

North Walsham Town Council
DRAFTRECEIPTS LIST 148 TO 500

Voucher	Ref	Name	Description	Amount
148		Murrell Cork	Burial	626.00
149		Candy K Creates	Market tolls	12.00
150		Crystal Calm Reiki	Market tolls	12.00
151		Arthur Jary & Sons	Memorial	127.00
152	SF July	Gringo Nacho	Street Feast	50.00
153		Buttercream Bakes	Market tolls	38.40
154	SF July	Scrumptious Home Bakes	Street Feast	37.50
155		Panther Brewery	Sunday Market	10.00
156		J Stanmore (Cards)	Market tolls	92.16
157		Bobs Bread Bakery	Sunday Market	10.00
158		Buttercream Bakes	Market tolls	48.00
159		Mandy's Deals	Market tolls	65.28
160		Mandy's Deals	Market tolls	32.64
161		Carmichael Fishmongers	Market tolls	121.60
162		Youngs, S	Market tolls	62.40
163	SF August	Doughnut Trailer (Tania)	Street Feast	50.00
164		Owies Black Piggy Porkers	Market tolls	70.40
165	102696	Various	Donation	70.49
<i>Donations from Carboot on 4th August 2024, to go to mayors charity as requested by Town Clerk</i>				
166	BAC's	Bank	Interest	631.99
167		Lamartis Ice Cream	Carboot	5.00
168		Coffee with personality	Carboot	5.00
169		Chef Norgate	Carboot	5.00
170	Bac's	Poppies Nursery	Rental	420.00
171		Lillys Boutique	Market tolls	72.00
172		Redfields Fruit & Veg	Market tolls	115.20
173		Veteran Foundation	Market tolls	12.00
174	SF August	Daintys Kitchen	Street Feast	50.00
175		Beardy Comics & Products 4 Eco	Market tolls	60.00
176		Candy K Creates	Market tolls	12.00
177	BAC's	HMRC	VAT reclaim	837.02
178		Nick Hindle Stonemasons	Memorial	62.00
179		Nick Hindle Stonemasons	Memorial	127.00
180		Mark Hubble	Memorial	217.00
<i>Interment has been delayed until 5th November at 11:30am</i>				
181		Crystal Calm Reiki	Market tolls	12.00
182	SF August	The Waffle Wagon	Street Feast	37.50
183		George's Groceries	Sunday Market	10.00
184		Elite Plants	Market tolls	288.00
185		Elite Plants	Market tolls	230.40
186	SF August	Chef Norgate	Street Feast	62.50
187		A and K sell sweets	Market tolls	12.00
188		Youngs, S	Market tolls	24.96
189		Beardy Comics & Products 4 Eco	Market tolls	36.00
190		Carmichael Fishmongers	Market tolls	97.28
191		Hickling Herbals	Sunday Market	10.00
192		Homemade in Norfolk	Sunday Market	10.00
193		Bobs Bread Bakery	Sunday Market	10.00
194		Owies Black Piggy Porkers	Street Feast	37.50
195		Scrumptious Home Bakes	Street Feast	37.50
196	000001	Lamartis Ice Cream	Carboot	5.00
197		Lillys Boutique	Market tolls	43.20
198		Heavenly Bouquet	Sunday Market	10.00
199		Daisys Dog Treats	Sunday Market	10.00
200		J Stanmore (Cards)	Market tolls	115.20
201		Owies Black Piggy Porkers	Street Feast	37.50
202		Sari Shop - Hungarian Street Food	Street Feast	37.50
203		Bank	Interest	423.59
204		Arthur Jary & Sons	Memorial	62.00
205		CCLA	Interest	155.75

North Walsham Town Council
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Voucher	Ref	Name	Description	Amount
206	BAC's	Poppies Nursery	Rental	420.00
207		Nick Hindle Stonemasons	Memorial	108.00
208		Nick Hindle Stonemasons	Memorial	108.00
209		Doughnut Trailer (Tania)	Street Feast	50.00
210		Chestnut Nursery School	Advertising	900.00
211		Daintys Kitchen	Street Feast	50.00
212		North Walsham High School	Advertising	25.00
213		Murrell Cork	Interment	198.00
214		Coffee with personality	Street Feast	50.00
215	000001	Double Q	Market tolls	193.60
216	000001	Various	Donation	101.27
		<i>Donations from Carboot on 8th September 2024, to go to mayors charity as requested by Town Clerk</i>		
217	000001	Double Q	Market tolls	154.90
		<i>Paid in cash 19/09/2024 £154.90</i>		
218	000002	North Walsham Round Table	Donation	200.00
		<i>Donation from North Walsham Round Table regarding the beer festival</i>		
			TOTAL	8,541.23

