background: The Tower of London built by William the Conqueror in the early 1080s. Through the centuries, successive monarchs have added to the fortifications.

If you are inviting personal guests to your home it is worth checking with your household insurer that you are covered in the unfortunate circumstances that there should be an accident. If your event includes inviting the public, or it is a third party venue then, where applicable, the following advice should be heeded, to ensure you have a safe and enjoyable event for everyone involved.

Licensing

Generally, all public entertainment has to be licensed by the local authority. The law on this aims to ensure the safety of the public and performers. Local authorities treat each event individually, and what one will allow another will not. Do not be put off by the length of some of the forms - the licensing officer is there to help you.

The licensing officer's job is to advise the local authority's licensing committee on the granting of public entertainment licenses. For small scale events he or she, in effect, makes the decision. Only if your event is contentious will the licensing committee decide to consider the application in detail. Talk to the licensing officer as soon as possible. In Northern Ireland, if you plan to sell alcohol at an event, you will need to apply for an occasional liquor license from the Northern Ireland Court Service.

Insurance

Unfortunately, accidents can happen at even the best organised events. Therefore, you will need to consider and obtain insurance cover for your event, whether you are holding an event on your own premises or someone else's. beacon/bonfire events require specialist public liability cover. If you hire a park or venue or use land owned by a third party for your activity, they are likely to require you to have your own suitable insurance to cover your liability for any injury to the public or damage to other people's land or property.

Legal Essentials and Safety

(This is your responsibility)

If hiring equipment for the event, you may need to insure these items; you may also need to consider cover for loss of any financial outlay you incur if the event has to be cancelled for reasons beyond your control, or loss of money, particularly if you are holding a fund-raising event. Therefore, to help you obtain the appropriate insurance, and risk management advice, we are working closely with Unity Insurance Services, which is a specialist insurance broker in the voluntary and non-profit sector.

They have developed a range of bespoke insurance covers specifically for the Beacon/Bonfire events. Unity is owned by a charity and donates all its profits back to charity, so to obtain a quote or for more details or advice on the insurance



cover you may need, please visit Unity's website or telephone them on 0345 040 7702.

Alternatively, the licensing officer may be able to direct you to a suitable specialist company or broker, but you should not try to source this kind of insurance from a non-specialist.



Emergency Services

Tell your local Fire and Rescue Service and Police Force well in advance about the type of event you are planning, and get in touch with your local community police officer. Ensure that access for emergency services is maintained for your event. Write to the local fire brigade and ambulance service, particularly if you are planning to have a beacon/bonfire, fireworks, or an event that will attract a large crowd. St John's Ambulance and the British Red Cross will provide first aid and sometimes a vehicle. In some areas they are simply happy to receive a donation. In others, expect a fee to be charged.



Food and Drink

Basic food hygiene guidelines should be followed at all times if you are providing food and drink. Caterers must have food hygiene certificates. Advice on this subject can be obtained from your local council environmental officer.



Alcohol

If you want to sell alcohol you will need to secure a licence. From February 2005, licenses are granted by the local authority rather than the Magistrates Court. You should therefore contact your local authority licensing section and seek information from them on how to apply. During 2005 all existing licenses have to be renewed and this will inevitably lead to long lead-in-times. Please apply as early as possible.



Site Clearance

The local authority will arrange for clearance and disposal of litter after your event if it is on public ground (check for possible charges). You can help this process by arranging litter bins or recycling bins around the site, and a crew to clear up throughout the event.



Hiring or Borrowing Equipment

Your local authorities, or local event organisers may be able to help you with contacts for supplies such as marquees, portable toilets, barriers and bunting, or may in some cases have these for you to hire and borrow. You may also need to consider generators, a public address system, and emergency flood lighting. If you need to arrange insurance for your hired equipment, Unity Insurance Services can arrange this for you too.



All Ability Access

Access for people with a disability is very important. Many local authorities run community transport schemes. Talk to them about arranging transport. On greenfield sites, access may be improved by cutting the grass before the event.



Legal Essentials and Safety

This aspect of your event is your total responsibility, so please ensure you have undertaken all the necessary risk assessments and respective insurance etc, to reflect this.



Acknowledgements

Our grateful thanks to



SINCE 1907

**CARAVAN AND
MOTORHOME CLUB®**

The Caravan and Motorhome Club is proud to support the commemoration of the 80th Anniversary of VE Day on 8th May 2025



A SHARED MOMENT OF CELEBRATION



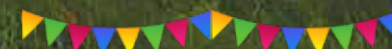


VE Day 80 - 8th May 2025
A Shared Moment of Celebration



Bruno Peek

For further information contact
Bruno Peek CVO OBE OPR
Pageantmaster
VE Day 80 Beacons
Tel: + 44 (0) 7737 262 913
Email: brunopeek@mac.com



Back cover photograph - Inveraray Castle, Scotland
Guide to Taking Part designed by Nick Marshall



From: Green Spaces <norfolkgreenspaces@norfolk.gov.uk>
Sent: Monday, July 8, 2024 3:08:10 PM (UTC+00:00) Dublin, Edinburgh, Lisbon, London
To: Town Clerk <townclerk@nwtc.org.uk>
Subject: Notification of Roadside Nature Reserve Designation



Norfolk
County Council

Green Spaces Team

Environment Service
Norfolk County Council
County Hall, Martineau Ln
Norwich, NR1 2DH

Notification of Roadside Nature Reserve Designation

Dear North Walsham Parish Council,

In 2024 work will be completed by Norfolk County Council working with Norfolk Wildlife Trust, to designate 189 new Roadside Nature Reserves (RNRs) in addition to the 111 we have already protected. Currently, we have protected 85.76 kilometres of wildlife rich verges since the mid-1990s.

The total number of verges protected for wildlife in your parish by the end of 2024 will be 1. A post with a plaque will be installed on the verge at each end of the RNR to identify the length that has been designated.

The RNRs in your parish are:

RNR 168 Field Lane

Be safe and responsible when visiting roadside verges.

Visiting roadside verges can be a rewarding experience. When you visit a roadside verge, you are responsible for your own safety and the safety of others, including road users. You should also respect the environment and the wildlife that live there.

Here are some considerations to enable you to plan and have a safe and enjoyable visit:

- Plan your visit ahead. Check the weather and visibility for drivers, the condition of the verge and identify peak traffic periods to avoid. Ensure the verge location, condition and terrain is suitable for your ability and those you visit with. Avoid verges that are too narrow, uneven, steep or wet.
- Wear appropriate clothing and footwear. Wear bright colours or reflective clothing to make yourself visible to drivers. Wear sturdy

footwear with a good grip that can protect your feet from sharp objects and minimise the risk of slipping and falling.

- Follow the rules of the road. Always walk on the side of the road facing the traffic. Stay as far away from the road as possible. Cross the road only when it is safe to do so. Do not park your car in a way that creates an obstruction or hazard for other road users and pedestrians.
- Remain vigilant at all times during your visit and do not be distracted by earphones or your mobile phone.
- Respect the verge and the wildlife. Do not pick, cut, dig, or damage any plants or flowers. Do not disturb or harm any plants, animals or insects. Do not litter.

Why are we protecting roadside verges?

Roadside verges in Norfolk are ancient remnants of once abundant unimproved semi-natural grasslands. These have now largely disappeared due to changes in land management practices. Historically they were managed by hay cropping, grazing or in some cases scything, which produced a rich mix of plant species. The verges also play a crucial role as wildlife corridors, connecting habitats and supporting many species of insects and as hunting grounds for birds of prey and bats.

How will we protect them?

We will protect them by designating them as Roadside Nature Reserves if an ecological survey finds that they meet a set of criteria including things such as the number and type of species present. They will also be managed differently to our other highway verges.

How will we manage them?

Conventional verge management practices include mowing verges and leaving the cuttings behind. This creates a thick layer of old cuttings inhibiting growth and increasing soil nutrient levels. This encourages vigorous grasses and other nutrient loving plants to take over and we will lose the rich mix of specialist species. Unlike conventional verge management, RNRs follow a specific plan, using precise methods to cut verges for the best protection. The verges will be cut in the autumn by specialist contractors using tractor-mounted equipment which removes the cuttings. This is to replicate the traditional methods of management that created the wildlife rich verges to ensure that we look after them for the future.

Further information

For more information about the RNR project please [visit our website](#).

The Environment Service is not responsible for managing the wider roadside verge network. General verge cutting queries should be submitted to the Highways Services at Norfolk County Council via our [online contact form](#).

