



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 16th December 2025 at Cedar House, 3 New Road, North Walsham NR28 9DE

Present:

Town Councillors:	B Wright (Chair) (BW)	T Scannell (TS)	R Smith (RS)
	E Seward (ES)	H Richardson (HR)	R Reid (RR) (arrived 18.42)
	P Heinrich (PH)	J Reid (JR)	P Brand (PH)

District Councillors: M Gray (MG), L Shires (LS), K Leith (KL), P Heinrich (PH)

County Councillor: L Shires (LS), S Penfold (LS)

Town Clerk: Wendy Murphy (WM)

Members of Public: 3

The meeting opened at 18.30.

- APOLOGIES FOR ABSENCE** - (To be recorded, the Town Clerk should be notified no later than 17:00 on the day of the meeting)
Apologies were approved from L Eastwick
- 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)
PH – Planning, ES – NWIB
- MINUTES** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)
It was **RESOLVED** that the minutes from the Full Council Meeting 25th November are signed as a true record.
- TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**
The Clerk gave an update to her report that had already been distributed, it was noted that the sleigh and reindeer had been extremely successful. Accessibility was discussed and the clerk will look at this for next year.
- TO RECEIVE MAYOR'S ANNOUNCEMENTS**
No announcements were made
- CO-OPTION**
It was AGREED to accept P Woods as a member; The declaration was signed in front of the clerk.
- OPEN FORUM FOR PUBLIC PARTICIPATION**
 - 7.1. District Councillors**
LS gave information on planning application PF/25/2699. She has attended Millfield School to find out what their plans are for the coming year. Norwich Road flooding is being investigated.
PH confirmed that the Local Plan should be signed off tomorrow. The algae on Church slope in North Walsham has been reported to NNDC
KL gave an update on NWIB grant application and their planting ambitions for North Walsham.



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MG gave an update on Bins in the Market Place. He has also chased up about the algae. He confirmed that mobile data is being investigated. He confirmed that he will be chasing pavement repairs in the Market Place.

7.2. County Councillors

SP confirmed that they Mayoral elections have been postponed until 2028, the County Council elections should be going ahead in 2027. Residents in Mill Road have asked if there could be an extension of the yellow lines SP is going to revisit this again to see if this would be possible. ES confirmed that the Finance Committee will be recommending to Full Council that £10k be earmarked for Kings Arms Street Pavements. LS gave a report on potholes and drains; these are all waiting to be repaired.

7.3. Police – No report

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)

No comments made

8. FINANCE

7.1 It was **RESOLVED** to approve the Expenditure since November meeting

7.2 It was **RESOLVED** to approve the Income since November meeting

7.3 Bank Reconciliation up to 30/11/2025 was received

7.4 A summary of Receipts and Payments was received

7.4 It was **RESOLVED** to accept the Budget for 2026/2027

7.5 It was **RESOLVED** to agree a Precept figure for 2026/2027 of £463,600

7.6 It was **RESOLVED** to agree the recommendations from the Finance Committee Meeting

7.7 It was **RESOLVED** to agree the amendments to the Financial Regulations

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1. Correspondence: - None

9.2. Clerk's decisions – (Urgent, essential, health & safety or any large transactions up to £3k the Clerk deems necessary as Financial Regulations 5.9)

None Made

10. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 16th DECEMBER 2025

• PF/25/2603 9 & 7B Mundesley Road, North Walsham

Change of use of hairdresser salon to residential accommodation to serve existing dwelling (no. 9), and raising of rear flat roof of adjacent dwelling (no. 7)
No Objection

• PF/25/139 Little House, Little London Road, Little London, North Walsham

Re- Consultation, Construction of two-storey dwelling (self-build)
No Objection



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- **PF/25/2675 49 Acorn Road, North Walsham**
Demolition of conservatory and erection of rear single storey extension
No Objection
- **PF/25/2699 19 Mundesley Road, North Walsham, Norfolk, NR28 0DA**
Change of use of Shop (Class E) to hot food takeaway (sui generis),
installation of extraction and ventilation equipment and minor external
alterations.
This appears to be for a Dominos takeaway. The Council had **No Objection** but wanted it noted
that car park next door must be used for deliveries and pickups.

13. 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)

14. DATES OF FORTHCOMING MEETINGS

Finance Committee – Tuesday 6th January 2026 6.30pm

Development & Amenities Committee – Tuesday 20th January 2026 6.30pm

Full Council – Tuesday 27th January 2026 6.30pm

Meeting closed at 19.39

Liberal Democrat County Councillors Report for North Walsham East Division

12th of January 2026

What's Going on at the County Council?

Norfolk Trails Public Survey

The council is seeking feedback to ensure that the future of Norfolk's Trails aligns with the values and preferences of residents. A public survey is being conducted to gather community input, which will inform the long-term planning and improvement of the trails, with the aim of enhancing accessibility for all.

We welcome the views of our local councillors and are keen to hear from your residents – so please share the link to the public survey. The link to the survey is available:

<https://research.audiencesurveys.org/interview/1b4334d0-3a8e-4445-8397-dd99353abf9b>

For more information on Norfolk Trails - <https://www.norfolk.gov.uk/article/42852/Norfolk-Trails>

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North Walsham East Division

Dilham

- I have received no applications from the parish for my Norfolk Community Fund Budget.
- *Unresolved issues from last report:*
 - *Despite the parish council and I asking that Dilham becomes a 20mph village, Highways remains reluctant.*
 - *I have written to our highways engineer to urge him to consider improved speed reduction signage for the village, we are awaiting confirmation of a site meeting date.*
 - *We are still awaiting confirmation of the date that the brown tourist signs advertising the Worsted Park venue to be repositioned. I have been informed that we are awaiting a cost for this.*

Happisburgh

- I have received two applications from the parish for my Norfolk Community Fund Budget.
- The resurfacing works on North Walsham Road has been undertaken, further questions have been raised regarding any improvement this would have on drainage.
- *Unresolved issues from last report:*
 - *Further complaints have been raised about the North Walsham Road development, and these have been forwarded on to the North Norfolk District Council Planning Enforcement team.*

Honing

- I have received no applications from the parish for my Norfolk Community Fund Budget.

North Walsham

- I received several complaints about grit bins being empty, with some containing ice-cream wrappers and beer festival leaflets. Norse had signed these off as being full on the 3rd of November, NCC are investigated further. All grits bins were filled last week.

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- A meeting for those interested in starting a Speed Watch Group, was held on the 3rd of December anyone interested in joining should email Cllr Gray – mal.gray@north-norfolk.gov.uk
- I have written to Anglian Water regarding the outstanding repairs on Marshgate, I am awaiting a response.
- I have written to Anglian water regarding the sinking water meters on the Acorn Road estate, they are going to check if they can inspect the estate or whether they still require me to report each one individually to NCC, who will then report them to AW. I have pointed out the inefficiency in the original request.
- I have contacted Highways regarding the repeat repairs to the area surrounding manhole covers along new road, highlighting the perceive waste of taxpayers money. Highways have confirmed that each repair comes with a 2-year guarantee.
- Leaves around Millfield Road Primary school have been removed by Serco.
- Drainage issues along Station Road have been reported and investigated.
- Following conversations with Sainsbury's head office the lights that line the Vicarage St carpark to Sainsbury's path are being repaired. I have again had further communication that this is being chased.
- I have written to Sainsbury's head office regarding the overgrowth at the bottom of the filling station, which is now spilling out onto Bacton Rd. I am awaiting for the store to confirm action.
- I have received six applications from the parish for my Norfolk Community Fund Budget.
- Following the last meeting of NWTC, I have received a further response from the waste management team at NCC:
 - Below is a further table showing the tonnage of green waste collected at Worstead Recycling Centre between June and September 2024 and 2025. I hope this is of use and provides you the information you need.

Green waste tonnage	Worstead HWRC	2024	2025
June	156.46	June	68.92
July	137.1	July	72.2
August	142.9	August	92.92
Sept	123.25	Sept	87.4

- To be read with the below:

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- 'Please note throughout July 2025, we asked staff to ensure customers had a booking before leaving their waste, in the months leading up to that, staff were asked to take a more flexible approach.'

