

North Walsham Town Council

25 October 2024 (2024-2025)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
211	Market Events	16/09/2024	SF September	Unity Trust Account		Street Feast	Daintys Kitchen	E	50.00		50.00
212	Advertising	16/09/2024		Unity Trust Account		Advertising	North Walsham High Schoo	E	25.00		25.00
213	Cemetery Interments	16/09/2024		Unity Trust Account		Interment	Murrell Cork	E	136.00		136.00
213	Cemetery Memorials	16/09/2024		Unity Trust Account		Interment	Murrell Cork	E	62.00		62.00
214	Market Events	18/09/2024	SF September	Unity Trust Account		Street Feast	Coffee with personality	E	50.00		50.00
196	Market Carboot	19/09/2024		Unity Trust Account	000001	Carboot	Lamartis Ice Cream	E	5.00		5.00
215	Market Market Tolls	19/09/2024		Unity Trust Account	000001	Market tolls	Double Q	E	193.60		193.60
217	Market Market Tolls	19/09/2024		Unity Trust Account	000001	Market tolls	Double Q	E	154.90		154.90
216	Other New Mayor	19/09/2024		Unity Trust Account	000001	Donation	Various	X	101.27		101.27
218	Other Donation	19/09/2024		Unity Trust Account	000002	Donation	North Walsham Round Tab	E	200.00		200.00
221	Market Market Tolls	20/09/2024		Unity Trust Account		Market tolls	Candy K Creates	E	12.00		12.00
224	Market Market Tolls	20/09/2024		Unity Trust Account		Market tolls	Elite Plants	E	230.40		230.40
224	Market Market Tolls	20/09/2024		Unity Trust Account		Market tolls	Elite Plants	E	-57.60		-57.60
226	Cemetery Allotments	20/09/2024		Unity Trust Account		Allotments	Mrs Diane Cremin	X	15.00		15.00
226	Cemetery Allotments	20/09/2024		Unity Trust Account		Allotments	Mrs Diane Cremin	X			
222	Market Market Tolls	23/09/2024		Unity Trust Account		Market tolls	Mandy's Deals	E	65.28		65.28
223	Market Market Tolls	23/09/2024		Unity Trust Account		Market tolls	Mandy's Deals	E	80.60		80.60
227	Market Market Tolls	23/09/2024		Unity Trust Account		Market tolls	J Stanmore (Cards)	E	92.16		92.16
227	Market Market Tolls	23/09/2024		Unity Trust Account		Market tolls	J Stanmore (Cards)	E	-23.04		-23.04
225	Market Sunday market	23/09/2024		Unity Trust Account		Sunday Market	Scrumptious Home Bakes	E	10.00		10.00
230	Market Events	25/09/2024	SF September	Unity Trust Account		Street Feast	The Kraken Bakes	E	37.50		37.50
231	Market Market Tolls	26/09/2024		Unity Trust Account		Market tolls	RWE Renewables Managen	E	12.00		12.00
232	Market Market Tolls	26/09/2024		Unity Trust Account		Market tolls	Redfields Fruit & Veg	E	144.00		144.00
228	Market Sunday market	26/09/2024		Unity Trust Account		Sunday Market	Donut Kill my vibe	E	10.00		10.00
229	Cemetery Allotments	26/09/2024		Unity Trust Account		Allotments	Roger Behling	X	15.00		15.00
229	Cemetery Allotments	26/09/2024		Unity Trust Account		Allotments	Roger Behling	X			
239	Market Market Tolls	27/09/2024		Unity Trust Account		Market tolls	Buttercream Bakes	E	38.40		38.40
239	Market Market Tolls	27/09/2024		Unity Trust Account		Market tolls	Buttercream Bakes	E	-9.60		-9.60
240	Market Market Tolls	27/09/2024		Unity Trust Account		Market tolls	Buttercream Bakes	E	48.00		48.00
238	Market Events	27/09/2024		Unity Trust Account		Street Feast	Veg Tubby	E	37.50		37.50
244	Cemetery Memorials	27/09/2024		Unity Trust Account		Memorial	Nick Hindle Stonemasons	X	81.00		81.00
244	Cemetery Memorials	27/09/2024		Unity Trust Account		Memorial	Nick Hindle Stonemasons	X	81.00		81.00
241	Market Market Tolls	27/09/2024		Unity Trust Account		Market tolls	Carmichael Fishmongers	E	121.60		121.60
237	General Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	28,050.00		28,050.00

