



NORTH WALSHAM TOWN COUNCIL

Council Meeting – Tuesday 25th March 2025

Published: 19.03.2025

Time: 18.30

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

Councillors are hereby summoned to attend the above meeting of the Council.

All members of the public and press are welcome to attend and are allowed to address the Council during our Public Participation Forum (item 6) but are not permitted to take part in any of the debates.

Wendy Murphy
Town Clerk

The Council have signed the 'Civility in Public Life Pledge' agreeing no intimidation, abuse, or harassment
Councillors must fulfil the duties of the following Nolan Principles

Selflessness - decisions solely in public interest **Objectivity** - decide without discrimination or bias

Accountability - submit to scrutiny for all decisions **Openness** - give reasons for decisions made

Integrity - not make decisions for financial gain **Honesty** - be truthful & declare private interests

Leadership - promote these principles & challenge poor behaviour

AGENDA

Standing Orders: 1a-Motions shall be considered in the order they appear unless changed at the discretion of the Chair; 1p-A point of order shall identify the standing order that has been breached; 3v-'Quorate' is at least one third of the Whole Council (6); 3x-The meeting should not exceed 2hrs; 7a-A resolution cannot be reversed within six months except by a special motion; 7b-No item shall be moved at a meeting unless it is on the agenda;

1. **APOLOGIES FOR ABSENCE** - (To be recorded, the Lead Officer should be notified no later than 17:00 on the day of the meeting)
2. **DECLARATIONS OF INTERESTS & REQUESTS FOR DISPENSATIONS** - (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)
3. **MINUTES** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)
To receive and approve the minutes of the Council meeting 25th February 2025.
4. **TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**
Clerks Report/Action Log
Projects.
5. **TO RECEIVE MAYOR'S ANNOUNCEMENTS**
6. **OPEN FORUM FOR PUBLIC PARTICIPATION**
 - 6.1. District Councillors
 - 6.2. County Councillors

6.3. Police

6.4. 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)

7. FINANCE

- 7.1** To approve expenditure since February meeting.
- 7.2** To receive Bank Reconciliation up to 28/02/2025
- 7.3** To receive and agree Finance Reserves Policy
- 7.4** To receive and agree Investment Policy
- 7.5** To receive Internal Scrutineers report

8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

- 8.1.** Correspondence
- 8.2.** 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)

9. TO DISCUSS AND AGREE RECOMMENDATIONS FROM E&T WORKING GROUP

To receive the minutes and agree the following recommendations:

- 9.1 VE Day
- 9.2 Pride flag
- 9.3 Budget for July Mini Music Festival

10. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 24TH March 2025

- 10.1.** PF/24/1874 Rifle & Pistol Club – amended plans
- 10.2.** ADV/25/0408 Fortune House, Laundry Loke – New signage

11. TO DISCUSS CORRESPONDENCE REGARDING MOVING THE BUS STOP ON NORWICH ROAD

12. TO DISCUSS THE TOWN COUNCIL PAYING 50% OF THE FEE TO SET UP THE LEASE FOR THE HERITAGE CENTRE.

Rev. Warner confirms the Church will fund 50%.

13. TO RECEIVE QUOTES AND AGREE PURCHASING WELFARE UNIT AS PER H&S AUDIT RECOMMENDATIONS

14. TO RECEIVE CULTURAL REVIEW REPORT AND AGREE TO ACCEPT RECOMMENDATIONS

15. TO RECEIVE 2X QUOTES FOR STAFF FIRST AID COURSES AND AGREE ONE OF THEM

16. TO NOTE THE DECISIONS MADE BY THE D&A COMMITTEE (MEETING 18.03.2025) AND MAKE ANY COMMENTS

17. TO DISCUSS CO-OPTIONS

18. TO AGREE THE LICENSE FOR TOUCH SCREEN DEVICE INSTALLATION AT THE PHOENIX BUILDING, AND TO AGREE A NOMINAL DONATION FOR THE USE OF THE PHOENIX BUILDING

- 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)
- Neighbourhood Plan Working Party.
 - Co-Options.
 - Streetlights/Street Naming – Nursery Drive.

FunDay Procession application process.

20. DATES OF FORTHCOMING MEETINGS

Events & Tourism Working Group – Thursday 10th April 6.30pm

Finance Committee – Tuesday 15th April 6pm

Annual Town meeting – Thursday 17th April 6.30pm *****NEW DATE*****

Full Council Meeting – Tuesday 29th April 6.30pm

Developments & Amenities Committee – Tuesday 13th May 6.30pm

Annual Town Council Meeting – Tuesday 27th May 6.30pm

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

21.1 To receive results from 2x Investigation reports produced by Worknest, and to agree to accept any recommendations after review by Croner (HR).

21.2 To discuss staff updates and agree any decisions.



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 25th February 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

Present:

Town Councillors: Cllr Wright (Chair) Cllr Dibben
Cllr Spall Cllr Richardson
Cllr Covell Cllr Seward

District Councillors: Cllr Leith, Cllr Gray

County Councillor: Cllr Penfold

Town Clerk: Wendy Murphy

Members of Public: 10 + 2 members of staff

The meeting opened at 18.30.

1. APOLOGIES FOR ABSENCE

Cllr Heinrich, Cllr Brand, Cllr Beach, Cllr Hester, Cllr Ginbey, Cllr Shires

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 Seward, and seconded by Cllr Richardson with all in favour, it was RESOLVED to accept the minutes of 28th January 2025.

It was proposed by Cllr Wright, and seconded by Cllr Richardson with all in favour, it was RESOLVED to accept the minutes of 5th February 2025.

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

Updates and Clerk's report received.

It was highlighted that at the meeting on 28.01.2025 it was resolved to externalise payroll services, however this would mean amending employment contracts without consultation, so this cannot be outsourced for the next 12 months. Same for appraisals.

FOI will be uploaded onto the website. [ACTION WM]

.gov.uk email addresses are mandatory from April 2025 in the new JPAG. [ACTION WM]

5. TO RECEIVE MAYOR'S ANNOUNCEMENTS

None



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6. OPEN FORUM FOR PUBLIC PARTICIPATION

6.1. District Councillors – Cllr Leith – Discussed Greener Streets free trees initiative.

Cllr Gray – Meeting with refuse company to move bins coming in the next couple of weeks. Requested placement of removable bollards to the entrance of St Nicholas Church from the Market Place. Police have been in Market Street dealing with excess flows of traffic. NNDC budget update.

6.2. County Councillors – Cllr Penfold – NCC elections in May have been postponed. Norfolk and Suffolk have been accepted into the Fast Track scheme for Devolution. NCC and NNDC will be abolished and replaced with new Unitary Authorities with a Norfolk/Suffolk Mayor. These changes are currently timetabled to be complete within around 3 years. NCC budget increased by 3.99%.

Highways update – Norwich Road works are progressing ‘very well’. Stage 3 is due to finish on time. Grammar School Road works are due to finish on time too. Highways will be exploring adjusting signage for Market Place.

6.3. Police – None

6.4. 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)

Diversion signs and cones for Grammar School Road/Norwich Road works are now nearly back in the middle of the junction again. WM to speak with Highways Safety Officer. **[ACTION WM]**

7. FINANCE

7.1 It was proposed by Cllr Wright and seconded by Cllr Seward, with all in favour to approve the expenditure since January meeting.