Average daily visits by month

Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	June 2025	July 2025	Aug 2025	Sept 2025	Oct 2025
96	99	109	163	168	156	179	200	225	197	183

- We have reviewed capacity (slots booked compared to those available). In the busiest month of August the site had 81.3% of slots booked, so further capacity available. We have looked at non-recyclable (general) waste collected at the kerbside collections from North Norfolk's households. We hold the following data: From w/c Monday 02 June 2025 to w/c Monday 15 September 2025 inclusive, 8,039t of general waste was collected, at an average of 502t per week. From w/c Monday 03 June 2024 to w/c Monday 16 September 2024 inclusive, 8,012t of general waste was collected, at an average of 501t per week.'
- *Unresolved issues from last report:*
 - *The consultation regarding the land required to undertake the Lynfield estate drainage, received no comments and an instruction has been given to the legal team to move to the next stage of purchasing.*
 - *After 4 years, Taylor Wimpey have responded to the issue of the buildup on the verge on Bacton Rd causing fences to rot. During this time, I have only received placeholder emails from the legal team. This is now in the investigation stage.*
 - *Following an accident in September 2025 between the east side of White Horse Common and Ebridge Farm, I have requested additional road signage and road markings to support improved road safety. This will be monitored with the view to potentially undertake a road survey next year, funded from my LMF. I have requested that the police undertake speed checks of this area.*
 - *Complaints have been raised over the maintenance of Spa Common, I have contacted NNDC regarding this, and inspection has been carried out and I am awaiting confirmation of action to be taken.*
 - *Residents on Park Avenue have contacted me regarding concerns of the health of a tree bordering their properties. Flagship have been out to inspect and confirm that this tree will be felled within 18 months.*
 - *We have received no clear update, since my last report, on the Salvation Army's decision to transfer Furze Hill to an alternative provider.*

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Walcott

- I have received no applications from the parish for my Norfolk Community Fund Budget.
- *Unresolved issues from last report:*
 - *Highways are awaiting delivery of the 'gate' signs, installation dates will be given when these are received.*

Witton and Ridlington

- I have received 1 application from the parish for my Norfolk Community Fund Budget.
- *Unresolved issues from last report:*
 - *Following an accident between the east side of White Horse Common and Ebridge Farm, I have requested additional road signage and road markings to support improved road safety. This will be monitored with the view to potentially undertake a road survey next year, funded from my LMF. I have requested that the police undertake speed checks of this area.*

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Local Member Grants and Funds

Norfolk Community Fund

Norfolk County Council has launched a new fund called the Norfolk Community Fund. Each Norfolk County Councillor has £5,000 to support community groups in their division.

Local groups can apply for grants of £200 to £2,500.

To help boost the overall fund, and to encourage and support groups to harness community funding power:

- For funding bids of £500 or over, groups will need to match fund 50%
- We will support groups to do this through the Crowdfunding platform, which we have already successfully used in the County Council's Growth and Investment service, and gives a simple route for groups to fundraise
- For projects under £500, there will be no match-funding requirement – but groups will have the option to still do that if they wish, to help increase the total amount of funding

Projects must clearly benefit the local community within the local area. They should aim to bring people together, celebrate local culture, and improve the overall quality of life in Norfolk. Below are the themes for the funding along with some examples of what the funding can go towards:

- **Ageing well:** Activities supporting the well-being of older adults, such as improvements to community centres or village halls, and projects for the well-being of older people.
- **Youth focus:** Engaging young people in meaningful and fun activities, including starting local groups, and buying play and exercise equipment for community use.
- **Green and clean:** Promoting environmental awareness and sustainability through local training schemes, childcare schemes, and planning and publishing village walks.
- **Come together:** Bringing diverse groups together to celebrate community and culture with public events, festivals, exhibitions, and tourist information leaflets.
- **Active living:** Supporting sports and physical activities for all ages, such as buying play and exercise equipment for community use.
- **Creative connections:** Engaging arts and cultural projects that unite people, including bringing people together to build community through public events, festivals, and exhibitions.

Local community groups should contact me in my role as their local councillor and explain their projects.

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Local Members Fund

The LMF can be spent on a wide variety of highway and environmental related aspects, up to a total combined value of £11,000 each year. The LMF is capital so there needs to be an asset, or an extension of life for an existing asset as a result of the funding.

Typical uses could include:

- Advisory signs such as 'Unsuitable for HGV's' and advisory speed limits i.e. 20mph signs outside schools, would be possible.
- Capital measures to encourage more active travel (walking and cycling), including enhancement of the public rights of way (PRoW) network including footways, footpaths, bridal ways, restricted byways, permissive paths. This could include small footway extensions and modifications to enable greater access.
- More significant work to infrastructure and surfacing improvements on PRoW to increase and promote greater access. This could include replacement of stiles with gates and improved signage, information boards and creative wayfinding.
- Minor drainage works.
- New non-regulatory signs and replacement of existing signs and road markings. This includes new road markings such as "SLOW" markings.
- Minor traffic management projects including Traffic Regulation Order related works. However, it should be noted that these works can typically cost up to £9,000 each and may be difficult to deliver within a 12-month timescale.
- Day rates for contractors to carry out additional capital maintenance to areas of the highways that a Local Member would like improved.
- Other highway improvements – improved visibility splays, junction improvements, kerbing, work in conservation areas.
- Capital grants to Town or Parish Councils for highway maintenance related equipment for grass cutting including for roadside nature reserves or footway gritting equipment.
- A grant towards Electric Vehicle (EV) charging points. The LMF can be used to pay for purchase and installation costs only, so is best suited to community facilities such as village or town halls etc. The applicant (typically a Town or Parish Council) would need to lead on procurement, supply & installation. The LMF can then be used to offset these costs. In addition, the County Council would not be responsible for future maintenance costs.
- A grant towards community tree planting to support Norfolk's Environmental Policy. This could include contributions towards tree packs as part of "1 Million Trees for

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Norfolk". The LMF can be used to pay for purchase and planting costs only, so is best suited to community facilities that can be planted off highway land. The applicant (typically a Town or Parish Council) would need to lead on purchase, supply & planting. Alternatively Community groups, town and parish councils or individuals who can prove a 'community benefit', are able to approach their Local Member to see whether they would be willing to refund the some or all of the 50% cost of the tree packs available through the county council (offer is seasonal, see website for details) . Where trees are proposed on highway land, these would need to be agreed with the local Highways team to prevent future maintenance issues. Any invoices requiring payment should be sent via the Asset, Programmes and Funding Team so that the Members allocated fund can be debited.

- Wildlife friendly measures for amenity and biodiversity gain, including greenspace improvements. Particularly for priority habitats and species like bats and newts linked to Norfolk Local Nature Recovery Strategy. Funding is for capital implementation costs only but could include equipment for volunteers/local community to use to manage their local biodiversity, wildlife flower seed/plants, bat/bird boxes or a contract to create new ponds. Ongoing maintenance costs would need to be agreed by third parties.
- A grant towards flood signs fixed (drop down) 'Flood' or 'Road Ahead Closed' signs at specific agreed sites on unclassified and C roads only. Once installed these signs would be dropped down by identified local representatives to show the sign face under a Memorandum of Understanding.
- A grant towards lightweight water and flood diversion barriers for community use, procured, managed and maintained by local Parish/Town Councils. The LMF can then be used to offset the purchase costs.
- Access improvements to the PRoW network (including footways, footpaths, bridle ways, restricted byways, permissive paths) This could include improvements to surfacing, ramps, steps, handrails, accessible gates, seating. Improvements PRoW network particularly, where appropriate to provide barrier free, all abilities access.
- A grant towards the purchase of grit bins to be placed on the public highway. All requests will be considered by the local Highway Engineer, in line with current assessment guidelines, before approval for purchase. Once approved, the local Highway Engineer will arrange for them to be purchased and sited. The grit bins will be owned by NCC and filled/replenished free of charge in line with existing arrangements for all other bins located on the public highway (usually twice per winter season, in November/December and then again after Christmas depending on the weather) and agreed by Assistant Director Highways). Any maintenance, repair and replacements costs will be met by the Highways Winter Budget.

