

CLERKS REPORT FOR COUNCIL MEETING 25.06.24

	Description	Comments
Fountain		This is going to be cleaned and the fountain turned on.
De Fib's		These are going to be registered with the circuit.
CCTV		This is all been installed, and a new Camera is at Bank Loke garden
Silver Birch Tree	Plaque	This is waiting to be installed
Memorial Arch	Wording	This will be installed and wording to be agreed.
Training		5 members of staff have completed all training
Dog Bins	Hornbeam Estate	The Clerk and Cllr Shires to look at areas on the Estate where the Bin can go
Skate Park	Graffiti	This has been looked at the graffiti has been removed and the skate park will be cleaned next week
Skate Park	Drainage	Investigation has taken place and awaiting camera footage for review
Playgrounds		These have been received and will be discussed with Matt Smith and Daniel Gilbert.
Rocking Horse		Agenda item
Cleaning of Cedar House		Agenda items
Promoting events		This is going well and Jasmine will be doing some social media training
DBS Checks	All Council and Staff	This is being progressed

Events Working Group TOR

Members	All councillors and invited members of public
Quorate	Not applicable
Public	Yes
Budget	None
Meetings	Called by Chair as required
Minutes	Notes recorded by xxxxxxxxxxxxxxxxx

Delegated powers/ objectives

- Identify, scope, create and schedule events in North Walsham for recommendation to Full Council and for delivery by staff or by other town organisations
- Liaise with other event organisations
- Recommend to Full Council on decisions and policies regarding Street Feasts, Car Boot Sales and other events

North Walsham Town Council
Annual Return

Accounts for Year from 01/04/2023 to 31/03/2024

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

Box No.	Description	Last Year £	This Year £
1	Balances brought fwd	613,108.95	447,559.58
2	Annual precept	427,380.00	428,320.00
3	Total other receipts	93,444.82	48,079.97
4	Staff Costs	289,152.21	274,937.17
5	Loan interest/capital repayments	0.00	0.00
6	Total other payments	397,221.98	193,964.60
7	Balances carried forward	447,559.58	455,057.78
8	Total Cash and Short Term Investments	434,487.76	453,106.39
9	Total Fixed Assets and Long Term Investments	1,935,086.00	1,935,086.00
10	Total Borrowings	0.00	0.00

North Walsham Town Council
DRAFTPAYMENTS LIST 84 TO 500

Voucher	Cheque	Name	Description	Amount
84		Cash	Expenses	15.30
		<i>Collection of WIFI dongles from Anglian Internet</i>		
85		Cash	Expenses	62.88
		<i>Webcam</i>		
		<i>Charity bucket for car boot</i>		
86		Norfolk Parish Training Support	Training	550.00
		<i>Whole Council Training 24 April/1 May</i>		
87		Millennium Pest Control Ltd	Health & Safety	450.00
		<i>Supply and install 3 4inch non-return valves</i>		
88		Fuel Genie	Fuel	440.69
		<i>April Fuel</i>		
89		Travis Perkins	Maintenance	65.73
		<i>Sharp/grit sand</i>		
		<i>Cement in bags</i>		
		<i>Graffiti remover</i>		
90		Roger Canwell	Auditor	102.50
		<i>Year ending 31st March 2024 audit</i>		
91		Rose Villa Publications	Advertising	114.00
		<i>NW May col 1/2 page ad</i>		
92		SLCC	Advertising	416.40
		<i>Job Advertising 4 weeks gold package - RFO</i>		
		<i>Previously under Other Advertising cost code however code is no longer usable.</i>		
		<i>Noted as Admin Sundries.</i>		
93		SLCC	Advertising	416.40
		<i>Job Advertising 4 weeks gold package - Town Clerk</i>		
		<i>Previously under Other Advertising cost code however code is no longer usable.</i>		
		<i>Noted as Admin Sundries.</i>		
94		Norfolk County Council	Lease	120.00
		<i>NPLAW Legal fees - Lease of the Cedars</i>		
95		vistaprint	Equipment	20.49
		<i>Order No: VP_XTZT1KJK</i>		
96		Macmillan Cancer Support	Gifts	50.00
		<i>Donation - Tina Foster tribute (approved by Town Clerk)</i>		
97		Moneysoft Ltd	Human Resources	98.40
		<i>Payroll Manager 20 Annual Licence</i>		
98		FastHosts	IT	65.87
		<i>25GB Additional web space</i>		
99		Various	Salary	13,112.56
100		HMRC	Salary	3,666.54
101		Norfolk Pension Fund	Salary	5,054.76
102		Cash	Keys	25.00
		<i>Keys - cedar house</i>		
103		Cash	Milk/Tea/coffee etc.	5.30
		<i>Bathroom items - hand soap/ bin</i>		
104		Cash	Equipment	50.00
		<i>white meeting table</i>		
105		Cash	Keys	9.00
		<i>Key cutting - ceremony room</i>		
106		Cash	Milk/Tea/coffee etc.	1.30
107		Cash	Equipment	5.99
		<i>Extension cable</i>		
108		Cash	Milk/Tea/coffee etc.	2.10
109		Cash	Milk/Tea/coffee etc.	1.30
110		Cash	Milk/Tea/coffee etc.	1.30
111		Cash	Cleaning	4.00
		<i>cleaning cloths</i>		
112		Cash	Keys	10.00
		<i>keys - park shed</i>		
113		Newton newton Flag Makers Ltd	Events	28.80
		<i>D-Day 80 flag</i>		
114		Amazon	Equipment	27.98
		<i>Desk organisers x2</i>		
115		Amazon	Equipment	13.24