Yours sincerely, Norfolk Green Spaces Team



LICENCE FOR WORKS & GROUNDS MAINTENANCE OF SITES IN NORTH WALSHAM

- 1 Licensor: North Norfolk District Council of Council Offices, Holt Road, Cromer, Norfolk, NR27 9EN
- 2 Licensee: Wendy Murphy on behalf of North Walsham Town Council, Office 4 at The Cedars, 3 New Road North Walsham, NR28 9DE
- 3 Licence Term: Year to year from 24th June 2024 until determined in line with clause 12.
- 4 Licence Fee: £1 per annum (if demanded) payable annually in advance, exclusive of all rates, taxes and other outgoings which may be levied in relation to the rights granted in this Licence, which are to be borne by the Licensee.
- 5 The Properties The site in North Walsham Town Centre outlined Red on the attached plans 1-4.
- 5 Rights Granted: The Licensee is permitted to maintain the vegetation and planting within The Properties.
- The Licensee is permitted to clear the vegetation on the verge adjacent to the Bus Terminal on New Road (Plan 1) and reseed or turf the area.
- The Licensee is permitted to clear the site of weeds and overgrown shrubs at Vicarage Street flower bed (Plan 2).
- 6 Licensee's Covenants The Licensee is responsible for obtaining all necessary planning consents relating to the rights granted in this Licence and undertakes to comply at all times with the requirements of these consents and all relevant Acts, Parliament Statutory Instruments and Bylaws in force.
- The Licensee is not permitted to make alterations to the Licensors adjoining land or Licensors structures.
- The Licensee is not to cause a nuisance to other users of the Licensor's adjoining land users.

Document No and Name:	Version No:	Date:	Retention Period:	Page No:
1113 License for Site	9	31/05/2024	Count.	Page 1 of 8

The Licensee is to have public liability insurance of at least £5 million and shall provide evidence of this insurance to the Licensor on request.

The Licensee is to make good any damage caused to The Properties from continual maintenance.

The Licensee must keep the vegetation and planting within The Properties in a good tidy condition.

The Licensee must keep the planters permitted by this Licence within in a good condition and shall remove them if at any time they become damaged beyond repair or a health and safety risk to the public.

If the Licence Fee or any other money payable under this Licence has not been paid by the date it is due the Licensee shall pay to the Licensor interest at 4 per cent over the base rate of the Co-Operative Bank plc from time to time for the period from the due date to and including the date of payment.

7 Licensor's Rights and Covenants

The Licensor is entitled to make repairs, alterations and/or improvements to The Properties at any time.

The Licensor is responsible for making good any damage caused to The Properties by the Licensee, and the Licensee shall reimburse a fair proportion of these costs as determined by the Licensor's surveyor on demand.

The Licensor covenants to provide guidance to the Licensee on the location of utilities locations at the Vicarage Street flower bed prior to the commencement of the works.

Document No and Name:	Version No:	Date:	Retention Period:	Page No:
1113 License for Site	9	31/05/2024	Count.	Page 2 of 8

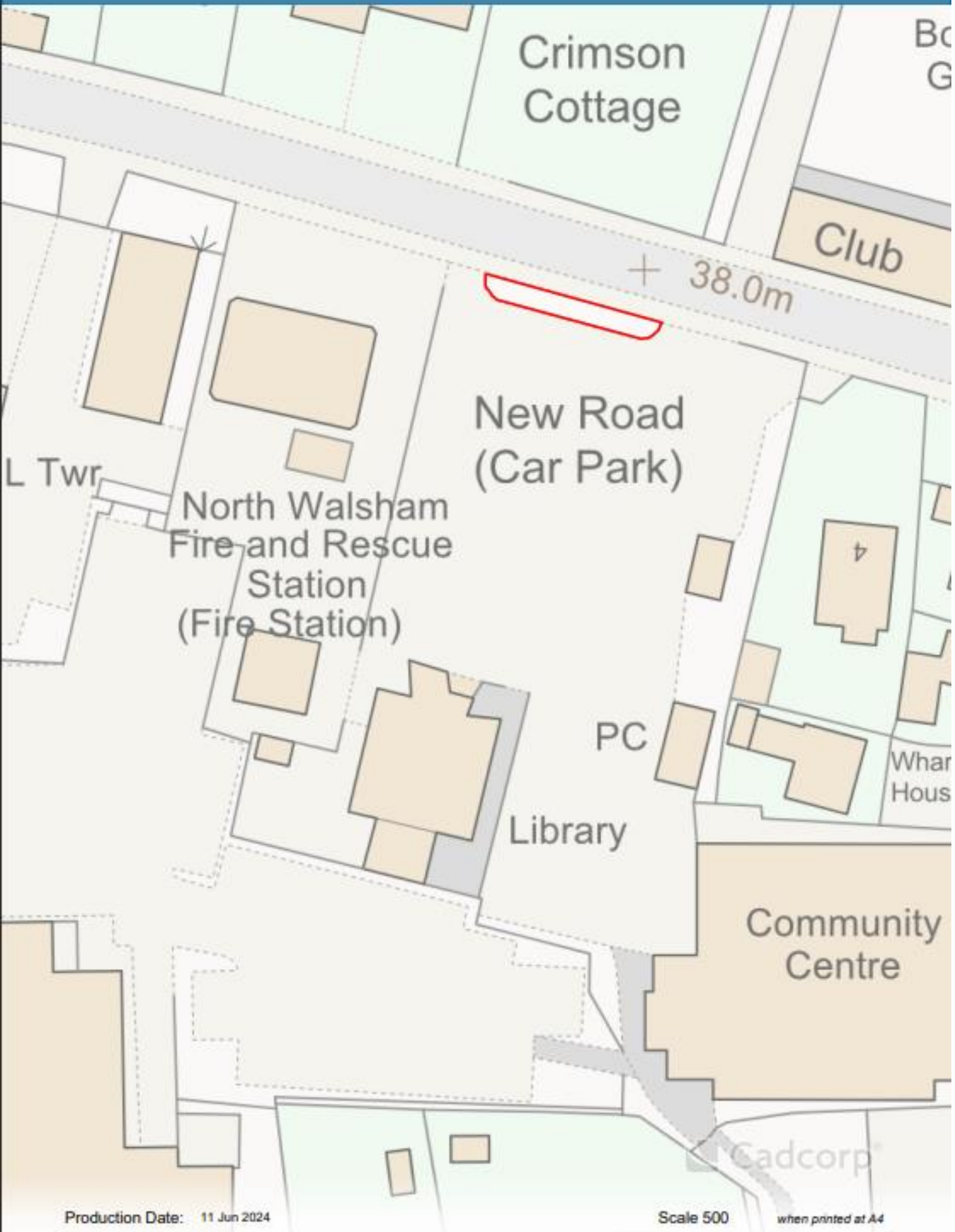
- 8 Limitations of Licensors Liability **8.1** Subject to clause **8.2**, the Licensor is not liable for:
- (a) the death of, or injury to the Licensee, its employees, customers or invitees to The Properties ; or
 - (b) damage to any property of the Licensee or that of the Licensee's employees, customers, or other invitees to The Properties; or
 - (c) any losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability incurred by Licensee or the Licensee's employees, customers or other invitees to The Properties in the exercise or purported exercise of the rights granted.
- 8.2** Nothing in clause 8.1 shall limit or exclude the Licensor's liability for:
- (a) death or personal injury or damage to property caused by negligence on the part of the Licensor or its employees or agents; or
 - (b) any matter in respect of which it would be unlawful for the Licensor to exclude or restrict liability
- 9 Indemnity The Licensee is to indemnify the Licensor against all claims for loss, injury or damages arising from the exercise of the rights granted in this Licence, however caused.
- 10 Alienation This Licence is personal to the Licensee and is not to be assigned to another party.
- 11 Non-Exclusive Possession This Licence does not grant the Licensee exclusive possession of any part of the Licensor's premises and therefore the Licensor may access The Properties at any time.
- 12 Termination This Licence may be terminated by either party with two months' notice in writing to expire at any time.
- This Licence will terminate immediately upon breach of any of the conditions of this Licence by the Licensee.
- 13 Yielding Up Covenants Upon termination of this Licence (however terminated) the Licensee is to remove any of the Licensee's fixtures and fittings from The Properties and make good any damage to The Properties to the reasonable satisfaction of the Licensor.

We the undersigned hereby agree to abide by the terms and conditions of this Licence.