RECEIPTS LIST

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237	War Memorial Park Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	6,190.00		6,190.00
237	Cemetery Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	6,000.00		6,000.00
242	Cemetery Interments	30/09/2024		Account Main		Interment	A J Coggles Family Funeral	X			
245	Cemetery Interments	30/09/2024		Unity Trust Account		Memorial	Gordon Barber Funeral Dir	X	136.00		136.00
254	Cemetery Memorials	30/09/2024		Unity Trust Account		Memorial	Nick Hindle Stonemasons	X	62.00		62.00
237	Amenities Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	5,300.00		5,300.00
237	Market Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	3,500.00		3,500.00
243	Market Market Tolls	30/09/2024		Account Main		Market tolls	Ray Stripp	E			
247	Market Market Tolls	30/09/2024		Unity Trust Account		Market tolls	Veteran Foundation	E	12.00		12.00
248	Market Market Tolls	30/09/2024		Unity Trust Account		Market tolls	Veteran Foundation	E	12.00		12.00
250	Market Market Tolls	30/09/2024		Unity Trust Account		Market tolls	Wool & Fabric	E	76.80		76.80
251	Market Market Tolls	30/09/2024		Unity Trust Account		Market tolls	Wool & Fabric	E	61.44		61.44
251	Market Market Tolls	30/09/2024		Unity Trust Account		Market tolls	Wool & Fabric	E	-15.36		-15.36
251	Market Market Tolls	30/09/2024		Unity Trust Account		Market tolls	Wool & Fabric	E	-15.36		-15.36
252	Market Sunday market	30/09/2024		Unity Trust Account		Sunday Market	KK Bees	E	10.00		10.00
249	Market Sunday market	30/09/2024		Unity Trust Account		Sunday Market	Bobs Bread Bakery	E	10.00		10.00
236	Market Sunday market	30/09/2024		Unity Trust Account		Sunday Market	Cheese and Pie Man	E			
235	Market Events	30/09/2024	SF September	Unity Trust Account		Street Feast	The Bucket List	E	50.00		50.00
237	Admin Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	22,500.00		22,500.00
237	Other Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	11,700.00		11,700.00
237	Salaries Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	125,000.00		125,000.00
237	Trackside/Skatepark Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	2,500.00		2,500.00
237	Woodville Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	875.00		875.00
237	Cemetery Chapel Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	3,000.00		3,000.00
237	Vehicle Compound Precept	30/09/2024		Unity Trust Account		Precept	NNDC	X	750.00		750.00
259	Market Sunday market	01/10/2024		Unity Trust Account		Sunday Market	Homemade in Norfolk	E	10.00		10.00
260	Cemetery Allotments	01/10/2024		Unity Trust Account		Allotments	Mr Richard Kerfoot	X	15.00		15.00
260	Cemetery Allotments	01/10/2024		Unity Trust Account		Allotments	Mr Richard Kerfoot	X			
261	Cemetery Allotments	01/10/2024		Unity Trust Account		Allotments	Mrs Jasmine Dewbery	X	20.00		20.00
261	Cemetery Allotments	01/10/2024		Unity Trust Account		Allotments	Mrs Jasmine Dewbery	X			
262	Cemetery Allotments	01/10/2024		Unity Trust Account		Allotments	Mr Stuart Hermon	X	15.00		15.00
262	Cemetery Allotments	01/10/2024		Unity Trust Account		Allotments	Mr Stuart Hermon	X			
267	Admin Interest/Bank Charges	02/10/2024		Unity Trust Account		Interest	CCLA	E	348.98		348.98
263	Cemetery Allotments	02/10/2024		Unity Trust Account		Allotments	Mr Mark Randell	X	30.00		30.00
263	Cemetery Allotments	02/10/2024		Unity Trust Account		Allotments	Mr Mark Randell	X			
264	Market Market Tolls	03/10/2024		Unity Trust Account		Market tolls	Youngs, S	E	62.40		62.40