**Liberal Democrat County Councillors Report
for North Walsham East Division**

12th of January 2026

Lucy Shires

County Councillor for North Walsham East

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PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
664	Other Grants	01/01/2026		Unity Trust Account		Grant	North Walsham Community	X	750.00		750.00
667	Other Events	01/01/2026		Unity Trust Account	MMF	Events	Saturn AV	S	570.00	114.00	684.00
660	General Running Costs	01/01/2026		Unity Trust Account		Equipment	Screwfix	Z	19.99		19.99
661	General Running Costs	01/01/2026		Unity Trust Account		Equipment	Screwfix	S	2.82	0.57	3.39
662	General Running Costs	01/01/2026		Unity Trust Account		Equipment	Screwfix	S	5.82	1.16	6.98
663	General Running Costs	01/01/2026		Unity Trust Account		Equipment	Screwfix	S	11.66	2.33	13.99
695	Admin Leases & Agreements	02/01/2026		Unity Trust Account		IT	Anglian Internet	S	80.00	16.00	96.00
686	Admin Running Costs	06/01/2026		Unity Trust Account		Human Resources	Croner Group Ltd	S	334.15	66.83	400.98
686	Admin Running Costs	06/01/2026		Unity Trust Account		Human Resources	Croner Group Ltd	E	19.71		19.71
701	Miscellaneous	07/01/2026		Unity Trust Account		Miscellaneous	NW in Bloom	X	6,680.00		6,680.00
728	General Streetlights	15/01/2026		Unity Trust Account		Electricity	Total Energies	S	495.81	99.17	594.98
729	Chapel Running Costs	15/01/2026		Unity Trust Account		Electricity	Total Energies	L	26.90	1.35	28.25
677	Cemetery Memorials	28/01/2026		Unity Trust Account		Memorial	Glasdon UK Ltd	S	1,281.71	256.34	1,538.05
673	Admin Running Costs	28/01/2026		Unity Trust Account		Milk/Tea/coffee etc.	Various	Z	0.95		0.95
674	Admin Leases & Agreements	28/01/2026		Unity Trust Account		Photocopier	Office Flow	S	43.20	8.64	51.84
675	Admin Leases & Agreements	28/01/2026		Unity Trust Account		Photocopier	Grenke	S	234.99	47.00	281.99
718	General Repairs/Maintenance	28/01/2026		Unity Trust Account		Market Cross	Haward Horological Ltd	S	3,642.50	728.50	4,371.00
719	General Repairs/Maintenance	28/01/2026		Unity Trust Account		Equipment	CT Baker	S	61.46	12.29	73.75
725	General Repairs/Maintenance	28/01/2026		Unity Trust Account		Equipment	Screwfix	S	26.31	5.27	31.58
702	General Repairs/Maintenance	28/01/2026		Unity Trust Account		Maintenance	Mark Sayer Electrical Servic	S	175.00	35.00	210.00
723	General Running Costs	28/01/2026		Unity Trust Account		Fuel	Fuel Genie	S	163.50	32.69	196.19
724	General Running Costs	28/01/2026		Unity Trust Account		Equipment	Screwfix	S	5.82	1.17	6.99
724	General Running Costs	28/01/2026		Unity Trust Account		Equipment	Screwfix	Z	67.14		67.14
690	General Running Costs	28/01/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	80.00	16.00	96.00
693	General Running Costs	28/01/2026		Unity Trust Account		Equipment	Ernest Doe	S	99.75	19.95	119.70
721	Admin Running Costs	28/01/2026		Unity Trust Account		Cleaning	LB Cleaning Services	X	60.00		60.00
722	Admin Running Costs	28/01/2026		Unity Trust Account		IT	Nitro	X	137.88		137.88
684	Admin Running Costs	28/01/2026		Unity Trust Account		Website	Wix.com Ltd	X	108.00		108.00
685	Admin Running Costs	28/01/2026		Unity Trust Account		Equipment	Espo	S	43.10	8.62	51.72
690	Admin Running Costs	28/01/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	35.70	7.14	42.84
676	Admin Running Costs	28/01/2026		Unity Trust Account		Postage	Post Office	E	3.85		3.85
688	Admin Running Costs	28/01/2026		Unity Trust Account		Training	Steve Jackson	X	720.00		720.00
687	Admin Leases & Agreements	28/01/2026		Unity Trust Account		Rental	NNDC	S	617.00	123.40	740.40
694	Admin Leases & Agreements	28/01/2026		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	120.19	24.04	144.23

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
692	Admin Leases & Agreements	28/01/2026		Unity Trust Account		Refuse	Shred station	S	42.66	8.53	51.19
730	Admin Leases & Agreements	28/01/2026		Unity Trust Account		Photocopier	Office Flow	S	35.29	7.06	42.35
689	Advertising	28/01/2026		Unity Trust Account		Advertising	Just Regional	S	195.00	39.00	234.00
726	Other Events	28/01/2026		Unity Trust Account	MMF	Events	Saturn AV	S	533.00	106.60	639.60
727	Other Events	28/01/2026		Unity Trust Account	MMF	Events	Saturn AV	S	570.00	114.00	684.00
720	General Streetlights	28/01/2026		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	25.00	5.00	30.00
696	General CCTV	28/01/2026		Unity Trust Account		CCTV	Anglia Technology	S	976.60	195.32	1,171.92
697	General CCTV	28/01/2026		Unity Trust Account		CCTV	Anglia Technology	S	419.79	83.96	503.75
688	Admin Training	28/01/2026		Unity Trust Account		Training	Steve Jackson	X	95.00		95.00
691	Trackside Repairs/Maintenance	28/01/2026		Unity Trust Account		Tree's	Tree Hopper	S	450.00	90.00	540.00
731	Trackside Running Costs	28/01/2026		Unity Trust Account		Trackside	J A Plant Hire & Groundsw	S	1,210.00	242.00	1,452.00
702	Cemetery Capital	28/01/2026		Unity Trust Account		Maintenance	Mark Sayer Electrical Servic	S	610.29	122.06	732.35
								Total	21,887.54	2,640.99	24,528.53

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
265	Cemetery Memorials	01/12/2025		Unity Trust Account	000040	Memorial	Lorraine Botting	X	127.00		127.00
266	Market Market Tolls	01/12/2025		Unity Trust Account		Market tolls	Four Seasons Fruit & Veg	E	115.20		115.20
273	Market Market Tolls	01/12/2025		Unity Trust Account		Market tolls	Mandy's Deals	E	65.28		65.28
275	Market Market Tolls	01/12/2025		Unity Trust Account		Market tolls	Carmichael Fishmongers	E	72.95		72.95
276	Market Sunday market	01/12/2025		Unity Trust Account		Sunday Market	Daisys Dog Treats	E	10.00		10.00
274	Market Sunday market	01/12/2025		Unity Trust Account		Sunday Market	Handmade in Norfolk	E	10.00		10.00
272	Market Market Tolls	02/12/2025		Unity Trust Account		Market tolls	Owies Black Piggy Porkers	E	70.40		70.40
271	Market Sunday market	02/12/2025		Unity Trust Account		Sunday Market	Tropic with Tara	E	10.00		10.00
304	Admin Interest/Bank Charges	02/12/2025		Unity Trust Account		Interest	CCLA	E	605.32		605.32
277	Market Market Tolls	04/12/2025		Unity Trust Account		Market tolls	Elite Plants	E	199.68		199.68
278	Market Sunday market	04/12/2025		Unity Trust Account	000041	Sunday Market	GR Bunning	E	10.00		10.00
279	Poppies Leases & Agreements	05/12/2025		Unity Trust Account		Rental	Poppies Nursery	E	420.00		420.00
281	Cemetery Interments	08/12/2025		Unity Trust Account		Burial	Murrell Cork	X	387.00		387.00
280	Other Events	08/12/2025		Unity Trust Account		Christmas Lights	Scribe	S	360.00	72.00	432.00
287	Cemetery Interments	08/12/2025		Unity Trust Account		Interment	Murrell Cork	X	136.00		136.00
287	Cemetery Interments	08/12/2025		Unity Trust Account		Interment	Murrell Cork	X	135.00		135.00
287	Cemetery Interments	08/12/2025		Unity Trust Account		Interment	Murrell Cork	X	81.00		81.00
305	Cemetery Memorials	09/12/2025		Unity Trust Account		Memorial	Nick Hindle Stonemasons	X	62.00		62.00
288	Market Sunday market	09/12/2025		Unity Trust Account		Sunday Market	Kaylee's Kitchen Bake's	E	10.00		10.00
282	Cemetery Interments	10/12/2025		Unity Trust Account		Burial	Murrell Cork	X	387.00		387.00
283	Market Sunday market	11/12/2025		Unity Trust Account	000042	Sunday Market	Blue Welly Farm	E	10.00		10.00
284	Market Sunday market	11/12/2025		Unity Trust Account	000042	Sunday Market	Blue Welly Farm	E	10.00		10.00
285	Market Sunday market	11/12/2025		Unity Trust Account	000042	Sunday Market	Blue Welly Farm	E	10.00		10.00
286	Market Sunday market	11/12/2025		Unity Trust Account	000042	Sunday Market	Blue Welly Farm	E	10.00		10.00
295	Cemetery Memorials	12/12/2025		Unity Trust Account		Memorial	Julie Aylott	X	48.71		48.71
291	Market Market Tolls	12/12/2025		Unity Trust Account		Market tolls	Double Q	E	116.16		116.16
292	Market Market Tolls	12/12/2025		Unity Trust Account		Market tolls	Lillys Boutique	E	43.20		43.20
294	Market Market Tolls	12/12/2025		Unity Trust Account		Market tolls	Mandy's Deals	E	48.96		48.96
293	Market Market Tolls	15/12/2025		Unity Trust Account		Market tolls	Four Seasons Fruit & Veg	E	86.40		86.40
298	Market Market Tolls	15/12/2025		Unity Trust Account		Market tolls	Youngs, S	E	37.44		37.44
296	Advertising	17/12/2025		Unity Trust Account		Advertising	Mundesley Infant and Junior	X	25.00		25.00
301	Cemetery Interments	18/12/2025		Unity Trust Account		Burial	Gordon Haynes	X	387.00		387.00
301	Cemetery Interments	18/12/2025		Unity Trust Account		Burial	Gordon Haynes	X	44.00		44.00
297	Market Market Tolls	18/12/2025		Unity Trust Account		Market tolls	Owies Black Piggy Porkers	E	52.80		52.80

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
299	Miscellaneous	18/12/2025		Unity Trust Account	I	Christmas Tree	Nick Hindle Stonemasons	S	100.00	20.00	120.00
300	Miscellaneous	18/12/2025		Unity Trust Account	I	Christmas Tree	Gordon Haynes	S	100.00	20.00	120.00
309	Cemetery Memorials	19/12/2025		Unity Trust Account	I	Memorial	Nick Hindle Stonemasons	X	127.00		127.00
302	Cemetery Interments	23/12/2025		Unity Trust Account	I	Interment	Stalham Funeral Services	(X	136.00		136.00
303	Admin Interest/Bank Charges	31/12/2025		Unity Trust Instant	A	Interest	Unity Trust Bank	E	1,043.64		1,043.64
								Total	5,710.14	112.00	5,822.14