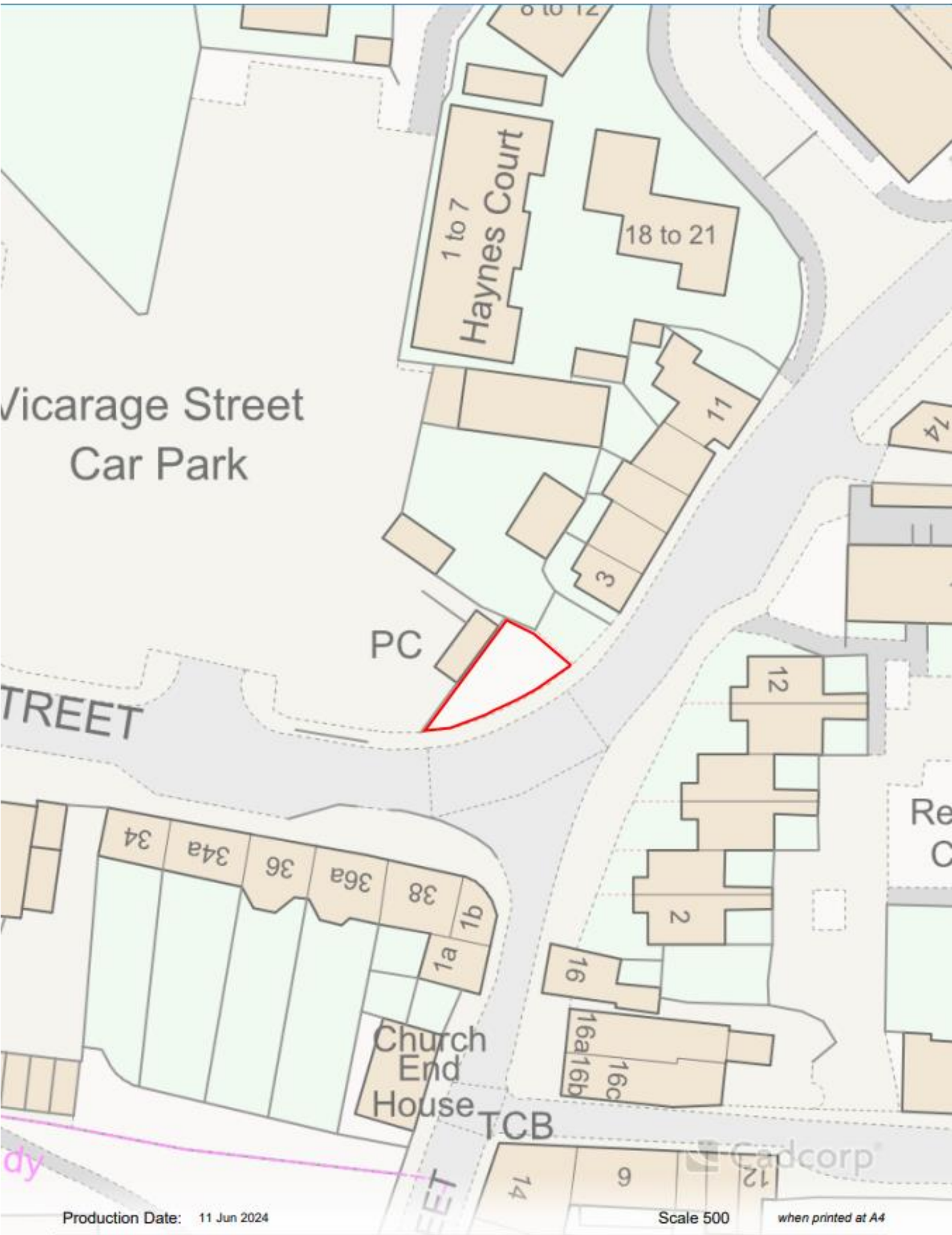
Signed.....Date.....
 Name Renata Garf (on behalf of North Norfolk District Council)

Signed.....Date.....
 Name Wendy Murphy (on behalf of North Walsham in Bloom)

Document No and Name:	Version No:	Date:	Retention Period:	Page No:
1113 License for Site	9	31/05/2024	Count.	Page 3 of 8



Plan 2: Vicarage Street Public Toilet

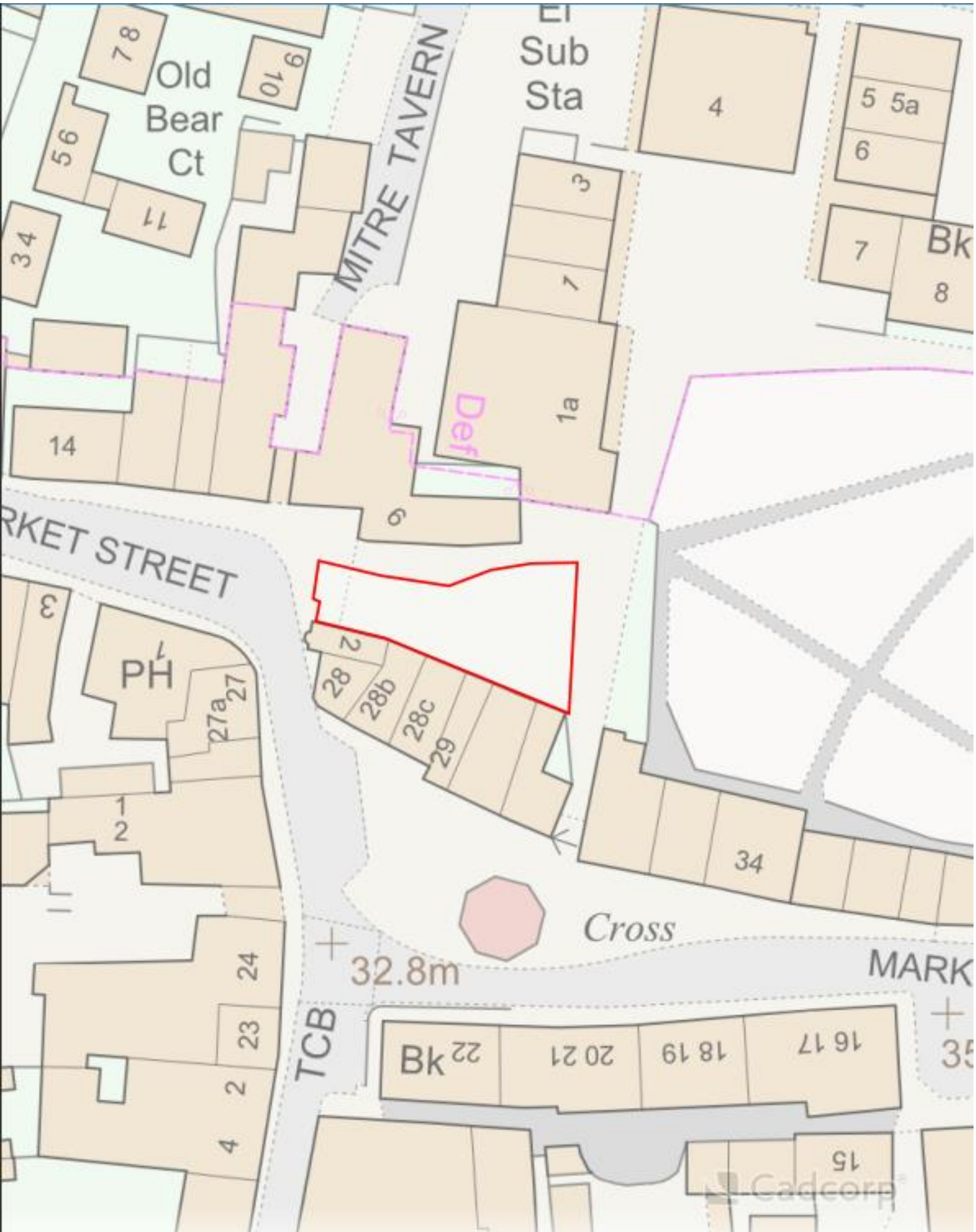


Production Date: 11 Jun 2024

Scale 500

when printed at A4

Plan 3: Church Slope Garden (by Hop In)



Production Date: 17 Jun 2024

Scale 500 when printed at A4

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Plan 4: The Cedars Grounds



Production Date: 17 Jun 2024

Scale 500

when printed at A4

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1113	License for Site	9	31/05/2024	Count.	Page 8 of 8



WHP Telecoms Ltd, 1a Station Court, Station Road, Guiseley, Leeds, LS20 8EY

Our Ref: WIG C-P2600-4

5th July 2024

The Town Clerk
North Walsham Town Council
Office 4
Cedar House
New Road
North Walsham
NR28 9DE

Dear Sir/Madam,

Re: Preliminary Inquiry – North Walsham S.T.W, Marshgate, North Walsham, Norfolk, NR28 9LG. NGR: E: 629552, N: 330834

The Wireless Infrastructure Group Limited (WIG) is an independent, pioneering wireless infrastructure operator and the UK market leader for neutral host connectivity solutions. WIG have invested in over 3,300 shared wireless infrastructure facilities since our launch in 2007.