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
246	Cemetery Allotments	03/10/2024		Unity Trust Account		Allotments	Mr Timothy Martins	X	30.00		30.00
246	Cemetery Allotments	03/10/2024		Unity Trust Account		Allotments	Mr Timothy Martins	X			
278	Cemetery Memorials	04/10/2024		Unity Trust Account		Memorial	Nick Hindle Stonemasons	X	81.00		81.00
265	Market Sunday market	04/10/2024		Unity Trust Account		Sunday Market	Honest Kitchen	E	10.00		10.00
268	Admin Leases & Agreements	04/10/2024		Unity Trust Account		Rates	NNDC	X	705.44		705.44
269	Admin Leases & Agreements	04/10/2024		Unity Trust Account		Rates	NNDC	X	517.32		517.32
270	Admin Leases & Agreements	04/10/2024		Unity Trust Account		Rates	NNDC	X	195.18		195.18
266	Market Market Tolls	07/10/2024		Unity Trust Account		Market tolls	Candy K Creates	E	12.00		12.00
255	Market Sunday market	07/10/2024		Unity Trust Account	TBC	Sunday Market	Blue Welly Farm	E	10.00		10.00
256	Market Sunday market	07/10/2024		Unity Trust Account	TBC	Sunday Market	Blue Welly Farm	E	10.00		10.00
257	Market Sunday market	07/10/2024		Unity Trust Account	TBC	Sunday Market	Blue Welly Farm	E	10.00		10.00
258	Market Sunday market	07/10/2024		Unity Trust Account	TBC	Sunday Market	Blue Welly Farm	E	10.00		10.00
271	Cemetery Allotments	07/10/2024		Unity Trust Account		Allotments	Mr Andrew Robson-Martin	X	15.00		15.00
271	Cemetery Allotments	07/10/2024		Unity Trust Account		Allotments	Mr Andrew Robson-Martin	X			
272	Cemetery Allotments	07/10/2024		Unity Trust Account		Allotments	Mr Christopher Everington	X	20.00		20.00
273	Market Market Tolls	08/10/2024		Unity Trust Account		Market tolls	Owies Black Piggy Porkers	E	88.00		88.00
274	Cemetery Allotments	08/10/2024		Unity Trust Account		Allotments	Mrs Leila Hume	X	20.00		20.00
275	Cemetery Allotments	09/10/2024		Unity Trust Account		Allotments	Mr Roy Cooper	X	15.00		15.00
275	Cemetery Allotments	09/10/2024		Unity Trust Account		Allotments	Mr Roy Cooper	X			
276	Market Market Tolls	10/10/2024		Unity Trust Account		Market tolls	Lillys Boutique	E	72.00		72.00
277	Market Market Tolls	10/10/2024		Unity Trust Account		Market tolls	Double Q	E	193.60		193.60
279	Market Market Tolls	11/10/2024		Unity Trust Account		Market tolls	J Stanmore (Cards)	E	115.20		115.20
279	Market Market Tolls	11/10/2024		Unity Trust Account		Market tolls	J Stanmore (Cards)	E	-23.04		-23.04
280	Market Market Tolls	11/10/2024		Unity Trust Account		Market tolls	Owies Black Piggy Porkers	E	70.40		70.40
280	Market Market Tolls	11/10/2024		Unity Trust Account		Market tolls	Owies Black Piggy Porkers	E	-17.60		-17.60
281	Cemetery Allotments	11/10/2024		Unity Trust Account		Allotments	Mr Darrell Yaxley	X	20.00		20.00
282	Market Market Tolls	14/10/2024		Unity Trust Account		Market tolls	Donut Kill my vibe	E	12.00		12.00
283	Cemetery Allotments	15/10/2024		Unity Trust Account		Allotments	Hannah & Paul Wood	X	15.00		15.00
283	Cemetery Allotments	15/10/2024		Unity Trust Account		Allotments	Hannah & Paul Wood	X			
284	Cemetery Allotments	15/10/2024		Unity Trust Account		Allotments	Ann Lamb	X	15.00		15.00
284	Cemetery Allotments	15/10/2024		Unity Trust Account		Allotments	Ann Lamb	X			
286	Market Sunday market	16/10/2024		Unity Trust Account		Sunday Market	Heavenly Bouquet	E	10.00		10.00
285	Cemetery Allotments	16/10/2024		Unity Trust Account		Allotments	Mrs N O'Brien & Mr Gerry 1	X	30.00		30.00
285	Cemetery Allotments	16/10/2024		Unity Trust Account		Allotments	Mrs N O'Brien & Mr Gerry 1	X			
287	Cemetery Interments	17/10/2024		Unity Trust Account		Burial	Devall & Sons	X	775.00		775.00