8.2 Bank Reconciliation received.

8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

8.1. Correspondence

None

8.2. 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)

None

9. TO DISCUSS AND AGREE RECOMMENDATIONS FROM E&T WORKING GROUP

Minutes and recommendations received.

9.1 It was proposed by Cllr Wright and seconded by Cllr Spall, with all in favour to agree that NWTC support a local group to join the procession by application process. **[ACTION JD]**

9.2 Easter Egg Hunt discussed. Yard Sale discussed.

9.3 It was proposed by Cllr Wright and seconded by Cllr Covell, with all in favour to agree the new postcards to be produced to promote our events, but also include other local regular events, budget of £500. **[ACTION JD]**

10. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 24TH FEBRUARY 2025

None

11. TO CONSIDER USE OF TENNIS COURTS FOR COACHING AND AGREE IF A CHARGE IS TO BE MADE

Tennis Courts were completed with Lottery funding so NWTC cannot charge for them. The tennis courts need cleaning to be safe. In principle NWTC want to encourage use of these tennis facilities. It was proposed



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by Cllr Wright and seconded by Cllr Wright, with all in favour to exploring a booking/fob system similar to the Bowls Club and taking to D&A. **[ACTION WM]**

12. TO DISCUSS AND CONSIDER FORMING A NEIGHBOURHOOD PLANNING WORKING GROUP

NWTC would be able to get a grant to get a consultant to assist the Working Group. Investigate consultants and return to Full Council WM to contact previous members. **[ACTION WM]**

13. TO DISCUSS AND AGREE STAFF CARRYING OUTSTANDING HOLIDAY OVER TO THE NEXT FINANCIAL YEAR

It was proposed by Cllr Wright and seconded by Cllr Spall, with all in favour to approve carrying over outstanding holiday for staff into the next financial year only. **[ACTION WM]**

14. TO DISCUSS RE-ADVERTISING FOR CO-OPTION

It was proposed by Cllr Wright and seconded by Cllr Spall, with all in favour to agree re-advertising all 5 vacancies for Co-Option after 3rd March 2025. **[ACTION JD]**

15. TO DISCUSS ADDITIONAL WORKNEST COSTS REGARDING INVESTIGATIONS

Moved to Part 2.

16. ADOPTION OF RECOMMENDATIONS OF 2023 SLCC STAFFING REVIEW PLAN

It was proposed by Cllr Wright and seconded by Cllr Spall, with all in favour to adopt the recommendations of the 2023 SLCC Staffing Review Plan – 5 points in their Action Plan.

Open Day for public engagement on projects perhaps at Annual Town Meeting.

Cultural Review is beginning on Tuesday 4th March 2025.

[ACTION WM]

17. TO DISCUSS AND AGREE A LOCUM RFO TO COVER MATERNITY LEAVE

No RFO located, however potential to have a Projects RFO consultant.

It was proposed by Cllr Dibben and seconded by Cllr Spall, with all in favour it was RESOLVED to give the Town Clerk temporary delegated authority to bring in an external assistant for projects. **[ACTION WM]**

It was proposed by Cllr Seward and seconded by Cllr Wright, with all in favour it was RESOLVED that the Town Clerk remains the RFO temporarily, until the end of maternity leave.

18. TO DISCUSS AND AGREE JOB DESCRIPTION FOR FINANCE OFFICER AS AGREED

This was discussed and then moved to Part 2 for decision.

19. CLLR AND STAFF TRAINING AND DBS UPDATE

Cllr training recommended by Town Clerk – Full Council Training, Code of Conduct Training, etc. **[ACTION WM]**

DBS update received.

On going staff training.



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20. TO DISCUSS AND CONSIDER NORWICH ROAD NURSERY SITE AND NURSERY DRIVE

20.1 Street Lighting including unadopted roads and footpaths – more information required, seek clarity & original constraints from planning application. **[ACTION WM]**

20.2 Themes, or names for road names/numbering – approach the schools, as a project, to create a competition for naming the roads. **[ACTION WM]**

21. TO DISCUSS AND CONSIDER REPORT ON THURSDAY MARKET TRADERS

Report received.

Advertise for pop up/start up stalls, as we have x2 gazebos and tables.

It was proposed by Cllr Wright and seconded by Cllr Dibben, with all in favour it was RESOLVED to have the first month free for any new Thursday market stalls, with the second month half price. **[ACTION OFFICE]**

22. TO AGREE TO ADD A CYCLE SHELTER AT THE TRAVEL HUB AND TAKE ON THIS ASSET

It was proposed by Cllr Wright and seconded by Cllr Spall, with all in favour it was RESOLVED that NWTC will take on this asset with the addition of a bollard to protect the cycle shelter from damage. **[ACTION WM]**

23. TO DISCUSS AND AGREE PURCHASING AND USING AN 'OWL' FOR MEETINGS

It was proposed by Cllr Seward and seconded by Cllr Dibben, with Cllr Covell objecting, so by majority vote, it was RESOLVED to purchase an 'OWL' or similar for broadcasting meetings. **[ACTION WM]**

24. TO RECEIVE UPDATE REGARDING FINANCE AND H&S AUDITS

Updates received.

25. 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)

Neighbourhood Plan Working Party.

Co-Options.

Streetlights/Street naming.

26. DATES OF FORTHCOMING MEETINGS

Finance Committee – Tuesday 4th March 6.30pm

Events & Tourism Working Group – Thursday 13th March 6.30pm

Development & Amenities – Tuesday 18th March 6.30pm

Full Council – Tuesday 25th March 6.30pm

27. 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



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15. It was proposed by Cllr Seward and seconded by Cllr Wright, with all in favour to approve current Worknest invoices. Cllr Wright to keep a tight review on any extra work required. **[ACTION FINANCE/CLLR WRIGHT]**

27.1 It was proposed by Cllr Dibben and seconded by Cllr Wright with all in favour, it was RESOLVED to pay the additional sick pay as per the Greenbook. **[ACTION FINANCE]**

27.2 It was proposed by Cllr Wright and seconded by Cllr Dibben with all in favour, it was RESOLVED that Jess Page will become Finance Officer and to comply with SCP 18 as of 1st March 2025, as recommended in the 2023 SLCC Staffing Review. **[ACTION WM]**

27.3 It was proposed by Cllr Dibben and seconded by Cllr Spall with all in favour, it was RESOLVED to comply with SCP 2 for new Office Administrator (Maternity Cover). **[ACTION WM]**

An extension to the probation periods for Town Clerk and RFO was discussed. Cllr Wright to seek HR advice. **[ACTION CLLR WRIGHT]**

The meeting closed at 20.19

Town Clerk's Report – 25.03.2025

- New A6 events postcards have been produced and are being distributed around town. These include NWTC events, markets, and car boot sales as well as other regular events, such as the Easter Egg Hunt.
- The Highways team have been spoken to and the road closed signs have been moved back from the middle of the road at the Grammar School round about near Lidl's.
- Our new Office Administrator (Maternity Cover) has started in the office.
- The Heritage and Information Centre will be in need of their own Public Liability and Employers insurance moving forwards, as this was previously classed as 'under the NWTC insurance'.
- Extensive tree works have been agreed at the 18.03.2025 D&A meeting – please see agenda item 16 for more details. This will include several areas where residents have made complaints.
- The Internal Scrutineers report has been completed by Cllr Heinrich in a new format – this is to increase transparency and detailed checks. Please see agenda item 7.5.
- New Neonatal Care leave policy been sent from Croner, which will be added to the Staff Handbook effective 06.04.2025.
- With Santander closing, a new cash access assessment has been completed by link.co.uk and discussions are being held for a banking hub with an ATM for North Walsham.