As the UK's longest standing independent tower and neutral host operator, WIG has extensive experience in managing the co-location of multiple networks on our infrastructure. Every project is designed to ensure it can support all the UK's mobile operators as well as other networks that may need access. WIG focus on sustainable infrastructure meaning they are interested in the long-term and we create solutions that can support demand as it grows and new technologies as they emerge. WIG experience is unmatched in the UK with an average WIG asset hosting in excess of three network customers.

Wireless Infrastructure Group Limited are in the process of upgrading a number of sites in the UK. This upgrade process will primarily involve swapping existing equipment and replacing this with similar new apparatus however, this is site specific.

The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, WIG are committed to consultation with communities on our mobile telecommunications proposals and as such would encourage you to respond.



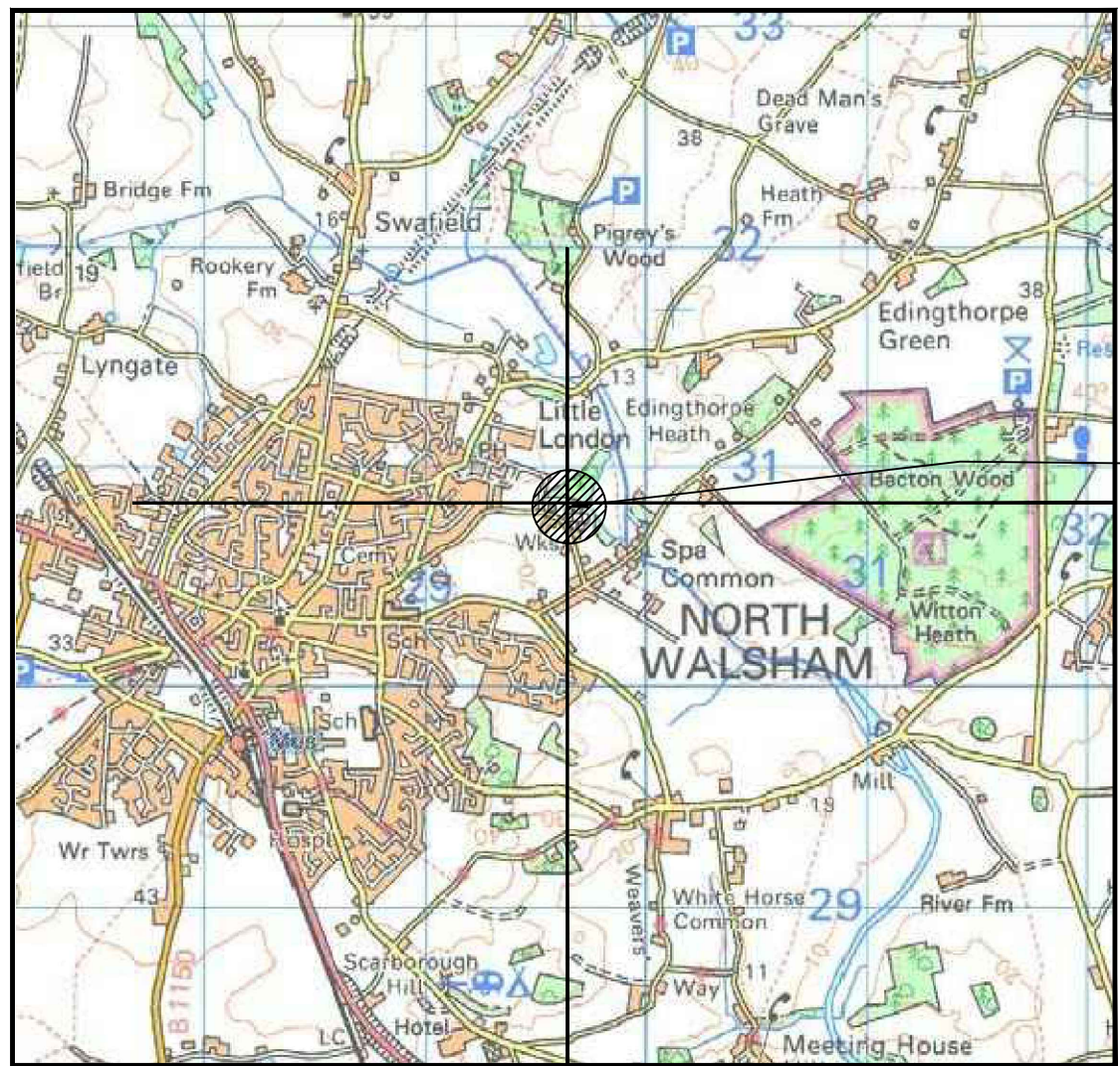
WHP Telecoms Ltd, 1a Station Court, Station Road, Guiseley, Leeds, LS20 8EY

If you have any comments prior to this minor upgrade development submission, we look forward to receiving these.

Yours sincerely,

Julia Marshall
j.marshall@whptelecoms.com

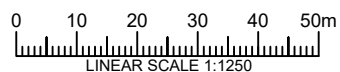
Enc: Drawings



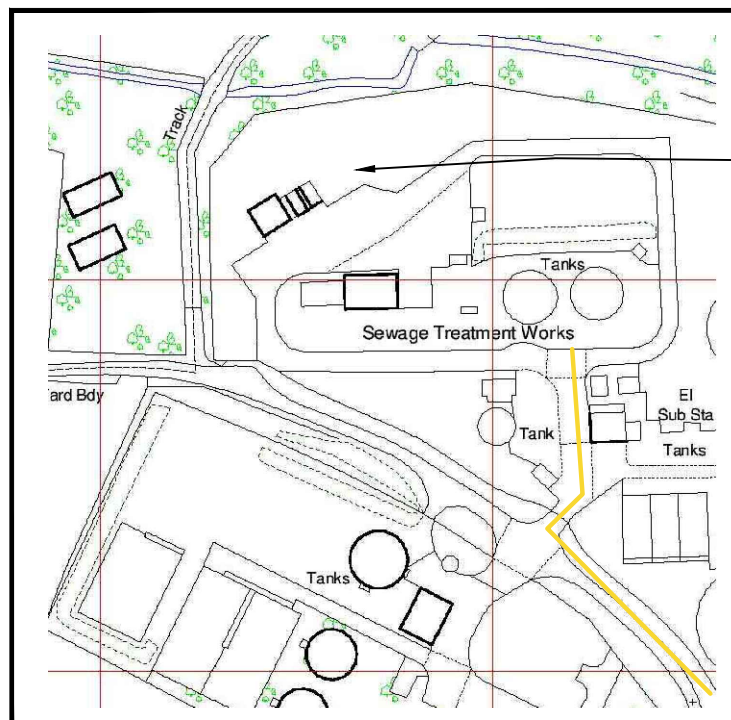
SITE LOCATION

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LOCATION PLAN



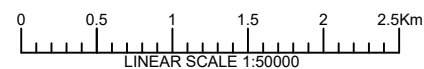
GOOGLE MAPS QR CODE



SITE LOCATION

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BLOCK PLAN



PHOTOGRAPH OF EXISTING SITE

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE		
N.G.R	E 629552	N 330834
NOMINATION REFERENCE: N/A		
CONCESSION/FIXIT REQUIRED?	<input checked="" type="checkbox"/>	NO
REASON FOR CONCESSION/FIXIT:		

ICNIRP DETAILS		
IN ACCORDANCE WITH WIG EMF POLICY W19-EMC-0011-01TS_V0.1		
SITE DESIGN CATEGORY	GROUND LEVEL PUBLIC ACCESS	ROOF LEVEL WORKER ACCESS ONLY
ICNIRP CONTROL MEASURE (IF REQUIRED): NO CONTROL MEASURE REQUIRED		