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
296	Cemetery Interments	17/10/2024		Unity Trust Account		Interment	Gordon Haynes	X	271.00		271.00
288	Market Market Tolls	17/10/2024		Unity Trust Account		Market tolls	Beardy Comics & Products	E	24.00		24.00
288	Market Market Tolls	17/10/2024		Unity Trust Account		Market tolls	Beardy Comics & Products	E	-12.00		-12.00
288	Market Market Tolls	17/10/2024		Unity Trust Account		Market tolls	Beardy Comics & Products	E	-12.00		-12.00
294	Market Sunday market	17/10/2024		Unity Trust Account		Sunday Market	Sam White	E	10.00		10.00
295	Market Sunday market	17/10/2024		Unity Trust Account		Sunday Market	GR Bunning	E	10.00		10.00
292	Market Market Tolls	18/10/2024		Account Main		Market tolls	Candy K Creates	E	12.00		12.00
293	Market Sunday market	18/10/2024		Unity Trust Account		Sunday Market	Panther Brewery	E	10.00		10.00
291	Market Sunday market	18/10/2024		Unity Trust Account		Sunday Market	Cheese and Pie Man	E	10.00		10.00
289	Market Market Tolls	21/10/2024		Unity Trust Account		Market tolls	Elite Plants	E	288.00		288.00
289	Market Market Tolls	21/10/2024		Unity Trust Account		Market tolls	Elite Plants	E	-57.60		-57.60
290	Market Market Tolls	21/10/2024		Unity Trust Account		Market tolls	Beardy Comics & Products	E	12.00		12.00
297	Cemetery Allotments	21/10/2024		Unity Trust Account	000005	Allotments	Mr Brian Fuller	X	15.00		15.00
297	Cemetery Allotments	21/10/2024		Unity Trust Account	000005	Allotments	Mr Brian Fuller	X			
299	Market Market Tolls	22/10/2024		Unity Trust Account		Market tolls	Ray Stripp	E	4.00		4.00
298	Cemetery Allotments	22/10/2024		Unity Trust Account	000006	Allotments	Mr Bruce Gooch	X	20.00		20.00
300	Cemetery Allotments	22/10/2024		Unity Trust Account		Allotments	Mrs Jayne Morton	X	30.00		30.00
300	Cemetery Allotments	22/10/2024		Unity Trust Account		Allotments	Mrs Jayne Morton	X			
Total									221,955.77		221,955.77