North Walsham Town Council

PAYMENTS (AWAITING AUTHORISATION) LIST

18 March 2025 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
532	General Running Costs	31/01/2025		Unity Trust Account		Equipment	Espo	S	130.50	26.10	156.60
532	Admin Running Costs	31/01/2025		Unity Trust Account		Equipment	Espo	S	29.42	5.88	35.30
534	W M Park Running Costs	19/02/2025		Unity Trust Account		Electricity	Total Energies	S	258.16	51.63	309.79
606	Admin Running Costs	24/02/2025		Unity Trust Account		Health & Safety	TP Health Limited t/a Optir	E	585.00		585.00
611	General Vehicles	27/02/2025		Unity Trust Account		Vehicles	Jayar Car Parts	S	8.50	1.70	10.20
597	General Streetlights	28/02/2025		Unity Trust Account		Electricity	Total Energies	L	324.73	16.24	340.97
603	W M Park Running Costs	28/02/2025		Unity Trust Account		Electricity	Total Energies	S	-764.98	-152.99	-917.97
598	General Streetlights	28/02/2025		Unity Trust Account		Electricity	Total Energies	S	376.22	75.25	451.47
600	General Streetlights	28/02/2025		Unity Trust Account		Electricity	Total Energies	S	326.49	65.30	391.79
599	General Streetlights	28/02/2025		Unity Trust Account		Electricity	Total Energies	S	575.76	115.15	690.91
610	Poppies Repairs/Maintenance	01/03/2025	D&A 19.11.2024 - Item 14	Unity Trust Account		Poppies	Pete's Property Service's	X	1,500.00		1,500.00
617	Admin Training	03/03/2025		Unity Trust Account		Training	Norfolk Parish Training Sup	E	56.00		56.00
625	Admin Running Costs	30/03/2025		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	110.83	22.17	133.00
624	Admin Running Costs	30/03/2025		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	35.70	7.14	42.84
622	Admin Running Costs	30/03/2025		Unity Trust Account		Water	CoolerAid	S	27.45	5.49	32.94
616	Admin Leases & Agreements	30/03/2025		Unity Trust Account		Rates	NNDC	S	205.67	41.13	246.80
618	General Streetlights	30/03/2025		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	25.00	5.00	30.00
621	General Vehicles	30/03/2025		Unity Trust Account		Vehicles	Ernest Doe	S	1,502.01	300.40	1,802.41
620	General Vehicles	30/03/2025		Unity Trust Account		Vehicles	Ernest Doe	S	1,312.08	262.41	1,574.49
619	General Vehicles	30/03/2025		Unity Trust Account		Vehicles	Ernest Doe	S	46.80	9.36	56.16
614	General Vehicles	30/03/2025		Unity Trust Account		Vehicles	North Walsham Garden Ce	S	897.16	179.44	1,076.60
623	M&I BUDGET	30/03/2025		Unity Trust Account		Advertising	SR Print & Design Ltd	Z	105.00		105.00
623	M&I BUDGET	30/03/2025		Unity Trust Account		Advertising	SR Print & Design Ltd	S	15.00	3.00	18.00
615	M&I BUDGET	30/03/2025		Unity Trust Account		Advertising	Just Regional	S	195.00	39.00	234.00
642	Admin Running Costs	30/03/2025		Unity Trust Account		Human Resources	Croner Group Ltd	S	590.00	118.00	708.00
641	Admin Running Costs	30/03/2025		Unity Trust Account		Human Resources	Croner Group Ltd	S	995.00	199.00	1,194.00
640	Admin Running Costs	30/03/2025		Unity Trust Account		Human Resources	Croner Group Ltd	S	995.00	199.00	1,194.00
639	Admin Running Costs	30/03/2025		Unity Trust Account		DBS	First Advantage Europe Ltc	X	43.00		43.00
639	Admin Running Costs	30/03/2025		Unity Trust Account		DBS	First Advantage Europe Ltc	S	42.00	8.40	50.40
643	Other Defibrillator	30/03/2025		Unity Trust Account		Defibrillators	Chris Baker	X	210.00		210.00
602	Admin Running Costs	31/03/2025		Unity Trust Account		Photocopier	Office Flow	S	67.67	13.54	81.21
609	D & A BUDGET	31/03/2025	D&A 19.11.2024 - Item 11	Unity Trust Account		Tree's	Tree Hopper	S	2,600.00	520.00	3,120.00
605	Admin Running Costs	31/03/2025		Unity Trust Account		Equipment	Espo	S	21.00	4.20	25.20
604	Admin Running Costs	31/03/2025		Unity Trust Account		Photocopier	Espo	S	29.95	5.99	35.94

North Walsham Town Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
608	General CCTV	31/03/2025		Unity Trust Account		CCTV	Anglia Technology	S	419.79	83.96	503.75
612	General Running Costs	31/03/2025		Unity Trust Account		Burial	Structure-flex	S	140.00	28.00	168.00
613	General Vehicles	31/03/2025		Unity Trust Account		Vehicles	Matthew Williams Digger H	S	150.00	30.00	180.00
638	General Running Costs	31/03/2025		Unity Trust Account		Fuel	Fuel Genie	S	222.70	44.54	267.24
644	Poppies Repairs/Maintenance	31/03/2025		Unity Trust Account		Poppies	Mark Sayer Electrical Servi	S	257.39	51.48	308.87
645	M&I BUDGET	31/03/2025		Unity Trust Account		Advertising	Just Regional	S	195.00	39.00	234.00
Total									14,862.00	2,423.91	17,285.91

North Walsham Town Council

Prepared by:

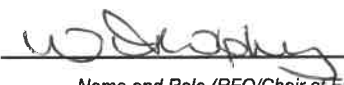


Name and Role (Clerk/RFO etc)

Date:

10/03/2025

Approved by:



Name and Role (RFO/Chair of Finance etc)

Date:

10/03/2025

Bank Reconciliation at 28/02/2025			
A	Cash in Hand 01/04/2024		453,106.39
	ADD		
	Receipts 01/04/2024 - 28/02/2025		565,840.63
			1,018,947.02
	SUBTRACT		
	Payments 01/04/2024 - 28/02/2025		502,908.35
			516,038.67
Cash in Hand 28/02/2025 (per Cash Book)			
B	Cash in hand per Bank Statements		
	Petty Cash	28/02/2025	0.00
	CCLA Savings	28/02/2025	85,000.00
	Redwood Savings	28/02/2025	85,000.00
	Unity Trust Account Main	28/02/2025	10,024.09
	Unity Trust Instant Access Account	31/01/2025	337,664.14
	Unity Trust Wages Account	31/01/2025	492.35
	Business Reserve	28/02/2025	0.00
	Account Main	28/02/2025	0.00
	Wages	28/02/2025	0.00
			518,180.58
	Less unrepresented payments		2,141.91
			516,038.67
	Plus unrepresented receipts		
	Adjusted Bank Balance		516,038.67
A = B Checks out OK			

North Walsham

Reserves Policy

Adopted by Council on

1 PURPOSE

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed to meet estimated future expenditure when calculating the budget requirement. The level of reserves will vary according to local circumstances and will be informed by the future expenditure plans of the authority.