North Walsham Town Council
DRAFTPAYMENTS LIST 252 TO 500

Voucher	Cheque	Name	Description	Amount
252		SR Print & Design Ltd	Carboot	237.60
		<i>Disabled parking/ visitor parking signs for car boot sale</i>		
253	SF July	Saturn AV	Street Feast	480.00
		<i>PA hire for July Street Feast</i>		
254		Amazon	Equipment	194.98
		<i>outdoor WIFI bluetooth projector</i>		
255		Cash	Equipment	3.58
		<i>Black cable ties</i>		
256		Cash	Milk/Tea/coffee etc.	1.99
		<i>Milk & Sugar</i>		
257		Cash	Milk/Tea/coffee etc.	3.00
		<i>Tea bags</i>		
258		Various	Salary	12,607.87
259	Bac's	Norfolk Pension Fund	Salary	4,921.91
260	Bac's	HMRC	Salary	3,589.75
261		DVLA	Tax disc	335.00
		<i>Vehicle Tax for DV12 GXH</i>		
262		Espo	Stationery	18.00
		<i>Tippex x2</i>		
		<i>Wallets</i>		
		<i>White Board Eraser</i>		
263		J A Plant Hire & Groundwork Ltd	Memorial Park	300.00
		<i>Installation of new arch way to entrance</i>		
		<i>Agreed at previous meeting -</i>		
264		Amazon	Equipment	906.50
		<i>14 X 6FT Table & Chairs</i>		
265		SLCC	Training	718.00
		<i>National Conference 2024 - Town Clerk</i>		
266		Just Regional	Advertising	234.00
		<i>Publication 14th August</i>		
267		Ernest Doe	Equipment	38.76
		<i>Nylon Line & 2 Stroke 1Ltr</i>		
268		Ernest Doe	Equipment	28.99
		<i>Bostik & Cable Ties</i>		
269		Ernest Doe	Equipment	88.61
		<i>Autocut</i>		
270		Travis Perkins	Equipment	11.28
		<i>MOT Type 1 Trade Pack</i>		
271		Dial 9 Comms Ltd	Phone	119.42
		<i>Subscription August, minutes July</i>		
272		Travis Perkins	Equipment	209.12
		<i>Damp Proof Membrane & Clothing x 2 (shoes)</i>		
273		Office Flow	Photocopier	23.95
		<i>TBC - contacted officeflow for invoice 12/08/24</i>		
274		Amazon	Equipment	1.90
		<i>Silver seals</i>		
275		J W Plant	Events	44.80
		<i>VE Day 80 Flag</i>		
276		Stamps Direct Ltd	Equipment	42.23
		<i>New office stamp</i>		
277		Amazon	Equipment	39.96
		<i>Wireless keyboard & mouse</i>		
278		Grenke	Photocopier	281.99
		<i>Quarterly fee 01/07/2024-30/09/2024</i>		
279		Community Heartbeat	Defibrillators	81.54
		<i>Defib pads</i>		
280	005234	Various	Miscellaneous	382.00
		<i>Payment owed to F Collett, confirmed with Town Clerk to be added to main account as a cheque was required and we no longer hold a cheque book for the wages account and no longer held BACs details for employee</i>		
281		NNDC	Rates	7,944.30
		<i>New Road Car park - waste service/ collection/ bin</i>		

North Walsham Town Council
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Voucher	Cheque	Name	Description	Amount
282		NNDC <i>Bacton Rd</i> <i>Waste bins, waste services</i>	Bins	1,392.30
283		Heart 2 Heart Norfolk <i>Defib, lock box, ready kit</i>	Defibrillators	1,500.00
284		Lake & Nichols <i>Weld/ patch repairs to grass topper/ cutter</i>	Equipment	192.00
285		Anglo Scottish Equipment (Southern) Ltd <i>20'x8' S/H Container</i>	Equipment	1,800.00
286		Fuel Genie <i>Fuel for July</i>	Fuel	477.41
287		Total Energies <i>June usage</i>	Electricity	766.88
288		Total Energies <i>June usage</i>	Electricity	317.15
289		Total Energies <i>June usage</i>	Electricity	31.82
290		Total Energies <i>June usage</i>	Electricity	26.26
291		Total Energies <i>June usage</i>	Electricity	38.54
292		Croner Group Ltd	Human Resources	420.69
293		CoolerAid <i>3x 19L water</i>	Equipment	26.82
294		AHGTC <i>Membership 2024-2025</i>	Town Crier	30.00
295		Anglia Technology <i>August CCTV</i>	CCTV	527.74
296		Millennium Pest Control Ltd <i>Annual pest control Aug 2024 - July 2025</i>	Poppies	576.00
297		Anglian Internet	IT	112.80
298		Lake & Nichols <i>Repairs to play equipment at Woodville park</i>	Woodville	48.00
299		Wayne Beauchamp <i>Web domain Sept 24-25</i>	Website	17.00
300		Cozens (UK) Ltd <i>July maintenance charge</i>	Electricity	30.00
301		We Print Gifts Ltd <i>Full colour lanyards x 4</i>	Equipment	58.44
302		Nick Hindle Stonemasons <i>Supply of stainless steel lettering and fixing to tarmac</i> <i>Supplied glue and stainless screws</i>	Equipment	1,130.40
303		Cozens (UK) Ltd <i>Replacement column with LED - 115 on Coronation Walk</i>	Electricity	2,220.00
304		Lake & Nichols <i>WM Park goal posts - 4 off fabricated goal post fixings</i>	Equipment	72.00
305		J A Plant Hire & Groundswork Ltd <i>Work carried out at Bacton Rd Cemetery - Repairing a water leak</i>	Equipment	613.80
306		Various <i>Key cutting for container access</i>	Keys	27.00
307		North Norfolk Community Transport	Donation	2,000.00
308		North Walsham Parochial Church Council <i>Donation regarding storage of tables and chairs</i> <i>Spoken to Bob who agreed this was authorised in previous meetings</i>	Donation	50.00
309		Dragon Security <i>Battery replacement</i>	Poppies	19.54
310		NNDC <i>payment #250 for invoice 1011082 was collected twice in error</i> <i>Direct debit instructions were requested to be cancelled but it was still collected via DD as well made online payment made.</i> <i>Payment was returned 20/08/2024</i>	Bins	-3,657.00
311		The Hillbilly Goats Gruff <i>2 x 45 minute sets for 24th Aug Street Feast</i>	Street Feast	300.00