North Walsham Town Council

25 October 2024 (2024-2025)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
354	Admin Leases & Agreements	27/09/2024		Unity Trust Account		Rates	NNDC	X	-705.44		-705.44
353	Admin Leases & Agreements	27/09/2024		Unity Trust Account		Rates	NNDC	X	-517.32		-517.32
352	Admin Leases & Agreements	27/09/2024		Unity Trust Account		Rates	NNDC	X	-195.18		-195.18
356	Admin Running Costs	27/09/2024		Unity Trust Account		Website	Wayne Beauchamp	E	75.00		75.00
355	General New Equipment	30/09/2024		Unity Trust Account		Equipment	SR Print & Design Ltd	S	228.00	45.60	273.60
386	Cemetery Running Costs	10/10/2024		Unity Trust Account		Electricity	Total Energies	L	43.20	2.16	45.36
385	Trackside Running Costs	10/10/2024		Unity Trust Account		Electricity	Total Energies	L	262.39	13.12	275.51
384	Admin Running Costs	22/10/2024		Unity Trust Account		Stationery	Espo	S	174.85	34.97	209.82
389	General Repairs/Maintenance	22/10/2024		Unity Trust Account		Equipment	Travis Perkins	S	11.79	2.36	14.15
365	General Running Costs	29/10/2024		Unity Trust Account		Equipment	Espo	S	216.85	43.37	260.22
326	Admin Running Costs	31/10/2024		Unity Trust Account		Refuse	Shred station	S	32.00	6.40	38.40
348	Admin Running Costs	31/10/2024		Unity Trust Account		Expenses	Cash	S	62.02	12.40	74.42
350	General New Equipment	31/10/2024		Unity Trust Account		Equipment	Espo	S	2.90	0.58	3.48
370	Market Events	31/10/2024		Unity Trust Account		Street Feast	Saturn AV	S	400.00	80.00	480.00
376	Market Events	31/10/2024		Unity Trust Account		Street Feast	Those Deadbeat Cats	E	300.00		300.00
369	Admin Annual Commitments	31/10/2024		Unity Trust Account		Auditor	PKF Littlejohn LLP	S	1,050.00	210.00	1,260.00
368	Admin Running Costs	31/10/2024		Unity Trust Account		Website	Wayne Beauchamp	E	15.00		15.00
371	Admin Running Costs	31/10/2024		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	71.40	14.28	85.68
372	Admin Running Costs	31/10/2024		Unity Trust Account		Human Resources	Croner Group Ltd	S	353.86	66.83	420.69
392	Admin Running Costs	31/10/2024		Unity Trust Account		Market Cross	Salle Estate Christmas Tree	S	255.00	51.00	306.00
373	Admin Running Costs	31/10/2024		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	108.19	21.64	129.83
375	Admin Running Costs	31/10/2024		Unity Trust Account		Photocopier	Office Flow	S	32.90	6.59	39.49
381	Admin Running Costs	31/10/2024		Unity Trust Account		Map	Rocket	S	375.00	75.00	450.00
387	Admin Running Costs	31/10/2024		Unity Trust Account		Expenses	Cash	S	35.19	7.04	42.23
387	Admin Sundries	31/10/2024		Unity Trust Account		Expenses	Cash	E	40.50		40.50
387	Admin Training	31/10/2024		Unity Trust Account		Expenses	Cash	E	136.80		136.80
367	Admin Training	31/10/2024		Unity Trust Account		Training	Norfolk Parish Training Sup	E	100.00		100.00
390	General New Equipment	31/10/2024		Unity Trust Account		Equipment	Travis Perkins	Z	64.99		64.99
377	General New Equipment	31/10/2024		Unity Trust Account		Equipment	Ernest Doe	S	120.99	24.20	145.19
380	General Repairs/Maintenance	31/10/2024		Unity Trust Account		Equipment	Collier Turf Care	S	76.46	15.29	91.75
378	General Repairs/Maintenance	31/10/2024		Unity Trust Account		Equipment	CT Baker	S	11.00	2.20	13.20
379	General Repairs/Maintenance	31/10/2024		Unity Trust Account		Equipment	CT Baker	S	1.98	0.40	2.38
390	General Repairs/Maintenance	31/10/2024		Unity Trust Account		Equipment	Travis Perkins	S	19.77	3.95	23.72
388	General Repairs/Maintenance	31/10/2024		Unity Trust Account		Market Cross	Haward Horological Ltd	S	350.00	70.00	420.00

North Walsham Town Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
382	General Running Costs	31/10/2024		Unity Trust Account		Fuel	Fuel Genie	S	271.96	54.38	326.34
382	General Running Costs	31/10/2024		Unity Trust Account		Fuel	Fuel Genie	S	5.00	1.00	6.00
374	General Streetlights	31/10/2024		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	25.00	5.00	30.00
391	General Vehicles	31/10/2024		Unity Trust Account		Vehicles	Saxon Motors	S	265.90	53.18	319.08
366	New Cemetery	31/10/2024		Unity Trust Account		Planning	The CDS Group	S	380.00	76.00	456.00
								Total	4,557.95	998.94	5,556.89

