



# NORTH WALSHAM TOWN COUNCIL

## Minutes of the Council Meeting

held on Tuesday 16<sup>th</sup> 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 (PB)  
S Nichols (SN) P Welsh (PW)

**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.

1. **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
2. **DECLARATIONS OF INTERESTS & REQUESTS FOR DISPENSATIONS** - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)  
PH – Planning, ES – NWIB
3. **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 25<sup>th</sup> November are signed as a true record.
4. **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.
5. **TO RECEIVE MAYOR'S ANNOUNCEMENTS**  
No announcements were made
6. **CO-OPTION**  
It was **AGREED** to accept P Woods as a member; The declaration was signed in front of the clerk.
7. **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 of tomorrow. The algae on Church slope in North Walsham has been reported to NNDC

Signed: .....

Date: .....

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KL gave an update on NWIB grant application and their planting ambitions for North Walsham.

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 Millfield 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 16<sup>th</sup> 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 6<sup>th</sup> January 2026 6.30pm

Development & Amenities Committee – Tuesday 20<sup>th</sup> January 202 6.30pm

Full Council – Tuesday 27<sup>th</sup> January 2026 6.30pm

Meeting closed at 19.39



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## Minutes of the Council Meeting

held on Tuesday 27<sup>th</sup> January 2026 at Cedar House, 3 New Road, North  
Walsham NR28 9DE

### Present:

**Town Councillors:** B Wright (Chair) (BW) T Scannell (TS) L Eastwick (LE)  
E Seward (ES) H Richardson (HR) R Reid (RR)  
P Brand (PB) S Nicholls (SN) S Leavey-Kuhn (SLK)  
P Welsh (PWe)

**District Councillors:** M Gray (MG) (left at 7.13pm), L Shires (LS) (left at 7.13pm), K Leith (KL)

**County Councillor:** L Shires (LS) (left at 7.13pm), S Penfold (LS) (left at 6.56pm)

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

**Members of Public:** 0

The meeting opened at 18.30.

- 1. 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 R Smith (RS), J Reid (JR), and P Wood (PWo).
- 2. DECLARATIONS OF INTERESTS & REQUESTS FOR DISPENSATIONS** - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)  
ES – NWIB
- 3. 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 16<sup>th</sup> December 2025 are corrected and presented at the next Full Council meeting for signing.
- 4. TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**  
The Assistant Clerk gave the highlights of the Town Clerk's report which had already been distributed.
- 5. TO RECEIVE MAYOR'S ANNOUNCEMENTS**  
No announcements were made.
- 6. OPEN FORUM FOR PUBLIC PARTICIPATION**
  - 6.1. District Councillors**

LS – Has visited the local schools and confirms that the leaves/debris has been cleared away. The NNDC budget is through scrutiny. Awaiting more information on the new Sanders bus depo.  
KL – Fragrant planting of the Church Slope by NWIB has been completed. Winter flowering cherries and pots have been ordered for the Market Place and Millfield School will be helping to plant them on 17<sup>th</sup> March.  
MG – Updates regarding Community Speedwatch. Will be having a meeting with Mobile Network providers to discuss about emergency signal in rural areas.



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### 6.2. County Councillors

SP – Due to LGR the government intends to cancel the May NCC elections. Highways have agreed to extend the double yellow lines on Millfield Road subject to finding external funds of £9k. SP happy to contribute from members fund between £3-6k but NWTC will need to contribute some too. The £3-6k also needs to include a contribution to Kings Arms Street. Has requested repairs on the Millfield Road and Station Road round about.

LS – Also happy to contribute from members fund (if there is anything left) towards Kings Arms Street. Update on Sainsburys streetlights, which are now lit but may need additional repair work. The Acorn Estate potholes and drain cover issues need to be reported individually to Highways for the time being. Discussion around the Recycling Centre figures, and it was suggested that they have a device there to assist people with making a booking rather than be turned away. Update on the grit bins: Norse had told NCC that all the North Walsham grit bins were filled, but this was not the case. Monitor grit bins from October each year to make sure that they are full before the wintertime.

### 6.3. Police

No report

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

None

## 7. FINANCE

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

7.2 Income since December meeting was noted

7.3 Bank Reconciliation up to 30/12/2025 was received

7.4 A summary of Receipts and Payments was received.

## 8. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

8.1. Correspondence: - None

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

None

## 9. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 16<sup>th</sup> DECEMBER 2025

- **PF/25/2748 12 Market Place, North Walsham, Norfolk, NR28 9BP**  
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
- **ADV/25/274912 Market Place, North Walsham, Norfolk, NR28 9BP**  
Display of non-illuminated fascia sign, window signs, directory of services, nameplate (opening hours) CCTV and ATM signage
- **PF/26/0120 17 Skeyton Road, North Walsham, Norfolk, NR28 0BT**  
Detached carport to side of dwelling



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- **PF/26/0109 25 Skepton Road, North Walsham, Norfolk, NR28 0BT**  
Single storey side extension to dwelling and detached garage to front

It was **RESOLVED** to respond to all as 'No Objection' (additional comment that ADV/25/274912 complies with the Market Place being a conservation area).

### **10. TO RECEIVE THE PUBLIC CONSULTATION QUESTIONS AND AGREE ANY DECISIONS OR CHANGES**

It was **RESOLVED** to proceed with these questions.

### **11. TO RECEIVE THE MINUTES FROM THE FINANCE MEETING AND RATIFY THE DECISIONS MADE**

Minutes received, and short summary of policy changes agreed at Finance & Grants Committee given by ES. It was **RESOLVED** to ratify all decisions.