DEPENDENCIES FOR DETAILED DESIGN/BUILD		
ASBESTOS SURVEY	<input checked="" type="checkbox"/>	NO
CHERRY PICKER SURVEY (DESIGN)	<input checked="" type="checkbox"/>	NO
COMMS SERVICE ALTERATION	<input checked="" type="checkbox"/>	NO
GDC CALCS - TOWER (GF OR RT STUB) / POLE (RT)	<input checked="" type="checkbox"/>	NO
GDC CALCS - INTERFACE STEELWORK	YES	NO
GDC CALCS - EXISTING FOUNDATION	<input checked="" type="checkbox"/>	NO
GDC CALCS - EXISTING MONOPOLE HD BOLTS	<input checked="" type="checkbox"/>	NO
GEOTECH AND/OR TRIAL DIG	<input checked="" type="checkbox"/>	NO
ICNIRP CONTROL MEASURES	<input checked="" type="checkbox"/>	NO
INTRUSIVE SURVEY	<input checked="" type="checkbox"/>	NO
MEWP/CRANE/SCAFFOLD REQUIREMENTS	<input checked="" type="checkbox"/>	NO
REC SERVICE ALTERATION	<input checked="" type="checkbox"/>	NO
STAT SEARCHES	<input checked="" type="checkbox"/>	NO
GPRS REQUIREMENT	<input checked="" type="checkbox"/>	NO
TENSILE PROOF TESTS (EXISTING POLES)	<input checked="" type="checkbox"/>	NO
TENSILE PROOF TESTS (NEW POLES)	<input checked="" type="checkbox"/>	NO
TOWER CLIMB	YES	NO
SAFETY SIGNAGE REFRESH	YES	NO
WIG TO PROVIDE NEW REC SUPPLY	<input checked="" type="checkbox"/>	NO
FABRICATION DRAWINGS REQUIRED	YES	NO

COLOUR CHART		
BLACK	—	TEXT, EXISTING BUILDINGS, TOWERS, STRUCTURES, TREES, ETC.
BLUE	—	PROPOSED INSTALLATION
YELLOW	—	ACCESS ROUTE

C	MINOR AMENDMENT	JP	MC	11.01.2024
B	MINOR AMENDMENT	JP	MC	23.11.2023
A	FIRST ISSUE	JP	MC	31.10.2023
REV	DESCRIPTION OF REVISION	BY	CH	DATE

DESIGN CONSULTANT	WIG PROJECT NUMBER
WHP	C-P2600-4



TEF	CTIL	VF
75779o2	20603724	-

SITE NAME AND ADDRESS
NORTH WALSHAM S.T.W
MARSHGATE, NORTH WALSHAM
NORFOLK, NR28 9LG

DRAWING TITLE:
LOCATION AND BLOCK PLANS

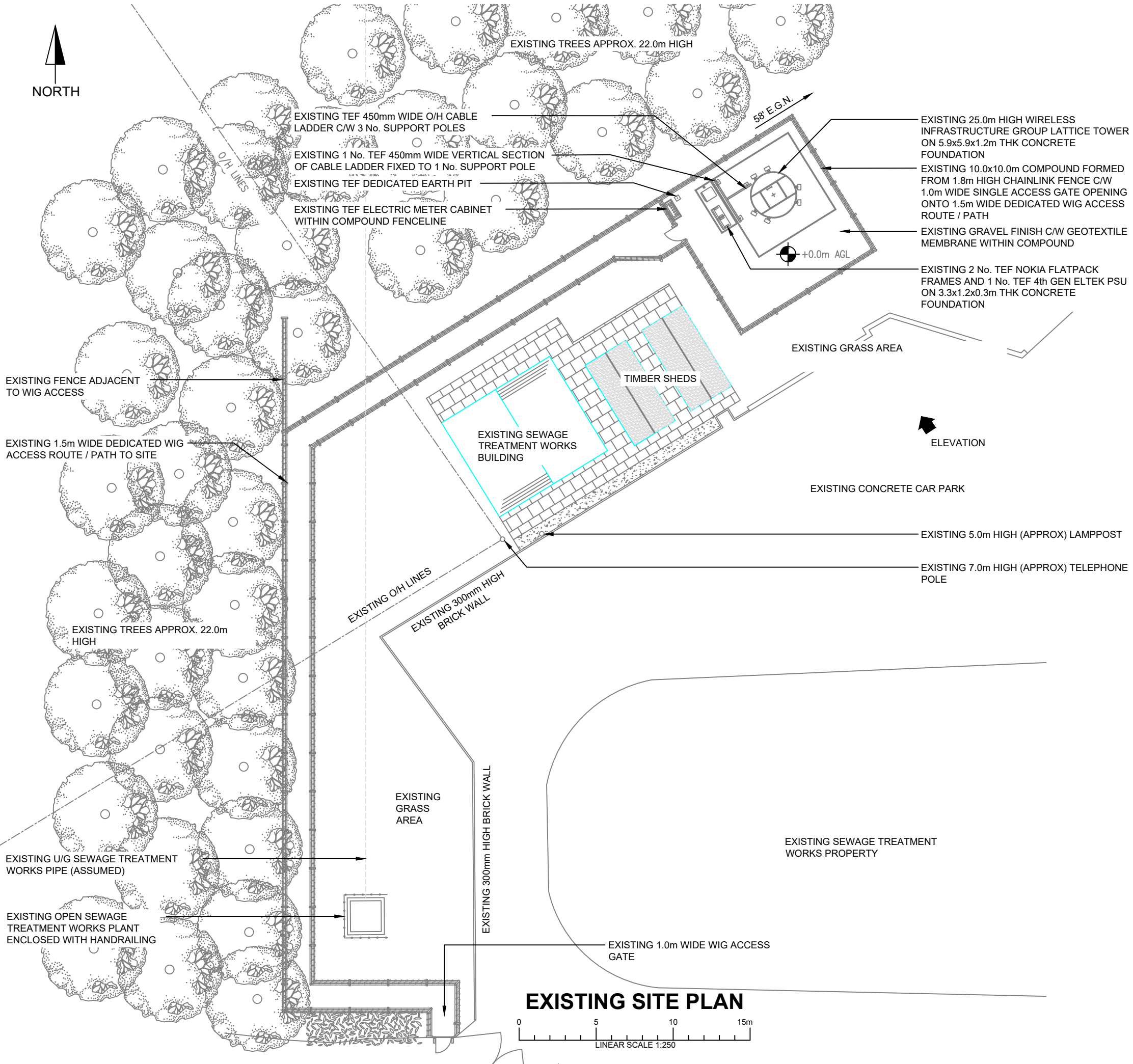
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PLANNING

DRAWING NUMBER:
100

SCALE:	DRAWN:	DATE:	REV:
AS SHOWN @ A3	JP	11.01.2024	
CHECKED:	DATE:	APPROVED:	DATE:
MC	11.01.2024	MC	11.01.2024

These drawings comply with Telefonica/Vodafone ICNIRP design guidelines.
Designed in accordance with documents: SDN0006 / SDN0008

C



EXISTING SITE PLAN

0 5 10 15m
LINEAR SCALE 1:250

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE		
N.G.R	E 629552	N 330834
NOMINATION REFERENCE: N/A		
CONCESSION/FIXIT REQUIRED?	<input checked="" type="checkbox"/>	NO
REASON FOR CONCESSION/FIXIT:		

ICNIRP DETAILS	
IN ACCORDANCE WITH WIG EMF POLICY W19-EMC-0011-01TS_V0.1	
SITE DESIGN CATEGORY	GROUND LEVEL PUBLIC ACCESS ROOF LEVEL WORKER ACCESS ONLY
ICNIRP CONTROL MEASURE (IF REQUIRED): NO CONTROL MEASURE REQUIRED	

DEPENDENCIES FOR DETAILED DESIGN/BUILD		
ASBESTOS SURVEY	<input checked="" type="checkbox"/>	NO
CHERRY PICKER SURVEY (DESIGN)	<input checked="" type="checkbox"/>	NO
COMMS SERVICE ALTERATION	<input checked="" type="checkbox"/>	NO
GDC CALCS - TOWER (GF OR RT STUB) / POLE (RT)	YES	NO
GDC CALCS - INTERFACE STEELWORK	YES	NO
GDC CALCS - EXISTING FOUNDATION	<input checked="" type="checkbox"/>	NO
GDC CALCS - EXISTING MONOPOLE HD BOLTS	<input checked="" type="checkbox"/>	NO
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TENSILE PROOF TESTS (NEW POLES)	<input checked="" type="checkbox"/>	NO
TOWER CLIMB	YES	NO
SAFETY SIGNAGE REFRESH	YES	NO
WIG TO PROVIDE NEW REC SUPPLY	<input checked="" type="checkbox"/>	NO
FABRICATION DRAWINGS REQUIRED	YES	NO

COLOUR CHART	
BLACK	TEXT, EXISTING BUILDINGS, TOWERS, STRUCTURES, TREES, ETC.
BLUE	PROPOSED INSTALLATION
GRAY	TO BE REMOVED

C	MINOR AMENDMENT	JP	MC	11.01.2024
B	MINOR AMENDMENT	JP	MC	23.11.2023
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REV	DESCRIPTION OF REVISION	BY	CH	DATE