Prepared by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

Approved by: _____ Date: _____
Name and Role

CLERKS REPORT FOR COUNCIL MEETING 29.10.2024

	Description	Comments
Fountain		Legionaires test is being arranged cost is approx. £250.00
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
National Joint Council for Local Government Services (NJC)		The pay rise from 1 st April 2024 – 31 March 2025 has been agreed – with effect from 1 st April 2024 an increase ⁴ of £1,290.00 (pro rata for part-time employees) to be backdated (This is contractual as per Green Book)
Bus Shelter		Work starts 28/10/2024
Skate Park	Drainage and remedial work	Gravity are coming out Wednesday 30th or Thursday 31st
Rocking Horse		This is now with another steel fabricator and will hopefully be done by Christmas
DBS Checks	All Council and Staff	This is being progressed. Forms to be filled in
Benches	Benches have gone missing from Hall Road Compound	Waiting for NNDC to replace two
Gov.uk email addresses		This is being progressed. However our emails will need to be northwalsham-tc.gov.uk. The website will be updated as well. All councillors will have a gov.uk email address.
Christmas tree		20 foot xmas tree has been ordered and will be sponsored by Gordon Haynes Funeral Directors and Nick Hindle Stonemason.

ACTION LOG October 2024

Meeting	Subject	Action	Update	who	Timescale
Full Council Action Log					
31.5.22	Pavillion	Purchase defibrilator for children and adults	done waiting to be installed	WM	October
	Concessions	To investigate Consession prices NCC		WM	
	Cemetery	New Cemetery Cromer Road	awaiting a response from highways this ha been chased	BW/WM	October
30.07.24	.gov.uk email addresses	this are being done with Anglian Internet	see clerks report	WM	October
	May-24 Neighbourhood Plan	Working Party to be formed		MG/WM	October
Development & Amenities Action Log					
08.11.22	Coronation	Lettering to be ordered for MEMORIAL ARCH	Awaut qupte from Nick Hindle	WM	November
10.1.23	New Grounds Vehicle		To be purhased	BW/DG/WM	October
	Trackside Signs	2 x Dogs must be kept on leads 1 x enter at own risk	Await installation	WM	October
	Accessibility Assessment	Find Company to undertake AA once office move has taken place	Await report	WM	November
	Memorial Park Access	Install Dropped Curb	Await fund request to be done	WM	October
	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	Permission given by business owneres, await Surveyor and Cozens plan	WM	October
	Jul-24 Skatepark	Camera Footage with Gravity re Soakaways	Coming week commencing 28th October	WM/MG	July
	May-24 Rocking Horse		With another steel fabricator	WM	November
Media & Information Action Log					
	NNDC Involvement	Speak to Felix Brueggemann Re involvement in TC Events	The Clerk to make contact	WM	ongoing
	Electronic Noticeboards	Licensing agreement to be put in place for Pheonix buyilding	This will be looked at next week	WM/JD	july
Personal Action Log					
	Jul-24 Skill Audit		Awaiting forms to be filled in	WM	October
	Jul-24 Co-Option	Await Skills Audit and then Advertise	Awaiting forms to be filled in	WM	November
Finance Action Log					
	Nov-24 Budget/Precept	Clerk to work on this and then present to Finance3		WM	November

PURCHASE OF A GAYTOR

1. Executive Summary The purpose of this business case is to justify the acquisition of a second-hand vehicle (estimated cost £6,000) for the maintenance team at North Walsham Town Council (NWTC). The current single vehicle is insufficient for efficient operations across our three parks and cemetery, particularly in adverse weather conditions when the Memorial Park becomes boggy. This vehicle will ensure timely and effective maintenance, reduce manual labour, and improve overall operational efficiency.

2. Current Situation

- **Maintenance Team:** 4 staff members
- **Parks:** 3 parks (including Memorial Park), all within 0.5 miles of the workshop
- **Cemetery:** Regular maintenance required
- **Current Vehicle:** One truck
- **Frequency of Work:** Parks are serviced three times a week, with daily visits for trash and dog waste collection.

3. Issues Identified

- **Access During Bad Weather:** The current vehicle struggles to access the Memorial Park when the ground is boggy, requiring staff to manually collect rubbish and dog waste from 10 bins, leading to inefficiencies and increased labour time.
- **Insufficient Transport:** With only one vehicle available, staff often have to walk and carry equipment manually, particularly when the vehicle is in use at another site, leading to reduced productivity and increased physical strain on staff.

4. Proposed Solution

- **Acquisition of a Gator Vehicle:** A second-hand Gator vehicle, costing approximately £6,000, designed to handle challenging terrain and improve access to the Memorial Park during adverse weather conditions.
- **Benefits:**
 - **Improved Efficiency:** Ensures timely access to all parks and the cemetery, reducing manual labour and time spent on routine tasks.
 - **Increased Productivity:** Enables staff to transport equipment and materials efficiently, thereby enhancing their productivity.
 - **Cost Savings:** Reduces the need for manual collection, leading to potential savings in labour costs.