North Walsham Town Council is adopting a Reserves Policy to support their budget setting process and ensure they maintain appropriate levels of general and earmarked reserves.

2 RESERVES

General Reserves

The general reserve represents the unspecified balances held by the council. The purpose of the general reserve is to operate a working balance to help manage the impact of uneven cashflows during the financial year, and to provide a contingency amount for emerging or unforeseen events.

The balance of the general reserve will increase or decrease at the end of each financial year, subject to the final actual performance against budget.

There is no definitive minimum or maximum level of general reserves that an authority should hold, although recommended guidance within the Good Councillors Guide to Finance and Transparency 2019 suggests an amount of between 3 and 12 months net revenue expenditure (NRE*). Larger councils are recommended to hold between 3 and 6 months NRE. The council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes

North Walsham Town Council aim to maintain the general reserve at a minimum of 3 months NRE and review this level at least annually as part of the budget setting process.

**NRE is defined as the precept less any loan repayments and/or amounts included for capital projects and transfers to earmarked reserves.*

Earmarked Reserves

Earmarked reserves allow the accumulation of funds for use at a future date for specified planned expenditure projects. Balances on earmarked reserves will increase through decisions of the council to add to the requirement and decrease as they are spent on the specified projects. Once a project has ended, the earmarked reserve will be closed, and any remaining balance transferred to the general reserve.

There is no minimum or maximum level of recommended earmarked reserves as this will depend entirely on the planned future projects of the authority.

Some earmarked reserves are restricted and can be used only for the purpose they were initially put aside for.

These typically include:

Section 106– can only be used to fund certain items.

Capital Receipts – used for receipt of funds from the sale of any capital item valued at over £10,000. The funds can only be used to purchase another capital item and/or repay borrowing.

Some Grants – may be restricted to the original reason for the grant award, and unused funds may be required to be returned to the granting body.

North Walsham Town Council aim to maintain a level of earmarked reserves appropriate to the level of future planned expenditure projects and review these at least annually as part of the budget setting process.

Elections Reserve

This earmarked reserve is to cover the cost of elections.

3 MONITORING AND REVIEWING RESERVES

The level of both general and earmarked reserves is monitored through the Scribe accounting system, and regularly reported to the Finance & Governance Committee.

Decisions to increase amounts held in earmarked reserves on an annual basis will form part of the budget setting process, with formal approval confirmed by Council. In year decisions to transfer funds between reserves will be considered by the Finance & Governance Committee, with a recommendation put to Council for approval. Where it is determined there is justification for doing so, the Council may make decisions which are at variance to the policy.

DRAFT



NORTH WALSHAM TOWN COUNCIL

Investment Policy & Strategy

Adopted by the Council at its meeting held on

1. General

1.1 This Investment Policy & Strategy has been devised in line with the Statutory Guidance on Local Government Investments (3rd Edition) issued under section 15(1)(a) of the Local Government Act 2003. An investment strategy is required for all investments expected to exceed £100,000 at any time during the financial year.

1.2 This Investment Policy & Strategy applies to all investment activities undertaken by the Council.

1.3 North Walsham Town Council acknowledge its duty to act prudently when investing all funds held on behalf of the community by the Council.

2. Investment Objectives & Principles

2.1 The Council aims to invest its surplus reserves in order to maintain the value of these funds in real terms, to support future service delivery.

2.2 The Council is required to consider investments in line with the following principles:

a) Security – protection of the investment sum from loss of value and to minimise risk.

b) Liquidity – how quickly the invested funds can be encashed if required.

c) Yield – Once principles a) and b) have been determined, the Council can reasonably consider suitable investments to maximise the Council's income.

The Council should consider the appropriate balance between security, liquidity and yield in relation to risk when making any investment decisions and in order to achieve the optimum return on investment.

2.3 All investments shall be made in the name of the Council and be deposited in sterling.

2.4 The decision to invest funds short-term may be taken using delegated authority of the Town Clerk/RFO. Decisions relating to long-term or substantial investments to be taken to Full Council.

2.5 The choice of institution and length of the deposit shall be decided by Full Council, subject to the investment type defined in sections 3 and 4 and advice from an appointed financial advisor, as necessary. The Council will aim to only invest in institutions with a high credit quality and low credit risk based on information from credit agencies¹, aiming for those with an 'A' rating. The institution's credit rating will be reviewed on a regular basis and at any time that further funds are to be invested.

2.6 The Council will consider spreading its investments across financial institutions to minimise risk and to protect its funds in line with the current level of financial protection offered by the Financial Services Compensation Scheme (currently £85,000 for claims after 01/04/19). To benefit from this protection, the financial institution and the investment product / service must be registered with the Financial Conduct Authority or the Prudential Regulation Authority.

2.7 Should the Council appoint an investment manager or financial advisor, this appointment shall be reviewed every five years. Advisors will be made aware of this policy as well as the regulatory and statutory framework applicable to Councils.

2.8 The Council will encourage the financial advisor to consider social, ethical and environmental factors when looking at the various investment options.

2.9 All investments will be with financial institutions, banks and building societies registered in the UK.

2.10 The Investment Policy & Strategy will be published on the Council's website.

2.11 The Council does not currently plan on investing in non-financial assets.

3. Short Term Specified Investments

3.1 Short term specified investments are defined as those offering high security and high liquidity, made in sterling and with a maturity of no more than 12 months. Short term investments made with the UK Government or to a local authority or Town/Parish Council will automatically be defined as a specified investment.

3.2 For the prudent management of the Council's treasury balances and in order to maintain adequate levels of security and liquidity the Council may choose to invest short term funds with:

- Banks, building societies, local authorities or other public authorities who are all based in the UK;
- Other approved public sector investment funds.

4. Long Term Non-Specified Investments

4.1 Non-specified investments are defined as any investments that do not meet the criteria of short term specified investments detailed in section 3. In general, non-specified investments have greater risk potential and include investment in money markets, stocks and shares.

4.2 Funds may be invested for periods of more than 12 months. In specifying the length of the investment, the Council's anticipated expenditure requirement over the proposed investment period will be assessed to ensure sufficient funds remain available.

4.3 The Council may place investments not required for current expenditure with long term non-specified investments with a maturity period of up to 5 years, at which point the investment objectives should be fully reviewed to determine whether the investment should continue.

4.4 The Council will determine the upper limits for the maximum amounts that can be held individually or accumulatively in non-specified investments and will confirm annually that the investments have remained within these limits.