North Walsham Town Council
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Voucher	Cheque	Name	Description	Amount
312		Saturn AV	Street Feast	480.00
		<i>PA hire for 24th August street feast</i>		
313		Norfolk Parish Training Support	Training	295.00
		<i>Whole council training - code of conduct - 10th September</i>		
314		Millennium Pest Control Ltd	Poppies	90.00
		<i>Treatment carried out against wasp nest</i>		
315		Stalham Town Council	Training	134.20
		<i>2x Fire Marshall training</i>		
		<i>2x completion certificates</i>		
316		Saturn AV	Market Cross	13,935.60
		<i>Town clock architectural lighting (installed 31/7-1/8)</i>		
		<i>Agreed in previous FC meetings/ D&A meetings</i>		
		<i>Agreed by TC - WM</i>		
317		Amey LG Limited	Electricity	518.64
		<i>Kimberley Road, Call out.</i>		
318		NNDC	Rates	1,776.00
		<i>The Old Saddlers shop - 785651</i>		
319		Dragon Security	Poppies	156.00
		<i>Silver contract maintenance</i>		
320		Anglia Technology	CCTV	527.74
321		Ernest Doe	Equipment	237.17
		<i>Multi use spray</i>		
		<i>Safety googles x2</i>		
		<i>Air Filter</i>		
		<i>Head Gasket</i>		
		<i>Bench grinder</i>		
		<i>Nylon line</i>		
		<i>Cable ties</i>		
322		Dial 9 Comms Ltd	Phone	116.46
323		CoolerAid	Equipment	8.94
324		Anglian Internet	IT	112.80
325		Croner Group Ltd	Human Resources	420.69
326		Shred station	Refuse	38.40
		<i>Shredding sacks removed x7</i>		
327		Barnett's Cleaning Solutions LTD	Cleaning	77.11
		<i>Cleaning - less one clean</i>		
328		SR Print & Design Ltd	Equipment	289.20
		<i>10x hi vis jackets</i>		
		<i>2x road closure signs for markets</i>		
329		Lake & Nichols	Equipment	372.00
		<i>10 x stainless steel slotted tie down caps</i>		
330		NNDC	Rates	740.40
		<i>3-Sep-24 to 02-Dec-24</i>		
331		Ben Burgess	Equipment	150.71
		<i>Electronic Control Unit</i>		
332		Cozens (UK) Ltd	Electricity	30.00
		<i>Maintenance charge for August 2024</i>		
333		Cash	Postage	1.50
		<i>Under paid postage</i>		
334		Cash	Milk/Tea/coffee etc.	0.95
		<i>milk</i>		
335		Cash	Keys	4.00
		<i>container key</i>		
336		Cash	Postage	39.95
		<i>stamps - 2nd class</i>		
337		Cash	Equipment	99.99
		<i>Grinder</i>		
338		Cash	Milk/Tea/coffee etc.	1.35
		<i>Milk</i>		
339		Cash	Market Cross	9.99
		<i>Town clock app</i>		
340	Bac's	Various	Salary	13,062.24
341		HMRC	Salary	3,603.04

North Walsham Town Council
DRAFTPAYMENTS LIST 252 TO 500

Voucher	Cheque	Name	Description	Amount
342	Bac's	Norfolk Pension Fund	Salary	5,119.07
343		Office Flow	Photocopier	55.95
344		NNDC	Bins	3,657.00
		<i>Invoice paid in error - after direct debit was also taken despite request for removal.</i>		
		<i>Credit received 20/08/2024 - see payment #310</i>		
345		Amazon	Equipment	39.31
		<i>White fold up table</i>		
346		Grenke	Photocopier	168.00
347		Sumup	Charges	94.80
		<i>Purchase main unit</i>		
348		Cash	Expenses	74.42
		<i>Cllr L Eastwick - Paid Fast host invoice No.78063357</i>		
TOTAL				91,595.24

NNDC Ref: RV/24/1794
Date: 5th September 2024

Contact: Alice Walker

Wendy Murphy
Town Council Offices
18 Kings Arms Street
North Walsham
Norfolk
NR28 9JX

Planning Consultation
North Walsham

Proposal: Variation of condition 8 (service yard delivery times) of planning permission PF/02/0654 (Demolition of petrol filling station, garage buildings and 19/21 Bacton Road and erection of extensions to supermarket, improvements to serving arrangements, new vehicular & pedestrian accesses, new car park and petrol filling station) to extend the hours the service yard can be used for deliveries and associated activities until 23.00 hours (currently 21.00 hours) in the evenings Mondays to Saturdays, and from 07.00 hours (currently 08.00) on Sundays, Bank and public holidays

Location: Sainsburys, Bacton Road, North Walsham, Norfolk, NR28 9DS

Dear Sir/Madam,

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

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SINOOELNIL500>

If your Council would like to offer comments on the application, please do so by **26/09/2024** via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

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

Kind regards,

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

HEELIS & LODGE

Local Council Services • Internal Audit

Interim Internal Audit Report for North Walsham Parish Town Council – 2023/2024

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2023. The following recommendations/comments have been made:

Proper book-keeping Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

All were found to be in order. VAT payments are tracked and identified within the year end accounts.

VAT payments are tracked and identified within the accounts.

The Council hold the General Power of Competence and LGAs137 does not apply.

The cashbook is referenced providing a clear audit trail. Supporting paperwork is in place and well referenced.

Financial regulations Standing Orders and Financial Regulations
Tenders
Appropriate payment controls including acting within the legal framework with reference to council minutes
Identifying VAT payments and reclamation
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

Reviewed: 21/5/2024 (Ref: 12.1)

Financial Regulations in place: Yes

Reviewed: 17/6/2024 (Ref: 8)

Terms of Reference are reviewed by each committee (Ref: 21/5/2024 – item 11) as follows:

- *Personnel*
- *Finance & Grants*
- *Development & Amenities*
- *Markets*
- *Media & Information*
- *Mayor & Deputy Mayor*

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

Tel: 07732 681125

Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

A Scheme of Delegation is in place and was last reviewed at the Annual Town Council meeting held on 21/5/2024 (Ref: 12.3).

