



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 28<sup>th</sup> January 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

**Present:**

<b>Town Councillors:</b>	Cllr Wright (Chair)	Cllr Dibben
	Cllr Beach	Cllr Spall
	Cllr Covell	Cllr Seward
	Cllr Brand	Cllr Richardson

**District Councillors:** Cllr Shires, Cllr Gray

**County Councillor:** Cllr Shires, Cllr Penfold

**Town Clerk:** Wendy Murphy

**Members of Public:** 7 + 2 members of staff

The meeting opened at 18.30.

**1. APOLOGIES FOR ABSENCE**

Cllr Heinrich, Cllr Bunton, Cllr Hester, Cllr Ginbey, Cllr Leith

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

Personal interests: Cllr Seward – North Walsham In Bloom

Dispensation: None

Pecuniary interests: None

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

It was proposed by Cllr Wright, and seconded by Cllr Brand with all in favour, it was RESOLVED to accept the minutes of 17<sup>th</sup> December 2024.

**4. CO-OPTION**

Brief statements were received from Candidates B & C, there was non-attendance from Candidates A, D and E.

It was proposed by Cllr Wright, and seconded by Cllr Beach with all in favour, it was RESOLVED to accept H Richardson (Candidate B) as a new member of NWTC. Declaration of Acceptance form signed.

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

Clerks Report and Action Log received

Woodville Park drainage has been completed, looking to plant trees.

Nelson Road Park has been cleared also – liaise with Cllr Leith for tree planting [**Action WM**]

Easter Hunt (approved), Fun Day (pending) and Beer festival (approved) EMPs all in.

Cllr Covell raised concerns about noise of Beer Festival. The decibels were within the levels of NNDC requirements. Cllr Dibben requested an EHO from NNDC at the Beer Festival.



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 28<sup>th</sup> January 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

### 6. TO RECEIVE MAYOR'S ANNOUNCEMENTS

None

### 7. OPEN FORUM FOR PUBLIC PARTICIPATION

**7.1.** District Councillors – Cllr Gray – Bins at the entrance to the Churchyard update, the land behind it is ecclesiastic land, the PCC agrees that it is a 'perfectly acceptable use of land' for bin storage. Building Regulations will be visiting businesses to suggest that the bins are moved to the new area. NWTC will be approached at a later date to provide some bin covers, perhaps decorated by school children. Some bricks/slabs in the Market Place have been reported and will be dealt with, perhaps get the street re-inspected.

Cllr Shires – NCC met this month and voted in a majority to go for 'fast track' devolution and go on the priority list. Devolution is a national mandate. Still not heard regarding the elections. Local Government Re-organisation (LGR) is a different issue than devolution. This has been proposed on a money-saving, and logistical basis. Indicated that LGR will happen in North Norfolk, may change how Town Council's are viewed. Not enough is known at this time. Second Homes Council Tax increase was agreed 2 years ago at NNDC, delays meant they couldn't impose it until now. NCC will be giving NNDC a portion of their funds to meet the housing crisis. NNDC budget has balanced, savings have been made and this will continue over the next 3 years. Thank you for sorting the Woodville Park drainage, this has been a long-standing issue. The indication is that the government will not take on any debts, the new unitary authority will take all the debt burden.

**7.2.** County Councillors – Cllr Penfold – Congratulations for Cllr Richardson's new appointment. Update on the roadworks at Norwich Road by-pass. Issues with official diversion routes, and local traffic using New Skeyton Road and Aylsham Road. Highways will be putting some 'Pedestrian's in Road' signs along these roads. Highways have been asked to come to a public engagement morning, however they are reluctant at this stage. Wendy Murphy raised concerns about pedestrians not using the crossings correctly, Cllr Penfold was aware and will check with Highways. Updates requested regarding the roadworks so that we can share publicly.

**7.3.** Police – none.

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

Spenser Avenue drains issue raised, and barriers keep falling over. Cllr Shires stated it has been inspected, and the work has been raised for repair. Not an easy repair, expensive, and the last meeting held was in November, updates to follow.

Rob Murphy – NW Childrens Day – Children's Day awarded 9<sup>th</sup> out of 205, with the Beer Festival coming 13<sup>th</sup>. Asked if Cllr Wright would be in the stocks this year again. Questions regarding car parking. New attractions ready for this year's event.

### 8. FINANCE

**8.1** It was proposed by Cllr Wright and seconded by Cllr Seward with all in favour to approve the expenditure since December.

**8.2** Bank Reconciliation received. Make sure to attach bank statements moving forwards – blank out wages information. Require quarterly forecasts (expenditure and income vs budget) as per Financial Regulations. As coming to the end of Year One, we also will need a 3-year forecast, and summary of payments as per Financial Regulations.



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 28<sup>th</sup> January 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

### 9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

#### 9.1. Correspondence:

Letter from Mr Wayne Beauchamp moved to Part 2 as per Cllr Dibben.

#### 9.2. Clerk's decisions - (by either Financial Regulation 4.1-In conjunction with Council Chair / Deputy Chair or Committee Chair within budget under £1,500; OR 4.5-Urgent, essential, health & safety or if the Clerk deems necessary)

Electrician is looking at the outstanding electrical reports, as well as the Compound, Parks, Clock Tower and Market Place. Some better more efficient lighting installed in various locations.

All defibrillators are being checked as well.

### 10. EVENTS WORKING GROUP

Minutes and recommendations received.

It was proposed by Cllr Beach and seconded by Cllr Spall and all in favour to approve recommendation to join social media platforms Instagram and Nextdoor. **[ACTION JD]**

It was proposed by Cllr Wright and seconded by Cllr Spall and all in favour to approve recommendation to purchase full page space within Just North Walsham each month, but also look at other publications.

**[ACTION JD]**

It was proposed by Cllr Dibben and seconded by Cllr Covell and all in favour to approve recommendation for Street Feast/Picnic Party event, with a cap of £3000. If additional funds required, will need to come back to Full Council. **[ACTION JD]**

It was proposed by Cllr Dibben and seconded by Cllr Wright and all in favour to approve recommendation of getting quotes for widening the gateways at/improving access to Trackside Park. **[ACTION WM/D&A]**

Cllr Covell suggested signs on Trackside of 'No Motorbikes.' **[ACTION WM/D&A]**

Final item was not discussed regarding what financial support/donations NWTC could provide to local groups and Charities.

### 11. REVIEW HEALTH AND SAFETY AUDIT AND AGREE ACTIONS, INCLUDING CRONER'S REVIEW AND UPDATING OUR HEALTH, SAFETY AND COSHH RISK ASSESSMENTS

Health & Safety Audit received. Cllr Brand gave an update on the issues, and on actions already taken. Cllr Seward reminded the council of the legal implications of not following proper procedures.

### 12. REVIEW OF PROGRESS ON FINANCE AUDIT PLAN

12.1 Action plan received.

12.2 It was proposed by Cllr Dibben and seconded by Cllr Wright with all in favour to approve externalising payroll to Norfolk ALC. **[ACTION WM]**

12.3 It was proposed by Cllr Dibben and seconded by Cllr Wright with all in favour to approve externalising pensions analysis, potentially to Norfolk ALC. **[ACTION WM]**

12.4 It was proposed by Cllr Dibben and seconded by Cllr Wright with all in favour to approve pension reserve allowance of £100K.

**[ACTION WM]**

### 13. TO RECEIVE AND AGREE THE MEMORANDUM OF UNDERSTANDING FOR THE WAR MEMORIAL PARK

Document received.

It was proposed by Cllr Dibben and seconded by Cllr Brand and all in favour to approve the document.

**[ACTION WM]**



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 28<sup>th</sup> January 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

It was proposed by Cllr Spall and seconded by Cllr Dibben with all in favour to approve extending the meeting beyond 2 hours.

**14. TO AMEND THE TERMS OF REFERENCE FOR FINANCE AND D & A COMMITTEES AND APPOINT MEMBERS TO THE D&A COMMITTEE VACANCIES**

It was not resolved to amend TOR's.

It was proposed by Cllr Wright and seconded by Cllr Spall to accept Cllr Richardson onto the D&A Committee.

**[ACTION WM/JD]**

It was proposed by Cllr Seward and seconded by Cllr Beach to accept Cllr Brand onto the Finance Committee.

**[ACTION WM/JD]**

**15. TO AGREE ADDITIONAL WORKNEST COSTS REGARDING INVESTIGATIONS**

Moved to Part 2.

**16. TO RECEIVE AND REVIEW DAA AUDITS**

DAA audits received and referred to D&A Committee regarding lighting and signage. **[ACTION D&A]**

**17. TO AGREE IOSH QUOTES**

Quotes received and it was agreed to split costs with another council. Bring back to Full Council. **[ACTION WM]**

**18. TO REVIEW AND RESPOND TO PLANNING APPLICATIONS**

PO/24/2717 (Mundesley Road) will be discussed at the meeting 5<sup>th</sup> February

PF/24/2591 2 Burton Avenue – No objection

PF/24/2659 23 Nelson Road – No objection

RV/24/1794 Sainsburys - "We note the improvements in the timings for the extended opening period, however if Environmental Health Officers still have concerns, eg, noise monitoring, then we maintain our objection."

**[ACTION JD]**

**19. 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)

Solar Light for Cedar House

OWL

Neighbourhood Plan

**[ACTION WM]**

**20. DATES OF FORTHCOMING MEETINGS**

D & A Meeting 28<sup>th</sup> January at 9.00pm (after Full Council)

Public Open Day, Cedar House Monday 3<sup>rd</sup> February 10am – 2pm to look at plans etc for Mundesley Road

EO Full Council – Planning re Mundesley Road - Wednesday 3<sup>rd</sup> February 7pm

Finance – Thursday 7<sup>th</sup> February - cancelled

Events & Tourism Working Group – Thursday 13<sup>th</sup> February 6.30pm

Full Council – Tuesday 25<sup>th</sup> February 6.30pm

Signed: .....

Date: .....



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 28<sup>th</sup> January 2025 at Cedar House, 3 New Road, North  
Walsham NR28 9DE

**21. 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**

Staffing updates received.

**Part 2 Confidential:**

9.1. Correspondence discussed.

15. It was proposed by Cllr Wright and seconded by Cllr Spall with all in favour to approve additional £3600 Worknest costs, but this is capped at £5000 gross.

21.1. It was proposed by Cllr Wright and seconded by Cllr Brand and all in favour to approve a cultural review from Croner. **[ACTION WM]**

21.2. It was proposed by Cllr Seward and seconded by Cllr Brand and all in favour to approve JD position of Assistant Clerk from 01.02.2025. **[ACTION WM]**

21.3. It was proposed by Cllr Seward and seconded by Cllr Brand and all in favour to approve temporary Office Administrator. **[ACTION WM]**

21.4 It was proposed by Cllr Dibben and seconded by Cllr Beach with a majority vote, for the Clerk to contact Norfolk ALC to see if a locum RFO would be available to cover. **[ACTION WM]**

**The meeting closed at 21.30**



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 5<sup>th</sup> February 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

**Present:**

**Town Councillors:** Cllr Wright (Chair), Cllr Heinrich, Cllr Beach, Cllr Dibben, Cllr Richardson, Cllr Seward,

**District Councillors:** Cllr Shires, Cllr Gray, Kate Leith

**County Councillor:** Cllr Shires

**Town Clerk:** Jasmine Dewbery (Assistant Clerk)

**Members of Public:** Russell Stock & Geoff Lyon (NNDC Planning), + 23 public

The meeting opened at 19.00.