5. Financial Justification

- **Cost of Vehicle:** £6,000 (one-time purchase)
- **Staff Labour Costs:**

- Current manual collection during adverse weather: 3 hours/week x £20/hour = £60/week
- Annual manual collection cost (assuming 20 weeks of adverse weather): 20 weeks x £60/week = £1,200/year

By investing £6,000 in a Gator vehicle, NWTC can save approximately £1,200 annually on labour costs associated with manual collection. Additionally, the vehicle will improve overall efficiency, reducing wear and tear on staff and ensuring more consistent maintenance across all parks and the cemetery.

6. Conclusion The acquisition of a second-hand Gator vehicle is a cost-effective solution that addresses the current operational inefficiencies and challenges faced by the maintenance team. This investment will result in significant labour savings, increased productivity, and improved maintenance of our parks and cemetery, ultimately benefiting the community served by NWTC.

7. Recommendation It is recommended that NWTC approve the purchase of a second-hand Gator vehicle for £6,000 to enhance the efficiency and effectiveness of the maintenance team.

Appendix: Detailed Cost Breakdown and Operational Benefits

- **Vehicle Cost:**
 - Purchase of second-hand Gator vehicle: £6,000
- **Labour Cost Savings:**
 - Current manual collection cost: £1,200/year
 - Additional savings from improved productivity and reduced physical strain on staff
- **Operational Benefits:**
 - Enhanced access to Memorial Park in all weather conditions
 - Improved ability to transport equipment and materials
 - Increased staff morale and reduced physical strain



NORTH WALSHAM TOWN COUNCIL

Minutes of the Development & Amenities Meeting

held on Tuesday 1 October 2024, Cedar House, New Road, North
Walsham NR28 9DE

Present:

Town Councillors: Cllr Brand (Chair), Cllr Seward, Cllr Wright (Vice Chair), Cllr Ginbey

Town Clerk: Wendy Murphy

Members of Public: Matt Smith (North Walsham Play), James Dennis (Deputy Head Grounds person)

The meeting opened at 18:00

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

Personal interests: Cllr Seward (North Walsham In Bloom)

Pecuniary interests: None

3. TO APPROVE MINUTES OF PREVIOUS COMMITTEE MEETING - emailed with Agenda

(As per Standing Order 12b, to approve accuracy of actions & decisions as a true record)

As proposed by Cllr Wright and seconded by Cllr Ginbey, it was **RESOLVED** that the minutes of the Committee Meeting held on 16.7.2024 be agreed as a true record

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Action Log

5. PUBLIC FORUM

(As per Standing Order 3e Items on this agenda only; Standing Order 3f Total duration 15mins max; Standing Order 3g Max 3mins per person; and Standing Order 3h Questions don't require a response at this meeting)

None

6. TO RECEIVE CLERKS REPORT AND CONSIDER AND AGREE ANY UPDATES

Town Clerks report received

7. UPDATES

7.1 GROUNDS TEAM: Report received from James Dennis

7.2 NORTH WALSHAM PLAY: Report received from Matt Smith

Memorial Arch area weed killed

Playpark and Community Centre

Initials.....

Date:.....



NORTH WALSHAM TOWN COUNCIL

Minutes of the Development & Amenities Meeting

held on Tuesday 1 October 2024, Cedar House, New Road, North
Walsham NR28 9DE

Drainage needs to be chased up

Matt Smith to come into the Town Council offices to discuss. James Dennis to investigate what else can be done.

8. TO RECEIVE AN UPDATE ON PERMANENT WIRES ACROSS MARKETPLACE FOR XMAS LIGHTS, BUNTING ETC

Update received, and this is in hand

9. TO CONSIDER WOODVILLE DRAINAGE AND AGREE ANY DECISIONS MADE

Chasing quotes

10. TO RECEIVE A REPORT ON NO MOW MAY AND MAKE ANY DECISIONS

Discussed bees working in these areas.

As proposed by Cllr Brand and seconded by Cllr Ginbey it was **RESOLVED** to not continue the general 'No Mow May' and to instead focus on a couple of wildflower areas. James Dennis to identify suitable areas.