DESIGN CONSULTANT	WIG PROJECT NUMBER
WHP	C-P2600-4



TEF	CTIL	VF
75779o2	20603724	-

SITE NAME AND ADDRESS

**NORTH WALSHAM S.T.W
MARSHGATE, NORTH WALSHAM
NORFOLK, NR28 9LG**

DRAWING TITLE:
EXISTING SITE PLAN

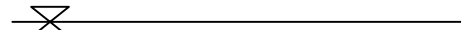
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PLANNING

DRAWING NUMBER:
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MC	11.01.2024	MC	11.01.2024

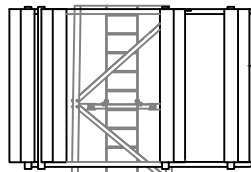
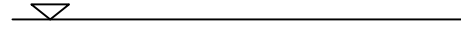
C

TOP OF EXISTING STRUCTURE +25.0m AGL



TOP OF EXISTING TEF ANTENNAS +25.0m AGL

U/S OF EXISTING TEF ANTENNAS +23.0m AGL



EXISTING 6 No. TEF ANTENNAS (2.025x0.354x0.210m) FIXED TO TOWER RINGFRAME

EXISTING 25.0m HIGH WIRELESS INFRASTRUCTURE GROUP LATTICE TOWER ON 5.9x5.9x1.2m THK CONCRETE FOUNDATION

EXISTING TEF 450mm WIDE O/H CABLE LADDER C/W 3 No. SUPPORT POLES

EXISTING 1 No. TEF 450mm WIDE VERTICAL SECTION OF CABLE LADDER FIXED TO 1 No. SUPPORT POLE

EXISTING 2 No. TEF NOKIA FLATPACK FRAMES AND 1 No. TEF 4th GEN ELTEK PSU ON 3.3x1.2x0.3m THK CONCRETE FOUNDATION

EXISTING TEF ELECTRIC METER CABINET WITHIN COMPOUND FENCELINE

EXISTING 10.0x10.0m COMPOUND FORMED FROM 1.8m HIGH CHAINLINK FENCE C/W 1.0m WIDE SINGLE ACCESS GATE OPENING ONTO 1.5m WIDE DEDICATED WIG ACCESS ROUTE / PATH

EXISTING GROUND LEVEL +0.0m AGL

EXISTING ELEVATION



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R. E 629552 N 330834

NOMINATION REFERENCE: N/A

CONCESSION/FIXIT REQUIRED? YES NO

REASON FOR CONCESSION/FIXIT:

ICNIRP DETAILS

IN ACCORDANCE WITH WIG EMF POLICY W19-EMC-0011-01TS_V0.1

SITE DESIGN CATEGORY: GROUND LEVEL PUBLIC ACCESS, ROOF LEVEL WORKER ACCESS ONLY

ICNIRP CONTROL MEASURE (IF REQUIRED): NO CONTROL MEASURE REQUIRED

DEPENDENCIES FOR DETAILED DESIGN/BUILD

ASBESTOS SURVEY	<input checked="" type="checkbox"/>	NO
CHERRY PICKER SURVEY (DESIGN)	<input checked="" type="checkbox"/>	NO
COMMS SERVICE ALTERATION	<input checked="" type="checkbox"/>	NO
GDC CALCS - TOWER (GF OR RT STUB) / POLE (RT)	YES	NO
GDC CALCS - INTERFACE STEELWORK	YES	NO
GDC CALCS - EXISTING FOUNDATION	<input checked="" type="checkbox"/>	NO
GDC CALCS - EXISTING MONOPOLE HD BOLTS	<input checked="" type="checkbox"/>	NO
GEOTECH AND/OR TRIAL DIG	<input checked="" type="checkbox"/>	NO
ICNIRP CONTROL MEASURES	<input checked="" type="checkbox"/>	NO
INTRUSIVE SURVEY	<input checked="" type="checkbox"/>	NO
MEWP/CRANE/SCAFFOLD REQUIREMENTS	<input checked="" type="checkbox"/>	NO
REC SERVICE ALTERATION	<input checked="" type="checkbox"/>	NO
STAT SEARCHES	<input checked="" type="checkbox"/>	NO
GPRS REQUIREMENT	<input checked="" type="checkbox"/>	NO
TENSILE PROOF TESTS (EXISTING POLES)	<input checked="" type="checkbox"/>	NO
TENSILE PROOF TESTS (NEW POLES)	<input checked="" type="checkbox"/>	NO
TOWER CLIMB	YES	NO
SAFETY SIGNAGE REFRESH	YES	NO
WIG TO PROVIDE NEW REC SUPPLY	<input checked="" type="checkbox"/>	NO
FABRICATION DRAWINGS REQUIRED	YES	NO

COLOUR CHART

BLACK: TEXT, EXISTING BUILDINGS, TOWERS, STRUCTURES, TREES, ETC.
BLUE: PROPOSED INSTALLATION
GRAY: TO BE REMOVED

C	MINOR AMENDMENT	JP	MC	11.01.2024
B	MINOR AMENDMENT	JP	MC	23.11.2023
A	FIRST ISSUE	JP	MC	31.10.2023
REV	DESCRIPTION OF REVISION	BY	CH	DATE