### **12. TO RECEIVE THE MINUTES FROM THE DEVELOPMENT AND AMENITIES MEETING AND RATIFY THE DECISIONS MADE**

Minutes received and a short summary of policy changes agreed at Development & Amenities Committee was given by BW. Discussion around costings for new 'Cold Weather Policy'. It was **RESOLVED** to ratify all decisions, with the Cold Weather Policy being agreed in principle subject to costings.

### **13. TO RECEIVE FURTHER QUOTES FOR LEASING A VAN AND MAKE ANY DECISIONS**

Quotations still being sought. Discussions around vehicle specification and maintenance/servicing agreements. It was **RESOLVED** to give delegated authority to the Town Clerk to go ahead with a purchase lease, provided the deposit can be taken from the £10k vehicles ear-marked reserve, and the monthly cost is what was budgeted for 2026/27. If costs are significantly higher, then this needs to be brought back to full council for further discussion.

### **14. TO RECEIVE A REPORT ON THE NORTH WALSHAM & SURROUNDING AREAS CLERK'S NETWORK MEETING AND AGREE ANY DECISIONS**

Report received and discussed. Questions raised around tax and insurance implications for contracting services out (particularly in relation to use of large vehicles). It was **RESOLVED** to agree this in principle, but further enquiries need to be made and then brought to the Finance & Grants Committee for discussion.

### **15. 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)

- Finance & Grants Committee member changes
- Developing the Business Plan
- Accessible wheelchair-friendly benches at the parks – to be taken to D & A Committee
- Costs for Millfield Road double yellow lines extension

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

Full Council – Tuesday 24<sup>th</sup> February 2026 6.30pm  
Finance – Tuesday 3<sup>rd</sup> March 2026 6.30pm  
Development & Amenities 17<sup>th</sup> March 2026 6.30pm  
Annual Town Meeting 9<sup>th</sup> April 2026 7pm

Meeting closed at 20.10

Signed: .....

Date: .....

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## Clerk's Report:

### February 2026:

- Community Payback have been working hard at the cemetery. Their next job will be cleaning the tennis courts. They are not with us until 10<sup>th</sup> March and then will be every other week for the foreseeable future.
- The “Discover North Walsham” campaign is progressing and there have been two meetings with local businesses to get their feedback. The Thursday and Sunday Markets will have a relaunch on the last week of March and a few of the businesses will be having stalls. There will be a town clean up day on 14<sup>th</sup> March, and the public and business owners/landlords will be asked to attend. It would be nice and show community spirit if we could all get involved (ie councillors and staff). The website and social media will be launched as well with a photographer and videographer being booked.
- A few local parish clerks (North Walsham East & West areas) have come and asked for help with playground inspections and grass cutting. We are tax exempt for this service, and I am looking into the Insurance implications.
- The van is back on the road after going to the local garage. There was a problem with the wiring loom. I will be looking at the quotes received for a new van. This needs to be within budget. As there is not an urgent need for this, I will get a report together to take to Development & Amenities meeting.
- The grounds team attended an incident at the Memorial Park and helped with an emergency vehicle that had become deeply stuck in the mud. A thank you has been received from East of England Ambulance Service for their professionalism and skill on dealing with this with such a positive attitude. The email confirmed that the support made a significant difference and the two people involved are a credit to the council
- CCTV and lights went down at the Trackside and have now been rectified
- The Defibrillator at the Trackside has now been fitted
- The Planning application has been submitted for the Flagpole outside Cedar House
- The work at Trackside skatepark has been completed and I am now speaking to our insurance company to see how we progress with making a claim as Gravity have not returned any emails or telephone calls
- I attended the SLCC Practitioners conference which I found very informative and learnt new skills and was made aware of new legislations that are coming into force concerning freedom of information requests and standards for councillors
- I have put myself forward to be a Clerk Advisor on the Norfolk ALC advisory board
- Jess and I will be attending the NPTS Spring Seminar on the 10<sup>th</sup> March 2025 where there will be key speakers and breakout sessions

- The Public Consultation is this week, please make sure that you fill this in and make sure that anybody you know does as well. “Spread the Word”
- There is a programme of wayfinding and signage for North Walsham being proposed. NNDC has funding for Phase 1 which will be fingerposts at Vicarage Street, Market Place – New Road and Market Place. There are 5 phases in all but further funding will be needed for these. The signs are being manufactured and will be in place shortly
- I am attending Norfolk’s Market Town Conference run by Norfolk County Council on Thursday 19<sup>th</sup> February at Thursford. I have been asked to be a panellist speaking about the collaboration with NNDC and NCC on High Streets Matter and Town Ambition Programme which we have received a grant from both to help our High Street.