11. TO RECEIVE A REPORT FROM PHIL SCOTT RE BEECH TRESS AND MAKE ANY DECISIONS

As proposed by Cllr Ginbey and seconded by Cllr Seward it was **RESOLVED** to reduce the height of the trees at the cemetery as recommended in the Tree Survey which was done in February 2024

12. TO RECEIVE DESIGNS OF MEMORIAL ARCH LETTERING AND MAKE DECISIONS

As proposed by Cllr Wright and seconded by Cllr Brand it was **RESOLVED** to go ahead and get the lettering done for the War Memorial Arch with a poppy in the middle and at each end of the lettering it was also agreed to install a D-Day bench with at the War Memorial Park near the Arch.

13. TO RECEIVE QUOTES FOR A NEW GAYTOR AND MAKE ANY DECISIONS

As proposed by Cllr Ginbey and seconded by Cllr Brand it was **RESOLVED** to recommend to Full Council to support the business case and purchase a vehicle for the Grounds team such as a Gaytor at a maximum cost of £11K.

14. TO RECEIVE A REQUEST FOR A DOG AGILITY PARK

Agility Park within Nelson Park

Require Dog Waste Bin

15 years

Letter to go to North Norfolk District Council for any comments

Fencing quote

Conditions of usage

As proposed by Cllr Ginbey and seconded by Cllr Wright it was **RESOLVED** to agree this Dog Agility Park in Principle.

Initials.....

Date:.....



NORTH WALSHAM TOWN COUNCIL

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As proposed by Cllr Ginbey and seconded by Cllr Brand it was **RESOLVED** to clear some rubbish in Nelson Road land J.A Plant maximum spend £2500

15. **ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY**

Steps up to the oak sleeper side of the Skate Park. Meeting with Matt Smith to get quote.
Green Hedge. New amenity projects.
Benches.

16. **DATE OF NEXT MEETING**

The next meeting 19th November Time: 6.30pm

17. **TO CONSIDER PASSING A RESOLUTION, IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS TO BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TRANSACTED**

Grounds work updates.

The meeting closed at 20:00

Initials.....

Date:.....



NORTH WALSHAM TOWN COUNCIL

Minutes of the Extra Ordinary Personnel Meeting

held on 2 October 2024, at Cedar House, New Road, North Walsham NR28 9DE

Present:

Town Councillors, Cllr Heinrich, Cllr Beach, Cllr Eastwick, Cllr Ginbey (Chair), Cllr Wright (Mayor)

Town Clerk: Wendy Murphy

Members of Public: None

The meeting opened at 18.30

1. APOLOGIES FOR ABSENCE

None

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)

Pecuniary interest: None

Personal interest: None

3. 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 Wright and seconded by Cllr Eastwick and all in favour it was RESOLVED to agree the minutes of the meeting held on 2nd July 2024

As proposed by Cllr Heinrich and seconded by Cllr Eastwick and all in favour it was RESOLVED to agree the minutes of the meeting held on 16th September 2024

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log

5. 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)

None

6. TO CONSIDER PASSING A RESOLUTION, IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS TO BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

1. Staffing updates. As proposed by Cllr Heinrich and seconded by Cllr Eastwick it was RESOLVED for the clerk to get details and costs from Croner for them to explore and investigate current issues.
2. Staff Handbook including Wellbeing and Bereavement
3. Staff Contracts – The Clerk will arrange for the staff contract’s to be changed to ones supplied by Croner - Cllr Wright will do the Clerks contract.
4. Mobile Policy – included in Staff Handbook
5. Absence Policy – Included in Staff Handbook
6. Capability Policy – Included in Staff Handbook
7. As proposed by Cllr Eastwick and seconded by Cllr Wright it was RESOLVED that all councillors and staff are to have northwalsham-tc.gov.uk email addresses to correspond and receive Minutes, Agendas and Agenda Packs.

Signed:.....

Date:.....



NORTH WALSHAM TOWN COUNCIL

Minutes of the Extra Ordinary Personnel Meeting

held on 2 October 2024, at Cedar House, New Road, North Walsham NR28 9DE

Date of next meeting to be confirmed

Meeting closed at 19.57

Signed:.....

Date:.....