The following documents were reviewed and approved during the year of audit:

Annual Town Council meeting held on 21/5/2024 (Ref: 12.4-9):

- *Code of Conduct*
- *Co-option Policy*
- *Communication Protocol*
- *Complaints Procedure*
- *FOI Publication Scheme*
- *Planning Procedure*

GDPR Policies

- *CCTV Policy*
- *Information Audit*
- *Retention & Disposal*
- *General Privacy Statement*
- *GDPR Policy*

It is noted that committees hold responsibility for reviewing the policies relating to their activities.

- *Finance & Grants Terms of Reference – 17/6/2024 (Ref: 8)*

VAT reclaimed during the year: **Yes**

Registered: **Yes** Reg:

Submission Period: Amount:

1/4/2024 – 30/6/2024 £837.02

General Power of Competence: **Yes**

Policy Review Schedule in place: **Yes**

There were no tenders during the year that exceeded the £30,000 Public Contract Regulations threshold.

Risk Assessment

Appropriate procedures in place for the activities of the council
Compliance with Data Protection regulations

Risk Assessment document in place: **Yes**

Data Protection registration: **Yes** Ref: **Z8869674**

Data Protection

The General Data Protection Regulations have changed and the new Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have a suite of GDPR documents.

Privacy Policy published: *Yes*

Link: <https://nwtc.org.uk/wp-content/uploads/2024/06/General-Privacy-Statement-2024-1.pdf>

Insurance was in place for the year of audit. The Risk Assessment was reviewed at a meeting held on 17/6/2024 (Ref: 8).

Statement of Internal Controls in place: *No*

Recommendation: *To adopt a Statement of Internal Control.*

The Council have good internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.

It is noted that the Council appointed an Internal Scrutineer at a meeting of the Finance & Grants Committee held on 17/6/2024 (Ref: 3). Bank signatories were also reviewed and approved at this meeting.

Fidelity Cover: £250,000

The level of Fidelity cover is below the recommended guidelines of year end balances plus 50% of the precept (£455,058 + £215,365 = £670,423).

Recommendation: *To review the level of Fidelity cover.*

Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: *No*

Website: <https://nwtc.org.uk/>

The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.

Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

2024 Annual Return, Section One Published – Yes

2024 Annual Return, Section Two Published – Yes

2024 Annual Return, Section Three Published – Not yet received

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights

Published – Yes

Period of Exercise of Public Rights

Publication Date: 14/6/2024

Start Date: 17/6/2024

End Date: 26/7/2024

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 on their website.

The Council have not met the publication requirements.

Recommendation: *The Council should publish the signed AGARS for the year 2019-2020 and the audited AGAR for 2023-24, when received.*

Budgetary controls supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £428,320 (2023-2024) Taken from 2024 AGAR

Date: 29/11/2022 (Ref: 7.3)

Precept: £430,730 (2024-2025)

Date: 19/12/2023 (Ref: 6.4)

Satisfactory budgetary procedures are in place. The precept decision and amount have not been minuted for the 2023-2024 or 2024-2025 precept setting. The Council should ensure that the precept decision and amount are clearly minuted.

The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions.

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

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Email: heather@heelis.eu

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Recommendation: To ensure that the precept decision and amount are minuted.

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.

Petty Cash

Associated books and established system in place

A satisfactory petty cash system is in place with supporting paperwork. A sample of receipts were examined from April 2024 to June 2024 and cross referenced with vouchers and the cash book. Petty Cash Limit £250 (Financial Regulation No.10).

Payroll controls

PAYE and NIC in place where necessary.
Compliance with Inland Revenue procedures
Records relating to contracts of employment and pensions

PAYE System in place: **Yes**
Employer's Reference: **531/N3004**
P60s issued: **Yes**

The Council continue to operate RTI in accordance with HMRC regulations. Supporting paperwork is in place and P60s have been produced as part of the year end process.

Eligible employees have joined the nominated pension scheme. A further examination will take place at the year end.

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

To be carried out at the year end.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 July were confirmed as:

<i>CCLA</i>		<i>£nil</i>
<i>Redwood Savings</i>		<i>£85,000.00</i>
<i>Unity Trust</i>		<i>£nil</i>
<i>NatWest Business Reserve</i>	<i>xxxx6829</i>	<i>£435,459.76</i>
<i>NatWest Current</i>	<i>xxxx6819</i>	<i>£50,000.00</i>

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Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have generous general reserves (£390,092.68) and have identified earmarked reserves of £144,390.49 in their accounts.

Given the level of general reserves, the Council may benefit from adopting a Reserves Policy.

Recommendation: *To adopt a Reserves Policy.*

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

To be carried out at the year end.

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is a Trustee of the War Memorial Park Charity.

Charity Number: 304023

The last annual submission of the accounts was 10/1/2023. It is noted that the Charity have not met their responsibility in submitting the 2022-2023 accounts by the required deadline. These are overdue by 225 days. The last recorded Charity accounts were for the year 2021-2022 (Income £8,772 and Expenditure £8,772). Any underspend is met by a contribution from the Town Council.

The Charity accounts are currently held within the Town Council accounts. Charity accounts should be held in a separate bank account under the Charity name and not included in the Town Council's accounts or AGAR.

There was no evidence in the 2022 accounts that the Charity hold public liability insurance for any property/land that they may own. The Council/Charity should clarify the ownership of any land/property.