**REMINDER for volunteers for our events in 2026!**

# North Walsham Town Council

18 February 2026 (2025-2026)

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
754	Admin Annual Commitments	02/02/2026		Unity Trust Account		Licence	NNDC	X	70.00		70.00
751	Admin Leases & Agreements	02/02/2026		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	120.84	24.17	145.01
725	General Repairs/Maintenance	02/02/2026		Unity Trust Account		Equipment	Screwfix	S	26.31	5.27	31.58
753	General Running Costs	02/02/2026		Unity Trust Account		Advertising	SR Print & Design Ltd	S	31.45	6.29	37.74
753	Advertising	02/02/2026		Unity Trust Account		Advertising	SR Print & Design Ltd	S	55.00	11.00	66.00
728	General Streetlights	02/02/2026		Unity Trust Account		Electricity	Total Energies	S	495.81	99.17	594.98
755	General CCTV	02/02/2026		Unity Trust Account		CCTV	Anglia Technology	S	97.50	19.50	117.00
729	Chapel Running Costs	02/02/2026		Unity Trust Account		Electricity	Total Energies	L	26.90	1.35	28.25
758	Miscellaneous	03/02/2026		Unity Trust Account		Website	Coastal Media Limited	S	5,625.00	1,125.00	6,750.00
766	General Repairs/Maintenance	05/02/2026		Unity Trust Account		Tree's	Phil Scott	X	1,980.00		1,980.00
772	Miscellaneous	11/02/2026		Unity Trust Account		Christmas Tree	Salle Estate Christmas Trex	S	275.00	55.00	330.00
685	Admin Running Costs	19/02/2026		Unity Trust Account		Equipment	Espo	S	43.10	8.62	51.72
722	Admin Running Costs	23/02/2026		Unity Trust Account		IT	Nitro	X	137.88		137.88
769	Admin Running Costs	23/02/2026		Unity Trust Account		Keys	A & M Shoes Limited	X	6.30		6.30
745	Admin Annual Commitments	25/02/2026		Unity Trust Account		Advertising	Visit North Norfolk	S	995.00	199.00	1,194.00
748	Admin Running Costs	25/02/2026		Unity Trust Account		Milk/Tea/coffee etc.	Various	Z	0.95		0.95
750	Admin Running Costs	25/02/2026		Unity Trust Account		Training	Hilton	S	122.67	24.53	147.20
752	Admin Running Costs	25/02/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	35.70	7.14	42.84
767	Admin Leases & Agreements	25/02/2026		Unity Trust Account		CCTV	Anglia Technology	S	419.79	83.96	503.75
730	Admin Leases & Agreements	25/02/2026		Unity Trust Account		Photocopier	Office Flow	S	35.29	7.06	42.35
746	Admin Leases & Agreements	25/02/2026		Unity Trust Account		Water	CoolerAid	S	122.50	24.50	147.00
741	Admin Training	25/02/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	S	56.00	11.20	67.20
742	Admin Training	25/02/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	S	56.00	11.20	67.20
759	General Running Costs	25/02/2026		Unity Trust Account		Equipment	Ernest Doe	S	20.83	4.17	25.00
760	General Running Costs	25/02/2026		Unity Trust Account		Equipment	Ernest Doe	S	58.92	11.78	70.70
761	General Running Costs	25/02/2026		Unity Trust Account		Equipment	Ernest Doe	S	8.33	1.67	10.00
768	General Running Costs	25/02/2026		Unity Trust Account		Maintenance	Travis Perkins	S	50.30	10.06	60.36
774	General Running Costs	25/02/2026		Unity Trust Account		Fuel	Fuel Genie	S	61.95	12.39	74.34
724	General Running Costs	25/02/2026		Unity Trust Account		Equipment	Screwfix	S	5.82	1.17	6.99
724	General Running Costs	25/02/2026		Unity Trust Account		Equipment	Screwfix	Z	67.14		67.14
743	General Running Costs	25/02/2026		Unity Trust Account		Equipment	CT Baker	S	143.38	28.68	172.06
744	General Running Costs	25/02/2026		Unity Trust Account		Equipment	CT Baker	S	18.30	3.66	21.96
752	General Running Costs	25/02/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	100.00	20.00	120.00
756	Advertising	25/02/2026		Unity Trust Account		Advertising	Just Regional	S	210.00	42.00	252.00

## PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
773	Other Events	25/02/2026		Unity Trust Account		Events	Ruby Flames Entertainmen	X	325.00		325.00
776	Other Events	25/02/2026		Unity Trust Account		Advertising	SR Print & Design Ltd	S	324.00	64.80	388.80
779	Other Events	25/02/2026		Unity Trust Account	TRACKSIDE	Events	Gaming Events 2 U Ltd	X	50.00		50.00
771	Admin Training	25/02/2026		Unity Trust Account		Training	High Speed Training Ltd	S	40.00	8.00	48.00
777	Admin Training	25/02/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	S	41.60	8.32	49.92
778	Admin Training	25/02/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	S	24.00	4.80	28.80
775	Admin Training	25/02/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	S	41.60	8.32	49.92
780	General Running Costs	25/02/2026		Unity Trust Account		Planning	Planning Applications Engle	X	294.00		294.00
780	General Running Costs	25/02/2026		Unity Trust Account		Planning	Planning Applications Engle	S	70.83	14.17	85.00
783	General Running Costs	25/02/2026		Unity Trust Account		Keys	A & M Shoes Limited	X	40.00		40.00
785	Advertising	25/02/2026		Unity Trust Account		Advertising	Just Regional	S	210.00	42.00	252.00
784	General CCTV	25/02/2026		Unity Trust Account		CCTV	Cozens (UK) Ltd	S	25.00	5.00	30.00
781	Chapel Running Costs	25/02/2026		Unity Trust Account		Electricity	Corona Energy	L	8.08	0.41	8.49
782	General Vehicles	25/02/2026		Unity Trust Account		Vehicles	A B Autos	S	135.00	27.00	162.00
770	Cemetery Capital	25/02/2026		Unity Trust Account		Maintenance	Mark Lester	X	4,347.00		4,347.00
<b>Total</b>									<b>17,556.07</b>	<b>2,042.36</b>	<b>19,598.43</b>