North Walsham Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/12/2025		
	Cash in Hand 01/04/2025		468,164.26
	ADD Receipts 01/04/2025 - 31/12/2025		537,062.51
	SUBTRACT Payments 01/04/2025 - 31/12/2025		1,005,226.77
A	Cash in Hand 31/12/2025 (per Cash Book)		416,584.58
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	0.00	
	CCLA Savings 31/12/2025	185,000.00	
	Redwood Savings 31/12/2025	88,906.04	
	Unity Trust Account Main 31/12/2025	10,610.17	
	Unity Trust Instant Access Account 31/12/2025	131,576.02	
	Unity Trust Wages Account 31/12/2025	492.35	
	Business Reserve 31/12/2025	0.00	
	Account Main 31/12/2025	0.00	
	Wages 31/12/2025	0.00	
			416,584.58
	Less unpresented payments		
			416,584.58
	Plus unpresented receipts		
B	Adjusted Bank Balance		416,584.58
	A = B Checks out OK		

North Walsham Town Council
Summary of Receipts and Payments

21 January 2026 (2025-2026)

All Cost Centres and Codes

Admin

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
7005	Admin Precept	46,330.00	46,330.00					(0%)
7010	Admin Annual Commitments				15,000.00	14,285.06	714.94	714.94 (4%)
7020	Admin New Equipment				2,000.00	925.10	1,074.90	1,074.90 (53%)
7030	Admin Repairs/Maintenance				330.00	45.77	284.23	284.23 (86%)
7040	Admin Running Costs				10,500.00	11,717.05	-1,217.05	-1,217.05 (-11%)
7060	Admin Leases & Agreements				17,000.00	21,269.84	-4,269.84	-4,269.84 (-25%)
7070	Admin Sundries							(N/A)
7080	Admin Interest/Bank Charges	15,000.00	13,312.04	-1,687.96		275.55	-275.55	-1,963.51 (-13%)
10440	Admin Training				8,500.00	8,107.00	393.00	393.00 (4%)
10442	Legal				7,000.00	12,607.15	-5,607.15	-5,607.15 (-80%)
10448	VAT RECLAIM							(N/A)
SUB TOTAL		61,330.00	59,642.04	-1,687.96	60,330.00	69,232.52	-8,902.52	-10,590.48 (-8%)

Amenities

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
3005	Amenities Precept	5,000.00	5,000.00					(0%)
3010	Amenities Annual Commitments				2,000.00	2,020.97	-20.97	-20.97 (-1%)
3030	Amenities Repairs/Maintenance							(N/A)
3040	Amenities Running Costs/Highw:		15,536.94	15,536.94				15,536.94 (N/A)
3060	Amenities Leases & Agreements		1.00	1.00	19,000.00	14,721.90	4,278.10	4,279.10 (22%)
SUB TOTAL		5,000.00	20,537.94	15,537.94	21,000.00	16,742.87	4,257.13	19,795.07 (76%)

Cemetery

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
2010	Cemetery Annual Commitments				4,000.00	3,697.80	302.20	302.20 (7%)
2030	Cemetery Repairs/Maintenance					52.77	-52.77	-52.77 (N/A)
2040	Cemetery Running Costs				7,500.00	11,528.89	-4,028.89	-4,028.89 (-53%)
2300	Cemetery Interments	12,000.00	14,554.00	2,554.00				2,554.00 (21%)
2350	Cemetery Memorials	5,000.00	3,629.71	-1,370.29		1,281.71	-1,281.71	-2,652.00 (-53%)
10408	Cemetery Allotments	400.00	289.75	-110.25				-110.25 (-27%)
SUB TOTAL		17,400.00	18,473.46	1,073.46	11,500.00	16,561.17	-5,061.17	-3,987.71 (-13%)

Cemetery Capital

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
104431	Cemetery Capital					27,052.53	-27,052.53	-27,052.53 (N/A)
SUB TOTAL					27,052.53	-27,052.53	-27,052.53 (N/A)	

North Walsham Town Council
Summary of Receipts and Payments

21 January 2026 (2025-2026)

All Cost Centres and Codes

Cemetery Chapel

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
10429 Chapel Repairs/Maintenance				1,000.00	45.77	954.23	954.23 (95%)
10430 Chapel Running Costs				500.00	372.47	127.53	127.53 (25%)
10431 Chapel New Equipment				1,000.00		1,000.00	1,000.00 (100%)
104428 Cemetery Chapel Precept	2,500.00	2,500.00					(0%)
SUB TOTAL	2,500.00	2,500.00		2,500.00	418.24	2,081.76	2,081.76 (41%)

EARMARKED RESERVES

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1020 NW Play		11,703.31	11,703.31				11,703.31 (N/A)
10445 Lighting at Market Cross							(N/A)
10447 Vehicle Maintenance (3 year res							(N/A)
10450 New Cemetery							(N/A)
SUB TOTAL		11,703.31	11,703.31				11,703.31 (N/A)

General

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
5 General Precept	80,700.00	80,700.00					(0%)
10 General Annual Commitments				17,000.00	175.45	16,824.55	16,824.55 (98%)
20 General New Equipment				9,000.00	83.33	8,916.67	8,916.67 (99%)
30 General Repairs/Maintenance				8,000.00	7,857.26	142.74	142.74 (1%)
40 General Running Costs				5,700.00	6,502.54	-802.54	-802.54 (-14%)
60 General Leases & Agreements				2,500.00		2,500.00	2,500.00 (100%)
10420 General Streetlights				8,000.00	5,497.89	2,502.11	2,502.11 (31%)
10423 General CCTV				16,000.00	5,174.50	10,825.50	10,825.50 (67%)
10437 General Vehicles				5,000.00	6,780.40	-1,780.40	-1,780.40 (-35%)
SUB TOTAL	80,700.00	80,700.00		71,200.00	32,071.37	39,128.63	39,128.63 (25%)

Market

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
5010 Market Annual Commitments					998.00	-998.00	-998.00 (N/A)
5030 Market Repairs/Maintenance				300.00	642.92	-342.92	-342.92 (-114%)
5040 Market Running Costs				2,000.00	343.04	1,656.96	1,656.96 (82%)
5800 Market Market Tolls	13,000.00	7,619.09	-5,380.91		85.00	-85.00	-5,465.91 (-42%)
5850 Market Sunday market	400.00	595.00	195.00				195.00 (48%)
5900 Market Events	5,000.00	412.50	-4,587.50				-4,587.50 (-91%)
5905 Market Carboot		649.72	649.72		-9.75	9.75	659.47 (N/A)
SUB TOTAL	18,400.00	9,276.31	-9,123.69	2,300.00	2,059.21	240.79	-8,882.90 (-42%)

North Walsham Town Council
Summary of Receipts and Payments

21 January 2026 (2025-2026)

All Cost Centres and Codes

Miscellaneous

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
9501 Miscellaneous		1,200.00	1,200.00		21,130.71	-21,130.71	-19,930.71 (N/A)
SUB TOTAL		1,200.00	1,200.00		21,130.71	-21,130.71	-19,930.71 (N/A)

Other

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
8005 Other Precept	29,500.00	29,500.00					(0%)
8011 Other Defibrillator				1,500.00	1,723.00	-223.00	-223.00 (-14%)
8031 Other Grants				4,000.00	2,443.46	1,556.54	1,556.54 (38%)
8041 Advertising	1,575.00	1,575.00			7,418.90	-7,418.90	-5,843.90 (N/A)
8071 Other New Mayor	200.00	200.00		2,000.00	1.00	1,999.00	2,199.00 (109%)
8505 Other Events	434.61	434.61		15,000.00	23,744.98	-8,744.98	-8,310.37 (-55%)
10426 Other Donation				7,000.00	7,050.00	-50.00	-50.00 (-0%)
SUB TOTAL	29,500.00	31,709.61	2,209.61	29,500.00	42,381.34	-12,881.34	-10,671.73 (-18%)

Poppies

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
10427 Poppies Annual Commitments					6,978.00	-6,978.00	-6,978.00 (N/A)
10428 Poppies Repairs/Maintenance					3,240.26	-3,240.26	-3,240.26 (N/A)
10436 Poppies Leases & Agreements	3,780.00	3,780.00			407.66	-407.66	3,372.34 (N/A)
SUB TOTAL	3,780.00	3,780.00			10,625.92	-10,625.92	-6,845.92 (N/A)

Salaries

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
10050 Salaries Precept	260,000.00	260,000.00					(0%)
10100 Salaries Wages				170,000.00	226,586.28	-56,586.28	-56,586.28 (-33%)
10200 Salaries HMRC				40,000.00	56,139.20	-16,139.20	-16,139.20 (-40%)
10300 Salaries Pension				60,000.00	62,919.27	-2,919.27	-2,919.27 (-4%)
10400 Salaries Unison				200.00	155.25	44.75	44.75 (22%)
SUB TOTAL	260,000.00	260,000.00		270,200.00	345,800.00	-75,600.00	-75,600.00 (-14%)