4.5 The Council will seek the advice of an independent financial advisor prior to making any long term investments, as part of the risk management process.

5. Risk Management & Monitoring

5.1 A risk assessment is to be maintained for each investment, as recorded in the Council's Financial Risk Assessment document. The assessment should include details of the market appraisals appropriate to the investment type, investment monitoring reports and how the Council will monitor the quality of advice provided by the financial advisor.

5.2 Investment performance reports will be provided by the investment institutions and reported to the Finance Committee in November to allow current / new investments to be reviewed as part of the budgeting process.

5.3 The Council will monitor the risk of loss on investments by reviewing credit ratings for the investment institutions at least annually. This will be achieved by asking the institutions to confirm their current credit rating.

5.4 The Council will arrange for its members and officers to undertake appropriate training to enable robust monitoring and decision making in regard of its investments and require that clear, understandable monitoring reports are issued as part of the risk management process.

5.5 The Responsible Financial Officer (RFO), shall be the contact for the financial advisor and any appointed counterparties. In conjunction with the Town Clerk they are authorised to deal with administrative matters and give instructions on behalf of the Council as necessary to protect the Council's investments.

5.6 The Council's investments will be recorded on the Asset Register at their purchase price, noting the notional value each year until the investment is encashed.

6. End of Year Investment Report & Governance

6.1 At the end of the financial year, the RFO will supply an annual report for each investment to the Finance Committee.

6.2 The RFO is responsible for bringing to the Council's attention any matters which may affect the security of the Council's investments. The Full Council is responsible for agreeing any course of action required to safeguard its investments.

7. Review Process

7.1 The Annual Investment Strategy must be reviewed annually by the Finance Committee, ideally before the start of that financial year, prior to being ratified by Full Council.

7.2 Any amendments required to the Investment Strategy must be approved by Full Council prior to implementation. Amendments can be proposed at any time during the year, as required.

8. Investment Strategy 2025/26

Investment A – Example

Type:

Risk Level:

Term:

Reports issued:

Fund value: (taken from certificate of balance).

Credit rating:

Registration: E.g financial Conduct Authority

Actions Required for 2025/26

¹ A credit ratings agency is defined in the Statutory Guidance as one of the following three companies: Standard and Poor's, Moody's Investors Service Ltd and Fitch Ratings Ltd.



North Walsham Town Council

INTERNAL SCRUTINEER'S REPORT

FOR THE QUARTER PERIOD:

.....

The internal Scrutineer is to be a person not involved either in the Council's financial processes or in preparing and completing the Council's Statement of Accounts.

Check required	Date Check Completed	Result	Report Result to Council Meeting
Bank Reconciliation of accounts - Unity Trust Account Main ✓ Unity Trust Instant Saver ✓ Unity Trust Wages ✓ Redwood Savings ✓ CCLA ✓ Undertaken once a month & checked by Clerk	17/03/25	All ok.	
INCOME: Invoices, Receipts, Paying in Slips and Bank Statements checked	17/03/25	All ok.	
EXPENDITURE: Invoices and Bank Statements for - 1) Payments by BACS/ Direct Debits/ Standing Orders/ Credit Cards/ ✓ Cheques 2) Staff Salaries ✓ 3) Pension/ HMRC Returns ✓	17/03/25	All ok.	

Notes: All financial records and systems continue to be well produced and accurate.

Signed:

Name: PAUL HEZMARITI

Date:

17/03/25

Check required		
Payment	450 Ben Burgess	OK.
Payment	473 Cozens (uk) Ltd	OK.
Payment	524 HM Plant & Ground	OK.
Payment	512 Phil Scott	OK.
Payment	560 Just Regional	OK
Payment	584 Work nest	OK.
Receipt	364 Market Tolls	OK.
Receipt	385 Memorial - Arthur Jary & Son	OK.
Receipt	394 Market Tolls - Elite Plant	OK.
Receipt	396 Market Tolls - Carmichael	OK.
Receipt	400 Intermed - Maxwell Cuth	OK.
Receipt	424 Market Tolls - Elite Plant	OK.



NORTH WALSHAM TOWN COUNCIL

Minutes of the Events & Tourism Working Group Meeting

held on Thursday 13th March 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: Matt Smith (North Walsham Play), Paul Robinson (North Walsham Community Network & Good Neighbours), Judy Van Lawick (Heritage & Information Centre), Roger Smith (Chair RBL Norfolk)

The meeting opened at 18:30

1. APOLOGIES FOR ABSENCE

Colin Jeary (NW Christmas Lights & FunDay), Cllr Covell, Rev. David Warner, Cllr Dibben, Claire Smith-Hawkins (Vice-Chair)

2. DECLARATIONS OF INTEREST

Personal interests: Cllr Wright (Heritage & Information Centre)

Pecuniary interests: Jasmine Dewbery (Yoga Teacher, husband is a musician)

3. TO APPROVE MINUTES OF PREVIOUS MEETING

It was proposed by Cllr Wright and seconded by Cllr Richardson with all in favour, it was RESOLVED to accept the minutes of 13th February 2025.

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

Updates received.

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 asked for an update on the touch screen to go outside the Phoenix Building. Clerk waiting for licensing to go in. **[ACTION WM]**

6. TO DISCUSS HOW NWTC CAN HELP THE INFORMATION & HERITAGE CENTRE TO PROMOTE THE TOWN

Asking for assistance in obtaining replacement tourist leaflets, and also having them delivered to the Town Council offices. JD to email JVL to discuss. **[ACTION JD]**

Town Guides will be getting distributed shortly.

There are volunteering opportunities in the centre, particularly in the front of house/reception area.

Initials.....

Date:.....



NORTH WALSHAM TOWN COUNCIL

Minutes of the Events & Tourism Working Group Meeting

held on Thursday 13th March 2025, Cedar House, New Road,
North Walsham NR28 9DE

Clerk to clarify whether or not the Heritage Centre comes under the NWTC Employers and Public Liability Insurance. **[ACTION WM]**

With the Cromer Tourist Information Centre closing, they are expecting to become busier. (The Wroxham Centre doesn't open until after Easter.)

If they require assistance from the Grounds Team, simply contact the office.

NWTC to feature the volunteering opportunities in our Just North Walsham article this month.
[ACTION JD]

7. **TO DISCUSS RE-DESIGNING THE TOURISM INFORMATION LEAFLETS**

Re-design discussed with fresh new look and Heritage Walk through the town centre.

Blue plaques walk discussed.

Discussed digitisation of advertising with QR codes.

Accessibility of website etc. needs to be looked into. **[ACTION WM/JD]**

8. **TO DISCUSS VE DAY PLANS FOR 8TH MAY 2025**

The Royal British Legion intend to have a presence in the Market Place/ Churchyard.

Send the costings of the D-Day & VE/VJ Day benches to Roger Smith. **[ACTION WM]**

Discussed getting some appropriate music to play for half an hour or so before the beacon lighting. **[ACTION JD]**

Perhaps see if we can put on an exhibition of memorabilia on at the Pheonix Centre or Cedar House as it would be a Market Day. **[ACTION JD]**

VJ Day – there is some memorabilia at the Heritage Centre. Could we get children involved, eg, High School History Department. Perhaps an enlarged map of where troops were on that date.
[ACTION JD]

Discussed window displays and knitted post box toppers.