1. **APOLOGIES FOR ABSENCE** - any apologies received by the Proper Officer for absence.  
Cllr Covell, Cllr Brand, Cllr Bunton, Cllr Ginbey, Cllr Spall
  
2. **DECLARATIONS OF INTEREST** - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)  
Personal interests: None  
Dispensation: None  
Pecuniary interests: None
  
3. **OPEN FORUM FOR PUBLIC PARTICIPATION**  
Public - (Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person; 3h-Questions do not require a response at this meeting)  
As proposed by Cllr Wright and seconded by Cllr Heinrich, with all in favour, it was RESOLVED to suspend 3f to allow for longer public participation.

Introduction provided by Russell Stock giving an overview of factual and procedural elements. The Planning Committee will make the decision after consulting various organisations, getting advice and receiving comments. The current determination date is 14<sup>th</sup> April 2025.

Geoff Lyon clarified why the Local Plan is being re-assessed. The required figures for housing provision over the next 5 years have been increased by central government, therefore they are needing to revisit sites that were previously not accepted into the Local Plan.

Cllr Seward clarifies that when the 2008 Local Plan was signed off, the land in question was marked agricultural and not for housing. The developers have likely put the plans in due to the area’s increased need for housing.

Cllr Heinrich explained that Nutrient Neutrality (effects of discharge of sewage) along with the coast and areas of outstanding natural beauty, mean that there is very limited area in North Norfolk to build the required additional housing which is now required by the government.





# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 5<sup>th</sup> February 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

Cllr Shires explained that in the NNDC area we do not receive CIL, but receive Section 106 payments instead as this will be guaranteed to return investment to North Walsham. Examples of services needed include extra fire hydrants, more library services, SEN school services, better health facilities.

Russell Stock, Geoff Lyons and Lucy Shires answered questions from members of the public.

Questions and comments included:

- Junction onto the Bypass will not be safe – no comments received yet from NCC Highways.
- The new link road proposed will be too close to listed buildings.
- Concerns raised over access, traffic volume, parked cars etc on both Mundesley Road and Lyngate Road.
- Member of the public surveyed traffic and suggested that 8000 cars pro-rata in 18hrs along Mundesley Road, due to the other Highways works on the Norwich by-pass.
- Lack of infrastructure
- Only 15% affordable housing in the plans.
- Noise, congestion and disturbance caused by the development for potentially 7 years.
- Loss of wildlife, habitats, biodiversity and other wildlife related issues.
- Flooding, drainage, sewage.
- Emergency services access and public transport.
- Public safety.
- Thank you to Cllrs who are present for being transparent and formulating a response based on the needs and comments of North Walsham residents, but disappointed for low turnout of Cllrs.

#### **4. TO DISCUSS AND AGREE RESPONSE FOR MUNDESLEY ROAD DEVELOPMENT PO/24/2717**

Outline summary of objection read out by Cllr Heinrich.

As proposed by Cllr Wright, and seconded by Cllr Dibben with all in favour, it was RESOLVED to accept the grounds for NWTC objection, with a more detailed response based on Cllr Heinrich's summary being written in the next few days.

**[ACTION JD/Cllr H]**

#### **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. DATES OF FORTHCOMING MEETINGS**

Finance 6<sup>th</sup> February 18.30

Events and Tourism Working Group 13<sup>th</sup> February 18.30

Full Council 25<sup>th</sup> February 18.30

**The meeting closed at 20.25**

Signed: .....

Date: .....

ACTION LOG February 2025

Meeting	Subject	Action	Update	who	Timescale
31.5.22	Pavillion	Purchase defibrilator for children and adults	will be installed next week	WM	February
	Cemetery	New Cemetery Cromer Road	awaiting a response from highways this has been chased	BW/WM	February
28.01.25	May-24 Neighbourhood Plan	Working Party to be formed	Agenda Item	BW/WM	February
28.01.25	Externalise Payroll	To be outsourced	Clerks Report	WM	February
28.01.25	Externalise Appraisals	To be outsourced	Clerks Report	WM	February
28.01.25	Pension Corrections	To be outsourced	Clerks Report	WM	February
28.01.25	Charity MOU	To be completed	This is in hand	WM	March
	Electronic Noticeboards	Licensing agreement to be put in place for Pheonix buyilding	This will be done in March	WM	March
	Skills Audit	To be completed	Awaiting forms to be filled in	WM	February
	Co-Option		Agenda Item	WM	March
	Cultural Review	Date to be arranged	Clerks Report	WM	February
	Health and Safety Audit	To be completed	Update on actions taken	WM	February
<b>Development &amp; Amenities Action Log</b>					
08.11.22	Coronation	Lettering to be ordered for MEMORIAL ARCH	Meeting with Nick Hindle to discuss	WM	February
	Accessibility Assessment	Completed	To Be discussed at next meeting	WM	March
	Memorial Park Access	Install Dropped Curb	Await fund request to be done	WM	February
	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	Design to be sent to cozens	WM	March
	Jul-24 Skatepark	Drainage	Await Gravity to come back to sort	WM	March
	May-24 Rocking Horse		Await painitng	WM	March
<b>Finance Action Log</b>					
	Full Financial Audit	To be completed	Update on action taken	WM	February
	Fidelity Insurance cover	To Be actioned	To be actioned	WM	March
	3 Year Forecast	To be actioned	to be actioned	WM	March
	Budget recoded and updated	codes on scribe to be addressed	to be actioned	WM/JP	February
	Reserves Policy	to be updated	to be updated	WM	March
	Investment Policy	to be reviewed	to be reviewed	WM/ES	March
	Financial regs	to be updated	to be updated	WM/JP	March



## CLERKS REPORT FOR COUNCIL MEETING 25.02.25

	Description	Comments
Fountain		Legionaires test is being arranged cost is approx. £250.00
Door on Kitchen	Fire Door to be added to Kitchen	Ongoing
New Office	Spare office at Cedar House	Awaiting a cost for the work to be done and then agree a figure to put to NNDC for rental. Valuation taken place for Cedar House and the land next door.
Skate Park	Drainage and remedial work	Waiting for Gravity to investigate
Rocking Horse		Waiting to be painted
DBS Checks	All Council and Staff	This is an agenda item
Benches	Churchyard	Waiting for them to be installed
Gov.uk email addresses		Email address's have been arranged and sent out. It is in the new JPAG coming out in March that this will be mandatory for councillors and staff.
Freedom of information request	Member of public has asked for costs on sickness cover and grievance costs	The cost of this is £31,175.10 up to end of February Staff Cover £20009.10 Work Nest £6907.50 Nett Croner £895.00 Nett Locum clerk £394.50 Occupational Health £684.00 Cultural Review £2285.00 approx
Outsourcing Payroll	To find a company to do NWTC Payroll	This will have to be deferred for 12 months as it effects job descriptions and needs to be consulted on

Outsourcing Appraisals	To find a company to do NWTC Appraisals	This will have to be deferred for 12 months as it effects job descriptions and needs to be consulted on
Pension Investigation	This is to be investigated by myself to begin with	Sample a few years to see how bigger a problem this is.

# North Walsham Town Council

20 February 2025 (2024-2025)

## PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
548	General New Equipment	02/01/2025		Unity Trust Account		Equipment	Screwfix	S	33.30	6.66	39.96
558	General New Equipment	02/01/2025		Unity Trust Account		Equipment	Screwfix	S	5.32	1.06	6.38
578	Admin Training	28/01/2025		Unity Trust Account		Training	SLCC	S	120.00	24.00	144.00
581	Admin Running Costs	30/01/2025		Unity Trust Account		Equipment	Amazon	S	7.71	1.53	9.24
508	Admin Running Costs	31/01/2025		Unity Trust Account		Equipment	Espo	S	43.05	8.61	51.66
532	Admin Running Costs	31/01/2025		Unity Trust Account		Equipment	Espo	S	29.42	5.88	35.30
532	General Running Costs	31/01/2025		Unity Trust Account		Equipment	Espo	S	130.50	26.10	156.60
573	Admin Running Costs	02/02/2025		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	112.79	22.56	135.35
534	W M Park Running Costs	19/02/2025		Unity Trust Account		Electricity	Total Energies	S	258.16	51.63	309.79
535	W M Park Running Costs	20/02/2025		Unity Trust Account		Electricity	Total Energies	S	294.07	58.82	352.89
536	W M Park Running Costs	24/02/2025		Unity Trust Account		Electricity	Total Energies	S	293.57	58.72	352.29
564	Admin New Equipment	28/02/2025		Unity Trust Account		Equipment	Amazon	S	10.55	2.11	12.66
565	Admin New Equipment	28/02/2025		Unity Trust Account		Equipment	Amazon	S	4.47	0.90	5.37
566	Admin New Equipment	28/02/2025		Unity Trust Account		Equipment	Amazon	S	10.47	2.10	12.57
537	Admin Running Costs	28/02/2025		Unity Trust Account		Photocopier	Office Flow	S	41.31	8.26	49.57
562	Admin Running Costs	28/02/2025		Unity Trust Account		Equipment	CoolerAid	S	7.45	1.49	8.94
563	Admin Running Costs	28/02/2025		Unity Trust Account		Refuse	Shred station	S	35.00	7.00	42.00
567	Admin Running Costs	28/02/2025		Unity Trust Account		Health & Safety	Amazon	S	5.50	1.10	6.60
570	Admin Running Costs	28/02/2025		Unity Trust Account		Human Resources	Worknest	S	787.50	157.50	945.00
572	Admin Running Costs	28/02/2025		Unity Trust Account		IT	Scribe	S	599.00	119.80	718.80
574	Admin Running Costs	28/02/2025		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	35.70	7.14	42.84
571	Admin Training	28/02/2025		Unity Trust Account		Training	Norfolk Parish Training Sup	E	260.00		260.00
549	Admin Training	28/02/2025		Unity Trust Account		Training	SLCC	E	50.00		50.00
545	General New Equipment	28/02/2025		Unity Trust Account		Equipment	Ernest Doe	S	429.16	85.83	514.99
546	General New Equipment	28/02/2025		Unity Trust Account		Equipment	Ernest Doe	S	66.65	13.33	79.98
547	General New Equipment	28/02/2025		Unity Trust Account		Equipment	Screwfix	S	8.32	1.67	9.99
561	General New Equipment	28/02/2025		Unity Trust Account		Equipment	Screwfix	S	171.89	34.38	206.27
575	General Repairs/Maintenance	28/02/2025		Unity Trust Account		Equipment	Travis Perkins	S	24.90	4.98	29.88
582	General Repairs/Maintenance	28/02/2025		Unity Trust Account		Equipment	CT Baker	S	5.53	1.11	6.64
586	General Running Costs	28/02/2025		Unity Trust Account		Health & Safety	Screwfix	S	18.32	3.67	21.99
590	General Running Costs	28/02/2025		Unity Trust Account		Fuel	Fuel Genie	S	174.57	34.91	209.48
594	Admin Running Costs	28/02/2025		Unity Trust Account		Survey	North Norfolk Surveyors Lt	X	1,000.00		1,000.00
583	Admin Running Costs	28/02/2025		Unity Trust Account		DBS	First Advantage Europe Ltc	S	42.00	8.40	50.40
583	Admin Running Costs	28/02/2025		Unity Trust Account		DBS	First Advantage Europe Ltc	X	43.00		43.00

## North Walsham Town Council

### PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
584	Admin Running Costs	28/02/2025		Unity Trust Account		Human Resources	Worknest	S	3,600.00	720.00	4,320.00
577	Admin Running Costs	28/02/2025		Unity Trust Account		IT	Anglian Internet	S	195.00	39.00	234.00
579	Admin Running Costs	28/02/2025		Unity Trust Account		Equipment	Amazon	S	34.70	6.94	41.64
580	Admin Running Costs	28/02/2025		Unity Trust Account		Equipment	Amazon	S	129.16	25.83	154.99
587	General Streetlights	28/02/2025		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	25.00	5.00	30.00
568	General CCTV	28/02/2025		Unity Trust Account		CCTV	Anglia Technology	S	419.79	83.96	503.75
585	General CCTV	28/02/2025		Unity Trust Account		CCTV	Anglia Technology	S	360.00	72.00	432.00
569	General Vehicles	28/02/2025		Unity Trust Account		Vehicles	Saxon Motors	S	23.50	4.70	28.20
588	General Vehicles	28/02/2025		Unity Trust Account		Vehicles	A B Autos	S	389.30	77.86	467.16
589	General Vehicles	28/02/2025		Unity Trust Account		Vehicles	Saxon Motors	S	159.06	31.81	190.87
554	General Vehicles	28/02/2025		Unity Trust Account		Vehicles	North Walsham Garden Ce	S	812.66	162.53	975.19
596	General Running Costs	28/02/2025		Unity Trust Account		Equipment	SR Print & Design Ltd	S	45.00	9.00	54.00
595	D & A BUDGET	28/02/2025		Unity Trust Account		Tree's	Greentech Limited	S	171.55	34.31	205.86
597	General Streetlights	28/02/2025		Unity Trust Account		Electricity	Total Energies	L	324.73	16.24	340.97
598	General Streetlights	28/02/2025		Unity Trust Account		Electricity	Total Energies	S	376.22	75.25	451.47
599	General Streetlights	28/02/2025		Unity Trust Account		Electricity	Total Energies	S	575.76	115.15	690.91
600	General Streetlights	28/02/2025		Unity Trust Account		Electricity	Total Energies	S	326.49	65.30	391.79
601	Poppies Repairs/Maintenance	28/02/2025		Unity Trust Account		Poppies	J&O Electrical Limited	S	460.00	92.00	552.00
592	Chapel Repairs/Maintenance	28/02/2025	H&S Audit	Unity Trust Account		Health & Safety	Mark Sayer Electrical Servi	S	474.43	94.89	569.32
592	Vehicle Compound Repairs/Mai	28/02/2025	H&S Audit	Unity Trust Account		Health & Safety	Mark Sayer Electrical Servi	S	80.00	16.00	96.00
560	M&I BUDGET	28/02/2025		Unity Trust Account		Advertising	Just Regional	S	195.00	39.00	234.00
593	M&I BUDGET	28/02/2025		Unity Trust Account		Events	Strange Fascination Theatr	X	325.00		325.00
<b>Total</b>									<b>14,661.53</b>	<b>2,548.02</b>	<b>17,209.55</b>





# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Events & Tourism Working Group Meeting

held on Thursday 13<sup>th</sup> February 2025, Cedar House, New Road,  
North Walsham NR28 9DE

### Present:

**Town Councillors:** Cllr Wright, Cllr Seward, Cllr Richardson

**NWTC Employees:** Jasmine Dewbery (Chair, Assistant Clerk), Wendy Murphy (Town Clerk)

**Members of Public:** Claire Smith-Hawkins (Vice Chair), Matt Smith (North Walsham Play), Paul Robinson (North Walsham Community Network & Good Neighbours)

The meeting opened at 18:30

### 1. **APOLOGIES FOR ABSENCE**

Representative from North Walsham Christmas Lights/Fun Day

### 2. **DECLARATIONS OF INTEREST**

Personal interests: Cllr Seward (North Walsham In Bloom)

Pecuniary interests: Cllr Wright (Sunday Markets)

### 3. **TO APPROVE MINUTES OF PREVIOUS MEETING**

It was proposed by Cllr Wright and seconded by Cllr Seward with all in favour, it was RESOLVED to accept the minutes of 9<sup>th</sup> January 2025.

### 4. **TO RECEIVE ASSISTANT CLERKS REPORT AND CONSIDER AND DISCUSS ANY UPDATES**

Updates received.

Wendy Murphy advised she was arranging a feature for North Walsham in Visit North Norfolk.

**[ACTION WM]**

### 5. **OPEN FORUM FOR PUBLIC PARTICIPATION**

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

Paul Robinson – Distributed the latest updated ‘Activities in North Walsham’ list. We agreed to add to our website. **[ACTION JD]**

Claire Smith-Hawkins – Asked if we could get the gate opened that leads into the Black Swan Garden for our events. Wendy Murphy advised for us to speak to NNDC, we may be able to get a key/access. **[ACTION JD]**

### 6. **TO DISCUSS NWTC ENTRY INTO THE CARNIVAL PROCESSION 2025**

Initial conversations around what themes/vehicles we could use for entering a NWTC float.

Matt Smith – the costs involved do prevent smaller groups/charities from entering, would NWTC sponsor or provide floats for smaller groups?

Initials.....

Date.....



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Events & Tourism Working Group Meeting

held on Thursday 13<sup>th</sup> February 2025, Cedar House, New Road,  
North Walsham NR28 9DE

Discussion around if NWTC helped with the procession then perhaps we could take some of the costs/insurance etc – need to discuss with Fun Day Team. **[ACTION JD]**

Discussion around the lack of information on what grants are available for groups/charities from NWTC. Cllr Seward confirmed that there is a budget for grants of £4000. (Max grant is £750 per application.) WM & JD to work on a guidance document that we can publish to make it easier to access these funds. **[ACTION WM/JD]**

### 7. TO DISCUSS JULY EVENT – MINI MUSIC FESTIVAL

Discussion around format of the day. Recommendation for ‘main acts’ in the Clock, with buskers and other entertainment throughout the town. Perhaps speak to a venue, eg, Black Swan Theatre in case the weather is too bad to be outside. **[ACTION JD]**

WM reminded JD that the car boots also must come out of the £15,000 events budget. JD to work out what’s left of budget. **[ACTION JD]**

It was suggested to have buskers at the car boot sales.

### 8. TO DISCUSS FUTURE EASTER EGG HUNTS

Matt Smith – Confirmed that 2025 will be the last Easter Egg Hunt under North Walsham Play, as they are winding up this year.

Recommendation to Full Council that NWTC take on this long-standing popular event.

Discussed costs involved. Outlays are approximately £1k + insurance for goodie bags and entertainment. Income from ticket sales etc around £3k. Would need to cap the numbers. JD to discuss with Matt Smith logistics of taking this event on. **[ACTION JD]**

The Yard Sale is also not happening this year, as NW Play will be finished by then. This is doesn’t really make any money, as the income generated balances the outlays, but the public really enjoy it. Recommendation for NWTC to take this over as well on 1st Sunday of July each year. **[ACTION JD]**

Everyone expressed their thanks to Matt Smith and the NW Play team for all their hard work and dedication over the years!

### 9. TO DISCUSS AVENUES FOR PROMOTION OF NW AS TOURISM HUB

Discussed the tourism info leaflet. Redesign to add our best assets such as the Skate Park, our markets, toilets, campsites, bus hub, walks and regular events, eg, car boots. Take to Full Council to agree costs and distribution. **[ACTION JD]**

Discussed the postcard style events leaflets. We should advertise the other regular events such as the Fun Day, Beer Festival etc. Redesign and recommend to Full Council. **[ACTION JD]**

Again, briefly touched on the Visit North Norfolk feature.

### 10. TO DISCUSS FURTHER PROPOSALS FOR NEW EVENTS 2025

Wellbeing Festival – Discussions around what we can offer, suggestions to have therapy dogs or similar there. Need to provide costings to FC to agree. **[ACTION JD]**

Initials.....

Date:.....





# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Events & Tourism Working Group Meeting

held on Thursday 13<sup>th</sup> February 2025, Cedar House, New Road,  
North Walsham NR28 9DE

Trackside Event – Discussion around how to involve the local youth. Speak to the schools to get the children involved in designing graffiti. Perhaps have a public consultation on what graffiti designs to get installed at the Skatepark. Continue planning.

### **11. ITEMS FOR NEXT AGENDA/ PUBLIC FORUM/ LATE ITEMS FOR DISCUSSION ONLY**

Already covered that a document needs to be written giving support and details on how to apply for an NWTC grant.

Paul Robinson – There is a meeting on 10<sup>th</sup> March of the Community Network in both the morning and afternoon around volunteering opportunities. This comes ahead of the Volunteer week, with another event on 7<sup>th</sup> June.

WM invited local groups to make a presentation (as last year) for the 3<sup>rd</sup> April Annual Town meeting.

### **12. DATE OF NEXT MEETING**

Full Council – Tuesday 25<sup>th</sup> February 2025

E&T - Thursday 13<sup>th</sup> March 2025

Meeting closed at 19.51



# North Walsham Tennis Initiative

# Contents

This Slideshow will contain my ideas for the North Walsham memorial park courts split into two plans both of which include clear steps to achieving outlined goals.

It will also contain a little about myself and my background in tennis coaching as well as the benefits this initiative could have on the town.



# Plan 1 (Small Program)

My first plan is to set up a small coaching program one day a week 4PM-7PM, this would include 3, 1 hour long group sessions divided into mini red (4-8yr olds), mini orange (9-11yr olds) and a full ball tennis session for children aged 12-17.

This would be the bare minimum for a coaching program and to ensure children got the most out of the session I would make it open to a maximum of 8 children per session.

This could obviously be expanded on with scope to run more sessions on different days if there is demand and I could bring in an assistant to increase group sizes for the first hour as courts are smaller for that age group.



## Plan 2 North Walsham Tennis Club (NWTTC)

My second plan is larger scale program, developing the courts into a tennis club.

This would mean a booking system and a membership charge to access the courts.

If this plan is best I would ideally run groups as before but with a discounted rate to members to incentivise them buying a membership.

I would also run these groups on multiple days from the start instead of just one day.



# Further Development

Both of these plans have scope for further development such as adult groups (after school drop off and/or after kids sessions), tennis fitness sessions, walking tennis and inclusive tennis sessions.

After the initiative is set up and running I can also offer individual private lessons to adults throughout the day and children. This could of course be a reduced rate for members to encourage them to join if you choose plan 2.



# Benefits

The benefits this initiative could bring to North Walsham are massive!

Not only is tennis incredible for wellbeing and fitness but it is making use of a facility that for the most part is underused.

If plan 2 is utilised it will also bring in membership money that could go towards the development of the space.





# About Me

Currently I am mainly working at Cromer Tennis Club as a full time tennis coach and have done so for the last 4 years although I do also have experience working in schools such as Beeston Hall School, Millfield Primary school and more.

I qualified as a LTA level 3 tennis coach in 2020, after years of volunteering, at the age of 16. Not only did I pass the course but at the time it is believed that I was one of the youngest to do so.

I am passionate about tennis and absolutely love my job and I enjoy spreading the joy it brings to anyone interested.




# Groundwork

I have already started on the groundwork for this initiative so far I have had meetings with various tennis coaches who have experience in setting up programs and have agreed to help me as well as LTA representatives and have even discussed it with the president of the LTA.


I have also as of Wednesday 22nd January completed 13 weeks of taster sessions at Millfield primary school one of these being free of charge.

I intend to promote this in the other North Walsham schools as well as surrounding towns and villages.



# Questions

A few questions I have about the facilities.

- Padlock - is there any way the courts can be locked to stop outside interference during sessions and whilst setting up for sessions?
  - Benches - do you have any benches or chairs for parents that may want to watch their children?
  - CCTV - is there any CCTV that covers the courts for my and the children's safety?
  - Indoor facilities - do the council have any halls or indoor facilities that could be used to continue sessions in the winter to ensure engagement?
- 



Thank You

**LOCAL  
COUNCIL  
CONSULTANCY**



IMPROVING  
INFORMING  
INVESTING

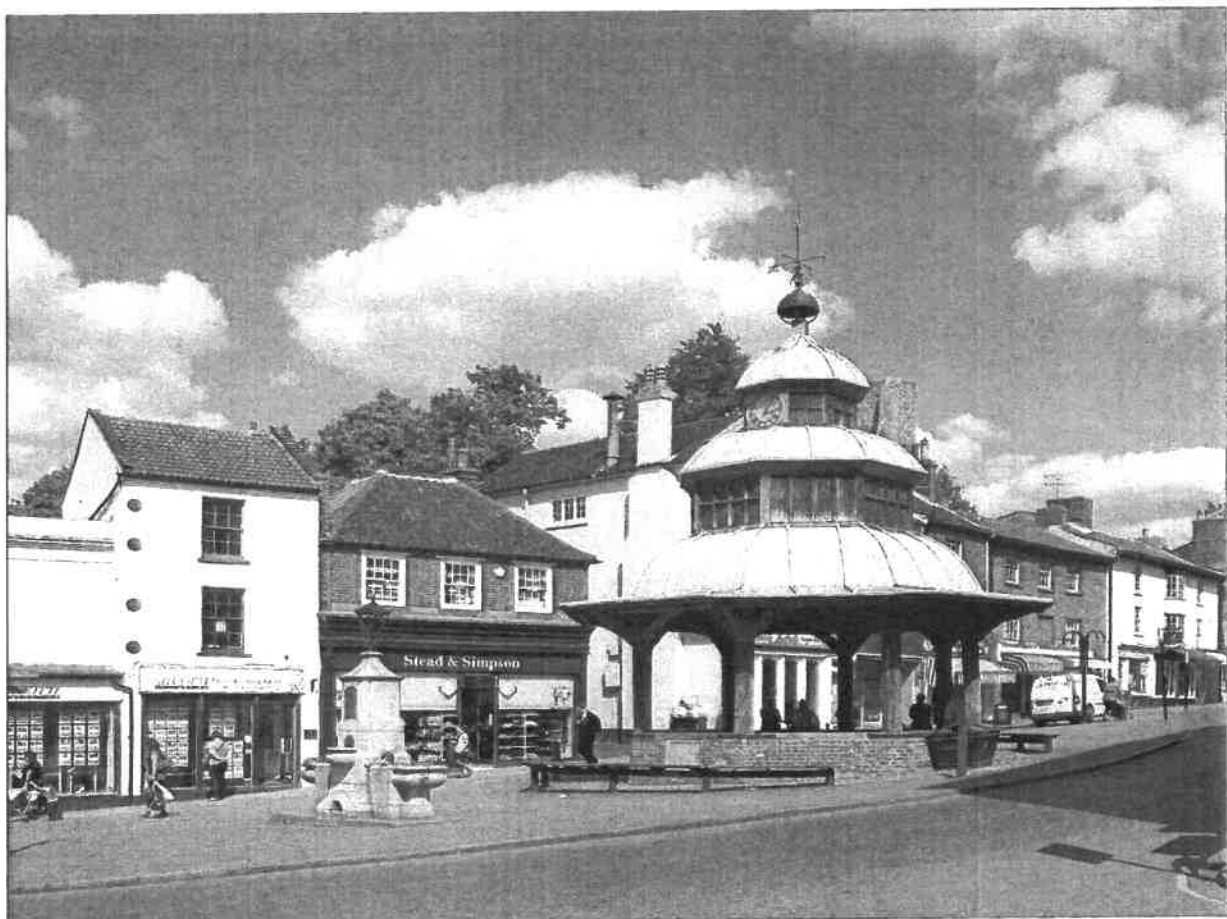
AN SLCC ENTERPRISE

## STAFFING AND GOVERNANCE REVIEW

commissioned by

**NORTH WALSHAM TOWN COUNCIL**

August 2023



Local Council Consultancy  
Collar Factory Suite 2.01  
112 St Augustine Street  
Taunton  
Somerset  
TA1 1QN

## CONTENTS

1.0	INTRODUCTION.....	3
1.1	Brief.....	3
1.2	Background.....	3
2.0	SUMMARY OF RECOMMENDATIONS.....	4
3.0	GRADING & SALARY ASSESSMENT FOR TOWN CLERK.....	4
3.1	The NJC Assessment Model .....	4
3.2	Assessment One .....	4
3.2.1	Analysis.....	5
3.3	Assessment Two.....	6
3.3.1	Analysis.....	8
3.4	RFO Role and Salary Grading.....	8
3.5	Salary grading for other posts .....	9
4.0	STAFF STRUCTURE .....	10
5.0	ADDITIONAL RECOMMENDATION FOR CONSIDERATION.....	11
5.1	Business Resilience .....	11
5.2	Creating a new Business Plan .....	12
5.3	Project Management.....	12
5.4	Change Management.....	13
5.5	Motivation – Praise and Appraisal .....	13
6.0	REFERENCES & ACKNOWLEDGEMENTS.....	14

## 1.0 INTRODUCTION

This report sets out the findings and recommendations of the review commissioned by North Walsham Town Council in August 2023. It was undertaken by Stephen Butt, a freelance associate of Local Council Consultancy.

North Walsham Town Council is advised to refer to relevant legislation and, if necessary, seek qualified legal advice before acting on recommendations relating to employment. No criticism of any organisation, local authority, employee, or councillor is intended by any statement in this report.

### 1.1 BRIEF

Stage One
<p>Desk-based research and analysis of the current and any proposed structure, service delivery and job roles. Identifying the quantitative and qualitative data (e.g., financial information, committee structure, land and other assets managed by the Council) required to understand capacity and capability issues and to benchmark the Council's activity.</p> <p>During this stage, our Associate will use documents provided by the Council on our request or those available from the Council's website</p>
Stage Two
<p>Remote interviews with staff (currently 2) and two selected members to validate work from Stage 1 and gather a range of perspectives about the current staffing and working arrangements.</p> <p>Information on the Council's short-term plans will also be reviewed to ensure that our recommendations are suitable for the future.</p>
Stage Three
<p>Production of a written report for the Council with recommendations on staffing roles and structure, business resilience and the overall capability and capacity, including an evaluation of the pay grade for the Clerk role using the SLCC/NALC guidance for the Clerk pay evaluation.</p> <p>Once the clerk role has been evaluated, recommendations on the pay scales for other posts will be provided based on delegations, responsibilities and job demands.</p> <p>This report would be shared, and feedback gained on the content before the final submission.</p>

### 1.2 BACKGROUND

The previous Town Clerk, who was also the Responsible Financial Officer, left the Council in May 2023. The two remaining officers, the Assistant Clerk, and the Finance Clerk, are presently acting as Town Clerk and Responsible Financial Officer, respectively.

Both officers work part-time. The Assistant Clerk works 25 hours per week and the Finance Clerk works 16 hours per week.

The Council is to replace the former combined Town Clerk/RFO role with two separate posts. The relevant job descriptions have been drafted but the salary ranges have not been decided.



## 2.0 SUMMARY OF RECOMMENDATIONS

The recommendations in this review cover the following topics:

- Evaluation of the salary grades of the four office-based posts.
- Improving the working relationship between councillors and staff.
- Creation of a new business plan.
- Implementing and managing changes to staff roles.

## 3.0 GRADING & SALARY ASSESSMENT FOR TOWN CLERK

This process assesses the requirements of the role of the Town Clerk at North Walsham Town Council, based on the size and level of council activity. It is not an appraisal of the acting postholder.

### 3.1 THE NJC ASSESSMENT MODEL

The National Joint Council for Local Government Service's model was published in 2005 as the National Agreement on Salaries and Conditions of Service for Local Council Clerks in England and Wales.

Structured partly on existing Local Government Green Book principles, its purpose is to provide a framework for setting town and parish clerk salaries. It also provides a foundation for encouraging professionalism and career development within the sector.

Although no single framework can offer a comprehensive set of relevant benchmarks for such a diverse sector, many town and parish councils have adopted the NJC Agreement. It is regarded as the best available framework for building a grading structure, setting pay scales, and providing a basis for fair and objective assessments. The process involves two assessments:

- Determining the size of a council in terms of the scale of its activities, amenities, and services.
- Identifying the skills and responsibilities required of the post of Clerk to manage those activities, maintain strong governance, and fulfil the council's aims and commitments.

### 3.2 ASSESSMENT ONE

This first assessment determines which of the four salary bands (LC1 – LC4) is most appropriate for the Town Clerk's salary by assessing the operational size of the council, from small parish to large town, using the following profiling criteria:

	LC1 Small Parish	LC2 Medium Parish	LC3 Large Parish/Small Town	LC4 Large Town
Meetings annually	1-6	6-12	12	12+
Committees	0	0	1-4	5+
Staff	0	Few	1-20	20+
Devolved functions	None	2	Some	Many
Statutory functions	None	Several	Most	Most
Budget & precept	<25K	25K-250K	250K-750K	750K+

To refine the profile further, the following data has also been considered:

- Number and scale of amenities.
- Major projects planned.
- Number of working parties, trusts, advisory and liaison groups attended by councillors or staff.
- The council's property portfolio and assets.
- The population of the parish.

- The number of councillors and whether warded
  - Projections of future expansion and development of the parish and town.
- 

### 3.2.1 ANALYSIS

#### **Meetings**

Eleven ordinary meetings of the Full Council are held each year with a recess in August. Additionally, the mandatory Annual Town Meeting is held each year in April.

#### **Committees**

The Council operates six committees:

- Planning.
- Finance & Grants.
- Personnel.
- Development & Amenities.
- Media & Information.
- Markets.

#### **Staff**

As outlined above, the Council is proposing the following staff posts:

- Town Clerk.
- Responsible Financial Officer.
- Assistant Clerk.
- Finance Clerk.

The Council has indicated that the Town Clerk should be a full-time post. The number of hours per week for the Responsible Financial Officer post has not been defined.

The Council also employs a cleaner and four grounds maintenance staff, one of whom is designated Head Groundsperson.

#### **Governance, devolved and statutory functions**

North Norfolk District Council and Norfolk County Council provide most statutory functions for the North Walsham area. However, the Town Council is responsible for grit bins, some street lighting, bus shelters, dog bins, litter bins, and some highway verges.

#### **Budget and precept**

For 2023/24 the council agreed a precept of £428,320 and set a budget of £463,400.00.

#### **Amenities, property, and other assets**

The Town Council owns and manages several recreational open spaces. These include parks, a meadow, and woodland. It also provides children's play areas, a skatepark, and other play equipment such as goalposts.

Further amenities include public seating, allotments, three cemeteries and a garden of rest, CCTV, and defibrillators.

The Council organises and supports various street festivals and other public events. A weekly market and monthly farmers' market take place.

The seventeenth-century Market Cross is a Grade 1-listed building with a hand-wound clock. The total value of the Council's fixed assets is in the region of £2 million.

#### **Projects**

A new cemetery is planned. Initial investigative work on site suitability has taken place.

#### **Population**

The 2021 census recorded a population of 12,630. The tax base for 2022/23 (number of Band D and equivalent properties) was 4122.61.

## Councillors

The Council is made up of 16 elected members representing five wards. Currently, there are five vacancies.

### Projections of future expansion and development of the parish and town

In the District Council's draft local plan, North Walsham has been identified as a growth town for housing over the next twenty years. Two thousand new homes could be constructed on land on the southwest side of the town between the Norwich and Cromer roads.

Historic England is delivering the development of the North Walsham High Street Heritage Action Zone as part of the national project that commenced in 2016.

In 2021, North Walsham Town Council achieved Quality Gold in the Local Council Award Scheme. The accreditation will remain until 2025.

### Conclusion

The above data indicates that North Walsham Town Council most closely matches the NJC profile of a large parish/small town. In the longer term, the town is likely to increase significantly in size. Accordingly, it is recommended that the salary of the Town Clerk should be set within the LC3 band (SCP 33-45).

## 3.3 ASSESSMENT TWO

This considers eight areas of knowledge, skills, and responsibilities to set the Town Clerk's role in the appropriate SCP range (Below Substantive, Substantive, and Above Substantive) within the defined LC3 salary band.

- Knowledge
- Mental (thinking) skills
- Interpersonal and communication skills
- Initiative and independence
- Responsibility for people
- Responsibility for the direction of employees
- Responsibility for financial resources
- Responsibility for physical resources

Scale	Below the substantive range	Substantive benchmark range	Above the substantive range
	(-)	(=)	(+)
LC1	5-6	7-12	13-17
LC2	18-23	24-28	29-32
LC3	33-36	37-41	42-45
LC4	46-49	50-54	55-62

### Knowledge

The specific knowledge needed for the different elements of the post and how it was acquired, including literacy and numeracy, procedures, equipment, administrative systems, organisational, specialist, technical, languages, and cultures.

The Town Clerk is effectively the Chief Executive Officer of an organisation with a turnover of over £460,000. As with a business of comparable size, the knowledge areas required to fulfil this role are broad and sometimes specialist and eclectic. Some of this knowledge accrues from experience and continuous career development, which needs to be regularly replenished and revised to include updated legislation and current best practice.

Relevant legislation includes local council governance, planning legislation, and the National Planning Policy Framework. It is also necessary to understand employment legislation, health and safety legislation, property management, and the protocol for working with contractors and partners, including tendering processes and service-level agreements.

The role also requires a working knowledge of how local councils use social media and websites. North Walsham Town Council's website was structured to satisfy the requirements of the Local Council Award Scheme, but a

website of this complexity needs ongoing maintenance and updating. The Town Clerk also requires knowledge of the General Data Protection Regulations and laws relating to the operation of CCTV.

Local knowledge, of the geography and character of the parish, its organisations and societies, and its socioeconomic makeup, is also important for informing decision-making.

The Town Clerk also needs to have a working knowledge of software running on the Council's IT equipment, such as Scribe and an understanding of how to diagnose basic technical problems.

---

### **Mental (thinking) Skills**

These skills include fact-finding, analytical, problem-solving, and judgment, as well as creative and developmental skills, planning, and prioritisation.

The Town Clerk must be able to transition between different environments and unrelated concepts and react to issues raised in the office or by councillors or parishioners. At times, these may involve sensitive issues for which understanding, patience, and empathy are necessary.

The Town Clerk must also provide longer-term strategic planning. At times, this will involve speaking to individuals holding specific knowledge, such as those in the fields of planning, property management, and finance. The Clerk may then be required to explain complex concepts to the public and others who do not hold those specific areas of expertise.

---

### **Interpersonal and communication skills**

This element includes all the skills related to developing working relationships with staff, councillors, members of the public, contractors, and other community partners. They include advocacy, training, teamwork, motivation, advising and guiding, persuading, influencing, counselling, negotiating, oral and written communication, and presentation skills.

The Town Clerk serves council members and the public but must also interact with contractors, suppliers, and officers from other tiers of local government and neighbouring authorities. The ability to negotiate and, sometimes, criticise standards of performance constructively with others is essential.

Skills in providing guidance, authority, and understanding to others and managing potentially tense situations with diplomacy and confidence are also important. The Town Clerk needs to be confident in delegating and to know when delegation is appropriate.

---

### **Initiative and independence**

This element considers how the jobholder can exercise initiative, take independent action, and plan their work. It includes the nature and level of guidance and direction available, policies, procedures, precedents, and whether the jobholder works alone or with others.

Although the structure of the staffing at North Walsham Town Council is changing with the separation of the Town Clerk and Responsible Financial Officer roles, it will remain a small team for the size of the Council. With several members of staff working part-time, there will be times when the Town Clerk will be working alone and will need to provide continuity of ideas and actions to ensure all staff are updated.

The Town Clerk must therefore have the self-confidence to make strategic decisions and respond to challenges without initially referring to others.

---

### **Responsibility for people**

This responsibility involves the physical, mental, social, economic, and environmental well-being of people other than employees. Health and safety responsibilities feature in this element.

The Town Clerk will be the manager of a team comprising eight people, with a duty to also support councillors and deal with members of the public in a sympathetic, professional, and respectful manner, often with a significant degree of sensitivity.

At times, the Town Clerk will have a wider responsibility for volunteers and members of groups working with the Council at public events.

### Responsibility for employee supervision and direction

The assessment considers the number of employees, their work, where they work and the type of management they require. As above, the Town Clerk will be the line manager for a team comprising eight people. Working with the Council's Personnel Committee, this includes their welfare and wellbeing, in-post training, and career development. There should be appropriate arrangements in place to monitor the working environment of staff who are not office-based.

---

### Responsibility for financial resources

This element includes budgets, sourcing goods and services, project planning, and long-term development of financial resources.

The Town Clerk will have support from the Responsible Financial Officer and the Finance Clerk. However, as the Proper Officer, the Town Clerk has overall responsibility for the financial governance of the Council and must therefore be acquainted with the processes and auditing procedures set out in the JPAG Practitioners Guide, (Governance and Accountability for Smaller Authorities in England).

---

### Responsibility for physical resources

These resources can cover premises, systems, tools, equipment, vehicles, plant, and machinery, covering upkeep, repair, security, significant assets, and planning related to these resources.

North Walsham Town Council owns and manages a considerable estate of recreational facilities, play areas, woodland, buildings, and associated street furniture.

---

#### 3.3.1 ANALYSIS

As indicated above, North Walsham Town Council most closely matches the definition of a large parish or small town. There are clear indications that the parish will continue to grow as it is earmarked for substantial residential development, and the Council's service provision will expand accordingly.

Some councils of comparable size employ more staff and are responsible for additional devolved services such as community libraries and sports centres. However, North Walsham Town Council's budget is towards the upper end of the LC3 scale with which it delivers a significant range of recreational amenities and public events.

In the opinion of this reviewer, the salary grading of the post of Town Clerk falls between the 'below substantive' and 'substantive' ranges (SCP 33-41). It is recommended that the appointment should be in the 'below substantive' range (SCP 35-36) moving into the 'substantive' range (SCP 37-40) subject to annual appraisals and in line with the increase in the council's activities.

Below Substantive					Substantive				
LC3	33	34	35	36	37	38	39	40	41
					SCP 35-40				

This is an indicative recommendation. Relevant specialist knowledge, experience, and qualifications such as CiLCA should also be considered and rewarded by additional salary (SCP) grades.

#### 3.4 RFO ROLE AND SALARY GRADING

##### The Council's financial responsibilities

A council has a legal duty to manage its business and finances responsibly and openly and to demonstrate good governance. The post of Responsible Financial Officer (RFO) is therefore essential in providing transparency and accountability through the ongoing auditing process.

The working relationship between the council and the RFO is important. Fiscal management is the responsibility of the council as a corporate body, and most council decisions have financial implications. Councillors must therefore work closely with their RFO.

When North Walsham Town Council gained Quality Gold in the Local Council Award Scheme in July 2021, it was required to have a forward plan (or business plan) in place. According to the award criteria:

*'for at least three years even if this takes the council beyond the next election. This plan explicitly responds to community engagement. It sets out the council's aims and objectives for both the council and the community and shows how they will be achieved, including financial forecasts for both revenue and capital for the duration of the plan.'*

The RFO will therefore play a significant role in shaping the four-year plan that North Walsham Town Council is considering at present. This will require a significant understanding of the Council's present and proposed future business activity.

### **Salary grading considerations**

The grading for RFOs varies widely across the country. A random sample of councils with a similar budget to North Walsham Town Council gives a range across the entire LC2 and LC3 spectrum. Although several Norfolk parish councils are recruiting Clerk/RFOs none is currently advertising for a separate RFO. It is therefore necessary to use the Town Clerk assessment as a relevant benchmark.

The knowledge and mental (thinking) skills will be relevant to the role and will include an understanding of basic accounting and auditing procedures, and competence in relevant software packages. There is a vital need for good communication skills in being able to present analyses of financial raw data in a way that can be understood by those without financial management experience. There is less of a requirement for initiative and independence.

The RFO will have fewer responsibilities for people or the direction of employees. The RFO will have no responsibility for physical resources, although it could be argued that the Council's insurance arrangements and procedures such as a schedule for planned preventative maintenance of assets should come under the RFO's remit.

Given these considerations, it is recommended that the salary for the RFO should be in the LC2 Substantive (SCP 24-28) range.

As the Finance Clerk manages the day-to-day finances including cemetery fees, market income and petty cash, it is suggested that the RFO post should be part-time in the region of twelve to sixteen hours per week including attending meetings of the Full Council and the Finance & Grants Committee.

## **3.5 SALARY GRADING FOR OTHER POSTS**

This is an assessment of the posts of Assistant Clerk and Finance Clerk at North Walsham Town Council and not of the present postholders. The suggested salary gradings are not based on the skills and abilities of the present staff.

By acting in more senior roles for an extended period, the present staff have undertaken more responsibility for the continued operation of the Council and gained considerable experience and knowledge which should be recognised and rewarded.

As noted in the previous section, these two roles will inevitably change when the two new officers are appointed. Creating new staff posts has an impact on the roles of existing staff. These matters including the recruitment process and the management of change, are addressed in the following sections. At the least, the roles will become more defined, or more specific, because of the appointment of a separate Responsible Financial Officer. Minor adjustments such as to whom each post reports may not justify the revising of job descriptions, but any more substantial change to duties will require full and open discussion before implementation.

For these reasons, precise salary grading is difficult. However, by comparing similar administrative posts at other councils of a similar size, it is suggested that the salaries of both posts should be within the range of SCP 18-23. This does not imply that the posts are equivalent in responsibilities or skill sets.

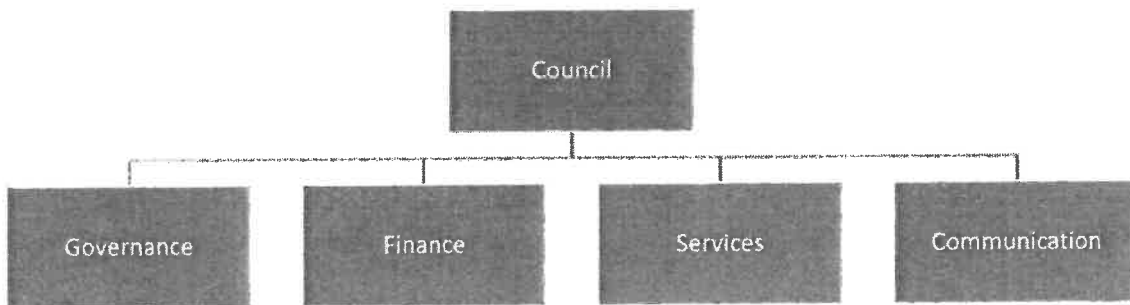
## 4.0 STAFF STRUCTURE

Administrative and financial governance is a statutory requirement for all local councils, large and small, and is the prime role of the parish or town clerk.

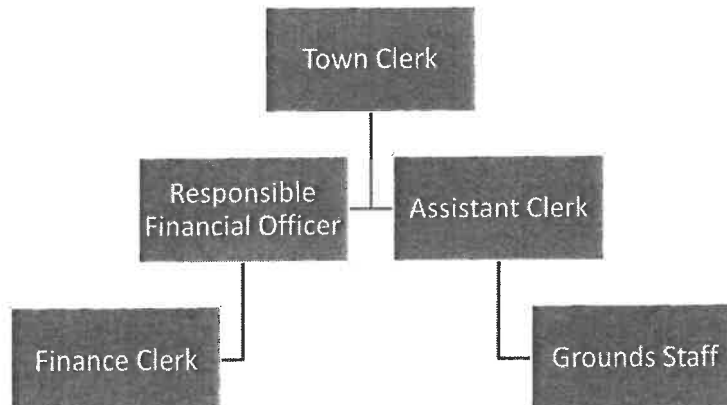
When councils were established, clerks were rarely required to fulfil additional roles. Local councils now have greater powers and duties and undertake many more functions including some devolved from higher-tier authorities. There is a stronger emphasis on community cohesion and involvement. This is exemplified in council support for events and festivals, and, most recently, in supporting or organising activities that provide care.

Social media and smartphones have created an expectation of instant access to information in an easy-to-assimilate form. The Government has responded with legislation to encourage transparency and accessibility.

Local councils now have officers and other staff to provide not only underlying governance and financial administration but also the delivery of services and amenities, using a range of strategies to inform the public of its activities. These four elements provide a useful starting point for a consideration of staff structure and role responsibilities.

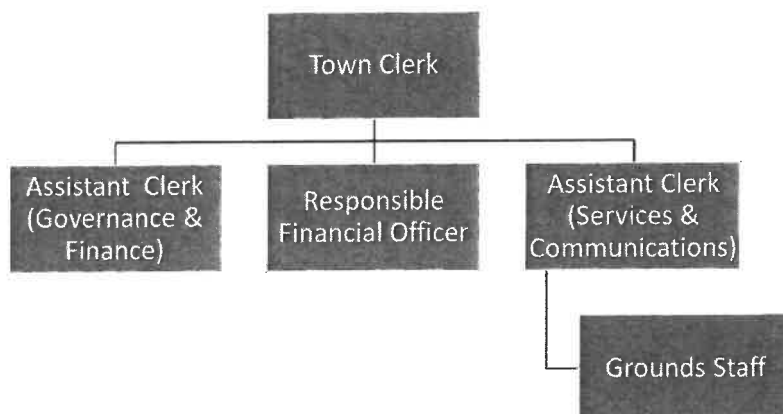


Following the appointment of a Town Clerk and Responsible Financial Officer, a logical staff structure and line management will be as below:



However, councillors and staff may wish to consider other options to restructure responsibilities. One option is for the Finance Clerk to undertake some governance responsibilities such as clerk support to committees and some events planning including the markets. The Assistant Clerk would undertake responsibilities for services (grounds maintenance) and communications (publicity, website, and social media).

The choice for the Council, in discussions with the present staff, is whether to maintain the existing structure or, with the recruitment of a Responsible Financial Officer, to restructure to provide capacity for future expansion of the town and the Council's services.



The Council will likely need to expand its grounds maintenance team when the new cemetery is opened and if there is extensive new residential development as designated in the District Plan.

## 5.0 ADDITIONAL RECOMMENDATION FOR CONSIDERATION

North Walsham Town Council may wish to consider the following recommendations. They are included because they may improve the efficient delivery of services by improving the working relationship between councillors and officers. All are servants of the public. They are indispensable to one another because their combined skills, experience and knowledge enable a local council to function effectively and efficiently.

### 5.1 BUSINESS RESILIENCE

The Covid pandemic tested the resilience of many businesses and organisations. Emergency planning on a national scale prepares for the loss of physical infrastructure, but for local councils, the emphasis must be on the availability of staff.

Nevertheless, infrastructure planning is important. In an incident that occurred last year, lead was stolen overnight from the roof of a town council's offices. The theft was not a risk to the council's normal operations, but the heavy rainfall that followed damaged office equipment and the electrical circuits, making the building dangerous and therefore inaccessible. Fortunately, the council's online data was backed-up and another building was available as temporary offices and for meetings.

However, all resilience planning is based on the availability of people with the necessary skills and knowledge. To use an obvious example, supermarkets cannot operate without power, but nor can they operate without staff including delivery drivers and shelf fillers. Also, it is often the case that the seniority of staff does not reflect their essential value in an emergency.

#### **Working as a team**

Team working enables individual members of staff to understand the duties, responsibilities, and workloads of colleagues so that short-term cover can be arranged in an emergency.

#### **Staff training and support**

When staff have confidence in their skills and judgement, they are more able to solve problems and think strategically.

#### **Having a resilience plan**

This can be as concise as one side of A4, available to all staff and councillors with guidance on actions to follow in the case of a lack of staff or loss of premises. A copy could be lodged with a neighbouring local council and with North Norfolk District Council.



## 5.2 CREATING A NEW BUSINESS PLAN

This section offers guidance on the development of a new business plan for North Walsham Town Council.

### **Basic principles**

The basic principle of the plan should reflect the purpose of the Town Council (in every action and decision it takes) which is to make life better for the people of the area.

It is noted that an aim of the existing business plan is that it 'will help the local community to gain a better understanding of their Council.' Although some members of the public may not understand how local councils function, it is suggested that this should not be the principal aim of a business plan.

Communities are becoming more distanced from the organisations that provide services and influence their lives. Online banking is replacing local branches. Unitary authorities are replacing some district and county councils. Local and High Street shops are closing because of online shopping.

Within this social environment, the roles of town and parish councils must also change and move even closer to their communities. Consequently, a Business Plan should involve the community as well as provide direction for the Council. Possibly, the previous aim could be replaced with 'to help the Town Council gain a better understanding of what the people of North Walsham care about.'

Engaging with people involves gaining their interest and holding their attention. This means listening to them as they talk about what matters to them and then acting upon those concerns.

### **Recommendations**

It is recommended that adequate resources are allocated to ensure the close management of this project. This can be achieved by allocating an officer and paying for agreed additional hours of work to draw together ideas and feedback gained from meetings with parishioners and to present regular reports to meetings of the full council.

### **Timetable**

It is recommended that events are held in each ward during the autumn at which councillors can listen to the views and concerns of residents. The style and format of these events should be appropriate to the area. They could range from a table in the corner of a convenience store or at a 'bring and buy' sale or a similar local event.

A draft plan could be presented to the public at the Annual Meeting of the Parish in 2024, and following any amendments, a final version could be accepted and ratified at the Annual Meeting of the Council.

At all stages, effective publicity through social media will be essential.

## 5.3 PROJECT MANAGEMENT

With public money, projects need regular monitoring and management. Staff time allocated must be adequate to ensure projects remain within the agreed budget and timescale. Even a straightforward project can run late and over budget.

When budgeting for large-scale one-off projects, consideration should be given to employing an additional staff member on a fixed-term contract to manage the project. It is possible to include the cost in the budgeting process. A neighbouring council may have previously undertaken and completed a similar project and have staff who could share their knowledge and experience.

### **Snagging**

Early identification of potential issues can avoid more serious problems later. The process of 'snagging' can help, where potential problems that could delay a project are listed at the outset with strategies to avoid or compensate for them if they arise. Although this may seem like a negative approach, this element of project management can save time and public money overall.

### **SMART Analysis**

The *SMART* business model was first published in 1981 and is credited to George T. Doran, a consultant, and former Director of Corporate Planning for the Washington Waterpower Company in the USA. Although other strategies have been devised since then, it remains a viable framework for decision-making and for removing ambiguity from the decision-making process.

Local councils can use it to evaluate projects and council commitments. It can inform decisions at council and committee meetings and help manage personal and team workloads. It is especially helpful to parish and town councils in ensuring the diligent use of public money, and the delivery of services that provide value for money.

S	Specific	What are we deciding to do? A detailed description of the project.
M	Measurable	How will we know when it has been completed? The required outcomes.
A	Attainable	Do we have the resources – financial and personnel - to do it? Is it achievable? Are we being realistic? A detailed cost analysis, sources of funding and an assessment of the amount of staff time required.
R	Relevant	Should we be doing it? References to the relevant powers, local and broader plans, and whether the Council is the appropriate body to undertake this project.
T	Temporal	How long will it take? A detailed timescale including allowances for possible third-party delays.

#### 5.4 CHANGE MANAGEMENT

Change to a staff team can initially have a detrimental effect on the business of the Council. It can be disruptive, time-consuming, and stressful. Team dynamics will be altered. Physical arrangements in offices may need to be adjusted to accommodate additional personnel.

The importance of keeping everyone aware of planned changes cannot be overstated. With the recruitment process for the Town Clerk and Responsible Financial Officer about to commence, it is recommended that full discussions take place with present staff to identify potential problems and agree on a timescale.

Everyone has their mechanisms for coping with changes in working methods. Changes are less disruptive when staff are prepared for them. Small scheduled changes can be managed more effectively-

#### 5.5 MOTIVATION – PRAISE AND APPRAISAL

A council has dual responsibilities to council taxpayers and the workforce through its Personnel Committee. These responsibilities interconnect and are mutually binding because the efficient delivery of services and amenities depends on a trained, professional, and motivated workforce. This is recognised by the Quality Gold award criteria of the NALC Local Council Award Scheme:

*'Evidence that the council has in place light touch policies for managing Health and Safety, including its duty of care to staff, and promoting equality in compliance with legislation.'*

Councillor-officer working relationships must be positive and constructive. Mutual respect lies at the heart of the relationship. Therefore, it is important that any dealings between councillors and officers observe reasonable standards of courtesy, show mutual appreciation of their respective roles, and ensure that neither party seeks to take unfair advantage of its position or exert undue influence on the other party.

Councillors are responsible to the electorate they represent. They set their council's policy framework to ensure services and policies are delivered. Officers provide the professional advice and managerial expertise and information needed for informed decision-making by councillors and to deliver the policy framework agreed upon by councillors. They implement the decisions of councillors and provide the day-to-day administration of the council.

The roles are different, but they need to work in a complementary way. Both sides need to respect these differences and ensure that they work in harmony and getting that relationship right is an important matter. The established Code of Conduct for Local Government requires councillors to respect an officer's impartiality and professional

expertise. In turn, officers should respect councillors' democratic mandate as the people accountable to the public for the work of the local authority.

Officers gain knowledge and experience, acquire new skills and improve their existing skills while they are fulfilling their work commitments. They become more 'valuable' to the Council over time. They enable a council to deliver services and cost-effectively provide amenities because they can act as a 'brake' and a 'check' on council decisions. High staff turnover results in the loss of that experience and knowledge, writing off previous investments in training.

Before a council commits public money to a project or the acquisition of a physical asset, officers can inform and advise. When a council is discussing changes to the delivery or management of a service, it will be the officers who, being on the 'front line' can report back to members on how decisions may be perceived or received. Even the simplest project can run over budget or behind schedule unless a member of staff is constantly monitoring activity and contractors. Some projects may prove to be unworkable or in need of reconsideration. Changes in strategy or reversals of decisions impact staff time as well as costs.

Officers provide continuity of knowledge. The election cycle means that the mix of skills and experience brought to councils by members changes when councillors retire or are not re-elected. Conversely, new councillors benefit from induction and training in a comparable way to newly appointed staff.

People work better when their workplace provides structure and routine, a familiar and safe environment. Seeing the result of their work makes people more productive, and knowing their work will benefit others also increases motivation and provides meaning.

Seemingly stressful situations are manageable and can be approached as a challenge and as an opportunity to use skills and experience. The more difficult the task, the greater the sense of satisfaction when completed. A challenge becomes a stressful threat only when the difficulty of the task is overwhelming or cannot be achieved because of a lack of resources, support, and time. Conversely, people are more motivated and perform better in challenging situations when they have confidence in their abilities.

Celebration is a strong positive experience. People feel better when they can share success, whether a victory for a football team or good news about someone they care about. Achievements by a council, such as a successful public event or improving an amenity, should be an opportunity for members and staff to celebrate together.

## 6.0 REFERENCES & ACKNOWLEDGEMENTS

Documents and material provided by the Council and downloaded from the Council's website including the Three-year Business Plan (July 2022).

Arnold-Baker on Local Council Administration (13<sup>th</sup> edition), Roger Taylor (Ed), LexisNexis, 2022.

The Practitioners Guide, (Governance and Accountability for Smaller Authorities in England,) JPAG, March 2023.

Transparency Code for Local Authorities, MHCLG, December 2014.

Local Councils Explained, Meera Tharmarajah, NALC, 2013.

The Clerk's Manual, SLCC, 2019.

Model Councillor-Officer Protocol, NALC, November 2022.

# SLCC STAFFING AND GOVERNANCE REVIEW ACTIONS

## Introduction

This document outlines the recommended actions for North Walsham Town Council following the 2023 SLCC Staffing and Governance Review. These actions are designed to enhance council operations, ensure effective project management, support staff development, and strengthen relationships between councillors and officers. They have so far not been actioned.

### 1. Business Resilience

**Objective:** Ensure continuity of council operations during emergencies.

*Actions:*

- Develop a concise resilience plan (maximum one side of A4) covering emergency procedures for staff shortages or loss of premises.
- Store copies of the resilience plan with a neighbouring local council and North Norfolk District Council for safekeeping.
- Conduct cross-training sessions to ensure staff can cover each other's roles during emergencies.
- Invest in regular staff training to build confidence in problem-solving and strategic thinking.
- Identify and secure a secondary location for temporary operations if required.

### 2. Creating a New Business Plan

**Objective:** Engage the community and provide clear strategic direction for the council.

*Actions:*

- Hold public engagement events during summer 2025 to gather residents' input.
- Draft the business plan and present it at the 2026 Annual Parish Meeting.
- Finalise and ratify the plan at the 2026 Annual Council Meeting.
- Use social media and other communication channels to ensure effective publicity.
- Focus towards understanding residents' priorities rather than solely educating them about council functions.

### 3. Project Management

**Objective:** Improve oversight and management of public projects.

*Actions:*

- Allocate sufficient staff time to monitor project budgets and timelines.
- Use snagging processes to identify and mitigate potential project delays early.
- Apply SMART (Specific, Measurable, Attainable, Relevant, Temporal) criteria to all project planning and evaluation.

### 4. Change Management

**Objective:** Minimise disruption during staff and role changes.

*Actions:*

- Conduct full discussions with current staff to identify concerns and agree on a timescale for changes.
- Implement a step-by-step schedule for changes, including physical office adjustments and training requirements.
- Provide ongoing communication to ensure staff are prepared for new roles and responsibilities.

### 5. Motivation – Praise and Appraisal

**Objective:** Foster a positive and respectful work environment.

*Actions:*

- Establish a formal appraisal process to recognise staff achievements and identify development opportunities.
- Organise celebrations to mark council achievements, such as successful events or project completions.
- Provide training and induction programs for both councillors and staff to enhance collaboration.
- Encourage constructive feedback and praise to boost morale.



# NORTH WALSHAM TOWN COUNCIL

## Job Description

<b>Job Title</b>	<b>FINANCE OFFICER</b>		<b>17.75 hrs a week</b>
<b>Reporting to</b>	Town Clerk	<b>Responsible for</b>	
<b>Location</b>	Town Council Offices, Office 4, Cedar House, 3 New Road, North Walsham NR28 9DE, and any other reasonable locations as required		
<b>Date Agreed</b>	January 2025	<b>Date of Next Review</b>	April 2025
<b>Overview of Role</b>			
To carry out monthly finance duties for review by Full Council.			

<b>Main Duties and Responsibilities</b>	
<b>General Accounts</b>	<ul style="list-style-type: none"> <li>• To prepare monthly statements of income and expenditure for presentation to Full Council monthly meeting</li> <li>• To prepare cheques for signature, to be presented alongside relevant invoices and income/expenditure statements and post</li> <li>• To make sure all income is invoiced and receipted accordingly</li> <li>• Credit control for all income &amp; expenditure</li> <li>• To update all financial records</li> <li>• To conduct monthly bank reconciliations</li> <li>• To bank all income on a regular basis</li> <li>• To prepare and submit Quarterly VAT returns</li> <li>• Submit annual Charity accounts to Charity Commission if applicable</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Prepare agendas in consultation with the relevant chair, as required</li> <li>• Publish agendas on the website and noticeboard, as required</li> <li>• Organise all paperwork to accompany agenda items, as required</li> <li>• Prepare minutes for approval and publish on the website, as required</li> <li>• Carry out any actions/decisions as resolved at meeting</li> </ul>
<b>Markets</b>	<ul style="list-style-type: none"> <li>• To prepare Market Traders invoices for the first Thursday of every month</li> </ul>



# NORTH WALSHAM TOWN COUNCIL

## Job Description

	<p>unsafe. Consider Health &amp; Safety implications of yours and others actions at all times.</p> <ul style="list-style-type: none"><li>• Assisting with any ad-hoc/voluntary duties when required i.e. Street Feasts/Car boot sales/Public Events</li><li>• All other duties as reasonably requested of you by the Town Clerk that are within your capability, and appropriate to the level of responsibility of this post.</li></ul>
--	---

<b>Person Specification</b>	
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• 5 GCSE's, to include maths</li><li>• Filca &amp; Ilca qualifications (or be prepared to work towards)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Answering telephone calls</li><li>• Previous Accounts experience</li><li>• Microsoft Office</li><li>• Scribe software would be a benefit</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Conscientious</li><li>• Enthusiastic</li><li>• Flexible &amp; reliable</li><li>• Attention to detail/accuracy</li><li>• Understanding the importance of confidentiality</li><li>• Ability to work independently and use initiative</li><li>• Team player attitude</li></ul>

## REPORT TO COUNCIL

Subject: Norwich Road Development Street Lights/Road Names

Author: Wendy Murphy

Date: 20/02/2025

Norfolk County Council have been approached to define the street lighting requirements for the development in North Walsham (Nursery Drive), I have attached the S38 layout to this email.

Following a review of the highway safety requirements for this site, I can confirm that Norfolk County Council will require lighting of the spine road (Road1) as a direct link of continuation to previous lit developments.

Norfolk County Council does not require any street lighting through the rest of the estate, as such I am now writing to you to confirm whether or not street lighting will be required by North Walsham Town Council.

(Also NWTC has had an enquiry from Hopkins homes)

Following receipt of permission for our new development, please may I query the Town Council's preference with regard to street lighting?

We understand from County that street lights will be required to the adopted roads on the site and it would be the decision of the Town Council whether you would want any of the unadopted roads or footpaths lit too.

I am also about to submit an application to street naming and numbering for addresses across the development. Would the Town Council like to propose a theme or have any preferred names to utilise within the development please?



## REPORT TO COUNCIL

**Subject:** Thursday Market Traders

**Author:** Jess Page

**Date:** 20/02/2025

The market has been a hot topic of conversation in recent weeks with many comments passed concerning the lack of stalls in recent weeks.

After an influx of trader interest early in January we were hopeful that we would be able to fill the spaces where traders have departed. These have unfortunately been non starters leaving the market once again looking rather sparse.

The handful of traders that have joined us have not been overallly successful in their first few weeks of trading but realise that they also need to build that reputation to allow for the customer continuity.

Speaking with many traders today many whom have been with us multiple years and are more equip to recognise the trends of a market have made a few suggestions which I would like to bring to council for discussion.

- Offering winter rates for all traders
- Free trial period for new traders
- Recommend a friend incentives

Fruit and veg stall Four Seasons are set to join us hopefully within the next week so this would be a good opportunity to set a presedance of what we can offer at North Walsham to support their business which in turn supports the market as a whole.

From Norfolk County Council

I am writing to you regarding the desire to install a cycle shelter at North Walsham Travel Hub. NCC have been contacted by numerous residents requesting this facility and are therefore happy to provide funding to facilitate this.

An agreement has been made with North Norfolk District Council to locate the shelter in a vacant area shown below –



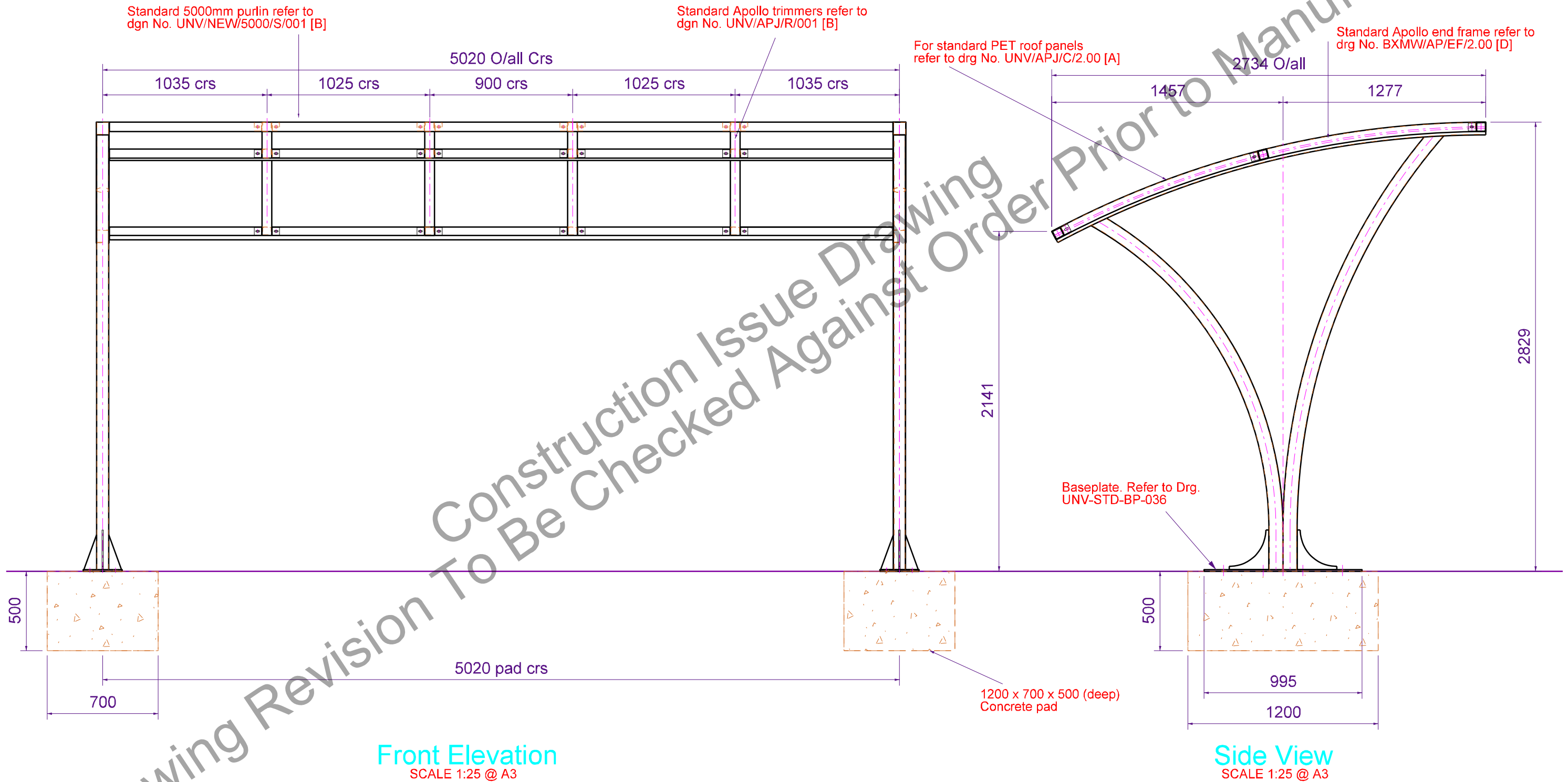
The shelter model can be seen here - <https://www.broxap.com/apollo-cycle-shelter.html> - or attached.

NCC's request to the town council is if this facility was provided, would they be willing to adopt the asset as they have with the travel hub bus shelters?

If you could please let me know your thoughts, it would be most appreciated.

DO NOT SCALE - IF IN DOUBT ASK

Qty	Description	Drg No	Approx Weight (Each)
2	Apollo end frame	BXMW/AP/EF/2.00	80.5Kg
3	Std 5.0m Newcastle purlin (4937lg 60x60x5thk SHS)	UNV/NEW/5000/S/001[B]	40.5Kg
8	Apollo trimmers	UNV/APJ/R/001 [B]	7.3Kg
4	Apollo PET roof sheets 2830 x 1020 x 5thk	UNV/APJ/C/2.00 [A]	
1	Apollo PET roof sheets 2830 x 890 x 5thk	UNV/APJ/C/2.00 [A]	
4	Apollo coverstrip 2835 x 60 x 2thk Galvanised	UNV/STD/C/002 []	



No.	revision	date	by	check by
[A]	Title block ammended & shelter adjusted to correct size	12/09/08	JL	>
[B]	Gussets added to end frames, extra trimmers added, purlin ref changed to Newcastle.	11/07/07	RJM	RJM
[C]	End frame changed to suit new design, checked and issued for construction	13/05/08	D.J.C	R.J.M
[D]	Weights added	07/10/08	AK	>
[E]	Foundations Corrected	05/07/10	L.K.	>
[F]	>	>	>	>

Directory Path  
F:\Broxap Mawrob\1. Std Products\1. Shelters\BX-MW-AP Apollo

Fabrication Tolerances	
0mm - 300mm	= +/- 0.5mm
301mm - 1000mm	= +/- 1.0mm
1001mm - 2500mm	= +/- 1.5mm
2501mm - 5000mm	= +/- 2.0mm
5001mm - 10000mm	= +/- 2.5mm
Unless stated otherwise	
Rolling Tolerance to BS EN 10210	

**DO NOT SCALE**  
ALL DIMENSIONS ARE TO BE CHECKED ON SITE WITH ALLOWANCES FOR VARIATIONS DUE TO NORMAL MANUFACTURING TOLERANCES  
DRAWING ERRORS OR OMISSIONS ARE TO BE REPORTED AND CHECKED WITH DESIGN OFFICE  
WHERE ITEMS ARE DRAWN AS ASSEMBLIES THESE ITEMS MUST BE TRIAL ASSEMBLED IN WORKSHOP BY MANUFACTURERS TO ENSURE CORRECT FIT  
NONE OF THE WORK CONTENT SHOWN IN THIS DRAWING FOR ANY COMPANY MAY PROCEED UNTIL APPROVED COPIES ARE DISTRIBUTED AND CLEARLY MARKED "ISSUED FOR CONSTRUCTION"  
THIS DRAWING IS COPYRIGHT AND NO PARTION SHOULD BE COPIED OR REPRODUCED WITHOUT THE CONSENT OF BROXAP LIMITED

**broxap**

Design and Head Office, Rowhurst Industrial Estate,  
Chesterton, Newcastle-under-Lyme, Staffordshire ST5 6BD.  
Tel : (01782) 564411 Fax : (01782) 564312

Project: Standard Products			
Sheet title: 5020mm Long Apollo Shelter			
Drg No. BX-MW-AP-5020-STD-1.00 [E]	scale 1:25 @ A3	date 13.03.08	ORD No
drawn G Biddulph	chkd R.McGORIE	<b>Standard</b>	





CloudyIT is proud to be at the forefront of driving the adoption of modern working IT practices in the council sector.

### QUOTATION FOR



# Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
1	General Labour  Remote Setup and configuration Training and support	0.50	One Off	£650.00	£325.00
<b>Labour</b>					£275.00
4	Meeting Owl 3 360-Degree 1080p HD Smart Camera  Owl Labs Meeting Owl 3-360-Degree, 1080p HD Smart Video Conference Camera, Microphone and Speaker (Automatic Speaker Focus & Smart Zooming and Noise Equalizing)  Features intelligent autofocus on whoever is speaking, compatibility with most video conferencing platforms and Plug-and-Play simplicity.  Built for conference rooms and classrooms with 1080p HD resolution and an 18-foot (5.5-meter) microphone pickup range.	1.00	One Off	£874.17	£874.17
5	AV Cable Pack  Includes - 1 x 10m long HDMI - 1 x 10m long USB - 1 x 5m Extension cable	1.00	One Off	£60.00	£60.00
6	Secure Postage  Secure and insured, next day delivery	1.00	One Off	£26.00	£26.00
<b>Hardware</b>					£960.17
9	Owl Labs Expansion Mic for Meeting Owl 3 - extend audio reach by 2.5 Mtrs  Extends the audio pick-up range of the Meeting Owl 3 from 5.5 m to 8 m in the direction of the mic to ensure that the Meeting Owl 3 recognises voices that are quieter or further away from the Owl.	1.00	One Off	£249.00	£249.00
10	Tripod Stand for Owl  Tripod Stand for Owl 200cm, includes carry case	1.00	One Off	£89.89	£89.89

Line	Item	Qty	Terms	Unit Price	Ext. Price
	Optional Extra				£338.89

---

**Payment Terms Summary**

<b>One-Time Total</b>	£1,624.06
<b>VAT</b>	£324.81
<b>Total</b>	£1,948.87

**\*\*Please note\*\***

The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

# OUR BESPOKE SERVICES



Applications  
for the Modern  
Council



Agenda Pack  
Solutions for  
Councils



IT Support &  
Training for  
Councils



Broadcasting  
Meetings for  
Councils



Web Design &  
Accessibility  
for Councils

Find out more at [cloudyit.co.uk/councils](https://cloudyit.co.uk/councils)

**Microsoft Partner**  
Silver Small and Midmarket Cloud Solutions



**CloudyIT™**

8 Homeground, Buckingham Industrial Park, MK18 1UH  
01280 814684 info@cloudyit.co.uk cloudyit.co.uk