# North Walsham Town Council

18 February 2026 (2025-2026)

## RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
323	28/01/2026		Unity Trust Account		Allotments	Unity Trust	X	10.12		10.12
323	28/01/2026		Unity Trust Account		Allotments	Unity Trust	X			
324	30/01/2026		Unity Trust Account		Sunday Market	Tropic with Tara	E	10.00		10.00
328	04/02/2026		Unity Trust Account		Market tolls	Four Seasons Fruit & Veg	E	115.20		115.20
327	04/02/2026		Unity Trust Account		Allotments	Unity Trust	X	13.16		13.16
329	06/02/2026		Unity Trust Account		Market tolls	Carmichael Fishmongers	E	97.28		97.28
334	06/02/2026		Unity Trust Account		Rental	Poppies Nursery	E	420.00		420.00
330	09/02/2026		Unity Trust Account		Market tolls	Candy K Creates	E	12.00		12.00
331	09/02/2026		Unity Trust Account		Market tolls	Candy K Creates	E	12.00		12.00
333	10/02/2026		Unity Trust Account		Market tolls	Lillys Boutique	E	57.60		57.60
332	11/02/2026		Unity Trust Account		Donation	Poppies Nursery	X	50.00		50.00
335	12/02/2026		Unity Trust Account		Market tolls	Elite Plants	E	199.68		199.68
336	12/02/2026		Unity Trust Account		Market tolls	Youngs, S	E	49.92		49.92
<b>Total</b>								<b>1,046.96</b>		<b>1,046.96</b>



# North Walsham Town Council

## Summary of Receipts and Payments

18 February 2026 (2025-2026)

All Cost Centres and Codes

### Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7005	Admin Precept	46,330.00	46,330.00				(0%)	
7010	Admin Annual Commitments				15,000.00	15,350.06	-350.06 (-2%)	
7020	Admin New Equipment				2,000.00	925.10	1,074.90 (53%)	
7030	Admin Repairs/Maintenance				330.00	45.77	284.23 (86%)	
7040	Admin Running Costs				10,500.00	11,929.03	-1,429.03 (-13%)	
7060	Admin Leases & Agreements				17,000.00	22,188.97	-5,188.97 (-30%)	
7070	Admin Sundries						(N/A)	
7080	Admin Interest/Bank Charges	15,000.00	13,925.69	-1,074.31		300.60	-1,374.91 (-9%)	
10440	Admin Training				8,500.00	8,366.20	133.80 (1%)	
10442	Legal				7,000.00	12,607.15	-5,607.15 (-80%)	
10448	VAT RECLAIM						(N/A)	
<b>SUB TOTAL</b>		<b>61,330.00</b>	<b>60,255.69</b>	<b>-1,074.31</b>	<b>60,330.00</b>	<b>71,712.88</b>	<b>-11,382.88</b>	<b>-12,457.19 (-10%)</b>

### Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3005	Amenities Precept	5,000.00	5,000.00				(0%)	
3010	Amenities Annual Commitments				2,000.00	2,020.97	-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 (22%)	
<b>SUB TOTAL</b>		<b>5,000.00</b>	<b>20,537.94</b>	<b>15,537.94</b>	<b>21,000.00</b>	<b>16,742.87</b>	<b>4,257.13</b>	<b>19,795.07 (76%)</b>

### Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2010	Cemetery Annual Commitments				4,000.00	3,697.80	302.20 (7%)	
2030	Cemetery Repairs/Maintenance					52.77	-52.77 (N/A)	
2040	Cemetery Running Costs				7,500.00	11,534.08	-4,034.08 (-53%)	
2300	Cemetery Interments	12,000.00	14,554.00	2,554.00			2,554.00 (21%)	
2350	Cemetery Memorials	5,000.00	3,818.71	-1,181.29		1,339.51	-2,520.80 (-50%)	
10408	Cemetery Allotments	400.00	326.90	-73.10			-73.10 (-18%)	
<b>SUB TOTAL</b>		<b>17,400.00</b>	<b>18,699.61</b>	<b>1,299.61</b>	<b>11,500.00</b>	<b>16,624.16</b>	<b>-5,124.16</b>	<b>-3,824.55 (-13%)</b>

### Cemetery Capital

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
104431	Cemetery Capital					31,399.53	-31,399.53 (N/A)	
<b>SUB TOTAL</b>						<b>31,399.53</b>	<b>-31,399.53 (N/A)</b>	

**North Walsham Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

18 February 2026 (2025-2026)

**Cemetery Chapel**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10429	Chapel Repairs/Maintenance				1,000.00	45.77	954.23	954.23 (95%)
10430	Chapel Running Costs				500.00	380.55	119.45	119.45 (23%)
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%)
<b>SUB TOTAL</b>		<b>2,500.00</b>	<b>2,500.00</b>		<b>2,500.00</b>	<b>426.32</b>	<b>2,073.68</b>	<b>2,073.68 (41%)</b>

**EARMARKED RESERVES**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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)
<b>SUB TOTAL</b>			<b>11,703.31</b>	<b>11,703.31</b>				<b>11,703.31 (N/A)</b>

**General**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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	9,837.26	-1,837.26	-1,837.26 (-22%)
40	General Running Costs				5,700.00	7,400.83	-1,700.83	-1,700.83 (-29%)
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	5,297.00	10,703.00	10,703.00 (66%)
10437	General Vehicles				5,000.00	6,915.40	-1,915.40	-1,915.40 (-38%)
<b>SUB TOTAL</b>		<b>80,700.00</b>	<b>80,700.00</b>		<b>71,200.00</b>	<b>35,207.16</b>	<b>35,992.84</b>	<b>35,992.84 (23%)</b>