Trackside/Skatepark

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
10401 Trackside/Skatepark Precept	3,000.00	3,000.00					(0%)
10410 Trackside Annual Commitments				400.00	201.60	198.40	198.40 (49%)
10412 Trackside Repairs/Maintenance				2,000.00	21,558.84	-19,558.84	-19,558.84 (-977%)
10413 Trackside Running Costs				600.00	2,729.04	-2,129.04	-2,129.04 (-354%)

North Walsham Town Council
Summary of Receipts and Payments

21 January 2026 (2025-2026)

All Cost Centres and Codes

10414 Trackside Leases & Agreements							(N/A)
10416 Trackside (NEW) Play New Equi							(N/A)
SUB TOTAL	3,000.00	3,000.00		3,000.00	24,489.48	-21,489.48	-21,489.48 (-358%)

Vehicle Compound

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
10432 Vehicle Compound Repairs/Mair					290.27	-290.27	-290.27 (N/A)
10433 Vehicle Compound Running Cos				1,000.00	280.10	719.90	719.90 (71%)
10434 Vehicle Compound Annual Comr				1,000.00	273.76	726.24	726.24 (72%)
104430 Vehicle Compound Precept	2,000.00	2,000.00					(0%)
SUB TOTAL	2,000.00	2,000.00		2,000.00	844.13	1,155.87	1,155.87 (28%)

War Memorial Park

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1010 W M Park Annual Commitments				250.00	201.60	48.40	48.40 (19%)
1030 W M Park Repairs/Maintenance					587.79	-587.79	-587.79 (N/A)
1040 W M Park Running Costs	100.00	100.00			3,429.41	-3,429.41	-3,329.41 (N/A)
10409 W M Park Allotments	100.00	100.00					100.00 (N/A)
10455 W M New Equipment				2,875.00	-2,875.00		-2,875.00 (N/A)
SUB TOTAL	200.00	200.00		250.00	7,093.80	-6,843.80	-6,643.80 (-2657%)

Woodville

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
10402 Woodville Precept	1,700.00	1,700.00					(0%)
10403 Woodville Annual Commitments				200.00	100.80	99.20	99.20 (49%)
10405 Woodville Repairs/Maintenance				500.00		500.00	500.00 (100%)
10406 Woodville Running Costs				500.00		500.00	500.00 (100%)
SUB TOTAL	1,700.00	1,700.00		1,200.00	100.80	1,099.20	1,099.20 (37%)

Summary

NET TOTAL	481,530.00	506,422.67	24,892.67	474,980.00	616,604.09	-141,624.09	-116,731.42
V.A.T.		41,496.67			35,810.41		
GROSS TOTAL		547,919.34			652,414.50		



NORTH WALSHAM TOWN COUNCIL

Internal Control Policy

Adopted by the Finance Committee at its meeting held on 11.11.2024

1. SCOPE OF RESPONSIBILITY

North Walsham Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Mayor who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council. The Council reviews its obligations and objectives and approves budgets for the following year at its meetings during October to December. The November/December meeting of the Council approves the level of precept for the following financial year. The Council will receive reports and recommendations from the Finance Committee. The Council receives a monthly summary financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations.

3.2 The Finance Committee:

The Council has appointed a Finance Committee who meet regular they review the Internal Audit Report. They monitor progress against objectives, financial systems and procedures and budgetary control.

The Finance Committee will review annually the Financial Risk Assessment. The Finance Committee will make recommendations to the council regarding the appointment of an Internal Auditor.

3.3 Town Clerk/Responsible Finance Officer:

The Council has appointed a Town Clerk as the Council's advisor and administrator. The Town Clerk is also Responsible Finance Officer who is responsible for administering the Council's finances. The Town Clerk/RFO is responsible for the day-to-day compliance with laws and

regulations that the Council is subject to and for managing risks. The Town Clerk/ RFO also ensure that the Council's procedures, control systems and policies are maintained.

3.4 Internal Auditor:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- Proper bookkeeping arrangements
- Corporate governance, financial regulations and risk management procedures
- Payment, petty cash and salaries procedures
- Precept determination
- Budgetary control
- Income control
- Asset registers
- Investment and loans
- Bank reconciliation
- Financial statements

The Council appoints the Independent Internal Auditor on an annual basis. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

4. Review of Effectiveness:

The Council has responsibility for conducting an annual review of the effectiveness of internal control. The review of the effectiveness of internal control is informed by the work and any issues identified by:

- Full Council – identification of new activities
- Finance Committee – report and recommendations
- Town Clerk/RFO has responsibility for the development and maintenance of the internal control environment and managing risks
- Independent Internal Auditor who reviews the Council's system of internal control. The Independent Internal Auditor will make written reports to the Council (in addition to the report contained in Section 4 of the Annual Governance and Accountability Return - AGAR)
- The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Finance Officer, the Town Clerk, the Mayor and the Internal Auditor. The External Auditor issues an annual audit certificate.



North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

NNDC Ref: PF/26/0120
Date: 21st January 2026

Contact: Nicola Wray

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

Planning Consultation
North Walsham

Proposal: Detached carport to side of dwelling

Location: 17 Skeyton Road, North Walsham, Norfolk, NR28 0BT

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=T941KELN06Z00>

If your Council would like to offer comments on the application, please do so by 11/02/2026 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

Nicola Wray (Trainee Planning Officer)
nicola.wray@north-norfolk.gov.uk
01263 516188



North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

NNDC Ref: PF/26/0109
Date: 21st January 2026

Contact: Nicola Wray

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

Planning Consultation
North Walsham

Proposal: Single storey side extension to dwelling and detached garage to front

Location: 25 Skeyton Road, North Walsham, Norfolk, NR28 0BT

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=T93MBILNG9I00>

If your Council would like to offer comments on the application, please do so by 11/02/2026 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

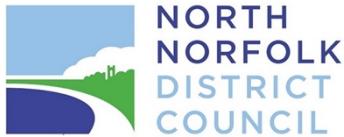
If we do not receive a response within this time we will assume that you do not wish to comment.

Kind regards

Nicola Wray (Trainee Planning Officer)

nicola.wray@north-norfolk.gov.uk

01263 516188



North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

NNDC Ref: PF/25/2748
Date: 12th January 2026

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: Repairs, renovation of shopfront, installation of a new ATM and installation of ventilation units with new condensers/vents to the rear associated with full retail fitout of a vacant unit into a retail banking hub

Location: 12 Market Place, North Walsham, Norfolk, NR28 9BP

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=T71YQDLNFXG00>

If your Council would like to offer comments on the application, please do so by 02/02/2026 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



**NORTH
NORFOLK
DISTRICT
COUNCIL**

North Norfolk District Council
Holt Road, Cromer, Norfolk, NR27 9EN
Tel: 01263 513 811
www.north-norfolk.gov.uk
E-mail planning@north-norfolk.gov.uk

NNDC Ref: ADV/25/2749
Date: 12th January 2026

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 non-illuminated fascia sign, window signs, directory of services, nameplate (opening hours) CCTV and ATM signage

Location: 12 Market Place, North Walsham, Norfolk, NR28 9BP

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=T71YQFLNFXH00>

If your Council would like to offer comments on the application, please do so by 02/02/2026 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



North Walsham Town Council

Office 4, Cedar House, New Road, North Walsham, Norfolk NR28 9DE

Tel: 01692 404114 Email: info@northwalsham-tc.gov.uk

North Walsham Town Council is carrying out this public consultation to understand what matters most to local people. We want to hear your views on the priorities for the town, how Town Council funds should be spent, and what you would like North Walsham to be like in the future.

The information you provide will help the Town Council make informed decisions, set priorities, and plan future projects and services. Your responses will be considered alongside financial, legal, and practical considerations when shaping budgets, policies, and long-term plans.

About You

1. Do you live or work in North Walsham? (Please circle one)

Live in	Work in	Study in	N/A
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2. What is your age group? (Please circle one)

Under 18	18-29	30-44	45-59	60-74	75+
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3. Which best describes you? (Please circle one)

Resident	Business owner	Employee	Student	Retired	Volunteer
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4. Which priorities are most important to you? (Please circle up to two)

Cleanliness & appearance of the town	Leisure & recreational facilities	Events & activities	Environmental & green spaces	Shops & businesses	Toilets & car parks
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Assets, Services & Facilities

5. Play Areas & equipment: What would you like to see more of? (Please circle up to two)

Play areas for younger children	Play areas for older children	More equipment in existing play areas	More accessible equipment	Youth Council or Clubs	Something else
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6. Open spaces: What would you like to see more of? (Please circle up to two)

More open/green spaces	Sensory gardens	More trees	A new dog park	More children's areas	Something else
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7. Street Furniture: What would you like to see more of? (Please circle up to three)

Grit bins	Litter bins	Dog poo bins	Benches	Street lights
Bus shelters	Allotments	Defibrillators	Bleed kits	CCTV

Office Hours: Monday to Friday 9.00am to 1.00pm

www.northwalsham-tc.gov.uk

“Non nobis sed omnibus” – “Not for ourselves, but for all”





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8. Would you like to see more community facilities?

No	Yes (please give details)
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Events

9. What kind of events do you want to see more of? (Please circle up to two)

Art, crafts & creativity	Literary, learning & ideas	Music & performance	Heritage, history & identity	World Culture & Community Celebrations
Youth & family	Seasonal & traditional	Outdoor, nature & environmental	Food & markets	

10. How do you see the future of the markets? (Thursday and monthly Sunday) (Please circle one)

Continue as it is	Focus on Thursday Market only	Re-develop Thursday market	Re-develop Sunday market	Re-develop both markets
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Your Voice

11. How would you contact the Town Council if you needed to? (Please circle one)

Email	Phone	In person	Social media
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12. How would you like to hear from the Town Council? (Please circle one)

Email newsletter	Social media	Newspaper	Website
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13. Is there anything we haven't asked about that matters to you?

(Please give details)

Thank you for taking the time to complete this survey.

All responses will be treated confidentially and analysed as a whole. Individual responses will not be identified. Thank you for taking the time to share your views and help shape the future of North Walsham.

Data Protection : Please refer to the Town Council's Policy on the website www.northwalsham-tc.gov.uk.

If you have any concerns regarding the handling of your personal data, you can contact info@northwalsham-tc.gov.uk and you can also contact the Information Commissioners Office (ICO)

<https://ico.org.uk/global/contact-us/>

Office Hours: Monday to Friday 9.00am to 1.00pm

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NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 8th December 2025, at Cedar House, New Road, North Walsham NR28 9DE

Present: E Seward (ES), B Wright (BW), P Heinrich (PH)

Town Clerk: Wendy Murphy

Finance Officer: Jess Page

Member of Public: 0

The meeting opened at 18.30

1. **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were approved from R Smith and R Reid

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)

ES -NWIB

3. **TO APPROVE MINUTES OF PREVIOUS MEETING** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-email with agenda, taken as read)

It was RESOLVED to approve the minutes of the Finance meeting held on 8th December 2025 and sign them as a true record.

4. **UPDATE ON MATTERS FROM PREVIOUS MINUTES**

The Clerk confirmed that the development of the new website was underway

5. **OPEN FORUM FOR PUBLIC PARTICIPATION**

(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)

No public in attendance

6. **TO REVIEW POLICIES** - for recommendation to Full Council meeting

- After a review and an amendment, it was RESOLVED to accept the Financial Risk Management Policy
- After a review it was RESOLVED to accept the Grant Award Policy
- After a review it was RESOLVED to accept the Investment Policy
- After a review it was RESOLVED to accept the Reserves Policy
- After a Review it was RESOLVED to accept the Internal Control Policy

7. **TO RECEIVE ANY GRANT APPLICATIONS**

No Grant applications have been received

8. **TO RECEIVE A PROJECTED FORECAST FOR 2025/2026**

The Finance Committee reviewed the forecast and all costs for personnel matters will be included. There will be no impact in 2026/2027

9. **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)

Forecast Outturn

Grants



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 8th December 2025, at Cedar House, New Road, North Walsham NR28 9DE

10. DATE OF NEXT MEETING

Tuesday 3rd March 2026

Meeting closed at 19.11

DRAFT



NORTH WALSHAM TOWN COUNCIL

Investment Policy & Strategy

Adopted by the Council at its meeting held on 25.03.25

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 £120,000 for claims after 01/12/). 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 Town Clerk/TResponsible 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

Grant and Donations Policy

Adopted by the Council at its meeting held on 28.6.16

1 Budget and priorities for grant awards

- 1.1 North Walsham Town Council has a limited budget each year from which to award grants.
- 1.2 Groups/organisations will only be awarded 1 donation per financial year.
- 1.3 The Council's priority in awarding grants is
To benefit the town and residents of North Walsham by supporting organisations and projects which help to improve safety, recreation, education, environment, community support, sports, arts and culture. The benefits obtained must be commensurate with the expenditure incurred

2 Applying for a grant of up to £750

Eligibility

- 2.1 In order to qualify for a grant from North Walsham Town Council, applicants must:
 - Be a charity, a voluntary group or a community group;
 - Be able to demonstrate that any funding from the Town Council will directly benefit the residents of North Walsham and not specifically benefit any individual.
 - Have clear, written aims and objectives.
- 2.2 Examples of what the Council will consider awarding grants for include:
 - Providing a service to the community or part of it;
 - Enhancing the quality of life of the community or part of it;
 - Improving the environment;
 - Promoting North Walsham in a positive way.
- 2.3 Applications from religious groups will be considered where the project does not discriminate on the grounds of belief and a clear benefit to the wider community can be demonstrated.
- 2.4 Applications from health, education, or social services projects will be considered where there are benefits to the wider community and the project is **in addition** to statutory services.
- 2.5 The following are NOT eligible to apply for grants from North Walsham Town Council:
 - Businesses/commercial organisations.
 - Where the primary purpose of the grant is to raise funds directly for redistribution.
 - Political parties.
- 2.6 The Council will consider applications for both revenue and capital projects but will not pay for Insurance. It will not include grants whose primary purpose is to provide hospitality.

Applications from organisations which are branches that could be funded by the main organisation, or with substantial unallocated resources, will not be considered a priority for funding. Applications from such organisations will usually be unsuccessful.

- 2.6 Grants will only be awarded for forthcoming projects; they will not be awarded retrospectively.
- 2.7 The form must be completed in full and returned with the following documentation if available:
 - A copy of the organisation's constitution and details of its officers;
 - A copy of the most recent accounts;
 - Details of insurance cover;
 - Equality policy;
- 2.10 Additional information such as any documents referred to on the form and further details of the project will help the Town Council to assess the application and should be submitted where available.
- 2.11 Incomplete forms or failure to provide additional material required/requested will result in applications not being considered for awards.

3 Assessment of applications

- 3.1 Delegated powers will be given to Finance and Grants Committee to approve grants up to £750 on receipt of invoices to the Finance Officer/ Town Clerk. Any application which exceeds £750 and or is a departure from the policy on grant awards will be submitted to the Full Council for consideration
- 3.2 Each application will be assessed on its own merits.
- 3.3 To ensure as fair a distribution of available funds as possible, the Committee will take into account the amount and frequency of any previous awards. Due account should be taken of how much funding has been sought or secured from other sources or fund-raising activities.
- 3.4 The Committee will make a decision and note the decision in the minutes of the meeting
- 3.5 Applicants will be advised as soon as possible after the Finance & Grants meeting of the outcome of their application.
- 3.6 Guidance will be available to applicants from the council officers on applications for grants and, where grants are awarded, on the relevant requirements for funding to be dispersed.

4 Conditions and monitoring

- 4.1 Grants are awarded by North Walsham Town Council in accordance with the statutory powers invested in it by law. The awards constitute spending public money, for which the Council has a duty to account.
- 4.2 Grants must only be used for the purpose applied for.
- 4.3 Grants will be paid direct to the supplier or reimbursed to the applicant.
- 4.4 Failure to comply with any conditions attached to a grant may result in the Council seeking repayment of the grant or affect future grant assistance.
- 4.5 Unsuccessful applications and the information therein will be held for ONE year prior to secure disposal. Information on successful applications will be held for SEVEN years. North Walsham Town Council will not share information on Grant Applications with any third parties.

5. Donations

5.1 The Full Council may award donations at its discretion as part of its annual budget funding. This would be to an eligible body (as defined in the grants policy) that provides important amenities in the town that benefits residents (as set out in the grants policy) and who financial support from the Council is important to their work. The Council will review the suitability of such organisations for funding and the amount annually. The funding is payable to the organisation with the documentation required to support payment being a recent report on activities, insurance and latest accounts plus such other documentation as may be required under the grants policy



NORTH WALSHAM TOWN COUNCIL

Reserves Policy

Adopted by the Council at its meeting held on 25.03.2025

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 three and twelve months net revenue expenditure (NRE*). Larger councils are recommended to hold between three and six 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.



NORTH WALSHAM TOWN COUNCIL

Financial Risk Management

Adopted by the Council at its meeting held on 30.6.15

1 Introduction

- 1.1 Financial risks can be managed by effective internal controls, Standing Orders and Financial Regulations, and by insurance.
- 1.2 These controls are subject to change throughout the year

2 Internal Financial Controls

2.1 Cash and cheque receipts:

- All cash and cheques received are entered into a paying in book.
- Cash and cheques receipts are banked regularly during normal office hours. No hi-viz vest should be worn and the paying in book is kept in a bag and therefore out of sight to members of the public
- Collection of card payments must be undertaken by the Finance Officer or Town Clerk/RFO
- If 'cash' exceeds £500, Finance Officer/Town Clerk/RFO will be accompanied to the bank/post office by one other member of staff/councilor.
- In the event of a challenge on route to the bank/post office, all staff have been briefed of procedures to follow

2.2 Income:

- Income is monitored regularly and reported if any payments due are in arrears.
- Market pitches are invoiced on a regular basis.
- The Finance Officer and Town Clerk/RFO ensures that budgets are prepared in time to make a recommendation to Full Council, so the Precept can be submitted on time.
- Sufficient funds are held in the General Reserves to ensure that payment of all necessary expenditure can be met. This equates to three months of expenditure.
- Earmarked reserves: The level of earmarked reserves is assessed annually.
- Recovery of VAT is reclaimed quarterly.
- The Finance officer prepares a monthly list of outstanding accounts and follows up where necessary. Invoices outstanding longer than 3 months are reported to Council for further action in accordance with Financial Regulations.

2.3 Expenditure

- All payments are presented to Full Council for approval usually on a monthly basis.
- In accordance with the Council's Standing Orders, all cheques require two signatures. Any two councilors will sign off the invoice/documentation before payment is made. The Finance officer will set payments up BACS and the Town Clerk/RFO will 2nd authorise. In the event of an absence, a mandated signatory will make these payments.

- Supply of goods and services are regulated by the Council's Standing Orders and Financial Regulations under the control of the Town Clerk/Finance Officer.
- Where necessary, goods supplied against fixed offer price/estimate will be approved by the Council and supported by the relevant minute.
- Office stationery, Churchyard, Cemetery, Allotments, Welfare Unit, Vehicle Compound, Pavilion, and Market Place consumables will be authorised by the Town Clerk/Finance Officer.
- Goods will be received and checked by the staff officers and the invoice passed for payment to the Finance Officer.
- Internal Audit provided by Heelis and Lodge, who check a sample of payments to ensure compliance with Standing Orders and Financial Regulations and that all payments are supported by vouchers, expenditure approved by Council as appropriate and VAT properly accounted for.
- The Council has an External Auditor and annual publication of accounts and financial records are made for public inspection prior to audit in accordance with legislation.

2.4 **Employment and control of staff and payroll:**

- Salaries are paid monthly on-line by payroll software, these are set up by the Finance Officer ensuring the correct salary is paid and the correct pension, tax and national insurance deductions are made. BACS payments are then set up by the Finance Officer and authorised by the Town Clerk checking that the payment agrees to the payslip.
- Variations to salaries, including any increases or bonus payments actioned, following approval by the Full Council
- Access to the payroll system is password-protected to ensure security of data.
- The Town Clerk, along with one or more councilors has permission to appoint members of staff and will report back to the Full Council. The Council approves the appointment, pay and terms and conditions of service of all employees. The Full Council approves all annual pay adjustments and changes to the national terms and conditions of service, including the wording of standard Contracts of Employment for all employees. (These are supplied by Croner)
- The Town Clerk has overall responsibility for the direction and activities of all staff employed by the Council
- Right Time Information is submitted to the HMRC through the payroll system.

2.5 **Council Bank Accounts:**

The Council maintains five bank accounts:

Main Current account – Unity Trust
 Wages account - Unity Trust
 Business savings account – Unity Trust
 CCLA savings account
 Redwood savings account

- The retained balance for the current account is £10,000 and is constantly checked by the Finance Officer to make sure that this is retained by transferring funds from the Business savings account. Similarly, the wages account balance is £500 and transfers from business savings account.
- The Finance Officer and Town Clerk are authorised to do these transactions.
- All banking arrangements and alterations to banking services approved by Full Council and recorded in the minutes.

2.6 Bank reconciliations:

- Bank reconciliations are carried out monthly by the Finance Officer and make sure that they agree to the monthly bank statements. These are then signed off by the Town Clerk/RFO. They are presented to Full Council each month and Finance Committee when requested. Sample checks are made by the Internal Scrutineer and Internal Auditor.

2.7 Scrutineer:

- A nominated Councillor will be appointed as a Scrutineer (not an authorised signatory) auditing the accounts and checking bank reconciliations on a quarterly basis.
- A sample of payments and income, including markets and burials are be picked quarterly to make sure they have been dealt with correctly, have an audit trail and signed accordingly.

2.8 Reporting to Members:

- A list of payments and receipts for the current month is reported at the monthly Council meeting.
- A list of expenditure to date for the current month is reported at the monthly Council meeting.

2.9 Other Risks:

- The Council Offices are protected by a fire alarm, secured by an intruder alarm and CCTV. All office staff have keys to get into the building and office.
- Important documentation is stored in a locked vestibule.
- Office staff are trained in matters concerning Freedom of Information and Data Protection.
- All computers are individually password protected
- Data files are stored on a cloud-based server, protected with individual passwords
- In the Town Clerk's absence, due to sickness or annual leave of more than one week, the Assistant Town Clerk assumes the role of Town Clerk and the Finance Officer assumes the role of Responsible Finance Officer. To enable work to be completed, extra hours will be available to the office staff. These will be monitored by the Mayor and Deputy Mayor on a weekly basis and reported to the monthly Town Council Meeting. If needed a trained locum will be sourced.
- In the Town Clerk's long-term absence, the Finance Officer assumes the position of RFO in accordance with S16 of the Standing Orders or a trained locum will be sourced.
- The regular input of financial information will be undertaken by employing a temporary office assistant if required.
- The Town Clerk has overall financial control. The Town Clerk will hold the official role of RFO and has financial responsibility including budget preparation and annual accounts. The Finance Officer helps her with these tasks. This is subject to review if circumstances change.
- If deemed appropriate due to extensive absence, then additional hours will be commissioned through engaging in a trained locum for the Town Clerk and Responsible Finance Officer positions.
- During prolonged absences the Town Council will ensure hours worked fall within the remit of the Working Times Directive or any other legislation that pertains.
- In the event of other staff members' absence responsibilities will be distributed amongst remaining staff, coordinated by the Town Clerk as appropriate
- There is no provision within the Council's budget for long-term sickness cover for any member of staff. In the event of a long-term absence the Council may consider the use of the Reserves.
- The Town Clerk is the appointed Health & Safety Officer.

2.10 Financial risk management through insurance:

- Staff Fraud - Potential losses arising as a result of dishonesty by staff (fraud) are managed through the Fidelity Guarantee as part of the Council's insurance policy. The limit is equivalent to 50% of the reserves plus 50% of the annual budget.

2.11 Assets:

- These are managed through the Council's insurance and are reviewed annually.

Clerk's Report:

January 2026:

- Community Payback started just after Christmas and have already cleared two allotments, which have now been reallocated. They will be helping out fortnightly for the foreseeable future.
- Monday 26th January 2026 saw our 'kick off' meeting with Coastal Media for the Town Ambition Programme in North Walsham.
- On Thursday 22nd January 2026 a meeting was held with a number of local parish clerks (North Walsham East & West areas). As you will see from the report that is later on in the agenda, our services are very much in demand.
- SLCC Practitioner's Conference starts on Tuesday 27th which the Town Clerk is attending.
- CCTV went down last week, but has since been remedied. It was found that an electrical box in the alleyway had been forced open and interfered with. This has now been fixed and secured, with CCTV now working as normal.
- The posts have been erected in the Trackside Park ready for the new defibrillator to be installed.
- As you may have seen on social media, the Grounds Team have begun some of the urgent tree works.
- During the last week in January the Market Cross will begin being serviced and restored. The weather vane will be removed, restored and then replaced, along with an internal service and any other repairs that are needed.

REMINDER for volunteers for our events in 2026!



NORTH WALSHAM TOWN COUNCIL

Minutes of the Development & Amenities Meeting

held on Tuesday 18th November 2025 at Cedar House, New Road, North Walsham NR28 9DE

Present:

Town Councillors: R Smith (RS), H Richardson (HR), E Seward (ES), B Wright (BW), T Scannell (TS)

Town Clerk: Wendy Murphy

Grounds Manager: James Dennis

Members of Public: 0

1. APOLOGIES FOR ABSENCE

P Brand, J Reid

2. DECLARATIONS OF INTEREST

To receive declarations of pecuniary or personal interests and consider requests for dispensations
None

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

(As per Standing Order 3t, to approve decisions/resolutions made as an accurate record)

The minutes dated 18th November 2025 which had previously been circulated were agreed and signed as a true record.

4. UPDATE ON MATTERS FROM PREVIOUS MINUTES

Decision/Action Log (Report attached)

5. PUBLIC FORUM

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

None

6. TO RECEIVE ANY UPDATES

James Dennis gave his Grounds Maintenance updates

7. TO RECEIVE AN UPDATE ON THE INVESTIGATION AT TRACKSIDE AND AGREE ANY DECISIONS

It was agreed to go down a legal route and go ahead and get the drain work at the skatepark done to make safe. The clerk will check to see if there is warranty in place and who the contract was with.

Initials:..... Date:.....

8. TO RECEIVE QUOTES FOR THE LEASE OF A NEW MAINTENANCE VEHICLE AND AGREE ANY DECISIONS

TS will gather more quotes and specifications and bring to Full Council

9. TO RECEIVE AND AGREE A NEW EVENT MANAGEMENT FORM

It was RESOLVED to accept the new form

10. TO REVIEW THE STREET LIGHT SURVEY AND AGREE ANY DECISIONS

It was RESOLVED to start looking at replacing the streetlights. The first two to look at would be the ones that were removed earlier this year. The costs would come out of the Street Furniture Reserve for 2026/2027

11. TO DISCUSS AND AGREE THE COLD WEATHER POLICY AND RECOMMEND FULL COUNCIL FOR ADOPTION

It was RESOLVED to recommend the policy to be adopted at Full Council

12. TO DISCUSS PURCHASING MORE GRIT BINS AND AGREE ANY DECISIONS

It was agreed for the clerk to arrange for a grit bin policy to be drafted showing the criteria for bin placements. RS will ask Highways when they last reviewed there plan for placement of grit bins.