DESIGN CONSULTANT	WIG PROJECT NUMBER
WHP	C-P2600-4



TEF	CTIL	VF
75779o2	20603724	-

SITE NAME AND ADDRESS
NORTH WALSHAM S.T.W
MARSHGATE, NORTH WALSHAM
NORFOLK, NR28 9LG

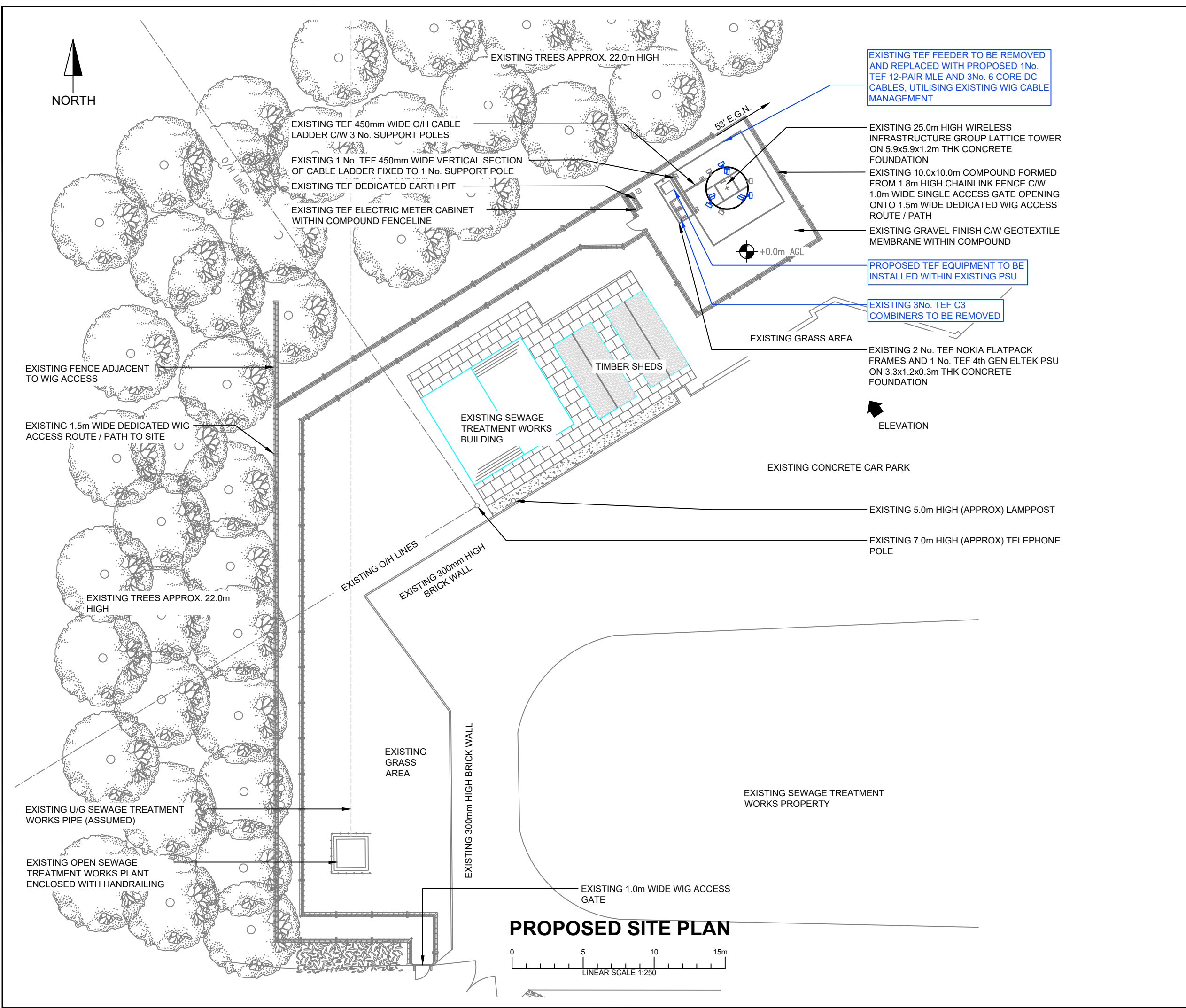
DRAWING TITLE:
EXISTING SITE ELEVATION

PURPOSE OF ISSUE:
PLANNING

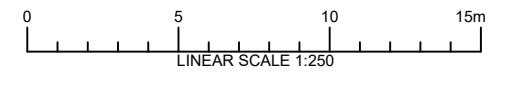
DRAWING NUMBER:
103

SCALE:	DRAWN:	DATE:	REV:
AS SHOWN @ A3	JP	11.01.2024	
CHECKED:	DATE:	APPROVED:	DATE:
MC	11.01.2024	MC	11.01.2024

C



PROPOSED SITE PLAN



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE				
N.G.R	E 629552	N 330834		
NOMINATION REFERENCE: N/A				
CONCESSION/FIXIT REQUIRED?		<input checked="" type="checkbox"/>	NO	
REASON FOR CONCESSION/FIXIT:				
ICNIRP DETAILS				
IN ACCORDANCE WITH WIG EMF POLICY W19-EMC-0011-01TS_V0.1				
SITE DESIGN CATEGORY	<input checked="" type="checkbox"/> GROUND LEVEL PUBLIC ACCESS <input checked="" type="checkbox"/> ROOF LEVEL WORKER ACCESS ONLY			
ICNIRP CONTROL MEASURE (IF REQUIRED): NO CONTROL MEASURE REQUIRED				
DEPENDENCIES FOR DETAILED DESIGN/BUILD				
ASBESTOS SURVEY	<input checked="" type="checkbox"/>	NO		
CHERRY PICKER SURVEY (DESIGN)	<input checked="" type="checkbox"/>	NO		
COMMS SERVICE ALTERATION	<input checked="" type="checkbox"/>	NO		
GDC CALCS - TOWER (GF OR RT STUB) / POLE (RT)	YES	NO		
GDC CALCS - INTERFACE STEELWORK	YES	NO		
GDC CALCS - EXISTING FOUNDATION	<input checked="" type="checkbox"/>	NO		
GDC CALCS - EXISTING MONOPOLE HD BOLTS	<input checked="" type="checkbox"/>	NO		
GEOTECH AND/OR TRIAL DIG	<input checked="" type="checkbox"/>	NO		
ICNIRP CONTROL MEASURES	<input checked="" type="checkbox"/>	NO		
INTRUSIVE SURVEY	<input checked="" type="checkbox"/>	NO		
MEWP/CRANE/SCAFFOLD REQUIREMENTS	<input checked="" type="checkbox"/>	NO		
REC SERVICE ALTERATION	<input checked="" type="checkbox"/>	NO		
STAT SEARCHES	<input checked="" type="checkbox"/>	NO		
GPRS REQUIREMENT	<input checked="" type="checkbox"/>	NO		
TENSILE PROOF TESTS (EXISTING POLES)	<input checked="" type="checkbox"/>	NO		
TENSILE PROOF TESTS (NEW POLES)	<input checked="" type="checkbox"/>	NO		
TOWER CLIMB	YES	NO		
SAFETY SIGNAGE REFRESH	YES	NO		
WIG TO PROVIDE NEW REC SUPPLY	<input checked="" type="checkbox"/>	NO		
FABRICATION DRAWINGS REQUIRED	YES	NO		
COLOUR CHART				
BLACK	TEXT, EXISTING BUILDINGS, TOWERS, STRUCTURES, TREES, ETC.			
BLUE	PROPOSED INSTALLATION			
GRAY	TO BE REMOVED			
C	MINOR AMENDMENT	JP	MC	11.01.2024
B	MINOR AMENDMENT	JP	MC	23.11.2023
A	FIRST ISSUE	JP	MC	31.10.2023
REV	DESCRIPTION OF REVISION	BY	CH	DATE
DESIGN CONSULTANT		WIG PROJECT NUMBER		
WHP		C-P2600-4		
TEF	CTIL	VF		
75779o2	20603724	-		
SITE NAME AND ADDRESS				
NORTH WALSHAM S.T.W MARSHGATE, NORTH WALSHAM NORFOLK, NR28 9LG				
DRAWING TITLE:				
PROPOSED SITE PLAN				
PURPOSE OF ISSUE:				
PLANNING				
DRAWING NUMBER:				
104				
SCALE:	DRAWN:	DATE:	REV:	
AS SHOWN @ A3	JP	11.01.2024		
CHECKED:	DATE:	APPROVED:	DATE:	
MC	11.01.2024	MC	11.01.2024	
			C	

EXISTING 6No. TEF COMMSCOPE CVVPX308.10R3 ANTENNAS (2025x354x210) TO BE REMOVED AND REPLACED WITH PROPOSED 3No. TEF COMMSCOPE RRZZ65D-R4N43-V1 ANTENNAS (2769X430X197) ON PROPOSED 3No. WIG 3m LONG ANTENNA POLES ON WIG RING FRAME EXISTING 3No. WIG ANTENNA POLES TO BE REMOVED. PROPOSED 1No. WIG RING FRAME BRACE TO BE INSTALLED ABOVE EXISTING TO ALLOW SUPPORT FOR NEW ANTENNAS.

EXISTING 3No. TEF MHAS TO BE REMOVED

PROPOSED 3No. TEF NOKIA AHPMDA (700 & 900) RRUS FIXED TO PROPOSED SUPPORT POLES

PROPOSED 3No. TEF NOKIA AHPMDA (800 & 900) RRUS FIXED TO PROPOSED SUPPORT POLES

PROPOSED 3No. TEF NOKIA AHEGB (1800 & 2100) RRUS FIXED TO PROPOSED SUPPORT POLES

PROPOSED 6No. TEF C2 COMBINERS FIXED TO PROPOSED SUPPORT POLES

PROPOSED TEF 3No. 3-WAY BOBS TO BE INSTALLED ON PROPOSED WIG SUPPORT POLES

EXISTING TEF FEEDER TO BE REMOVED AND REPLACED WITH PROPOSED 1No. TEF 12-PAIR MLE AND 3No. 6 CORE DC CABLES, UTILISING EXISTING WIG CABLE MANAGEMENT

EXISTING TEF 450mm WIDE O/H CABLE LADDER C/W 3 No. SUPPORT POLES

EXISTING 1 No. TEF 450mm WIDE VERTICAL SECTION OF CABLE LADDER FIXED TO 1 No. SUPPORT POLE

PROPOSED TEF EQUIPMENT TO BE INSTALLED WITHIN EXISTING PSU

EXISTING 2 No. TEF NOKIA FLATPACK FRAMES AND 1 No. TEF 4th GEN ELTEK PSU ON 3.3x1.2x0.3m THK CONCRETE FOUNDATION

EXISTING 3No. TEF C3 COMBINERS TO BE REMOVED

TOP OF PROPOSED TEF ANTENNA +25.876m AGL

C/L OF PROPOSED TEF ANTENNA +24.50AGL

U/S OF PROPOSED TEF ANTENNA +23.10m AGL

EXISTING 25.0m HIGH WIRELESS INFRASTRUCTURE GROUP LATTICE TOWER ON 5.9x5.9x1.2m THK CONCRETE FOUNDATION

EXISTING 10.0x10.0m COMPOUND FORMED FROM 1.8m HIGH CHAINLINK FENCE C/W 1.0m WIDE SINGLE ACCESS GATE OPENING ONTO 1.5m WIDE DEDICATED WIG ACCESS ROUTE / PATH

EXISTING GROUND LEVEL +0.0m AGL

PROPOSED ELEVATION



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE		
N.G.R	E 629552	N 330834
NOMINATION REFERENCE: N/A		
CONCESSION/FIXIT REQUIRED?	<input checked="" type="checkbox"/>	NO
REASON FOR CONCESSION/FIXIT:		