Recommendation: *The Council should consider the following:*

- *Separate the Charity accounts from the Town Council's accounts.*
- *Set up a separate bank account.*
- *Exclude the Charity accounts from the AGAR. It is advisable that advice is sought from the External Auditor if the figures should be amended for the 2023-2024 AGAR or restated in the 2024-2025 AGAR.*
- *Arrange for the COIF interest, pavilion rent and any other income to the Charity to be paid into the new bank account.*

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

- Clarify the legal ownership of any land/property.
- Obtain Public Liability insurance for the Charity, as a minimum requirement if any land or property falls under their ownership.

Internal Audit Procedures

The 2023-2024 Internal Audit report was considered by the Council at a meeting held on 21/5/2024 (Ref: 13.9).

Heelis & Lodge were appointed as Internal Auditor at a meeting held on 30/4/2024 (Ref: 11.4.b).

External Audit

The Council formally approved the 2024 AGAR at a meeting of the full Council held on 21/5/2024 (Ref: 13.8.2). It is noted that the signed, hard copy minutes of this meeting are missing pages 5 & 6.

The External Auditor's report has not yet been received. This will be examined at the year end.

Additional Comments/Recommendations

- The Annual Town Council meeting was held on 21/5/2024. The first item of business was the Election of Chairman, in accordance with Standing Orders.
- It is a requirement that minutes kept in a loose-leaf format should be consecutively numbered ie 1-100+ either by page number or minute item number.
Recommendation: To consecutively number minutes kept in a loose-leaf format.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the quality of documentation presented for the audit.



Heather Heelis
Heelis & Lodge
12 September 2024

HEELIS&LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

INVOICE

To:

North Walsham Town Council
Office 4
Cedar House
New Rd
North Walsham
Norfolk
NR28 9DE

Invoice No: HL9509
Date: 12 September 2024

Details	Quantity	Amount (£)	Total (£)
To carry out Interim Internal Audit for North Walsham Town Council for the year ended 31 March 2025	1	370.00	370.00
Total			370.00

Please make cheques payable to: Heelis & Lodge

Bank Details: Account 02539349 Sort Code 72-00-00

Terms – 14 days

Thank you.

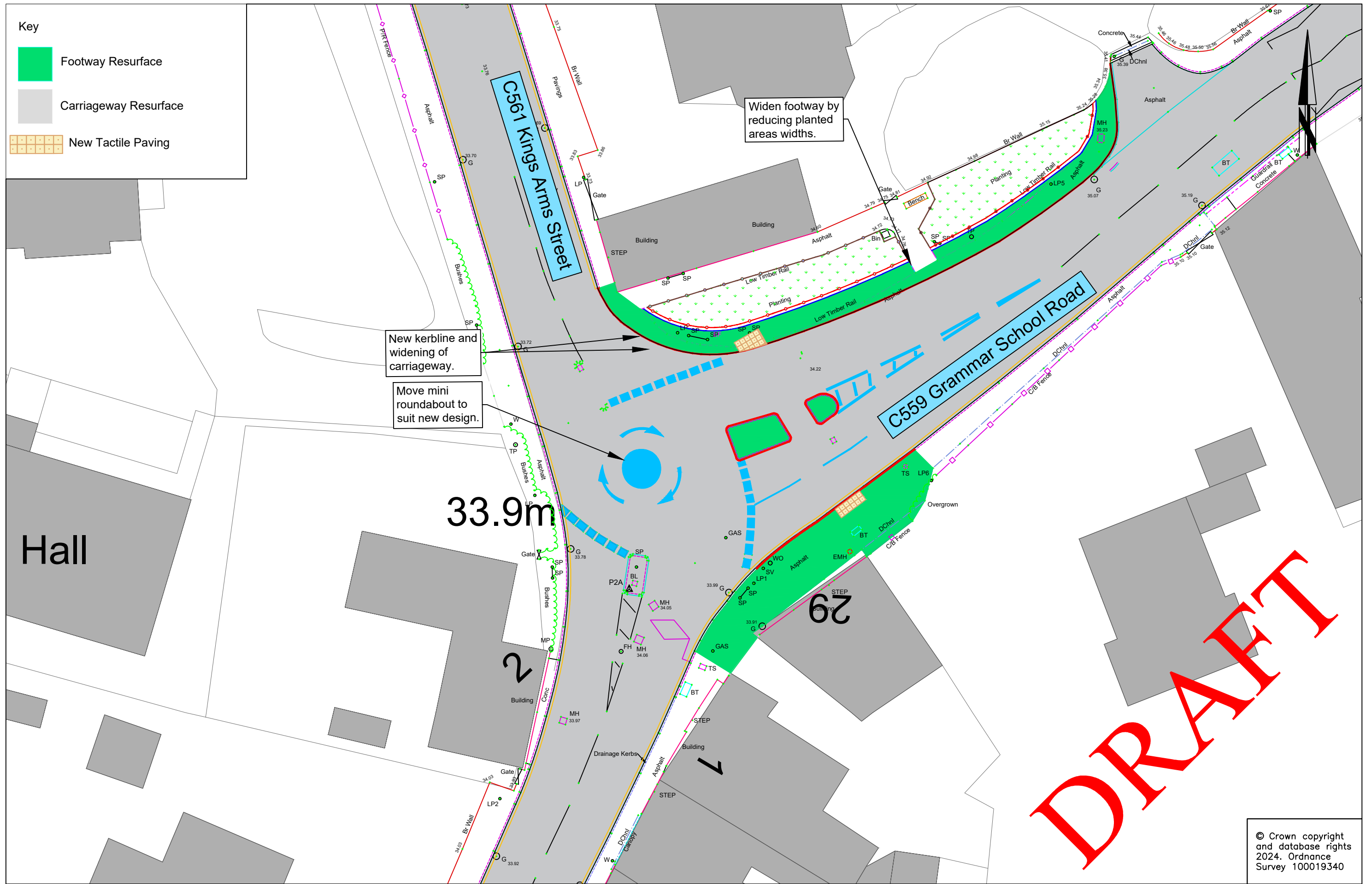
HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

Key

- Footway Resurface
- Carriageway Resurface
- New Tactile Paving



DRAFT

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Tom McCabe
 Executive Director of
 Community and Environmental Services
 Norfolk County Council
 County Hall, Martineau Lane
 Norwich NR1 2SG

DRAWING TITLE
 General Arrangement

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

SURVEYED BY	INITIALS	DATE	DRAWING No.
OS	OS	04/24	PGA070-HD2-0000-0002
DESIGNED BY	BL	04/24	PROJECT TITLE
DRAWN BY	BL	04/24	Roundabout Improvement
CHECKED BY	BH	04/24	Grammar School Road, North Walsham
			SCALE 1:250
			FILE No. PGA070



Norfolk County Council

Community and Environmental
Services
County Hall
Martineau Lane
Norwich
NR1 2DH

NCC contact number: 0344 800 8020
Text relay no.: 18001 0344 800 8020

Your Ref: PGA070/PR3626
Date: 27/08/2024

My Ref: PGA070/PR3626
Tel No.: 01603 638285
Email: Ben.Levin@Norfolk.gov.uk

Dear Occupier

**North Walsham, Grammar School Road–
Mini Roundabout Improvements and the A149 Norwich Road Pedestrian Crossing
Improvements.**

Norfolk County Council are proposing to create two lanes of traffic to allow right turns into Kings Arms Street to be separated from the straight-ahead movement towards the A149 in North Walsham. Along with these changes we are also planning traffic signal upgrades to the A149 North Walsham Bypass and Norwich Road junction. The works will be programmed to take place at the same time in order to keep disruption to a minimum.

The proposals are detailed on the attached drawing PGA070-HD2-0000-002 and PR3626-HD2-0000-002.

The works are currently scheduled to begin in early January 2025 and are scheduled to take 20 weeks to complete. Norwich Road will be closed for the duration between the junctions of A149 North Walsham Bypass and Grammar School Road mini roundabout. Access to property within the closure will be maintained throughout the works.

Further details of these works will be communicated to you nearer the time but in the meantime, should you have any queries please do not hesitate to contact me on the above email or telephone number.

Yours

Ben Levin,
Project Technician
Highways Design Team 2

Key

- Footway Resurface
- Carriageway Resurface
- New Tactile Paving
- New Tactile Paving

Skatepark

AVENUE ROAD

EI Sub Sta

DRAFT

New Push Button
Pedestrian
Crossing Point

Widen
Carriageway
to Create 3
Lanes of
Traffic.

Widen
Carriageway
to Create 3
Lanes of
Traffic.

New Push Button
Pedestrian
Crossing Point

New Push Button
Pedestrian
Crossing Point

C559 Norwich Road

B1150 Norwich Road

A149 North Walsham Bypass

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2024. Ordnance
Survey 100019340

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

SURVEYED BY	INITIALS	DATE	DRAWING No.
			PR3626-HD2-0000-0002
DESIGNED BY			PROJECT TITLE
			A149 Norwich Road, North Walsham
DRAWN BY			SCALE
			1:250
CHECKED BY			FILE No.
			PR3626

Skills and Competencies Questionnaire

Personal Information.

Name:

Please rate your understanding level for each item listed below on a scale of 1 to 5, where:

1 = No experience or knowledge 2 = Basic 3 = Moderate 4 = Advanced 5 = Expert

LEVELS EXPLAINED:

- 1 = MINIMAL KNOWLEDGE OR NO KNOWLEDGE
- 2 = BASIC KNOWLEDGE OF KEY ASPECTS
- 3 = GOOD WORKING AND BACKGROUND KNOWLEDGE
- 4 = ABLE TO SEE OVERALL PICTURE AND HANDLE COMPLEX SITUATIONS
- 5 = AUTHORITATIVE KNOWLEDGE, ABLE TO MOVE BETWEEN INTUITIVE AND ANALYTICAL APPROACHES WITH EASE, SEES OVERALL PICTURE AND ALTERNATIVE APPROACHES, HAS A VISION OF WHAT MAY BE POSSIBLE

Full council/ General

- | | | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • What is your knowledge of the Town Council |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • What is your knowledge of the District Council |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • What is your knowledge of the County Council |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Local issues |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Planning |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Community groups |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Highways |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Housing & Environment |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Social issues and support available |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Decision making skills |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Understanding of Diversity, Equality and Inclusion practices |

Personnel

- | | | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • HR / Legal and Recruitment experience. |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Familiarity with performance management/ Staff Appraisals and employee development |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Understanding of diversity, equity, and inclusion practices |

Development & Amenities.

- | | | | | | |
|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|--------------------------------|
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Project and Asset management |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | • Health & Safety |

Confidentiality and Data Usage: Your responses will remain confidential and will only be used for the purpose of skills assessment and identifying training needs. Your information will not be shared with any third parties without your consent.

Media & Information

- 1 2 3 4 5 • Community engagement and outreach
- 1 2 3 4 5 • Public Relations and Communications
- 1 2 3 4 5 • Technology and digital media

Markets

- 1 2 3 4 5 • Community engagement
- 1 2 3 4 5 • Regeneration

Skills and Competencies Questionnaire

Finance

- 1 2 3 4 5 • Budget setting, monitoring, analysing and funding
- 1 2 3 4 5 • Reporting and documentation
- 1 2 3 4 5 • Business planning, reporting and documentation

Any other Skills / Knowledge you can bring to committees

Dear North Walsham Town Council,

I write to discuss the issues faced by myself and my neighbours when trying to simply access our properties on The Terrace.

Left or Right

We have been informed that when leaving The Terrace on Market Days we must turn left towards Kings Arms Street. We all duly followed this rule very diligently to begin with however your Market Traders began putting obstacles in our path. When I approached about them (signs in the middle of the road area) I personally was met with a very angry and obstinate Fishmonger who told me that he would expect me to get out of my car and request that he moves them each time I wanted to pass by, and he will continue to put them out. He is a man of his word as he still does.

Despite me letting the Town Council know about this, nothing changed. I do not wish to enter into an argument with a shouty Fishmonger every time I want to leave my house.

Furthermore, as the Fishmonger is quite a popular stall, invariably there are large numbers of people queuing outside of it, into the roadway. When faced with a decision of turning left into a queue of people and advertising boards, or indeed, right where the road is empty, the safest and most logical decision is to turn right.

My suggestion would be to either move the fishmonger or face him so his customers queue away from the roadway and request that obstacles are permanently removed. Not only for us but for emergency vehicles. I'm sure nobody would like the idea of a fire engine being delayed because of a board advertising Skate.

There is often a small van (I think perhaps he sells eggs) positioned in such a way that makes turning left out of The Terrace difficult. Again, if you want us to pass by safely and without having to shunt around, he will need to be moved to a slightly different spot.

I would like to make it perfectly clear that to myself and my neighbours, it really doesn't make one bit of difference to us which way we turn and so as such, the question I would pose to you all is that if we are turning right (which we are), logic dictates that there must be a good reason for it. I just wish this had been considered before the Police were contacted. I can assure you that we're not doing it just because we feel like it.

Barriers

Another issue, which at one point, I thought had been resolved, is the issue of the barriers put in place by the Council to prevent vehicles entering and exiting the Market Place on Market days.

For years, the cumbersome heavy barriers were in place but after various correspondence, the council agreed to replace them with lighter bollards. To begin with, they were being placed diligently and in such a way that any road user could see

clearly that the road was closed and yet they were chicaned so myself, my neighbours and my disabled mother who lives with me on a near permanent basis could access The Terrace without having to:

- 1: Get out of our car
- 2: Move a barrier
- 3: Get back into the car
- 4: Move the car
- 5: Get back out of the car
- 6: Replace the barrier
- 7: Get back into the car

More recently, this has proven to be an issue again. The plastic bollards are now being placed right across the roadway on a near permanent basis. I have been advised that this is because other road users are ignoring them. This is not our fault. I am also infuriated because more than one my mother has had to call me from her car to move them for her because she is physically unable to do it herself.

My neighbours and I are not unreasonable, and we have always tried to work with the Town Council on this matter and will continue to do so.

It appears that the only practical solution would be to install code or fob controlled barriers at the entrance to the Market Place and that we, as residents, could have a unique code or fob for. This will allow us to pass and repass without issue. It would also be clear to the public as we enter and leave that we are indeed allowed to pass by. *Each of us has had people shout abuse at us by members of the public for simply leaving the house.*

It would also ensure the safety of the users of the Market. The residents all drive extremely carefully, usually with our hazards on as we enter and leave but I understand that other road users are not quite so considerate.

I also think that installing barriers would help with the wider issue of people using the Market Place outside of the designated hours on non-market days however the wider implications of this are a matter for the council to debate. I am very sure that given the controversy surrounding parking in the town, having barriers in place on these days would prove a contentious subject. Not one I think I would like to be involved in.

I have agreed to meet with the Town Clerk on 30th August 2024 at 9:30am to have a walk through and discuss how things work.

I would also be more than happy to either attend the next Town Council meeting to express my views or have you use this letter as a point of discussion.

In the grand scheme of things, this is a reasonably minor matter and I am very sure that if the Council can reach a consensus about how we can permanently solve this so all parties are satisfied, it would benefit not just the four (soon to be six) houses in The Terrace, but also your Market Traders, the Council itself and indeed the wider public.



Solar Gates UK Ltd
The Packhouse, Heath Road
Boughton Monchelsea
Maidstone
Kent, ME17 4JB

VAT Number: 885 2421 10
T: 01622 534000
E: info@solargates.co.uk

North Walsham Town Council
Office 4, Cedar House
New Road
North Walsham
Norfolk
NR28 9DE
United Kingdom

Quotation

Quote Number: 3316
Quote Date: 30th Aug '24
Valid For: 30 Days
Account: NORT02
Quote Ref: Q117542

Qty	Description	Rate	Total
1	INSTABOOM mobile solar traffic management barrier with 4m boom	11,250.00	11,250.00
1	Twin 80Ah Solar gel batteries for INSTABOOM Barrier	950.00	950.00
1	INSTABOOM 110-240v 8a trickle charger	177.50	177.50
1	Trade discount -25%	-3,094.35	-3,094.35
1	INSTABOOM Delivery to site and commission and full machinery directives safety training, Please note if handover not attended a revisit charge will be made.	350.00	350.00

Total Net Amount: £9,633.15
VAT @ 20%: £1,926.63
Quote Total: £11,559.78

To proceed with this quote, please provide a valid Purchase Order Number.
Please note that additional works beyond the scope of the quote or related to inherited or accidentally damaged equipment, will be additionally charged. Quotation valid for 30 days.
All call out, travel and out of hours charges are in line with rates shown on www.solargates.co.uk/service/repairs



THE PERFECT ALTERNATIVE TO MANNED SECURITY



INSTABOOM, the UK's first solar hybrid, instant deployment, work zone protection vehicle barrier



TRIED, TESTED, TRUSTED

"Working with **Solar Gates UK** on the development of the **GS6 INSTABOOM** has been an inspiration. We have a **game changer** on how we manage incursions and over height protection."

*John Quarless, CMIOSH,
Kier Highways*

The innovative **INSTABOOM** barrier is solar powered, completely mobile, fully HSE compliant and UKCA marked. For use on all highway, rail and construction projects **INSTABOOM** comes with remote telematics as standard and UK wide managed service.

INSTANT – Deployed on our hire fleet by one person in seconds

SIMPLE – 800m radio fob and quick collapse boom

RELIABLE – Solar powered up to 150 times a day/night

HYBRID – Three weeks between charges without sun

CLOSURES – Instant road closure for construction, highways and GS6 over height protection

Combined with the **GS6 height detection** kit, **INSTABOOM** also provides a unique way to protect from overhead strikes in work zones – **raising the bar** on site safety.

To find out more call **01622 534000** or visit **www.instaboom.uk**





FEATURES

- Telematics app for battery monitoring, up/down status, email alerts and daily reports
- 1 – 4m collapsible boom with rest post
- 800m rugged radio remote control or app control
- Anti-contact safety beam
- Warning beacon
- Solar hybrid – 150 opens a day for 3 weeks
- 110v top-up, 3 week power store
- Compact, 85 x 55cm, rolling chassis
- Upgrade to keycode, prox tags, or GSM intercom
- Weight 150kg, Height 1.5m (no boom)

OPTIONAL ACCESSORIES



Keycode

Fixed + 50 prox tags
Wireless



Telematics and instant alerts

Tracker Module License – per annum

Call **01622 534000** for a quote and delivery date



GSM Intercom + SIM – intercom to any phone



GS6 Wired

Auto road closure to over height vehicles

All hire products include fully managed service, proactive battery monitoring, functional operation and site repair/replacement. Excludes accidental malicious damage or physical battery exchange.

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ANPR Camera

– auto open for known vehicles



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Dear Wendy,

You have previously liaised with my colleague Alan Cole about this matter, and I have now been asked to progress it.

I have looked at the documents and, can see that everything is in need of some updating to formally regularise the lease position.

The PCC is happy to leave the rent at its current level on signing of a new lease, and is suggesting a lease of 10 years with a break clause after say 5 with an Inflation adjusted rent increase after 5 years.

I assume we will also need to include a clause to allow sub-letting as the property is sub-let to North Walsham Heritage Group.

There will be some fees involved for the work to get a land registry compliant plan as well as a new lease drafted which I would envisage would not exceed £1300, which we ask is covered by the council.

Can I therefore ask that you raise the matter at your next meeting and seek agreement to move forward with this matter on the suggested terms?

If you do have any questions or suggested alterations, then please do let me know.

Many thanks

Tom

Tom Williams

MRICS

Events Proposal for 2025:

Foreword:

In 2024 the office staff took over organising events (due to the first Car Boot Sale of the year nearly being cancelled), with a list of pre-arranged vendors for the Street Feasts. Unfortunately, many of the vendors and live entertainment acts had either not been officially booked or failed to attend. The office staff therefore reached out to other vendors/entertainment to get these spaces filled!

Thursday Markets are going strong with only the weather affecting a few of the days trading. There have been some new regular vendors added this year.

The Free Car Boot Sales were even more of a hit than usual, with people now coming from far and wide to participate!

The Monthly Sunday Food & Crafts Market has been steady despite the weather!

The Street Feasts were popular again, despite there not being as many vendors as previous years, especially when the sun was shining! However, we propose that changing to some more diverse events during the summer months is in order. Please find the proposal summary below, and read the attached proposal documents for each event individually.

Proposal:

- Thursday Markets to carry on as always.
- Free Car Boot Sales – to carry on being on the second Sunday of the month as per this year on the following dates: 13th April, 11th May, 8th June, 13th July, 3rd August (due to the Beer Festival 2025) and finally 14th September.
- Monthly Sunday Food & Crafts Market – to carry on being the last Sunday of the month as per this year on the following dates: 30th March, 27th April, 25th May, 29th June, 27th July, 31st August, 28th September, 26th October, 30th November and finally 21st December.
- Instead of the four Street Feasts, we propose four different events to take place over the summer months (please see attached individual proposals):
 - i) Saturday 21st June 2025 – North Walsham Picnic Party (name tbc) all day event in The Market Place.
 - ii) Saturday 19th July 2025 – North Walsham Mini Music Festival (name tbc) afternoon & event taking place in The Market Place and then a venue tbc.
 - iii) Saturday 16th August 2025 – North Walsham Wellbeing Festival (name tbc) all day event taking place on the War Memorial Park.
 - iv) Saturday 20th September 2025 – North Walsham Trackside Event (name tbc) afternoon & evening at the Trackside Park.
- VE Day 80th 8th May 2025 – A celebration similar to our D-Day event 2024 with speeches in the Market Place in the morning, followed by a ceremony in the evening with speeches, prayers, and lighting the Beacon.

Conclusion:

Please examine and discuss the events proposed here, and decide if amendments need to be made, or to go ahead with planning.

I would be grateful if these can be agreed as soon as possible so that people/vendors/etc can be pre-booked well in advance, along with anything else required such as equipment hire, road closures etc.

I will be able to draw up promotional materials for posters and social media as soon as the names for the events and dates are approved. As well as getting the registered on other event sites etc.

Please let me have any feedback, amendments or your approvals.