9. **TO DISCUSS PROMOTING THE CAR BOOTS STARTING ON APRIL 13TH**

Make sure it is in the newspapers and all the free guides, as well as social media.

We should check the demographic of our sellers by asking their post code, to give us marketing data. **[ACTION JD]**

We need some new banners for advertising. **[ACTION JD]**

10. **TO DISCUSS WHAT THE TOWN CAN DO FOR PRIDE MONTH THIS YEAR – JUNE 2025.**

There are already 2x drag events being held by the Community Centre and FunDay.

Recommend to Full Council to purchase and display a rainbow flag in the War Memorial Park and turning the Clock lights multicoloured. **[ACTION JD]**

Discussed whether NWTC could provide a road closure so that the LGBTQ+ community could have a Pride March/Parade through the Market Place. We want to promote inclusivity in the town.
JD to contact any LGBTQ+ groups to discuss. **[ACTION JD]**

Initials.....

Date:.....



NORTH WALSHAM TOWN COUNCIL

Minutes of the Events & Tourism Working Group Meeting

held on Thursday 13th March 2025, Cedar House, New Road,
North Walsham NR28 9DE

Discussed the day of the march being the same day as a Sunday Market so that the road would already be closed. We can ask the Police Beat Managers to come along.

11. TO DISCUSS FURTHER PROPOSALS FOR NEW EVENTS 2025

Wellbeing Event August – speak with NCC regarding their wellbeing teams for blood pressure checks etc, and perhaps Age Concern. **[ACTION JD]**

12. ITEMS FOR NEXT AGENDA/ PUBLIC FORUM/ LATE ITEMS FOR DISCUSSION ONLY

What support/donations etc are available from the Council for local groups and charities (March meeting).

WM to create a feature in Visit North Norfolk for North Walsham and our events.

13. DATE OF NEXT MEETING

Proposed Thursday 10th April 2025

Meeting closed at 19.54



NORTH WALSHAM TOWN COUNCIL

Recommendations from the Events & Tourism Working Group Meeting

held on Thursday 13th March 2025, Cedar House, New Road,
North Walsham NR28 9DE

Item 9.1 Full Council:

E&T Minutes item 8:

Recommendation for Full Council to agree the VE Day 80th anniversary plans:

As per the Official VE Day guidelines:

8am – Town Crier ‘The Proclamation’ in the Market Place with suitable prayers from Rev. Warner.

9am – Grounds staff to raise the official 80th anniversary flag (already purchased).

9.30pm – War Memorial Park Remembrance Gardens - Town Crier ‘The Tribute’ with suitable prayers from Rev. Warner. ‘I vow to thee my country’ song and lighting the beacon.

Item 9.2 Full Council: E&T Minutes item 10:

Executive Summary	Recommendation for Full Council to agree to purchasing and flying a rainbow flag during Pride month (June).
Options Considered	<ol style="list-style-type: none">1. Purchasing a quality rainbow flag to show our inclusivity and support for LGBTQ+ community within North Walsham during relevant celebrations, such as Pride Month (June).2. Not purchasing a flag or showing our support to the LGBTQ+ community and lagging ‘behind the times’ with inclusivity.
Consultation(s)	Informal conversations with members of the LGBTQ+ community who would gladly receive Town support.
Recommendations	To purchase a Rainbow Flag and fly it during Pride Month (example quote attached £48net).
Reasons for Recommendations	To show that NWTC is progressive and inclusive to everyone in our community.
Background Papers	N/A

Wards affected	All
Council Member	N/A
Contact Officer	Jasmine Dewbery

Related key documents	N/A

Governance:

Is this a key decision?	No
Has the public interest test been applied?	N/A



NORTH WALSHAM TOWN COUNCIL

Recommendations from the Events & Tourism Working Group Meeting

held on Thursday 13th March 2025, Cedar House, New Road,
North Walsham NR28 9DE

Details of any previous decision(s) on the matter	N/A
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1 – Introduction & Background:

1.1 Other Government and Local Authorities fly appropriate flags for Pride events.

2 – Priorities:

2.1 Town Council support of our residents including the LGBTQ+ community.

3 – Financial and Resource Implications:

3.1 One off purchase cost of a flag, example quote attached £48net.

4 – Legal Implications:

4.1 None.

5 – Risks:

5.1 None.

6 – Equality, Diversity and Inclusion:

6.1 There has been lots of negative stories in the press from various other Local Authorities who have declined inclusivity measures, such as raising a rainbow flag for Pride Month. As a Town Council, we should be promoting equality, diversity and inclusion.

7 – Community Safety Issues:

7.1 None.

Conclusion and Recommendations:

It is recommended that the D-Day flag fly from Monday 2nd June – Sunday 8th June, with the new Pride (rainbow) flag being flown from Monday 9th June – June 31st. As the Flag Policy has not yet been adopted, it is at the Council's discretion whether the Union Jack is to be flown for Armed Forces Day 29th June.

It is therefore recommended that:

NWTC purchase and fly a rainbow flag for appropriate occasions, eg, Pride Month, or as detailed.

Item 9.3 Full Council:

To agree July event budget: 'Mini Music Festival'

Please agree a budget capped at £3k for the July music event (in line with the June event budget). This will include the following:

- Staffing costs
- Road closure
- PA System
- Advertising
- 9hrs of live music entertainment including a headline act.

The event will be live music on the Clock from 12pm-9pm (residents will be contacted to advise in advance – this is in line with relevant late noise policies), with buskers also playing throughout the town. Food vendors will also be set up in a small area of the Market Place.

Our digitally printed Rainbow LGBT flags are made to a high quality using a durable woven polyester. Each of the printed flags is hand finished including a double sewn hem for durability



Key Features

- ✓ Hand-made in the UK
- ✓ Made from highest quality materials

Flag Size

180cm x 120cm (6' x 4') (£0.00)

Flag Type

- ☒ Hand Sewn (Recommended) +£0.00
- ☐ Woven Polyester +£18.83 [More Info](#)

Finishings

- ☒ Headband, Rope and Toggle +£0.00 [More Info](#)
- ☐ Headband and eyelets +£0.00 [More Info](#)
- ☐ Headband and Inglefield clips +£14.40 [More Info](#)
- ☐ Hemmed All Round (No Headband) +£0.00 [More Info](#)

Flag Extras

- ☐ Anti-Fray (recommended) +£10.80 [More Info](#)

£60.00

Including VAT | Excludes shipping

Made to order

Due to extreme demand, our pride flags are on a 10 working day lead time.

- 1 +

Add to Basket

< [Buy Pride Flags](#)

LGBT Pride (Rainbow) Flag

Our digitally printed Rainbow LGBT flags are made to a high quality using a durable woven polyester. Each of the printed flags is hand finished including a double sewn hem for durability



Key Features

Hand-made in the UK

Made from highest-quality materials

Hand sewn flags are made by hand in our UK factory at the highest quality available

Digitally printed flags are machine-printed but more cost-effective



Product Description

Purchase your high-quality LGBT Flag from Flagmakers. Available in hand-sewn or digitally printed designs, our flags come ready to be mounted onto a flagpole, or displayed elsewhere. The Design of the LGBT Flag The Pride flag features 6 horizontal stripes in 6 different colours. From top to...