ICNIRP DETAILS	
IN ACCORDANCE WITH WIG EMF POLICY W19-EMC-0011-01TS_V0.1	
SITE DESIGN CATEGORY	GROUND LEVEL PUBLIC ACCESS ROOF LEVEL WORKER ACCESS ONLY
ICNIRP CONTROL MEASURE (IF REQUIRED): NO CONTROL MEASURE REQUIRED	

DEPENDENCIES FOR DETAILED DESIGN/BUILD		
ASBESTOS SURVEY	<input checked="" type="checkbox"/>	NO
CHERRY PICKER SURVEY (DESIGN)	<input checked="" type="checkbox"/>	NO
COMMS SERVICE ALTERATION	<input checked="" type="checkbox"/>	NO
GDC CALCS - TOWER (GF OR RT STUB) / POLE (RT)	YES	NO
GDC CALCS - INTERFACE STEELWORK	YES	NO
GDC CALCS - EXISTING FOUNDATION	<input checked="" type="checkbox"/>	NO
GDC CALCS - EXISTING MONOPOLE HD BOLTS	<input checked="" type="checkbox"/>	NO
GEOTECH AND/OR TRIAL DIG	<input checked="" type="checkbox"/>	NO
ICNIRP CONTROL MEASURES	<input checked="" type="checkbox"/>	NO
INTRUSIVE SURVEY	<input checked="" type="checkbox"/>	NO
MEWP/CRANE/SCAFFOLD REQUIREMENTS	<input checked="" type="checkbox"/>	NO
REC SERVICE ALTERATION	<input checked="" type="checkbox"/>	NO
STAT SEARCHES	<input checked="" type="checkbox"/>	NO
GPRS REQUIREMENT	<input checked="" type="checkbox"/>	NO
TENSILE PROOF TESTS (EXISTING POLES)	<input checked="" type="checkbox"/>	NO
TENSILE PROOF TESTS (NEW POLES)	<input checked="" type="checkbox"/>	NO
TOWER CLIMB	YES	NO
SAFETY SIGNAGE REFRESH	YES	NO
WIG TO PROVIDE NEW REC SUPPLY	<input checked="" type="checkbox"/>	NO
FABRICATION DRAWINGS REQUIRED	YES	NO

COLOUR CHART	
BLACK	TEXT, EXISTING BUILDINGS, TOWERS, STRUCTURES, TREES, ETC.
BLUE	PROPOSED INSTALLATION
GRAY	TO BE REMOVED

C	MINOR AMENDMENT	JP	MC	11.01.2024
B	MINOR AMENDMENT	JP	MC	23.11.2023
A	FIRST ISSUE	JP	MC	31.10.2023
REV	DESCRIPTION OF REVISION	BY	CH	DATE

DESIGN CONSULTANT	WIG PROJECT NUMBER
WHP	C-P2600-4

TEF	CTIL	VF
75779o2	20603724	-

SITE NAME AND ADDRESS
NORTH WALSHAM S.T.W
MARSHGATE, NORTH WALSHAM
NORFOLK, NR28 9LG

DRAWING TITLE:
PROPOSED SITE ELEVATION

PURPOSE OF ISSUE:
PLANNING

DRAWING NUMBER:
105

SCALE:	DRAWN:	DATE:	REV:
AS SHOWN @ A3	JP	11.01.2024	
CHECKED:	DATE:	APPROVED:	DATE:
MC	11.01.2024	MC	11.01.2024

Heart 2 Heart
Norfolk
8 Sun Lane
Bradwell
Great Yarmouth
NR31 8PY

Account number:
49148761
Sort code:
53-50-03



Invoice/Tax Date: 09/07/2024

NORTH WALSHAM PARISH COUNCIL

Quantity	Product Code	Product Description	Unit Price	Total Amount
1	Cabinet	Locked Yellow CADDY Cabinet - Lock Code C1893	£525.00	£525.00
1	DFS1K-VINYL-LLE-HEARTS2NFK	Defib Store 1000 LLE Vinyl- Heart 2 Heart Norfolk	£ 0.00	£ 0.00
1	Defibrillator	Cardiac Science G5 Powerheart Spare Pads	£975.00	£975.00
1	READYKIT	Ready Kit- Scissors, Razor, Mask, Gloves, Wipes	£0.00	£0.00

Total Unit price: £1500.00
VAT Price: £ 0.00
Order Total: £1500.00



QUOTE

North Walsham Town Council
Attention: North Walsham Town Council
Office 4
Cedars
3 New Road
North Walsham
Norfolk
NR28 9DE
UNITED KINGDOM

Date
8 Jul 2024

Expiry
7 Aug 2024

Quote Number
QU-0649

Reference
RC

VAT Number
552 6584 25

Cozens (UK) Limited
10 Stanley Close
Cantley
Norfolk
NR13 3RW

Description	VAT	Amount GBP
NORTH WALSHAM TOWN COUNCIL STREETLIGHTING - 1 X 5M REPLACEMENT COLUMN WITH LED LANTERN REQUIRED FOR COLUMN 115 ON CORONATION WALK, NORTH WALSHAM.		
1)SUPPLY AND INSTALL 1 X 5M GALVANISED STEEL ROOT MOUNTED COLUMN INTO GROUND. 2)NEW UKPN TRANSFER OF SUPPLY UNDERGROUND FROM OLD COLUMN TO NEW COLUMN. 3)SUPPLY AND INSTALL 1 X LED POST TOP LANTERN WITH NEMA PHOTOCELL/CABLING AND L3 D/P FUSED CUT-OUT IN COLUMN AND MAKE OFF FINAL CONNECTIONS. 4)REMOVE AND DISPOSE OF OLD COLUMN FROM SITE. 5)INSPECT AND TEST ONCE COMPLETED.		
LABOUR AND MATERIALS	20%	1,850.00
	Subtotal	1,850.00
	TOTAL VAT 20%	370.00
	TOTAL GBP	2,220.00



Sent from my iPhone

Roy Cozens

Director

COZENS (UK) Ltd

(Electrical & Lighting Contractors)

Telephone: 01493 701085

Mobile: 07919 024037

Email: roy@cozens.uk

Website: www.cozens.uk

Cozens (UK) Limited is registered in England & Wales. Company No.9347878









ALCO

FAILURE TO COMPLY WITH THE
INSTRUCTION MAY LEAD TO A
FINE OR ARREST

COLUMN NUMBER

115

TO REPORT A FAULT

Call 877-466-2343
or
Telephone 281-222-4244

FW: Photos of the damaged column 115 hit by vehicle at coronation walk on Friday 5th July.

Finance <finance@nwtc.org.uk>

Mon 2024-07-08 13:11

To:Town Clerk <townclerk@nwtc.org.uk>

Ah looks like you may already have them!

Many Thanks

Cherrie

Cherrie Woods

Responsible Finance Officer (RFO)

North Walsham Town Council

01692 404114

www.nwtc.org.uk



The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to North Walsham Town Council's Public Tasks. Your personal information will not be shared with any third party.

Viruses: Although we have taken steps to ensure that this email and any attachments are free from viruses, we advise that, in keeping with good computing practice, the recipient should satisfy themselves that they are not infected.

Data Protection : Please refer to the Town Council's Policy on the website www.nwtc.org.uk.

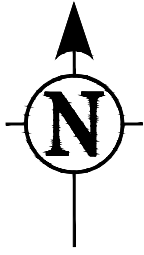
From: Roy Cozens <roy@cozens.uk>

Sent: Monday, July 8, 2024 12:56 PM

To: Finance <finance@nwtc.org.uk>

Cc: Finance <finance@nwtc.org.uk>; Town Clerk <townclerk@nwtc.org.uk>; Jess | North Walsham Town Council <jess@nwtc.org.uk>

Subject: Photos of the damaged column 115 hit by vehicle at coronation walk on Friday 5th July.








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Notes

- a. Topographical Survey 'North Walsham Paston College - ALS8057'. Provided by Brown & Co. Flagship cannot guarantee the accuracy of the data.
- b. Drawing for planning purposes only, do not scale from this drawing.

Key

-  Proposed Access Design
-  Tactile Paving
-  Visibility Splay: 2.4m x 43m
-  Category C Trees to be removed
-  Hedge to be removed for visibility splay, to be replanted within site boundary

REVISION LOG

REV.	DATE	DESCRIPTION
-	08-07-24	First Issue

DRAWING USE

PLANNING

PROJECT

Paston College

ADDRESS

Paston Park, Station Road North Walsham

DRAWING TITLE

Preliminary Site Access Design

SIZE

A3

DRAWING NO.

FS-1000-001

REVISION

-

SCALE

1:250

King Street,
Norwich,
NR1 1PD

0808 168 4555

www.flagship-homes.com