13. TO RECEIVE THE LATEST TREE SURVEY AND AGREE ANY DECISIONS

It was Agreed to accept the Tree survey and recommendations from the Tree Specialist the felling of dead and diseased trees will commence in March

14. TO REVIEW THE CCTV POSITIONING AND AGREE ANY DECISIONS

It was agreed for a camera to go downstairs in Cedar House and one to go in the War Memorial Park looking over the back of the community center. The Clerk will check that all DPIA documentation is in place.

15. TO REVIEW THE FOLLOWING POLICIES

Cemetery Rules and Regulations
Grass Verge Cutting Procedure
Outdoor Advertising Policy
Tree Management Policy

All polices were reviewed and will be recommended for council to approve

16. TO RECEIVE AN UPDATE ON THE REFUSE BINS BEHIND CEDAR BARN AND AGREE ANY DECISIONS

It was resolved to make a bin area in the war memorial bark for Poppies bin near Farman Avenue

17. TO DISCUSS PURCHASING THREE DOG BINS – 1 HOWLETT CLOSE. 1 MARSHGATE AND 1 BLUEBELL ROAD

It was RESOLVED to agree to purchase 3 bins

18. ITEMS FOR THE NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY

Any Risk Factors

19. DATE OF NEXT MEETING

17TH March 2026

20. 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

It was RESOLVED to go ahead with Topple testing at the cemetery and to review all cemetery records to make sure they are correct.

Meeting closed 20.15

Initials:..... Date:.....

**North Walsham Town
Council
Cold Weather
Management
Policy**

North Walsham Town Council does not have a statutory duty to prepare for and deal with snow and ice (except around their own property) and although we do not have the resources to make a commitment to provide a snow clearing service we will endeavor to assist where practicable. This plan has been created to clarify what can be expected from the Town Council.

The Town Council is not responsible for gritting roads or the whole of the car parks including the carriageway of the Market Place.

WHERE GRITTING WILL / WILL NOT BE UNDERTAKEN BY THE TOWN COUNCIL

During periods of severe/persistent frost, ice or snow the Town Council will ENDEAVOUR to treat the following locations where the public have access.

- Market Place Paths
- Market Street Paths
- Church Street Paths
- Churchyard Paths
- Outside Cedar House
- Outside Post Office
- Path to Lidl's
- Path to Roy's
- North/South Cemetery Path
- Chapel Cemetery Path
- War Memorial Park Path
- Mouths of New Road, Vicarage Street and Bank Loke Car Parks

Ground staff will endeavor to grit/clear snow on arrival on site. Gritting and clearing to be carried out on a priority basis on a daily assessment.

If you feel your circumstances are such that you need assistance from the Town Council, please contact us and if possible, we will endeavor to assist.

It should be noted that in extreme weather conditions where transport is difficult or dangerous it may not be possible to treat the above-named locations as staff themselves may have difficulty in reaching the locations. It is also to be noted that in very low temperatures the effectiveness of salt is significantly reduced.

Property or land owned by the Town Council which will NOT be gritted by the Town Council.

- All allotment sites
- Outlying bus shelters

PPE

The Town Council will ensure all Ground staff have appropriate PPE which will include hi-vis waterproofs and boots.

Grit Bins.

Grit bins are purchased by the Town Council and filled by Norfolk County Council free of charge at the commencement of each winter period and again after New Year. Currently the bins are in the following areas:

4 a Market Street	Brick Kiln opp Harmer
Acorn Rd/Wool Drive	Brookes Drive – bus stop
Bacton Rd – Chapel Cemetery	Fairview Rd/Park Ave
Bradfield Close	Foxglove Close
Brick Kiln Opp Hollybush	Hamilton Close
Happisburgh Rd x 2	Manor Rd/A
Melbourne Rd	Millfield Rd/Station Rd
Mundesley Rd/St Marys	Oak Rd - bungalows
Queensway/Princes St	Plantation Rd/Brick Kiln Rd
Royston Green	Recreation Rd near the School
Sadlers Way x 2	Simpson Close
Wherry Close	White Horse Common

When North Walsham Town Council receive requests for additional grit bins the location, cost and need are considered by the Town Council for recommendation and agreed by the highways department.

The grit bins are available for any parishioners to use, to make the footpaths or roads safer in icy weather. Please only take the minimum amount that is required.

ROLE OF THE PRINCIPAL AUTHORITY – NORFOLK COUNTY COUNCIL - Website statement

We cannot grit all of Norfolk's 6,125-mile (9,857 km) road network because of the time it would take and the cost involved.

Priorities for gritting roads have been established based on the route hierarchy and level of use. The main roads will be gritted before other routes. Our three-hour gritting runs cover a total of approximately 2,200 miles (3,500 km) on A, B and some C class roads - commuter and major bus routes and as far as is possible one route into all villages. Some footways in the pedestrian areas of central King's Lynn, central Great Yarmouth and central Norwich are also treated as priority.

Highways England treats 143 miles of trunk roads including the A11 and A47.

[View the map of priority gritting routes](#)

Clearing your path or driveway - the snow code

Clearing snow and ice from the pavement outside your home or public spaces can help prevent slips and falls. Here's some handy advice issued by the Department for Transport. Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves. Follow the advice from the Department for Transport below to make sure you clear the pathway safely and effectively. And don't believe the myths - it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully.

Clear the snow and ice early in the day

It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So, if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Clear and prevent slips

- Pay extra attention to clearing snow and ice from steps and steep pathways - you might need to use more salt on these areas
- Use salt or sand - not water. If you use water to melt the snow, it may re-freeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery
- You can melt snow or prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square meter you clear should work. Don't use the salt found in salt bins - this will be needed to keep the roads clear unless your council advises otherwise. Please contact your local council for more advice.
- Be careful not to spread salt on plants or grass as it may damage them
- If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as effectively as salt, but will provide good grip underfoot

Take care where you move the snow

When you're shoveling snow, take care where you put it so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the center of the path to the sides.

Offer to clear your neighbour's paths

If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbour's are alright in the cold weather. If you're worried about them, try contacting their relatives or friends, or if necessary, the local council.

This Snow Code advice comes from the [Department for Transport](#).

Adopted by North Walsham Town Council

To be reviewed

Report by Town Clerk: Provision of NWTC Services to Local Parish Councils:

Full Council: Tuesday 27 January 2026

1. Introduction and Background

On Thursday 22 January 2026, Wendy Murphy, Town Clerk hosted an exploratory in-person meeting with clerks from surrounding parish councils. The purpose of the session was to discuss the potential formation of a 'North Walsham & Surrounding Parishes Clerks' Network' and to explore opportunities for greater collaboration, shared learning, and mutual support across councils.

A key theme arising from the discussion was the strong appetite for NWTC to make its knowledge, staff capacity, and operational services available to neighbouring parish councils, particularly where smaller councils face capacity, resilience, or affordability challenges.

This report seeks Full Council agreement in principle to allow NWTC to offer a range of services outward to local parish councils at a discounted rate below commercial market costs, supporting neighbouring councils while also generating additional income for NWTC.

2. Summary of the Clerks' Network Meeting (22 January 2026)

The meeting was well attended and extremely positive in tone. Key points included:

- Strong appetite for collaboration - Councils vary significantly in size, staffing, and capacity, meaning that different services will be valuable to different parishes at different times.
- All areas of support were needed - Informal access to shared knowledge would be valuable, alongside more practical service provision where required.
- A central discussion point was the opportunity for NWTC to offer its services to surrounding parish councils, making use of its existing staff expertise, contacts, and resources.

3. NWTC Offering Services to Other Parish Councils

A central discussion point was the opportunity for NWTC to offer its services to surrounding parish councils, making use of its existing staff expertise, contacts, and resources.

Attendees were strongly supportive of this approach, particularly where:

- Smaller councils struggle to secure locum clerks or RFO support
- Commercial contractors are prohibitively expensive
- Short-term or emergency cover is required

4. Scope and Limitations

At this stage, it is proposed that:

- The arrangement remains flexible and informal initially
- Each request for services would be assessed individually by the Town Clerk, subject to staff capacity and operational priorities
- Clear boundaries, pricing structures, and service descriptions would be developed via delegated authority to the Town Clerk following Council approval

5. Financial and Staffing Implications

- Services would be delivered on a chargeable basis.
- Pricing would be set to ensure no subsidy from NWTC residents. Income generated would help offset NWTC costs, contributing to financial sustainability without disadvantaging NWTC residents
- Services would only be provided where capacity allows, ensuring no detriment to NWTC's core functions.
- There is potential for modest additional income, improved staff utilisation, and enhanced regional working relationships.

6. Recommendation

Recommendation for the Full Council to agree that NWTC may offer its services to surrounding parish councils, with delegated authority to the Town Clerk to assess capacity, terms and guidance for service delivery, along with pricing structure.

Any significant expansion of this arrangement will be reported back to Full Council for further approval.