[Read more](#)



NNDC Ref: PF/24/1874
Date: 19th March 2025

Wendy Murphy
North Walsham Town Council
Office 4
Cedar House
3 New Road
North Walsham
NR28 9DE

Planning Consultation

Proposal: Formation of hardstanding area for use as car park using existing access to Happisburgh Road; associated landscaping

Location: North Walsham Rifle and Pistol Club, Happisburgh Road, North Walsham, Norfolk, NR28 9HD

Wendy Murphy

We previously wrote to you seeking your observations on the above proposal.

We are now re-consulting you for the following reasons;

We have received amended plans.

If you have any views on the proposal, please submit them by 9th April 2025

You may reply in writing, via our website or by emailing

planning.consultation@north-norfolk.gov.uk

If we do not receive a response by the above date we will assume you do not wish to comment further.

Kind Regards

Planning Processing Unit

NNDC Ref: ADV/25/0408
Date: 19th March 2025

Contact: Mr Harry Gray

Wendy Murphy
North Walsham Town Council
Office 4
Cedar House
3 New Road
North Walsham
NR28 9DE

Planning Consultation
North Walsham

Proposal: Display of illuminated fascia and wall mounted signs on east elevation of building

Location: Fortune House, Laundry Loke, North Walsham, Norfolk, NR28 0BD

Dear Sir/Madam,

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

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SS6IITLNKHG00>

If your Council would like to offer comments on the application, please do so by 09/04/2025 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

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

Kind regards

Mr Harry Gray (Trainee Planning Officer)
harry.gray@north-norfolk.gov.uk
01263 516244

Nicola

From: [REDACTED]
Sent: 13 March 2025 10:40
To: Info | North Walsham Town Council
Subject: Bus Stops on Norwich Road heading to Norwich

Good Morning,

I would like to complain about the placement of the bus stops on Norwich Road.

The bus stop opposite Millfield Road causes congestion every day, when a bus is stopped there traffic is unable to exit Millfield Road.

The bus stop by the estate further along Norwich Road is by a traffic island which also restricts traffic flow.

Would the Council please consider moving these stops so traffic can flow easier as I believe it is only a matter of time before there is a serious accident.

I believe that if a car or other vehicle restricted traffic like the bus stops the driver would be prosecuted.

Yours sincerely,

Agenda Item 12:

New Lease regarding Heritage Centre:

North Walsham PCC has confirmed they will pay 50% of the costs involved.

Recommendation that NWTC pay the remaining 50% of costs.

Estimate:

£1200net to draw up and execute a new lease by Solicitor.

£150net for Land Registry compliant plan to be drawn up.

£45net to register lease on Land Registry.

TOTAL £1,395net

Suggested that NWTC pay the Land registry fee as 'it is in their interests'.

50% of all costs = £697.50net

50% + Land Registry = £720net

Agenda item 13:

Quotes for a Welfare Unit as per the H&S Audit report:

Quote A: 1x 20ft Container Cabin:

USED is £6,500 per unit + delivery £380 + lifting £20 = £6,900net

NEW is £7,500 per unit + delivery £380 + lifting £20 = £7,900net

Quote B: 1x 20ft Container Cabin:

USED (refurbished) is £8,750 per unit + delivery £750 = £9,500net

USED (modern refurbished) is £10,750 per unit + delivery £750 = £11,500net

Your onsite training quote is here.

Thank you for choosing St John Ambulance.

To secure your preferred date, complete & return the requested information as soon as possible. Please have a means to pay (major credit and debit cards accepted) or Purchase Order number, before you continue.

Your Details

Company Name: North Walsham Town Council
Address of Training: 3 New Road
Postcode of Training: NR28 9DE
SJA account code: New Customer
Number of courses: 1

Your Quote

	Quote Price	Incl VAT
Course required: Emergency First Aid at Work (EFAW)	£975	£1,170
Number of delegates: 12		1

Total Cost

Incl VAT

Your course price today will be:

£ 975

£1,170.00



Valid until: 19/03/2025



Jasmine | North Walsham Town Council

From: RCTSales <RCTSales@redcross.org.uk>
Sent: 12 March 2025 14:01
To: Jasmine | North Walsham Town Council
Subject: Re: Emergency First Aid at Work

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Jasmine,

Thank you for your email.

We can arrange our 1 day **Emergency first aid at work** onsite course at your venue in NR28 9DE at a cost of **£1211.00 plus VAT** for 6 - 12 delegates.

Please provide me your preferred dates so that I can check for our trainer's availability.

If you have any questions, please let me know.

Best regards,

Niranjan Raj Regmi (He/Him)
Sales Executive

British Red Cross | Bradbury House, Ohio Avenue, Salford, Manchester, M50 2GT
T: 0344 871 8000 | E: RCTSales@redcross.org.uk
[redcross.org.uk](https://www.redcross.org.uk) | [Facebook](#) | [Twitter](#) | [YouTube](#)



Our interactive brochure provides all the advice you need on British Red Cross first aid training courses, with easy to follow steps on choosing the right course for you, whether it's first aid, health and safety or mental health and wellbeing. [View brochure >](#)
Follow us on [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

Prefer fewer emails from me? Click [here](#)

On Wednesday, 12 March 2025, 12:32:53 GMT, Jasmine | North Walsham Town Council
<jasmine@northwalsham-tc.gov.uk> wrote:



You don't often get email from jasmine@northwalsham-tc.gov.uk. [Learn why this is important](#)

Good afternoon,

I was trying to get a quote/book a training course for the staff but the website had an error.

Please can you assist me?



NORTH WALSHAM TOWN COUNCIL

Development & Amenities Meeting

- 18th March 2025

DECISIONS SUMMARY

8. TO DISCUSS AND AGREE 'TOPPING OUT' THE LEYLANDII TREES IN THE CHAPEL CEMETERY THAT OVER HANG THE BENCHES

AGREED

9. TO DISCUSS AND AGREE REDUCING THE HEIGHT OF TREES IN CEMETERY THAT BACK ONTO ROYSTON GREEN AS PER PUBLIC CORRESPONDENCE

AGREED

10. TO DISCUSS CORRESPONDENCE RECEIVED REGARDING TREE MAINTENANCE IN CEMETERY ALONG DIXON ROAD

AGREED

11. TO DISCUSS AND AGREE QUOTES FOR 2X 'SLIPPERY SLOPE' SIGNS (£20 EACH) FOR THE EXIT OF THE WAR MEMORIAL PARK (NEAR COMMUNITY CENTRE) AS PER PUBLIC CORRESPONDENCE

Not agreed – instead decision to move a grit bin from another location to this area.

12. TO DISCUSS AND AGREE MAINTENANCE OF THE TREES IN THE CHURCHYARD AS PER PUBLIC CORRESPONDENCE

AGREED

13. TO DISCUSS AND AGREE QUOTES FOR WIDENING THE TRACKSIDE MAINTENANCE GATES

AGREED – Quote B £3,986+vat.