North Walsham Town Council
DRAFTPAYMENTS LIST 84 TO 500

Voucher	Cheque	Name	Description	Amount
116		<i>Cable tidy</i> Amazon	Equipment	22.81
117		<i>Cable protectors</i> Amazon	Equipment	23.13
118		<i>Desk organisation</i> Amazon	Equipment	63.92
119		<i>Key cabinet</i> Amazon	Equipment	65.15
120		<i>Office Chair (meeting table - red)</i> Amazon	Equipment	65.15
121		<i>Office Chair (meeting table - red)</i> Amazon	Equipment	65.15
122		<i>Office Chair (meeting table - red)</i> Amazon	Equipment	65.15
123		<i>Office Chair (meeting table - red)</i> Amazon	Equipment	65.15
124		<i>Office Chair (meeting table - red)</i> Amazon	Equipment	39.10
125		<i>Coat rack - Amazon sister company</i> Amazon	Equipment	199.99
126		<i>Office desk (adjustable)</i> Amazon	Equipment	199.99
127		<i>Office desk (adjustable)</i> Amazon	Equipment	239.99
128		<i>Office desk (adjustable) - larger</i> Amazon	Equipment	239.99
129		<i>Office desk (adjustable) - larger</i> NNDC	Planning	29.50
130		<i>Additional payment for dropped kerb application - see payment #462</i> Anglian Internet	IT	112.80
131		<i>Remote support + Cloud to cloud back up x4</i> Benjamin Foundation	Donation	1,829.11
132		<i>50% Money from 23-24 Mayors Fund</i> <i>Account details TBC</i> North Walsham Dementia Support Group	Donation	1,829.11
133		<i>50% Money from 23-24 Mayors Fund</i> <i>20-03-26</i> <i>83268535</i> <i>Account Details</i> Office Flow	Photocopier	23.94
134	Finance 22.4.2	NW in Bloom	Donation	3,000.00
135		<i>Donation agreed for NWIB</i> Jasmine Pearce	Street Feast	200.00
136		<i>Singing in PM at the street feast 15th June</i> Cozens (UK) Ltd	Electricity	30.00
137	785651	<i>Street Lighting - April</i> NNDC	Rates	298.25
138		<i>The Old Saddlers Shop - Property Ref - 785651</i> Office Flow	Photocopier	23.95
139		Red 5 Network	Broadband	35.94
140		<i>May running costs</i> Anglia Technology	CCTV	562.88
141		<i>CCTV - June</i> Parish Online	Subscription	486.00
142		<i>Mapping software - Yearly cost</i> NNDC	CCTV	255.00
143		<i>CCTV Licence</i> PDK Charnwood Ltd	Carboot	11.70
144		<i>Green Charity bucket - carboot</i> Croner Group Ltd	Human Resources	420.69
145		Ernest Doe	Equipment	101.73

North Walsham Town Council
DRAFTPAYMENTS LIST 84 TO 500

Voucher	Cheque	Name	Description	Amount
		<i>Gloves</i>		
		<i>Spray Grease</i>		
		<i>Carb clean</i>		
		<i>wire brush</i>		
		<i>strimmer cord</i>		
146		Dial 9 Comms Ltd	Phone	117.04
		<i>Subscription June, Minutes April</i>		
147		LB Cleaning Services	Cleaning	60.00
		<i>Window Cleaning - Cedars House</i>		
148		Post Office	Subscription	1,254.00
		<i>Postal Redirection 21/05/2024-20/05/2025</i>		
		<i>Reference 044136248</i>		
149		Cim signs & graphics	Signs	51.60
		<i>Supply and fit if signage outside The Cedars</i>		
150	FC 30.4.24 iter	Rural Market Towns Group	Subscription	164.40
		<i>Subscription for RSN (Annual)</i>		
151		Espo	Equipment	25.38
		<i>Blue roll for the bathroom</i>		
		<i>Magnets - Office whiteboard</i>		
152		Espo	Equipment	37.74
		<i>White board markers</i>		
		<i>Highlighters x2</i>		
		<i>Calculator</i>		
		<i>Hole punch x2</i>		
		<i>Yellow paper</i>		
153		Espo	Equipment	91.20
		<i>Red noticeboards x4</i>		
154		Espo	Equipment	66.00
		<i>Whiteboard</i>		
155		Community Action Norfolk	Subscription	50.00
		<i>Silver membership</i>		
156		Broadland First Responders	Grant	546.00
157		Fuel Genie	Fuel	249.28
158		Ben Burgess	Equipment	122.27
		<i>12V Battery</i>		
159		Ben Burgess	Equipment	93.35
		<i>Blade</i>		
160		Ben Burgess	Equipment	101.16
		<i>Mower Blade</i>		
		<i>V-Belt</i>		
		<i>V-Belt credit - 389098</i>		
161		Cozens (UK) Ltd	Electricity	30.00
		<i>Street Lighting for May</i>		
162		Kerrys Carpets & Blinds	Equipment	1,298.69
		<i>Chasing for new invoice - VAT not reflected on invoice received</i>		
163		Ben Burgess	Equipment	88.75
		<i>V-Belt</i>		
164		Total Energies	Electricity	33.10
165		Total Energies	Electricity	398.31
166		Total Energies	Electricity	888.64
167		Total Energies	Electricity	61.78
168		Total Energies	Electricity	26.55
169		NNDC	Licence	70.00
		<i>North Walsham Carnival - license</i>		
170		Ask The Poet	Street Feast	200.00
		<i>SF 15/06/2024 - music</i>		
171		Amazon	Equipment	82.99
		<i>3-Drawer Filing cabinet</i>		
172		Amazon	Equipment	10.49
		<i>USB plug</i>		
173		Amazon	Equipment	10.38
		<i>USB lightning charging cable</i>		
174		Amazon	Equipment	16.38

North Walsham Town Council
DRAFTPAYMENTS LIST 84 TO 500

Voucher	Cheque	Name	Description	Amount
175		<i>Door bell for new office</i> Amazon	Equipment	82.21
176		<i>5 Tier bookcase</i> Amazon	Street Feast	77.50
177		<i>2x 6ft folding table</i> Broadland Tail Lift Services	Vehicles	199.80
178		Lake & Nichols <i>Aluminium flat bar</i>	Equipment	47.28
179		The Winterlong <i>SF 15th June - Music</i>	Street Feast	100.00
180		ASCO <i>Vacuum tanker attendance</i>	Skate Park	792.00
181		Saturn AV	Street Feast	480.00
182		ROSPA Play Safety <i>Annual inspections</i>	Health & Safety	592.80
183		Anglia Technology <i>Office move</i>	CCTV	6,401.87
184		A F Howland Associates	Investigations	8,251.74
185		Various <i>Desk fans and toilet brush</i>	Equipment	43.15
			TOTAL	58,926.93

North Walsham Town Council
DRAFTRECEIPTS LIST 53 TO 500

Voucher	Ref	Name	Description	Amount
53		Candy K Creates	Market tolls	12.00
54		Murrell Cork	Memorial	62.00
55	102690	Double Q	Market tolls	137.44
		<i>Paid £137.44, inline with account statement.</i>		
56		Bee Sweet	Market tolls	12.00
57		Norfolk County Council	Miscellaneous	3,319.00
		<i>Re-imburement of SAM2</i>		
58	102690	Chef Norgate	Carboot	10.00
59	102690	Bear Chylls	Carboot	5.00
60	Scanned	Abbey Memorials	Memorial	62.00
61	102690	Various	Donation	114.43
		<i>Donations from Carboot on 12th May 2024, to go to mayors charity as requested by Town Clerk</i>		
62		The Jam Jar	Street Feast	
63		The Jam Jar	Street Feast	
64		The Jam Jar	Street Feast	
65		The Jam Jar	Street Feast	
66		Elite Plants	Market tolls	230.40
67		Bear Chylls	Market tolls	4.00
68		SOJO	Market tolls	12.00
69	102690	Coffee with personality	Carboot	5.00
70	BAC's	HMRC	VAT reclaim	4,356.19
71		PVP	Street Feast	37.50
72		Mandy's Deals	Market tolls	48.96
73		J Stanmore (Cards)	Market tolls	92.16
74		Beardy Comics & Products 4 Eco	Market tolls	48.00
75		Wool & Fabric	Market tolls	46.08
76		Various	Bus stops	14,000.00
		<i>Insurance pay out for New Road bus shelter</i>		
77	BAC's	Bank	Interest	700.81
78	BAC's	Coif	Interest	155.75
79		Lillys Boutique	Market tolls	
80		Chim Chim	Street Feast	50.00
81		The Little Flapjack Company	Street Feast	37.50
82		Carmichael Fishmongers	Market tolls	97.28
83	SF June	Doughnut Trailer (Tania)	Street Feast	50.00
84		Lillys Boutique	Market tolls	63.36
85		Youngs, S	Market tolls	24.96
86		Murrell Cork	Interment	136.00
87		Murrell Cork	Interment	387.00
88	102691	Chef Norgate	Carboot	5.00
89	102691	Bear Chylls	Carboot	5.00
90	102691	Coffee with personality	Carboot	5.00
91	102691	Various	Donation	87.04
		<i>Donations from Carboot on 9th June 2024, to go to mayors charity as requested by Town Clerk</i>		
92		Buttercream Bakes	Market tolls	19.20
93	SF June	Josh's Pizza	Street Feast	62.50
94	SF June	Ellese Bakes	Street Feast	37.50
95		Double Q	Market tolls	154.88
		<i>Paid Cash - 13/06/2024</i>		
		<i>Awaiting paying in book number</i>		
96	SF June	Kracken Bakes	Street Feast	37.50
97	SF June	Durban Grill/Baby Bean Coffee Co	Street Feast	50.00
98	SF June	Chef Norgate	Street Feast	62.50
99		Candy K Creates	Market tolls	12.00
100	SF June	Owies Black Piggy Porkers	Street Feast	37.50
101	SF June	Scrumptious Home Bakes	Street Feast	37.50
102	SF June	The Waffle Wagon	Street Feast	37.50
103	SF June	Daintys Kitchen	Street Feast	37.50
104		Nick Hindle Stonemasons	Memorial	62.00

North Walsham Town Council
DRAFTRECEIPTS LIST 53 TO 500

Voucher	Ref	Name	Description	Amount
105		Redfields Fruit & Veg	Market tolls	144.00
106		Redfields Fruit & Veg	Market tolls	115.20
107		The Bucket List	Street Feast	50.00
108		Abbey Memorials	Memorial	62.00
			TOTAL	25,438.14

ACTION LOG Jen 2024

Meeting	Subject	Action	Update	who	Timescale
Full Council Action Log					
31.5.22	Pavillion	Purchase defibrilator for children and adults	The Clerk to orgnise	WM	End of Juy
	Concessions	To investigate Consession prices NCC		WM	
	Cemetery		Await Bore Hole to be done	BW/WM	Completed
Development & Amenities Action Log					
08.11.22	Coronation	Lettering to be ordered for MEMORIAL ARCH	This is waiting to be installed and lettering ordered	WM	End of Juy
10.1.23	New Grounds Vehicle	Proposal to be put together Re Vehicle	Grounds work scheule to be completed	BW/DG/WM	ongoing
	Trackside Signs	2 x Dogs must be kept on leads 1 x enter at own risk	New signs to be purchased	WM	
	Accessibility Assessment	Find Company to undertake AA once office move has taken place		WM	June
	Memorial Park Access	Install Dropped Curb	This has been sent to planning	WM	gone to plannir
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	To contact Surveyor	WM	email sent to a
	Uplighting of Market Cross	Investigate issues relating to instillaton(Heitage Team / Historic England)	Quotes received	WM/MG	await install
Media & Information Action Log					
7.11.22	Wooden Events Board	Further information to be gathered	Quotes are being sourced	WM	June
10.10.22	Pop Up Market Stall	Information Sheet	Being updated	BW	
	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			
	Cedars	Press release re Move to be written	Completed		
	Electronic Noticeboards	Licensing agreement to be put in place for Pheonix buyilding	with Clerk	WM	july
	Website	Website improvements to be made to improve accessibility	Clerk will investigate	WM	completed

Markets Action Log

Personal Action Log

REPORT TO COUNCIL

Subject: Cleaning at Cedar House

Authour: Wendy Murphy

Date: 18th June 2024

North Norfolk District Council Service charge for cleaning Cedar House is £11,000. This is then divided by floor space across the 4 tenants.

Barnet Cleaning Services have quoted £550.00 for North Walsham Town Council. This is to clean the the communal areas only.

The office would not be included but the staff are preared to clean this themselves.

Window cleaning is £70.00 every 3 months. Each office would pay for a clean

NNDC Registrars will be using Norse to clean their offices and the Ceremony Room.