**Market**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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	376.21	1,623.79	1,623.79 (81%)
5800	Market Market Tolls	13,000.00	8,312.53	-4,687.47		85.00	-85.00	-4,772.47 (-36%)
5850	Market Sunday market	400.00	635.00	235.00				235.00 (58%)
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)
<b>SUB TOTAL</b>		<b>18,400.00</b>	<b>10,009.75</b>	<b>-8,390.25</b>	<b>2,300.00</b>	<b>2,092.38</b>	<b>207.62</b>	<b>-8,182.63 (-39%)</b>

**North Walsham Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

18 February 2026 (2025-2026)

**Miscellaneous**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9501	Miscellaneous		1,200.00	1,200.00		27,030.71	-27,030.71	-25,830.71 (N/A)
<b>SUB TOTAL</b>			<b>1,200.00</b>	<b>1,200.00</b>		<b>27,030.71</b>	<b>-27,030.71</b>	<b>-25,830.71 (N/A)</b>

**Other**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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		7,893.90	-7,893.90	-6,318.90 (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		484.61	484.61	15,000.00	23,340.98	-8,340.98	-7,856.37 (-52%)
10426	Other Donation				7,000.00	7,050.00	-50.00	-50.00 (-0%)
<b>SUB TOTAL</b>		<b>29,500.00</b>	<b>31,759.61</b>	<b>2,259.61</b>	<b>29,500.00</b>	<b>42,452.34</b>	<b>-12,952.34</b>	<b>-10,692.73 (-18%)</b>

**Poppies**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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		4,620.00	4,620.00		407.66	-407.66	4,212.34 (N/A)
<b>SUB TOTAL</b>			<b>4,620.00</b>	<b>4,620.00</b>		<b>10,625.92</b>	<b>-10,625.92</b>	<b>-6,005.92 (N/A)</b>

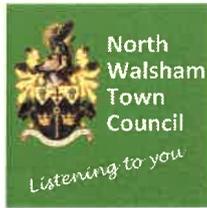
**Salaries**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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%)
<b>SUB TOTAL</b>		<b>260,000.00</b>	<b>260,000.00</b>		<b>270,200.00</b>	<b>345,800.00</b>	<b>-75,600.00</b>	<b>-75,600.00 (-14%)</b>

**Trackside/Skatepark**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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	2,963.29	-2,363.29	-2,363.29 (-393%)





**North Walsham Town Council**

**INTERNAL SCRUTINEER'S REPORT**

**FOR THE QUARTER PERIOD:**

*OCT - DEC 2025*  
 .....

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

<b>Check required</b>	<b>Date Check Completed</b>	<b>Result</b>	<b>Report Result to Council Meeting</b>
<b>Bank Reconciliation of accounts -</b>  Unity Trust Account Main Unity Trust Instant Saver Unity Trust Wages Redwood Savings CCLA  Undertaken once a month & checked by Clerk	<i>14/1/26</i>	<i>OK</i>	
<b>INCOME:</b> Invoices, Receipts, Paying in Slips and Bank Statements checked	<i>14/1/26</i>	<i>OK</i>	
<b>EXPENDITURE:</b> Invoices and Bank Statements for –  1) Payments by BACS/ Direct Debits/ Standing Orders/ Credit Cards/ Cheques 2) Staff Salaries 3) Pension/ HMRC Returns	<i>14/1/26</i>	<i>OK</i>	

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

Signed: 

Name: *Paul Heintzel* Date: *14/01/26*

Check required	
Payment	513 online playground £252 - Credit note for return . Actual 2164 ✓ OK,
Payment	494 Fuel Genie £262.34 ✓ OK.
Payment	571 Croner £220.69 ✓ OK.
Payment	588 Ernest Doe £209.63 ✓ OK.
Payment	644 Lee West Plumbing £1422. Paid with a second invoice . ✓ OK
Payment	665 Total Energy £230.01 ✓ OK
Receipt	246 Puppies £20 ✓ OK.
Receipt	223 Four Seasons Fruit (Cant) £146 ✓ OK
Receipt	249 Memorial £1233 ✓ OK.
Receipt	289 Memorial £127 ✓ OK
Receipt	273 Market-Ton £72.95 ✓ OK.
Receipt	302 Intermet (Coor) £137 ✓ OK.

NNDC Ref: PF/26/0240  
Date: 10th February 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: Proposed single storey side extension

Location: 18 Wells Avenue, North Walsham, Norfolk, NR28 0TE

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=T9X8STLNGFM00>

If your Council would like to offer comments on the application, please do so by 03/03/2026 via our website or by emailing [planning.consultation@north-norfolk.gov.uk](mailto: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](mailto:harry.gray@north-norfolk.gov.uk)  
01263 516244

NNDC Ref: ADV/26/0280  
Date: 13th February 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: Flag pole to fly flags to represent national dates and Royal Birthdays

Location: Land Outside, The Cedars, 3 New Road, North Walsham, Norfolk, NR28 9DE

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=TA1DIILNGHE00>

If your Council would like to offer comments on the application, please do so by 06/03/2026 via our website or by emailing [planning.consultation@north-norfolk.gov.uk](mailto: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](mailto:nicola.wray@north-norfolk.gov.uk)  
01263 516188

NNDC Ref: PF/26/0067  
Date: 28th January 2026

Contact: Mr Joseph Barrow

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

**Planning Consultation**  
North Walsham

Proposal: Proposed Pumping station and associated infrastructure

Location: Land South Of , Norwich Road , North Walsham,

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=T8SXFELNG7H00>

If your Council would like to offer comments on the application, please do so by 18/02/2026 via our website or by emailing [planning.consultation@north-norfolk.gov.uk](mailto: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 Joseph Barrow (Senior Planning Officer)  
[joseph.barrow@north-norfolk.gov.uk](mailto:joseph.barrow@north-norfolk.gov.uk)  
01263 516285



# NORTH WALSHAM TOWN COUNCIL

## Website Accessibility Statement

Adopted by the Council at its meeting held on 29.9.20

### Website Accessibility Statement

This accessibility statement applies to North Walsham Town Council's website.

This website is run by North Walsham Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 150% without the text spilling off the screen

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

### How accessible this website is

We know some parts of this website are not fully accessible:

- the text will not reflow in a single column when you change the size of the browser window
- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software and some very old documents are in Word rather than PDF format
- some of the documents relating to the year-end accounts are scanned documents and therefore not accessible
- the Contact magazine is produced by an outside body and is not fully accessible
- the advert from WIX at the top of the screen contains poor contrast
- there are two grant application forms on the website, one for grants from the Parish Council and one for grants from Saxlingham United Charities. Both are included in PDF and Word format

### Feedback and contact information

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille, please contact [info@northwalsham-tc.gov.uk](mailto:info@northwalsham-tc.gov.uk)

### Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, please contact [info@northwalsham-tc.gov.uk](mailto:info@northwalsham-tc.gov.uk)

## Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the ‘accessibility regulations’). If you’re not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

## Technical information about this website’s accessibility

North Walsham Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

## Compliance status

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.2 AA](#) standard, due to the non-compliances listed below.

## Non-accessible content

The content listed below is non-accessible for the following reasons.

### **Non-compliance with the accessibility regulations**

Some of our PDFs and Word documents are essential to providing our services. For example meeting and policy documents. All documents published from September 2020 onwards are accessible PDFs wherever possible.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they’re not essential to providing our services. For example, we do not plan to fix old meeting documents such as agendas and minutes.

## Preparation of this accessibility statement

This statement was last reviewed in February 2026

This website was last tested on 1<sup>st</sup> February 2026 when we tested all pages.



# NORTH WALSHAM TOWN COUNCIL

## Information & Technology (IT) Policy

Adopted by the Council at its meeting held on .....

### Introduction

Each council will have its own IT setup and, as such, a single 'one-size-fits-all' IT policy is unlikely to be appropriate. Some smaller parish councils may operate with minimal equipment, while others may manage multiple devices connected to a central server. These guidelines are intended to help councils identify key considerations when developing or updating their own IT policy.

Councils that use external IT providers should ensure their policies accurately reflect current practices and contractual arrangements.

### Purpose of the IT Policy

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

### Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

## Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

## Computer use

### 1.1 Hardware

- 1.1.1** Council computer equipment is provided for council purposes only.
- 1.1.2** Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.
- 1.1.3** All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.
- 1.1.4** Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.
- 1.1.5** All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.
- 1.1.6** Equipment should not be dismantled or reassembled without seeking advice.
- 1.1.7** Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.
- 1.1.8** Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the town clerk.
- 1.1.9** Any faults or necessary repairs must be reported to the clerk.

## Equipment

### 2.1 Portable equipment

- 2.1.1** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.
- 2.1.2** It is particularly emphasised that council back-up procedures specific to portable

equipment should be followed at all times.

- 2.1.3 All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.
- 2.1.4 It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.
- 2.1.5 Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.
- 2.1.6 If an item of portable equipment is lost or damaged this should be reported to the clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first £100 of the loss/damage.
- 2.1.7 To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.
- 2.1.8 Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).
- 2.1.9 In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the clerk.

## 2.2 Use of own devices

- 2.2.1 Personal laptops and other computers or other devices should not be brought into work and used to access council IT systems during working hours, unless this has been authorised by the employee's line manager. This is to ensure that no viruses enter the system, to prevent time being wasted during working hours on personal use

and to assist in maintaining security, confidentiality, and data protection.

- 2.2.2 The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our servers, private clouds or networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored on the council's network or to store data on the council's server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.
- 2.2.3 However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties (such as external stakeholders) must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.
- 2.2.4 Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.
- 2.2.5 In cases of legal proceedings against the council or external stakeholders, the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.
- 2.2.6 Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.
- 2.2.7 Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:
- use a strong password (i.e. one which uses three random words (e.g. PurpleCandleRiver) or finger print (preferably the latter) to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after 3 failed login attempts;
  - configure their device(s) to automatically prompt for a password after a period of inactivity of more than 1 minute;

- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their IMEI number and the SIM number of the device as their provider will require this to deactivate it.

2.2.8 Personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

2.2.9 Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time. The following data must never be accessed or processed on a personal device:

2.2.10 If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

2.2.11 Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

2.2.12 Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the IT provider access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

2.2.13 Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a

device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

## Health and safety

- 3.1.1** Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.
- 3.1.2** The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's display screen equipment policy or health and safety policy.
- 3.1.3** Any VDU user who feels that their workstation requires changes to make it compliant must speak to the clerk.

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the clerk.

## Password and Authentication Policy

- 4.1.1** All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

#### **4.1.2 Access to Passwords**

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the chair of council, in a sealed envelope, only to be accessed in an emergency.

#### **4.1.3 Password Storage and Management**

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

#### **4.1.4 Password Change Requirements**

- Immediately change password if compromise is suspected.

#### **4.1.5 Password Access Control and Logging**

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

#### **4.1.6 Responsibility**

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

## **Monitoring**

**5.1.1** The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

**5.1.2** The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

**5.1.3** Monitoring of an employee's email and/or internet use will be conducted in

accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

- 5.1.4** The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.
- 5.1.5** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.
- 5.1.6** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.
- 5.1.7** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.
- 5.1.8** The council has software and systems in place that can monitor and record all internet usage. A daily log is kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual councillors, staff, and other authorised users. Records of internet use and sites visited will normally be retained for a period of six months.
- 5.1.9** The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.
- 5.1.10** Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.
- 5.1.11** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

## Remote working

- 6.1.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at an external stakeholders premises or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a non council premises unless arrangements have been made with a responsible person at a non council premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

**6.1.2** Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

**6.1.3** Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

## Email

**7.1.1** Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

**7.1.2** On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are

expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

- 7.1.3** These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask IT provider, rather than assuming they know the right answer.
- 7.1.4** All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.
- 7.1.5** Email messages sent on the council's account are for council use only. Personal use is not permitted.

## Use of the Internet

### Copyright

- 8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.
- 8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.
- 8.1.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).
- 8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.
- 8.1.5** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the clerk if unsure about anything.

## **8.2 Trademarks, links and data protection**

- 8.2.1** The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the clerk.
- 8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is available on the website.

## **8.3 Accuracy of information**

- 8.3.1** One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

## **Use of social media**

- 9.1.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.
- 9.1.2** Personal use of social networking/media are not permitted during working hours
- 9.1.3** The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks about external stakeholders would be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

- 9.1.4** To protect both the council and its interests, everyone is required to comply with the

following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on this site are my own and do not represent the positions or opinions of my employer/ the council.") Writers must not claim or give the impression that they are speaking on behalf of the council.
- Any employee who is developing a site or writing a blog that will mention the council, our current or potential plans, councillors, staff, and other authorised users, partners, must inform the clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential staff, including employees, councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or

proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.

- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the council, should be referred to the clerk.
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for council development purposes must ensure they provide the council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All such contacts will be considered council property and may be subject to disclosure upon request.

**9.1.5** Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

**9.1.6** It is important to note that external stakeholders contact details and information remain the property of the council. In addition, councillors, staff, and other authorised users leaving the council will be required to delete all council-related data including external stakeholders contact details from any personal device/equipment.

## Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.



# NORTH WALSHAM TOWN COUNCIL

## DATA PROTECTION IMPACT ASSESSMENT (DPIA)

(General Public Data Processing & CCTV Operations)

Adopted by the Council at its meeting held on .....

### Introduction

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This Data Protection Impact Assessment (DPIA) sets out how the Town Council identifies, assesses and mitigates risks associated with the processing of personal data relating to the general public and the operation of CCTV within the council office. The DPIA is undertaken in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The purpose of this DPIA is to ensure that all processing activities are necessary, proportionate and compliant with data protection legislation, and that risks to individuals' rights and freedoms are minimised.

### General Processing of Personal Data

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The Town Council processes personal data to fulfil statutory duties, respond to public enquiries, manage public participation at meetings, maintain official records, and deliver council services.

#### Description of processing:

- Data Subjects: Members of the public, residents, contractors and visitors.
- Categories of Data: Names, addresses, contact details, correspondence, service-related information and audio/video recordings of public meetings.
- Collection Methods: Email, telephone, online forms, written correspondence, in-person interactions, and meeting recordings.
- Storage: Secure council IT systems with controlled access.
- Access: Authorised staff, the Town Clerk and approved contractors under data-processing agreements.
- Retention: In accordance with the Council's Retention Schedule and statutory requirements.

Processing is primarily carried out under Public Task and Legal Obligation. Consent is used only where no other lawful basis applies.

Processing is necessary for the Council to carry out its statutory functions. Data collected is limited to what is required, retained only for appropriate periods and protected through secure systems and procedures.

#### Risks identified:

- Unauthorised access to personal data.
- Accidental disclosure.
- Excessive or unnecessary data collection.
- Inadvertent capture of personal data in meeting recordings.
- Retention beyond statutory or operational requirements.

#### Mitigation Measures:

- Role-based access controls.
- Staff training in data protection.

- Secure email and document-handling procedures.
- Data minimisation practices.
- Clear privacy notices and meeting recording announcements.
- Regular review of retention schedules.

Residual risk is assessed as Low, subject to ongoing monitoring.

## Press Releases CCTV System (Town Council Office)

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The CCTV system is installed to protect staff, visitors, property, deter crime and support the investigation of incidents within the Town Council office.

### Description of processing:

- Location: Inside the Town Council office.
- Recording: Continuous (24/7).
- Data Captured: Video images and audio.
- Data Subjects: Staff, visitors, contractors and members of the public.
- Storage: Secure digital recording system.
- Retention: 60 days, automatically overwritten unless required for an investigation.
- Access: Town Clerk and the police (where appropriate).

Processing is primarily carried out under Public Task and Legal Obligation. Consent is used only where no other lawful basis applies.

Continuous recording is necessary to ensure building security and provide evidence in the event of incidents. Cameras are positioned to avoid unnecessary intrusion. Retention is limited to 60 days, which is proportionate for investigative purposes.

### Risks identified:

- Unauthorised access to CCTV footage.
- Excessive monitoring.
- Retention beyond 60 days.
- Unauthorised disclosure of footage.

### Mitigation Measures:

- Restricted access to authorised personnel only.
- Password-protected system with audit trails.
- Clear signage informing individuals of CCTV use.
- Automatic deletion after 60 days.
- Footage is shared only with law enforcement or where legally required.
- Regular review of camera placement and system performance.

Residual risk is assessed as Low, provided that access controls and retention policies are maintained.

## Consultation, Review and Approval

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The Data Protection Officer (DPO) has been consulted on the processing activities and CCTV operations. Public consultation is not required due to the low-risk nature of the processing, but transparency is maintained through privacy notices and signage.

The DPO considers the processing activities and CCTV system to be compliant with UK GDPR requirements, subject to continued adherence to mitigation measures and periodic review.

## **Updates on the Easter Egg Hunt:**

February Full Council Meeting

There have been a few amendments required since this event was agreed upon in October 2025.

Following consideration of Martyn's Law, the decision was taken to move from a £4 per ticket charge to a free, ticketed event. Only the hunt element will require a ticket, with everything else being available on the wider park area. To make up the deficit of the ticket money, sponsorship & grants are being sought instead. This approach enables us to better control attendance numbers for safety and security purposes, while still ensuring the event remains accessible to families within the community.

In line with the need for appropriate containment and oversight, the location of the hunt has been changed to the Garden of Remembrance rather than being spread across the wider park as in previous years. This more contained setting will assist with stewarding, safeguarding, and overall event management, helping us to deliver a safe and well-organised event.

We have reached out to local businesses to seek sponsorship for the event using the charity number, with the intention that any donations or funds raised will be earmarked for new play equipment for the War Memorial Park. I am pleased to report that we have already begun receiving sponsorship support and engagement from the local business community has been positive.

The NWTC team will be providing affordable refreshments on the day as an additional fundraising initiative, and a donation bucket will also be available for those who wish to contribute further to the play equipment fund.

Risk assessments and event management plans have been prepared to ensure compliance with current safety guidance, and volunteer/staff roles will be clearly allocated to support smooth delivery on the day.

Overall, the aim is to provide a safe, inclusive, and enjoyable community event while also creating an opportunity to raise funds towards future improvements to the park's play facilities.

## Biodiversity Net Gain Land of Cromer Road – New Cemetery

I think that there are two options that are available for this site:

Option 1 - If we slightly amend the red line, on the plan this can be classed as a small development, which means you can use our [DIY tool](#), which will allow you to complete the entire BNG process (end-to-end) and which should be able to produce the whole metric sheet and all other required documents. No consultants will be necessary. The cost will be £995 inclusive of VAT (upon request a payment page can be sent directly to a client to pay)

Option 2 - Alternatively, you can use our premium service where a senior member of our team will complete the tool for you and will be on hand to help with all subsequent steps. The cost for this service will be £1250, inclusive of VAT

I would prefer to use option 2

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## UK Town of Culture

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From Economic Development <Economic.Development@north-norfolk.gov.uk>

Date Wed 2026-02-04 11:54

To Town Clerk <townclerk@northwalsham-tc.gov.uk>

Cc joseph@newstages.co.uk <joseph@newstages.co.uk>

Dear Wendy

You may have heard that the Government is encouraging towns to put themselves forward as UK Town of Culture by the end of March 2026. This is a significant accolade and the benefits that go with it are substantial. There is a category for small towns of under 20,000 people, so I am bringing this to the attention of towns across North Norfolk District. The link to the Government's web pages about this is here: [UK Town of Culture 2028 Expression of Interest: Guidance for bidders - GOV.UK](#)

It is anticipated that competition for this will be extremely strong, however the Government has pointed out that: *"Competing for the title, irrespective of whether or not a place wins, can have a hugely positive impact on the local community. It fosters a sense of local pride and strengthens collaboration among local partners."* It is also possible for towns to put together joint proposals, ie applicants might collectively consider their capability to meet the assessment criteria. This would mean that the burdens of putting together a bid might be shared, and benefits spread more widely.

Guidance for those intending to submit an Expression of Interest (EoI) has been published, and a list of Frequently Asked Questions is expected to follow shortly. The EoI form (accessed from the link above) asks bidders to include information on who the *lead bidder* is and who the *key partners* are. Definitions are provided of the *Accountable Body* and the *Delivery Body*. The District Council is keen to know whether any local towns are intending to make a bid, and if so, what role the Council will be requested to play, in order that we can consider any resource implications.

The guidance states that in the initial submission, detailed economic data, research, or in depth delivery plans will not be expected. It has been stressed that the most important thing at this early stage is to tell 'your story' – what it is that makes your town special. To help with the context of any bid, however, you may be interested in the North Norfolk Cultural Tourism Feasibility Study, which can be found here: [North Norfolk Culture+Tourism Feasibility Study 25Sep24 v6](#)

I am writing to each of the town clerks in North Norfolk and copying in relevant cultural organisations in those areas, but please feel free to pass this message on to others you think might be interested. If you are intending to submit an EoI and are seeking NNDC's support, please email Catherine Wedge-Clarke ([Catherine.Wedge-Clarke@north-norfolk.gov.uk](mailto:Catherine.Wedge-Clarke@north-norfolk.gov.uk)) before 28 February, stating the role you hope the District Council will play.

I wish you luck if you are submitting a bid and look forward to hearing your ideas.

Kind regards

*Liz Withington*