14. TO DISCUSS AND AGREE FUTURE USE OF THE NELSON ROAD GREEN SPACE AS A COMMUNITY GARDEN OR ORCHARD

Plant trees and review in the future.

15. TO DISCUSS AND AGREE QUOTES FOR 2X 'NO FLY TIPPING' SIGNS (£20 EACH) TO GO AT NELSON ROAD PARK

Not agreed – fly tipping not an issue currently. Review if this becomes a problem.

16. TO DISCUSS AND AGREE REPLACING ROTTEN NOTICEBOARDS WITHIN THE CEMETERY AREAS

AGREED – Quote £873+vat.

17. TO DISCUSS AND AGREE DDA REPORT – LIGHTING AND SIGNAGE

Office to action.

18. TO DISCUSS AND AGREE GETTING SOME NEW SIGNAGE FOR THE TRACKSIDE PARK AS DISCUSSED IN FULL COUNCIL MEETING 28.01.2025 (POTENTIALLY £20 EACH IF SIZE APPROPRIATE)

'No Dogs' signs in the Skatepark area

AGREED

'No Motorbikes' signs in the entire park
AGREED

19. TO DISCUSS AND AGREE PURCHASING A NEW LAWN MOWER FOR THE GROUNDS TEAM
AGREED new mower up to £850.

20. TO DISCUSS AND AGREE INSTALLING A REMOVABLE BOLLARD IN THE ST NICHOLAS CHURCHYARD ENTRANCE OFF THE MARKET PLACE AND 3 ON THE PAVEMENT TO PROHIBIT DRIVERS PARKING IN THE OPENING AND IN THE CHURCHYARD
AGREED

21. TO DISCUSS AND AGREE QUOTE FOR CONCRETE PAD AT THE CONTAINER
AGREED

22. TO DISCUSS AND AGREE QUOTES FOR REMOVING ALL DEAD TREES – 2024 TREE SURVEY
AGREED

23. TO DISCUSS AND AGREE QUOTES FOR NEW PATHS WITHIN TRACKSIDE PARK (AND TREE REMOVAL TO FACILITATE THIS)
AGREED

24. TO DISCUSS OPTIONS FOR BOOKING SYSTEMS FOR TENNIS COURT
ACTION WM



LICENSE AGREEMENT

This License Agreement (“Agreement”) is made and entered into on __/__/__,
by and between:

Licensor:

North Walsham Phoenix Group, with its principal office located at 12 Market Place, North Walsham NR28 9BP (“**Licensor**”).

Licensee:

North Walsham Town Council, with its principal office located at Office 4, Cedar House, New Rd, North Walsham NR28 9DE (“**Licensee**”).

RECITALS

WHEREAS, the **Licensor** is responsible the building located at 12 Market Street, North Walsham NR28 9BP (“**Premises**”).

WHEREAS, the **Licensee** desires to install, operate, and maintain a digital display board (“Display Board”) on the exterior wall of the Premises; and

WHEREAS, the **Licensor** agrees to grant a license to the **Licensee** for the installation, operation, and maintenance of the Display Board under the terms and conditions set forth herein.



AGREEMENT

1. Grant of License

The **Licensor** hereby grants to the **Licensee** a non-exclusive, revocable license ("License") to install, operate, and maintain the Display Board on the exterior wall of the Premises, subject to the terms and conditions of this Agreement.

2. Term

This Agreement shall commence on the date first written above and shall continue for a term of 2 years ("Term"), unless terminated earlier in accordance with the provisions of this Agreement.

Following conclusion of the Term the **Licensor** may extend to the **Licensee** the opportunity to renew this license, following a review by the **Licensor**.

3. Installation and Maintenance

Installation

The **Licensee** shall be responsible for all costs associated with the installation of the Display Board, including but not limited to materials, labour, permits, and any necessary approvals.

Maintenance

The **Licensee** shall, at its sole expense, maintain the Display Board in good working condition and in compliance with all applicable laws and regulations.

Removal

Upon termination or expiration of this Agreement, the **Licensee** shall, at its own expense, remove the Display Board and restore the Premises to its original condition, reasonable wear and tear excepted, within **60 days**.

4. Costs

Usage Charges

The **Licensee** shall reimburse the **Licensor** for the energy consumed by the Display Board. The initial charge shall be calculated based on the consumption of the Display Board and the prevailing energy rates.

Adjustment for Inflation

The energy charge shall be reviewed and adjusted annually on the anniversary of the commencement date to reflect changes in energy rates and inflation. The adjustment shall be based on the Consumer Price Index (CPI) or another mutually agreed-upon index.



AGREEMENT

Voluntary Donation

In acknowledgment of administrative costs incurred by the **Licensor** associated with facilitating this Agreement, the **Licensee** is invited to consider making an annual voluntary donation to North Walsham Phoenix Group (Registered Charity No. 1191554). The amount of any such donation shall be determined solely at the discretion of the **Licensee**.

5. Insurance

The **Licensee** shall, at its own expense, maintain insurance coverage for the Display Board, including public liability insurance, and shall provide proof of such insurance to the **Licensor** upon request.

6. Indemnification

The **Licensee** agrees to indemnify, defend, and hold harmless the **Licensor** from and against any and all claims, liabilities, damages, and expenses arising out of or in connection with the installation, operation, or maintenance of the Display Board.

7. Compliance with Laws

The **Licensee** shall comply with all applicable laws, regulations, and ordinances in connection with the installation, operation, and maintenance of the Display Board.

8. Termination

Either party may terminate this Agreement for any reason by providing **90 days** written notice to the other party.

For Cause

The **Licensor** may terminate this Agreement immediately upon written notice if the **Licensee** fails to comply with any material term or condition of this Agreement and does not cure such failure within **30 days** after receiving written notice of the default.

Termination by Licensor for Reputational Harm

Notwithstanding any other provision, the Licensor may terminate this Agreement immediately upon written notice if the Licensee undertakes, or intends to undertake, any activity or action that, in the Licensor's reasonable opinion, could bring the Licensor into public disrepute, legal conflict, or dispute, or which adversely impacts the Licensor's charitable mission or objectives.



AGREEMENT

9. Notices

Any notices required or permitted under this Agreement must be in writing and will be considered duly given if delivered by email, hand, or sent via Royal Mail, addressed as follows:

Licensor:

North Walsham Phoenix Group

12 Market Place, North Walsham NR28 9BP

Email: phoenixgroup.northwalsham@gmail.com

Licensee:

North Walsham Town Council

Office 4, Cedar House, New Rd, North Walsham NR28 9DE

Email: info@nwtc.org.uk

Notices delivered by email will be deemed received upon acknowledgment of receipt or within one working day if sent during regular working hours. Notices sent by Royal Mail shall be considered received two working days after posting.

Either party may update their contact information by providing written notice to the other party in accordance with this section.

10. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of England and Wales.

11. Entire Agreement

This Agreement constitutes the entire agreement between the parties regarding the subject matter herein and supersedes all prior agreements and understandings, whether written or oral.



AGREEMENT

12. Amendments

Any amendments or modifications to this Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this License Agreement as of the day and year first above written.

Licensor:

By: _____

Name:

Title:

Licensee:

By: _____

Name:

Title: