

Dereham Town Council
Finance & Governance Committee Meeting
Tuesday 3rd December 2024

Organisation	Amount of grant applying for	Total cost	Reason for Grant	Comment
Dereham Hospital (Charitable Fund)	£500	£700	4 Dementia clocks @£175 each – to support patients who have dementia with time orientation and anxiety. The clocks are easy to read and uncomplicated. The traditional style clock is familiar to patients bringing comfort and peace.	
Dereham Meeting Point	£1000	£14,000	Meeting point have secured £13,000 but are looking for additional funding for some new sensors, sign writing and additional seating. Meeting Point are hoping to run the minibus on donations from passengers in the first year, if this should be unsuccessful, they will apply for a licence to charge a small amount.	
Norfolk Community Law Service	£1000	£5000	To provide advice on: <ul style="list-style-type: none"> • Reducing & writing off debts • Helping clients to maximise their income through accessing the benefits they are entitled to. • To help families through complex and distressing family court system • Provide direct support to domestic abuse victims. • Immigration service helps clients establish their residency status 	

Hope for Tomorrow	£1296	£1296	The mobile cancer care units have limited space, making it almost impossible to display leaflets and brochures. Printed material becomes outdated very quickly and are not a priority for staff to update. Our proposal is to purchase smart TVs and install software that will allow information to be changed from one central location. The unit driver will only need to ensure that the TV is turned on. The TVs will play a series of digital promotional item on a continuous loop.	
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DEREHAM TOWN COUNCIL

APPLICATION FOR SMALL GRANT

NOTES TO THE APPLICATION FORM:

- If you need assistance completing any aspect of the form or wish to discuss your eligibility please contact the Town Clerk
- Please complete the form clearly and fully in BLACK ink and BLOCK CAPITALS
- You are advised to keep a copy of the completed form.
- After completing the form please send it to the address on the next page
- If successful, grant funding is paid via bank transfer

PLEASE COMPLETE ALL THE QUESTIONS ON THIS FORM

Name of organisation: Dereham Hospital (NCHRC Charitable fund)	
What are the main activities of your organisation: WE PROVIDE 20 BED INPATIENT SERVICES THROUGH CARE AND MULTI DISCIPLINARY REHABILITATION FOR DEREHAM PATIENTS. WE FUND EQUIPMENT THAT THE NHS CANNOT STRETCH TO - IMPROVING THE ENVIRONMENT FOR PATIENTS	
What are you requesting funding for: 4 DEMENTIA CLOCKS @ £175 EACH - TO SUPPORT PATIENTS WHO HAVE DEMENTIA WITH TIME ORIENTATION & ANXIETY. THE CLOCKS ARE EASY TO READ AND UNCOMPLICATED. THE TRADITIONAL STYLE CLOCK IS FAMILIAR TO PATIENTS BRINGING COMFORT & PEACE.	
How will the Dereham Community benefit from this funding: MANY PATIENTS ATTEND FROM DEREHAM & SURROUNDING COMMUNITY. WE ARE ALWAYS AT CAPACITY WITH 20 FULL BEDS WHICH ARE DISCHARGED & REPLACED CONTINUALLY. HELPING TO SUPPORT PATIENTS WITH INDIVIDUAL NEEDS.	
How much total funding do you need: £700	How many Dereham residents will benefit from this grant: OVER 100 P.A.
How much funding are you requesting from Dereham Town Council: £500	
How much funding are you requesting from other sources or providing yourself: £200 RAISED BY THE NURSES & CARE TEAM.	
If other funding has not been confirmed, what would happen if you did not receive all the funding requested from these other sources: WE CAN ONLY PURCHASE A SMALLER AMOUNT OF CLOCKS AND NOT ALL BAYS WILL HAVE ONE.	

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Name: Dereham Meeting Point	
What are you requesting funding for: We are asking for a one-off grant to support our Minibus in its first year Most people know the aim of the centre is to create a warm and friendly atmosphere with staff offering support whenever needed. It is an ideal stop-off point for a chat and welcome cup of tea or coffee whilst out shopping and refreshments are served throughout the day. Plus supporting adults with learning difficulties and those with dementia. In the years I have been involved in the Centre, I have experienced that the team who support the DPM are truly outstanding, fun, supportive, efficient, and committed to the community and now we are looking to expand the DMP with SALLY OUR HAPPY BUS !! This will provide such a lifeline for us and others in the Dereham Community We have raised the funds to buy a mini bus so that we can transport people from local villages into the Centre in Dereham.	
How will the Dereham Community benefit from this funding: The older members and adults with learning difficulties can use our Bus to transport them to and from the centre. Take them on trips and help them with dally transport tasks This will ease the pressure from the Dereham community car scheme	
The total cost of the project is £14,000	How many Dereham residents will benefit from this grant: We have over 100 members plus the bus will be available if other community Groups in Dereham would like to use it when it is free.
How much funding are you requesting from Dereham Town Council: £1000	
How much funding are you requesting from other sources or providing yourself: We have secured £13,000 from a benefactor and the Clan trust	

If other funding has not been confirmed, what would happen if you did not receive all the funding requested from these other sources:

We have secured the other funding and purchased the Minibus

Contact Name	
Address Including post code	Dereham Meeting point Jubilee Suite St Withburger Lane NR19 1ED
Position in the Organisation	Manager
Daytime Telephone No.	
Email	
Organisation's Bank Details	Account Name: HSBC Dereham High Street Sort Code: Account number:

Please confirm that your organisation has:

- A constitution YES
- A bank Account YES
- Adequate insurance for the activity you are proposing YES
- Where applicable, a risk assessment for the activities you are requesting a grant for, to include risks to children and vulnerable adults. YES

Dereham Town Council may request additional information, to view original documents or seek supporting evidence from third parties.

DECLARATION

I have authority to submit this application on behalf of the stated organisation and believe that all statements contained herein to be accurate to the best of my knowledge. I understand that if the information supplied is found to be false or seriously misleading, the Town Council may seek to recover any grant made.

Signed

Date 08-11.24

Please return this Application for Financial Assistance to:

DEREHAM TOWN COUNCIL

APPLICATION FOR SMALL GRANT

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PLEASE COMPLETE ALL THE QUESTIONS ON THIS FORM

Name of organisation: NORFOLK COMMUNITY LAW SERVICE

What are the main activities of your organisation:

WE PROVIDE QUALIFIED FREE LEGAL ADVICE TO THE MOST VULNERABLE MEMBERS OF SOCIETY AND FOR THOSE WHOM, WITHOUT OUR HELP, WOULD HAVE NO ONE TO PROVIDE SPECIALIST SUPPORT THEM WHEN THEY MOST NEED IT.

WE COVER A WIDE RANGE OF AREAS IN SOCIAL WELFARE LAW OFFERING ADVICE IN DEBT, DOMESTIC ABUSE, FAMILY MATTERS, IMMIGRATION, WELFARE BENEFIT APPEALS, HOUSING, EMPLOYMENT AND GENERAL CIVIL LAW.

What are you requesting funding for:

OUR OUTREACH WORK IS VITAL TO BE ABLE TO ENSURE PEOPLE ACROSS NORFOLK CAN ACCESS THE VALUABLE SERVICES THAT WE OFFER. WE WANT TO INCREASE THIS WORK AND WE ARE LOOKING FOR FUNDING TO SUPPORT OUR AMBITION TO COLLABORATE WITH PARTNERS AND COMMUNITY GROUPS TO SET UP REGULAR DROP IN SESSIONS IN DEREHAM.

WE HAVE ALREADY IDENTIFIED ONE DROP IN LOCATION IN DEREHAM, NAMELY THE DEREHAM FOOD CABIN, WHERE ONE OF OUR OUTREACH WORKERS WILL VISIT AT LEAST ONCE A MONTH TO OFFER INITIAL ADVICE AND GUIDANCE TO THOSE FROM THE TOWN STRUGGLING WITH THE LEGAL ISSUES FOR WHICH WE CAN PROVIDE SUPPORT. WE ARE ALWAYS LOOKING TO CREATE MORE PARTNERSHIPS LIKE THIS AND THE FUNDING WOULD HELP US TO CONDUCT THIS IMPORTANT WORK.

THE 2013 CUTS TO LEGAL AID, COMBINED WITH THE COST OF LIVING CRISIS, MEANS THAT AN INCREASING NUMBER OF PEOPLE STRUGGLE TO ACCESS LEGAL ADVICE. THEY EITHER CAN'T AFFORD TO PAY FOR IT OR ARE UNABLE TO RECEIVE IT FOR FREE. WE EXIST TO FILL THOSE GAPS.

EVIDENCE SHOWS THOSE LIVING WITHIN THE MOST DEPRIVED AREAS, AS WELL AS THOSE IN RURAL LOCATIONS SUCH AS DEREHAM, ARE MOST LIKELY TO NEED THE ADVICE WE CAN OFFER.

How will the Dereham Community benefit from this funding:

THE OVERALL AIM OF THIS PROJECT IS TO GIVE PEOPLE FROM DEREHAM EASIER ACCESS TO THE SERVICES WE PROVIDE.

OUR EVIDENCE SHOWS THAT WE HELP PEOPLE IN A WIDE RANGE OF AREAS. THESE INCLUDE:

- WE HELP CLIENTS TO REDUCE/WRITE OFF THEIR DEBTS
- WE HELP CLIENTS MAXIMISE THEIR INCOME THROUGH ACCESSING THE BENEFITS THEY ARE ENTITLED TO

- WE HELP FAMILIES THROUGH THE COMPLEX AND DISTRESSING FAMILY COURT SYSTEM
- WE PROVIDE DIRECT SUPPORT TO DOMESTIC ABUSE VICTIMS
- OUR IMMIGRATION SERVICE HELPS CLIENTS ESTABLISH THEIR RESIDENCY STATUS

THE PROVISION OF EARLY LEGAL ADVICE HELPS AVOID PROBLEMS FROM ESCALATING, SO IMPROVING CLIENTS' HEALTH AND WELLBEING, AS WELL AS REDUCING THE STRAIN ON PUBLIC SERVICES.

BY HELPING DISADVANTAGED INDIVIDUALS IN DEREHAM TO ACCESS SOCIAL WELFARE LEGAL ADVICE AND SUPPORTING THEM TO MAXIMISE THEIR INCOME AND RESOLVE OTHER ISSUES AFFECTING THEIR HEALTH AND WELLBEING, WE WOULD HOPE TO REDUCE THEIR FEELINGS OF ISOLATION AND IMPROVE THEIR SITUATIONS IMMENSELY.

How much total funding do you need: £5,000

How many Dereham residents will benefit from this grant: AT LEAST 50 PER YEAR.

How much funding are you requesting from Dereham Town Council: £1,000

How much funding are you requesting from other sources or providing yourself:

ALL OF OUR FUNDING COMES FROM EXTERNAL SOURCES, WHICH INCLUDES A MIX OF PUBLIC FUNDING (IE: NORFOLK COUNTY COUNCIL) AND GRANT FUNDING (IE: NATIONAL LOTTERY). THIS SPECIFIC ROLE HAS BENEFITTED FROM FUNDING FROM NORFOLK COMMUNITY FOUNDATION AND THE NATIONAL LOTTERY.

If other funding has not been confirmed, what would happen if you did not receive all the funding requested from these other sources:

WE HAVE A HISTORY OF SUCCESSFULLY SECURING FUNDING FROM A VARIETY OF SOURCES AND BELIEVE THIS WORK IS IMPORTANT SO WOULD LOOK TO DO IT WHATEVER.

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Name of organisation: Hope for Tomorrow

What are the main activities of your organisation:

Hope for Tomorrow builds, maintains and delivers mobile cancer care units across England. We enable the NHS to bring cancer services closer to patients. Our units allow the NHS to drive out to locations in the community helping them bring cancer care closer to patient's homes. Saving them long, regular and often disruptive trips to the hospital.

Dealing with a cancer diagnosis and treatment can profoundly impact your physical and emotional wellbeing and stir up unfamiliar emotions, causing significant anxiety to both the patient and their family. Hope for Tomorrow exists to ease this burden. We currently have 12 operational units in partnership with trusts in various regions, including Norfolk and Norwich University NHS Foundation Trust.

Typically, our mobile cancer care units visit 3-5 accessible locations each week such as supermarket car parks and smaller community hospitals with free parking. Our partnership network operates across England including with Norfolk and Norwich NHS Foundation Trust which takes their mobile cancer care unit to Dereham, Attleborough and Beccles every week.

Close to 70% of patients say that they can tolerate their cancer care treatment better on board one of our mobile cancer care units, this is due to the calming and relaxed atmosphere they find then on board the unit. Our patients typically save on average 2.6 hours per treatment, between £6-£11 in car parking fees and an average of 18.8 miles per treatment. Resulting in huge financial and time savings for each person who steps on board our units.

What are you requesting funding for:

In a growing digital age, we are striving to enhance our charity's promotional strategies to better inform our cancer patients and caregivers about our work. We do not receive any statutory funding and rely on voluntary donations to fund our work so you will understand the importance of marketing which generates funds to keep the wheels turning on our vehicles. Our primary marketing channels are currently our website, small social media following, and database of supporters. We aim to target the local community on a restricted budget and therefore, had to come up with some innovative ways to maximise our efforts.

Our mobile cancer care units have limited space, making it almost impossible to display leaflets and brochures. These printed materials also become outdated quickly and it is not the priority of staff to update them. To overcome these challenges, we have come up with a time and space-saving solution. Our proposal is to purchase smart TVs and install software that will allow us to change the content from one central location. Each morning, our unit drivers will only need to ensure that the TV is turned on. The TVs will play a series of digital promotional items on a continuous loop, thus capturing signage will greatly improve our

advertising efforts, both in terms of effectiveness and cost after initial set-up. They will need specialist software and the cost breakdown is as follows;

Smart TV screen - £540 + VAT = £648

Media Player - £300 + VAT = £360

Live Space Licence Costs - £240 + VAT = £288

Total Cost: £1,296

How will the Dereham Community benefit from this funding.

Residents of Dereham Community who utilise your local mobile cancer care unit will benefit from this funding. These screens will allow us to communicate what is going on within the wider charity, as well as any local events we have been made aware of that residents can get involved in. In the previous financial year, 715 residents used the mobile cancer care unit, and we are expecting similar numbers for the current financial year.

How much total funding do you need: £1,296

How many Dereham residents will benefit from this grant: 715

How much funding are you requesting from Dereham Town Council: £1,296

How much funding are you requesting from other sources or providing yourself:

We have made an application to Beccles Town Council for the same amount of funding. If neither Town Council would like to fund the project, Hope for Tomorrow will purchase the equipment from reserve funds.

If other funding has not been confirmed, what would happen if you did not receive all the funding requested from these other sources:

Hope for Tomorrow would purchase the equipment from reserve funds if Dereham Town Council chooses not to fund the project.

Dereham Town Council

Net Position by Cost Centre and Code

Cost Centre Name

ADMINISTRATION

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
1	Postage				1,500.00	1,084.95	415.05
2	Stationery				2,300.00	473.65	1,826.35
3	Telephone				2,500.00	565.87	1,934.13
4	IT & Support				3,700.00	1,093.89	2,606.11
5	Photocopier/printers				1,000.00	470.52	529.48
6	Publications/subscriptions				3,500.00	5,994.58	-2,494.58
7	Furniture/equipment				1,000.00	122.00	878.00
8	Insurance			57.78	31,500.00	30,881.04	676.74
9	Audit Fees				2,500.00	2,180.00	320.00
10	Conferences				800.00		800.00
11	Staff Expenses				900.00	176.19	723.81
13	Legal Fees			1,500.00	19,000.00	2,206.00	18,294.00
14	Training				2,500.00		2,500.00
15	Precept		1,168,362.00	1,168,362.00			
213	Etling View Legal Fees			420.00		6.00	414.00
268	Mobile Phones				1,800.00	1,135.22	664.78
			1,168,362.00	£1,170,339.78	74,500.00	£46,389.91	30,087.87

ALLOTMENTS

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
16	Machinery & Equipment				700.00	378.01	321.99
17	Water - Cem Road				500.00	194.52	305.48
18	Water - CL 1				600.00	11.91	588.09
19	Water Dumpfield				500.00	129.61	370.39
20	Water - Scarning				500.00	50.00	450.00
21	Water - Southend				500.00	242.91	257.09
22	Water - Toftwood				210.00	49.00	161.00
23	Refund Deposits				20.00	10.00	10.00
25	Repairs & Main				4,700.00	2,314.09	2,385.91
26	Fuel Recharge				300.00		300.00
27	Rent		7,500.00	7,473.93		26.10	-52.17
28	Investment- Nat Savings		30.00				-30.00
			7,530.00	£7,473.93	8,530.00	£3,406.15	5,067.78

ASSEMBLY ROOMS

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
54	Heat				5,000.00	2,297.01	2,702.99
55	Light				4,000.00	1,507.25	2,492.75
56	Rates				10,000.00	9,368.73	631.27
57	Water				250.00	2,583.00	-2,333.00
58	Cleaning				1,500.00	948.92	551.08
59	Refuse Collection				800.00	534.56	265.44
60	Fire Protection				650.00	758.20	-108.20
61	General Repairs				2,000.00	1,662.88	337.12
65	Rental Income		12,000.00	8,669.04			-3,330.96
			12,000.00	£8,669.04	24,200.00	£19,660.55	1,208.49

BANKING

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
135	Premier		1,000.00	20,106.13			19,106.13
136	Current			18.03	1,000.00	482.60	535.43
137	Wages & Petty Cash				350.00	112.95	237.05
138	National Savings		2.00				-2.00
139	VAT Refund						
180	Public Works Loan Board				179,873.00	99,495.51	80,377.49
221	CCLA		3,500.00	3,744.47			244.47
262	Card Payment Machines/1				3,000.00	1,552.57	1,447.43
			4,502.00	£23,868.63	184,223.00	£101,643.63	101,946.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Dereham Town Council
Net Position by Cost Centre and Code

Cost Centre Name**BISHOP BONNERS COTTAGE**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
82	Repairs				500.00	590.46	-90.46
83	Electricity-Tower					438.55	-438.55
85	Rent		1.00	1.00			
			1.00	£1.00	500.00	£1,029.01	-529.01

CEMETERY & CY

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
30	Water/Rates				11,000.00	10,299.10	700.90
31	Electricity				1,700.00	374.69	1,325.31
32	Hire of Machinery				250.00		250.00
35	Machinery & Equipment				2,800.00	1,131.96	1,668.04
36	Fuel				1,000.00	236.48	763.52
37	General Repairs				3,000.00	1,086.93	1,913.07
38	Lodge					3,489.75	-3,489.75
40	Trees				3,000.00	44.63	2,955.37
41	Burial Fees	26,000.00		24,741.73			-1,258.27
44	Investments - Nat Savings	1.00					-1.00
45	Closed Churchyard				750.00		750.00
194	Lodge Repairs				1,400.00		1,400.00
209	New Cemetery Fund	11,000.00		7,255.33			-3,744.67
254	Telephone Charges				730.00	353.99	376.01
256	New Cemetery Maint				3,000.00	260.00	2,740.00
269	Refuse Collection					1,313.02	-1,313.02
279	Grounds Maintenance				6,000.00	8,062.26	-2,062.26
			37,001.00	£31,997.06	34,630.00	£26,652.81	2,973.25

CHURCHYARD

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
276	Repairs					415.83	-415.83
						£415.83	-415.83

CIVIC

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
93	Mayors Allowance				840.00	325.78	514.22
94	Members Expenses				650.00		650.00
95	Civic Expenses			309.69	3,900.00	3,515.41	694.28
97	Photos/Engraving				25.00		25.00
100	Petty Cash						
212	Mayors Events				2,525.00	62.00	2,463.00
224	Councillor Training				1,800.00		1,800.00
				£309.69	9,740.00	£3,903.19	6,146.50

Country Park

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
271	Countryside Park		16,000.00		16,000.00	5,748.17	-5,748.17
			16,000.00		16,000.00	£5,748.17	-5,748.17

DEREHAM COMMUNITY CAR

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
129	Mileage Costs			4,875.00	5,000.00	5,842.94	4,032.06
130	Other Costs				500.00	99.62	400.38
				£4,875.00	5,500.00	£5,942.56	4,432.44

Dereham Town Council
Net Position by Cost Centre and Code

19 November 2024 (2024-2025)

Cost Centre Name

ETLING GREEN

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
116 Conservation				2,500.00	1,806.00	694.00
				2,500.00	£1,806.00	694.00

GRANTS

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
121 CAB				5,000.00		5,000.00
122 General				11,000.00	3,149.00	7,851.00
260 Heritage Trust				1,000.00	1,000.00	
				17,000.00	£4,149.00	12,851.00

MARKETS

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
47 Electricity				2,000.00	399.99	1,600.01
49 Rent		12,000.00	8,018.01		1,186.88	-5,168.87
50 Promotion						
		12,000.00	£8,018.01	2,000.00	£1,586.87	-3,568.86

MEMORIAL HALL

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
68 Gas				6,300.00	7,072.20	-772.20
69 Electricity				24,000.00	13,949.09	10,050.91
70 Water				520.00	486.93	33.07
71 Rates				11,000.00	9,231.50	1,768.50
72 Refuse Collection				1,400.00	1,169.34	230.66
73 Cleaning				2,000.00	496.72	1,503.28
74 General Repairs			18.58	10,000.00	12,007.93	-1,989.35
75 PRS				2,500.00		2,500.00
76 Fire Protection/Maintenan				3,000.00	5,019.17	-2,019.17
77 Licence				500.00		500.00
78 Hire fees		47,000.00	40,093.25	2,500.00	2,511.50	-6,918.25
181 Telephone Charges				1,500.00	681.33	818.67
183 Bar Income		15,000.00	11,755.10		1,799.05	-5,043.95
193 Bar Expenditure				10,000.00	5,576.24	4,423.76
		62,000.00	£51,866.93	75,220.00	£60,001.00	5,085.93

NEATHERD MOOR/ABBOTS FIELD

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
112 Conservation			400.00	1,400.00	71.43	1,728.57
			£400.00	1,400.00	£71.43	1,728.57

NORWICH ST PROPERTIES

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
164 Repairs				1,500.00		1,500.00
165 62 Rental Income		5,000.00	3,750.00		4,027.90	-5,277.90
166 58 Rental Income		7,000.00	5,082.00			-1,918.00
		12,000.00	£8,832.00	1,500.00	£4,027.90	-5,695.90

PETTY CASH REIMBURSEMENTS

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
173 Petty Cash Reimbursemer			200.00		450.00	-250.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Dereham Town Council
Net Position by Cost Centre and Code

Cost Centre Name

		£200.00		£450.00		-250.00	
PLAY & OPEN SPACES							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
226	Contract Maintenance				28,000.00	17,188.79	10,811.21
227	Play Equipment Maintenan				5,000.00	8,807.82	-3,807.82
228	General Maintenance				5,000.00	1,620.07	3,379.93
229	Inspections				1,000.00		1,000.00
233	Rent for Toftwood			3.00	1,329.00	1,497.42	-165.42
236	Rent for Rugby Field	1.00					-1.00
242	Tree Work				8,500.00		8,500.00
247	New Trees			4,590.00	1,700.00	154.17	6,135.83
			1.00	£4,593.00	50,529.00	£29,268.27	25,852.73

PROJECTS AND CAPITAL							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
199	Building Repairs						
240	New Projects			160,992.01	1,000.00	1,000.00	160,992.01
266	Parish Partnership			26,231.00	8,000.00	52,462.00	-18,231.00
274	Cem Lodge Capital Repai				560,000.00	12,860.32	547,139.68
275	New Play Area project			13,695.00	425,000.00	149,555.98	289,139.02
277	Sports Pitches						
				£200,918.01	994,000.00	£215,878.30	979,039.71

RECREATION GROUND							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
87	Light			1,500.00	1,700.00	597.66	2,602.34
88	General Repairs				4,900.00	2,039.74	2,860.26
89	Water				225.00	198.58	26.42
91	Tennis Courts		1,000.00	1,741.91	3,000.00	1,200.00	2,541.91
189	Refuse Collection				2,800.00	1,623.06	1,176.94
201	Rental Income		1,000.00	923.42			-76.58
			2,000.00	£4,165.33	12,625.00	£5,659.04	9,131.29

STAFF COSTS							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
140	Town Clerk				88,183.00	53,033.68	35,149.32
141	Deputy Clerk				55,373.00	33,136.24	22,236.76
142	MH Caretaker				36,000.00	18,784.11	17,215.89
143	Outside Casual				10,373.00	6,468.01	3,904.99
148	Admin Sophie				14,000.00	4,992.19	9,007.81
196	GP/P				5,000.00	2,095.69	2,904.31
205	Bar Staff				16,884.00	8,005.31	8,878.69
223	Admin Kayleigh				25,310.00	14,416.38	10,893.62
243	Admin Spare				30,000.00	684.74	29,315.26
252	GP/B				32,687.00	19,294.86	13,392.14
257	HMRC payment not proce						
258	Employment Allowance						
259	Admin Tracey				32,397.00	17,262.56	15,134.44
261	Admin Gina				40,496.00	22,624.42	17,871.58
263	Declan				3,824.00	2,043.18	1,780.82
264	Expenses						
267	Payroll Costs				2,300.00	995.00	1,305.00
272	Pension Adjustment						
278	Jonathan				36,000.00	19,652.71	16,347.29
280	Facilities Manager				25,000.00		25,000.00
281	Cleaning AR					699.32	-699.32
					453,827.00	£224,188.40	229,638.60

Dereham Town Council
Net Position by Cost Centre and Code

19 November 2024 (2024-2025)

Cost Centre Name

STREET FURNITURE

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
102 Flower Baskets				2,500.00	2,890.04	-390.04
103 War Mem Gen Maint				350.00	112.08	237.92
104 Electricity				2,400.00	1,482.08	917.92
105 Gen Maintenance				3,800.00	1,064.26	2,735.74
106 Other New SF			192.22	3,200.00	292.43	3,099.79
107 Dog Waste Bins				1,000.00		1,000.00
109 Christmas Lights/Tree				10,000.00	765.00	9,235.00
			£192.22	23,250.00	£6,605.89	16,836.33

TOILETS

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
167 Electricity				1,500.00	8,353.86	-6,853.86
168 Rates						
169 Cleaning			3.50	6,000.00	2,819.74	3,183.76
170 Repairs			71.87	4,000.00	3,548.34	523.53
171 Water				2,000.00	200.76	1,799.24
			£75.37	13,500.00	£14,922.70	-1,347.33

VAN

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
131 Fuel				2,000.00	687.82	1,312.18
132 Repairs				1,000.00	530.99	469.01
133 Road tax				600.00	337.50	262.50
232 New Vehicle					930.57	-930.57
				3,600.00	£2,486.88	1,113.12

VICARAGE MEADOW

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
119 Conservation				1,080.00	894.96	185.04
				1,080.00	£894.96	185.04

WINDMILL

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u> <u>Budget</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
124 General Maintenance				7,000.00	140.77	6,859.23
				7,000.00	£140.77	6,859.23

NET TOTAL		1,333,397.00	£1,526,795.00	2,016,854.00	£786,929.22	1,423,322.78
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Dereham Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2024 and 19-11-2024)

Vchr.	Date	Bank	Description	Supplier	Vat Type	Net	Vat	Total
678	20/09/2024	General	IT Support	Techrology Centre	Z	136.00		136.00
798	21/10/2024	General	IT Support	Techrology Centre	Z	136.00		136.00
Subtotal for Code: IT & Support						£1,093.89	£28.38	£1,122.27

Code Number		5 Photocopier/printers		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
272	12/06/2024			General		Photocopying	Canon UK	S	220.72	44.14	264.86
634	11/09/2024			General		Photocopying	Canon UK	S	249.80	49.96	299.76
Subtotal for Code: Photocopier/printers									£470.52	£94.10	£564.62

Code Number		6 Publications/subscriptions		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
33	08/04/2024			General		Annual Subscription	WIX	Z	20.78		20.78
43	10/04/2024			General		Annual Subscription	Scribe	S	950.00	190.00	1,140.00
48	10/04/2024			General		Annual Subscription	NALC	Z	2,331.33		2,331.33
139	07/05/2024			General		Annual Subscription	WIX	Z	180.00		180.00
495	14/08/2024			General		Annual Subscription	Geosphere Ltd	S	350.00	70.00	420.00
520	15/08/2024			General		Annual Subscription	Co	Z	55.00		55.00
741	09/10/2024			General		Domain Name Renewal	Radiiks	S	120.00	24.00	144.00
750	09/10/2024			General		Employmentor	Leathe Prior	S	1,750.00	350.00	2,100.00
785	17/10/2024			General		Annual Fee	Accutime Ltd	S	215.88	43.18	259.06
794	18/10/2024			General		clocking in app	Accutime Ltd	Z	21.59		21.59
Subtotal for Code: Publications/subscriptions									£5,994.58	£677.18	£6,671.76

Code Number		7 Furniture/equipment		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
754	09/10/2024			General		Chair	ESPO	S	122.00	24.40	146.40
Subtotal for Code: Furniture/equipment									£122.00	£24.40	£146.40

Code Number		8 Insurance		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
50	10/04/2024			General		Insurance Premium	Zurich	Z	30,881.04		30,881.04
Subtotal for Code: Insurance									£30,881.04		£30,881.04

Code Number		9 Audit Fees		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
183	15/05/2024			General		Internal Audit	Robin Goreham	Z	80.00		80.00
747	09/10/2024			General		Audit	PKF Littlejohn	S	2,100.00	420.00	2,520.00
Subtotal for Code: Audit Fees									£2,180.00	£420.00	£2,600.00

Code Number		11 Staff Expenses		Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Invoice No	Minute								
29	08/04/2024			General		Mobile Phone Cases	Amazon	S	6.66	1.33	7.99
30	08/04/2024			General		screen protector	Amazon	S	2.99	0.60	3.59
31	08/04/2024			General		desk tidy	Amazon	S	12.49	2.50	14.99
253	06/06/2024			General		Work clothing	Work Wear	S	25.71	5.14	30.85

Dereham Town Council
Revenue Estimates 2025/26

Nb. Shading denotes
income

1 Cost Centre & Name
ADMINISTRATION

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Postage	£1,500	£1,735	£1,700
Stationery	£2,300	£1,072	£1,500
Telephone	£2,500	£952	£1,000
IT and support	£3,700	£4,466	£4,500
Photocopier printers	£1,000	£663	£1,000
Pubs & Subs	£3,500	£6,525	£6,500
Furniture/equipment	£1,000	£928	£1,000
Insurance	£31,500	£47,328	£31,500
Audit fees	£2,500	£2,252	£2,500
Conferences	£800	£25	£800
Staff expenses	£900	£292	£500
mobile phones	£1,800	£2,053	£2,000
Payroll	£2,300	£1,320	£1,500
Legal fees	£19,000	£7,590	£19,000
training	£2,500	£1,860	£2,500
Precept	£1,168,362	£1,168,362	£1,229,107
Balance	£1,091,562	£1,089,301	£1,151,607

2 ALLOTMENTS

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Machinery and Equip	£700	£0	£700
Water - cemetery site	£500	£526	£500
Water - CL1	£600	£1,426	£600
Water Dumpfield	£500	£455	£500
Water Scarning	£500	£0	£500
Water Southend	£500	£598	£500
Water Toftwood	£210	£528	£500
Refund deposits	£20	£60	£20
Repairs & Main	£4,700	£483	£4,800
Mowing	£300	£0	£1,500
Rent	£7,500	£8,132	£8,000
Investment - Nat Save	£30	£260	£200
Balance	-£1,000	£4,316	-£1,920

3 CEMETERY and CY

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Water/Rates	£11,000	£10,363	£11,000
Electricity	£1,700	£1,678	£1,700
Hire of machinery	£250	£0	£250
machinery & equip	£2,800	£305	£2,800
Fuel	£1,000	£57	£1,000
General repairs	£3,000	£10,525	£3,000
Lodge			£0
Trees	£3,000	£4,965	£3,500
Burial fees	£26,000	£30,005	£28,000
Nat Savings	£9	£8	£8
Closed CY	£750	£94	£750
lodge repairs	£1,400	£597	£1,400
New Cemetery Fund	£11,000	£10,698	£10,000
telephone charges	£730	£886	£800
New cemetery maintenance	£3,000	£1,359	£3,000
Refuse Collection	£800	£1,671	£1,500
Grounds Maintenance	£6,000		£6,000
Balance	£1,579	£8,211	£1,308

4 MARKETS

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Electricity	£2,000	£1,599	£2,000
Rent	£12,000	£16,000	£12,000
Balance	£10,000	£14,401	£10,000

5 ASSEMBLY ROOMS

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Heat	£5,000	£7,714	£6,000
Light	£4,000	£3,156	£4,000
Rates	£10,000	£9,398	£10,000
Water	£250	£2,340	£300
Cleaning	£1,500	£1,378	£1,500
Refuse collection	£800	£744	£800
Fire protection	£650	£0	£650
General repairs	£2,000	£1,900	£2,000
Rental income	£12,000	£12,720	£12,000
Balance	-£12,200	-£13,910	-£13,250

6 MEMORIAL HALL

MEMORIAL HALL

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Gas	£6,300	£11,695	£8,000
Electricity	£24,000	£45,100	£30,000
Water	£520	£795	£700
Rates	£11,000	£9,231	£10,000
Refuse Collection	£1,400	£1,577	£1,500
Cleaning	£2,000	£2,853	£2,800
General repairs	£10,000	£30,405	£10,000
PRS	£2,500	£2,619	£2,700
Telephone	£1,500	£1,451	£1,500
Maintenance contracts	£5,676	£6,493	£6,500
Licence	£500	£180	£180
Hire fees	£47,000	£55,577	£50,000
Bar income	£15,000	£21,582	£20,000
deposit	£2,500		£2,500
Bar expenditure	£10,000	£12,858	£10,000
Balance	-£15,896	-£48,098	-£16,380

8

BISHOP BONNERS
COTTAGE

Code	Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
	Repairs	£500	£144	£500
	Electricity (Church Tower)	£882	£1,102	£1,000
	Rent	£1	£1	£1
	Balance	-£499	-£143	-£1,499

9 RECREATION
GROUND

RECREATION GROUND

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Light	£1,700	£1,698	£1,700
General repairs	£4,900	£1,006	£5,000
tennis courts repair	£3,000	£10,000	£3,000
Water	£225	£139	£200
Tennis Courts	£1,000	£2,461	£2,300
Rent	£1,000	£1,335	£1,200
Refuse collection	£2,800	£2,083	£2,000
Balance	-£10,625	-£11,130	-£8,400

10 CIVIC

CIVIC EXPENSES

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Mayors Allowance	£840	£343	£840
Members expenses	£650	£19	£650
Councillor training	£1,800	£0	£1,800
Civic Expenses	£3,900	£14,494	£3,900
Mayor's events	£2,525	£36	£2,525
Photos/Engraving	£25	£212	£25
Twinning	£0	£0	£0
Balance	-£9,740	-£15,104	-£9,740

11 STREET
FURNITURE

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Flower baskets	£2,500	£2,128	£2,500
War Mem Gen Maint	£350	£3,975	£350
Electricity	£2,400	£1,919	£2,000
Gen maint	£3,800	£482	£3,000
Other new SF	£3,200	£1,883	£3,200
Dog waste bins	£1,000	£662	£1,000
Christmas lights /tree	£10,000	£14,192	£10,000
Balance	-£23,250	-£25,241	-£22,050

12 NEATHERD
MOOR/ABBOTS F

350

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Conservation	£1,400	£504	£1,400
Balance	-£1,400	-£504	-£1,400

13 ETLING GREEN

Title	Proposed estimate 24/25	Year end 2024	Proposed estimate 2025
Conservation	£2,500	£2,917	£2,900
Balance	-£2,500	-£2,917	-£2,900

14 VICARAGE
MEADOW

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Conservation	£1,080	£478	£1,080
Balance	-£1,080	-£478	-£1,080

15 GRANTS

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
CAB	£5,000	£0	£5,000
General	£11,000	£29,900	£11,000
Heritage Trust	£1,000	£1,000	£1,000
Balance	-£17,000	-£30,900	-£17,000

16 WINDMILL

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
General maintenance	£7,000	£553	£7,000
Balance	-£7,000	-£553	-£7,000

17 DEREHAM
COMMUNITY CAR

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Mileage costs	£5,000	£3,628	£5,000
Other costs	£500	£340	£500
Balance	-£5,500	-£3,968	-£5,500

18 VAN

VAN

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Fuel	£2,000	£1,381	£2,000
Repairs	£1,000	£558	£1,000
Road tax	£600	£322	£322
New Vehicle (tractor)	£10,000	£10,085	£1,000
Balance	-£13,600	-£12,346	-£4,322

19 BANKING

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Premier	£1,000	£27,244	£25,000
Current	£1,000	£968	£1,000
Wages and Petty Cash	£350	£220	£300
Nat savings	£2	£18	£15
PWLB	£179,873	£179,677	£179,677
CCLA	£3,500	£4,776	£4,000
Card Machines	£3,000	£2,730	£3,000
Balance	-£179,721	-£151,557	-£154,962

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Town Clerk	£88,183	£89,075	£90,875
Deputy Clerk	£55,373	£56,097	£57,897
Facilities Manager	£30,000		£30,000
Management total	£173,556	£145,172	£178,772
Outside	£36,000	£30,681	£37,500
Outside	£36,000		£37,500
Outside	£32,687		£34,187
Outside Casual	£10,373		£11,873
Outside total	£115,060	£30,681	£121,060
Admin G	£40,496	£37,919	£41,996
Admin T	£32,397	£32,984	£33,397
Admin K	£25,310		£26,310
Admin S	£14,000	£7,000	£15,000
Admin Spare	£30,000	£0	£31,000
Admin total	£142,203	£77,903	£147,703
bar staff	£16,884	£6,542	£16,884
Dec	£3,824	£1,186	£3,824
Memorial Hall total	£20,708	£7,728	£20,708
Employers NI increase			£3,500
Balance	-£451,527	£381,004	-£471,743

£24,723

NORWICH STREET
PROP'

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
58 Repairs	£1,500	£1,638	£1,600
62 Rental Income	£5,000	£5,000	£5,000
Rental Income 58	£7,000	£7,252	£7,252
Balance	£10,500	£10,614	£10,652

TOILETS

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Electricity	£1,500	£0	£1,500
Cleaning	£6,000	£4,800	£5,000
Repairs	£4,000	£3,742	£4,000
Water	£2,000	£180	£1,000
Balance	-£13,500	-£8,722	-£11,500

23 PLAY AND OPEN SPACES

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Contract maintenance	£28,000	£36,430	£35,000
Play equip' maintenance	£5,000	£4,059	£7,000
General maintenance	£5,000	£3,820	£5,000
Inspections	£1,000	£0	£1,000
Tree work	£8,500	£0	£8,500
New trees	£1,700	£1,497	£1,800
Rent Rugby	£1	£666	£1
Rent Toftwood	£1,329	£1,439	£1,356
Balance	-£50,528	-£46,579	-£59,655

24 Countryside Park

Title	Estimate 24/25	Year end 2024	Proposed estimate 2025
Countryside Park		£13,960	£13,960
Countryside Park		£10,535	£10,535
Balance		£3,425	£3,425

income (exc precept)		£198,937
Precept		£1,229,107
total income		£1,428,044
Gross revenue expenditure		£1,061,353
Gross capital and Projects expenditure		£366,691
Total expenditure		£1,428,044

**4 year Projects and
Capital
December 2024**

	2024-2025	2025-2026	2026-2027	2027-28
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Income				
1 Revenue budget surplus	297075	£366,691	£366,691	£366,691

Less Funds for Play and Building Repairs				
Building capital repairs	£73,996	£76,956	£80,034	£83,236
Play equipment	£29,913	£31,110	£32,354	£33,649
Total	£193,165	£258,625	£254,302	£249,807

Expenditure				
1 Countryside Park	£14,045	£14,326	£14,613	£14,905
2 Swanton Road Open Space				
3 Orbit open space	£3,000	£4,000	£4,000	£4,000
4 Westfield Road open space	£3,000	£4,000	£4,000	£4,000
5 Etling view play space.	£5,000			
6 Etling view extension open space			£4,000	£4,000
7 Old Becclesgate play area (memorial)	£23,000	£2,000	£2,000	£2,000
8 Sandy lane Girling Road	£4,000	£4,000	£4,000	£4,000
9 Improved toilet provision	£5,000	£0	£0	£0
10 Revenue budget inflation risk	£17,000	£6,217	£6,341	£6,468
11 Additional open space	£31,026	£31,647	£32,279	£32,925
12 Advice to acquire additional open spa	£30,000	£20,000		
13 Tractor / van		£4,000		
14 Walking and Cycling	£10,000	£10,000	£10,000	£10,000
15 Major refurbishment TC Assets.	£15,000	£30,000	£30,000	£30,000
12 Tree survey		£3,000		£4,000
13 Election charges				£12,000
Total	£160,071	£133,190	£111,234	£128,298

Additional expenditure				
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New Projects and Parish				
14 Partnership. (available budget)	£0	£0	£20,000	£20,000
15 Cherry Lane	£0	£30,000		
16 Parish Partnership	£25,000			

Other Projects				
##### Path recreation ground		£75,000		
##### Neighbourhood Plan	£19,653			
##### Commemoration Grants	£5,869			
20 delegated services**	£24,908	£25,406	£25,914	£26,432
Total	£75,430	£130,406	£45,914	£46,432

Opening balance	£1,442,780	£360,354	£355,383	£452,538
Balance	£1,400,444	£355,383	£452,537	£527,614
Balance from Buildings and Play	-£1,040,090	-£0	£0	-£1
Closing balance -Total Reserves	£360,354	£355,383	£452,538	£527,613

Annual budget surplus	-£42,336	-£4,971	£97,155	£75,076
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Target reserves	£454,198	£472,365	£491,260	£510,911
Difference between reserves and target.	-£93,844	-£116,983	-£38,722	£16,703

Delegated services*
Possible additional staff
Maintaining the Neatherd

DEREHAM TOWN COUNCIL

STANDING ORDERS

MEETINGS

1. Meetings of the Council shall be held in the Memorial Hall, Norwich Street, Dereham at 7.30 pm unless the Council otherwise decides at a previous meeting. Regular Committee Meetings meet on the 4th Tuesday. Other meetings will be held on a Tuesday.
 - 1a) No committee meetings will be in August.
2. **The Statutory Annual Meeting**
 - (a) In an election year shall be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council and
 - (b) In a year which is not an election year shall be held on the third Tuesday in May.
3. **Acceptance of Code of Conduct**

In an election year all Councillors shall execute Declarations of Acceptance of Code of Conduct in the presence of a proper officer previously authorised by the Council to take such a declaration, before the annual meeting commences. Any councillor who is unable, through illness or absence to do so prior to the Annual Meeting shall be required to execute a Declaration of Acceptance of Code of Conduct prior to participating in the first Council or Committee meeting which that councillor is able to attend.

CHAIRMAN OF MEETING

4. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting. The chairman's decision shall be final at any meeting.**

PROPER OFFICER

5. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk:
 - (a) To receive declarations of acceptance of office.
 - (b) To receive and record notices disclosing pecuniary interests.
 - (c) To receive and retain plans and documents.
 - (d) To sign notices or other documents on behalf of the Council.
 - (e) To receive copies of bye-laws made by a District Council.
 - (f) To certify copies of bye-laws made by the Council.
 - (g) To sign summons to attend meetings of the Council.

- (h) To keep proper records for all Council meetings.

In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk. In the absence of the Clerk, the officer acting in place of the Clerk shall have delegated powers of the proper officer and such other delegated powers as may be considered necessary by the Council.

- 5.1 That no meeting of the Council shall take place without a suitably qualified officer acting as Clerk. To advise the Council and ensure that a proper record is kept of any decisions made.

QUORUM OF THE COUNCIL

6. Six members shall constitute a quorum at full Council meetings - see Standing Order No. 47 for quorum for committee meetings.
7. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of a Registered Disclosable Pecuniary or other declared prejudicial interest falls below the quorum the meeting shall be adjourned. The business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Mayor may fix.

VOTING

8. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.
9. **If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request may be made before or after the vote but in any event before moving on to the next business.**
10. (1) **Subject to (2) and (3) below, the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not he gave an original vote.**
- (2) **If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and Vice-Mayor until the end of their term of office he may not give an original vote in an election for Mayor.**
- (3) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

ORDER OF BUSINESS

11. **At each Annual Meeting the first business shall be:**
- (a) **To elect a Town Mayor (Chairman).**
 - (b) **To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
 - (c) **In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
 - (d) To decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be received.
 - (e) To elect a Deputy Mayor (Vice-Chairman).
 - (f) To appoint representatives to outside bodies.
 - (g) To appoint Committees.
 - (h) To consider the payment of any subscriptions falling to be paid annually.
 - (i) To inspect any deeds and trust instruments in the custody of the Council:

and shall thereafter follow the order set out in Standing Order 14.

12. **At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Mayor and Deputy Mayor be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or, if not then received, to decide when they shall be received.**
13. In every year not later than the end of March staff will be given appraisals to assess their entitlement to any increment on their pay scale. (Staff contracts are linked to a national scheme for pay and conditions, so as conditions are altered at a national level the contracts will automatically be updated and the council notified of any changes) (See Standing Order 37 below)
14. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:
- (a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - (b) **After consideration to approve the signature of the minutes by the person presiding as a correct record.**
 - (c) **To deal with business expressly required by statute to be done.**
 - (d) To dispose of business, if any, remaining from the last meeting.
 - (e) To receive such communications as the person presiding may wish to lay before the Council.
 - (f) To receive and consider reports and accuracy of minutes and to consider approval of any recommendations from Committees.

- (g) To receive and consider reports from officers of the Council.
 - (h) To authorise the sealing of documents.
 - (i) To authorise the signing of orders for payment.
 - (j) To answer questions from Councillors.
 - (k) To consider resolutions or recommendations in the order in which they have been notified.
 - (l) Any other business specified in the summons.
15. A motion to vary the order of business on the ground of urgency:
- (a) may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
 - (b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

16. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice **in writing** of its terms and had delivered the notice to the Clerk not later than Wednesday in the week before the next meeting of the Council.
17. The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in order in which it was received and shall enter it in a book which shall be open to inspection by every member of the Council.
18. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move the said motion at some later meeting or that he withdraws it.
19. If a resolution or recommendation specified in the summons is not moved either by the member who gave the notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
20. If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, be placed before such Committee or to such other Committee as determined by the Clerk in consultation with the proposer; unless the Chairman of the Council and the Chairman of the relevant committee, considers it to be a matter of urgency, then they may allow it to be dealt with at the next Full Council meeting.
- 20a

Not a standing order but being trialled for a period – to be reviewed and if necessary included as a standing order at a later date.

- 1) All reports for consideration should be prepared by an officer, if a Councillor suggests that the Council should do something new, the item will be placed on a committee agenda.
- 2) If the matter is quite straight forward, incurs minimal cost and minimal risk, it can be dealt with by the committee, without further steps.
- 3) If it is something which, which has risk and resource implications and therefore needs more consideration and it is something which the committee wishes to pursue further, then the committee may decide to 'commission' a report.
- 4) The report will be prepared by the Clerk in consultation with the proposing Councillor. The report should briefly set out the proposal, risk, costs, opportunities and potential issues. The report would be a First Step Report and not a thorough report.
- 5) If, after receiving the first step report, the committee still feel it is something that it might want to consider pursuing at a later date, it will place the report on the list of potential work streams. When Councillors then decide to select the next work stream, there will be a better understanding of some of the issues for each item under consideration.
- 6) Progress on work streams will be updated in a written report committee which the work stream sits within.

21. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

22. Resolutions dealing with the following matters may be moved without notice:-

- (a) To appoint a Chairman of the meeting.
- (b) To correct the Minutes.
- (c) To approve the minutes.
- (d) To alter the order of business.
- (e) To proceed to the next business.
- (f) To close or adjourn the debate.
- (g) To refer a matter to a Committee.
- (h) To appoint a Committee or any members thereof.
- (i) To adopt a report.
- (j) To authorise the sealing of documents.
- (k) To amend a motion, resolution or recommendation.

- (l) To give leave to withdraw a motion or resolution or an amendment.
- (m) To extend the time limit for speeches.
- (n) To exclude the public. (See order 80 below.)
- (o) To silence or eject from the meeting a member named for misconduct. (See order 32 below.)
- (p) To give the consent of the Council where such consent is required by these Standing Orders.
- (q) To suspend any Standing Order. (See order 78 below.)
- (r) To adjourn the meeting.

QUESTIONS

- 23. A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided at least 24 hours' notice of the question has been given to the person to whom it is addressed before the meeting begins.
- 24. No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions from the Councillors.
- 25. Every question shall be put and answered without discussion.
- 26. A person to whom a question has been put may decline to answer. If the meeting wishes to consider questions or comments from the public the meeting shall be adjourned. The time allowed for public speaking will be 15 minutes unless otherwise agreed by Council before public speaking commences. The protocol for public speaking shall be annexed to these Standing Orders.

RULES OF DEBATE

- 27. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman of the meeting.
- 28. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- (b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- (c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.

- (d) No speech by a mover of a resolution shall exceed five minutes, and no other speech shall exceed three minutes except by consent of the Council.
- (e) An amendment shall be either:-
 - (i) To leave out words.
 - (ii) To leave out words and insert or add others.
 - (iii) To insert or add words.
- (f) An amendment should not have the effect of negating the motion before the Council. Where an amendment is proposed to a resolution and the proposer or seconder of the original motion feels that the amendment would negate that motion, they can demand that the original motion be put to the vote before any proposed amendment be put to the vote. If the motion falls, then a new motion can be proposed incorporating the amendment.
- (g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (i) The mover of a resolution or amendment shall have the right of reply, not exceeding three minutes.
- (j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
- (k) A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- (l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

- (m) When a resolution is under debate no other resolution shall be moved except the following;
 - (A) debate may continue
 - (i) To amend the resolution.
 - (ii) That a member named be not further heard.
 - (iii) That a member named do leave the meeting.
 - (iv) To exclude the public and press.
 - (B) If the resolution be carried, no further debate may take place
 - (i) To proceed to the next business.
 - (ii) To adjourn the debate.
 - (iii) That the question be now put.
 - (iv) That the resolution be referred to a Committee
 - (v) To adjourn the meeting.
29. Members do not need to rise to speak unless the Chairman in consultation with the Clerk decide that is the numbers of public present are such, that it would be more effective to do so. In any case, the Chairman shall direct Members at the beginning of the meeting to stand when speaking.
30. (a) The ruling of the Chairman on a point of order or on the admissibility of a personal experience shall not be discussed.
- (b) Members shall address the Chairman.
- (c) **Whenever the Chairman rises during a debate all other members shall be seated and silent.**

CLOSURE

31. At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such a motion is seconded the Chairman shall put the motion but, in the case of a motion "to put the question", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after the right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

DISORDERLY CONDUCT

32. (a) **All members must behave in the manner required by the Code of Conduct adopted by the Council, a copy of which is annexed to**

these Standing Orders.

- (b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or to bring it into contempt or ridicule.
- (c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) or (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- (d) If either of the motions mentioned in paragraph (c) is disobeyed the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHTS OF REPLY

33. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

34. A member may, with the consent of his seconder, move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

35. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least four members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- (b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

36. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

37. If, at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No. 68.)

RESOLUTIONS ON EXPENDITURE

38. (a) All expenditure shall comply with specified conditions in Financial Standing Orders.
- (b) Any resolution which is moved otherwise than in pursuance of a recommendation of the Finance Committee (or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chairman:
- (i) substantially increase the expenditure upon any service which is under the management of the Council or
 - (ii) reduce the revenue at the disposal of any committee, or
 - (iii) which would involve capital expenditure.

Shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. Any committee affected by the proposed resolution shall consider whether it desires to report thereon; and the Finance Committee shall in any event consider the financial aspect of the matter and report thereon to Council.

EXPENDITURE

39. (a) All payments shall be made as specified in Financial Regulations.

SEALING OF DOCUMENTS

40. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

- (b) The Council's Common Seal shall alone be used for sealing documents.

The seal shall be applied by the proper officer in the presence of two members who sign the document as witnesses.

COMMITTEES AND SUB-COMMITTEES

41. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision in that behalf:-
- (a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- (b) may subject to the provisions of Order 35 above at any time dissolve or alter the membership of a committee.
42. The Mayor and Deputy Mayor shall be members of every Committee with full voting rights.
43. Every Committee shall at its first meeting after the annual meeting of the Council in any year elect a Chairman and (if so desired) a Vice-Chairman for the year who shall each serve, being a member of the Committee, until the beginning of the first meeting of the Committee in the following year.
44. The Chairman of a Committee or the Chairman of the Council may summon an additional meeting of that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
45. Every Committee may appoint sub-Committees for purposes to be specified by the Committee.
46. The Chairman and Vice-Chairman of the Committee shall be members of every sub-Committee appointed by it unless they signify that they do not wish to serve.
47. Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a sub-Committee, the quorum of a Committee or sub-Committee shall be three of its members.
48. The Standing Orders on rules of debate (except those parts relating to standing and to

speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to Committee and sub-Committee meetings.

49. The Council shall have a committee for considering the appointment of Community Car Scheme Drivers with criminal convictions; to be called the 'Car Scheme Appointment Committee' The Committee shall have specific responsibility for considering the appointment of drivers who have criminal convictions, to the Community Car Scheme. This Committee will have delegated authority to make decisions in its own right. In order to maintain confidentiality, the committee shall be made up of three councillors, with no other councillor being permitted to be present (unless invited by the Chairman of the committee to observe for training purposes). The Committee shall comprise the Chairman of Personnel (or their substitute from that committee), Chairman of Social and Welfare (or their substitute from that committee) and the Mayor or Deputy Mayor. If neither the Mayor nor Deputy Mayor is able to attend then the Chairman of the Personnel Committee shall nominate a third member from either the Personnel or Social and Welfare Committees. Only the Councillors on that committee shall receive any confidential reports. With regards to Standing Orders for Committees; Standing Order 42 and 45 shall not apply to the Car Scheme Appointment Committee.

WORKING GROUPS

50. (1) The Council may create Working Groups, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- (2) The Clerk shall inform the members of each Working Group of its terms of reference.
- (3) A Working Group may only make recommendations and give notice thereof to a Committee or Sub-committee of the Council.
- (4) An Working Group may consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES

51. Members of Committees and sub-Committees entitled to vote shall vote by show of hands, or, if at least two members so request, by signed ballot.
52. **The Chairman of a Committee or a sub-Committee shall in the case of an equality of votes have a second or casting vote.**
53. Any member of a Committee of Council may (save where expressly excluded in Standing

Orders) arrange for a substitute in the event of that member being unable to attend that Committee. The absentee must (with the exception of any Working Group member who is not a member of the Council) appoint as his substitute another member of the council. Normally at least one day's notice should be given to the Town Clerk or the appropriate officer of the Council, but in special cases a shorter notice may be given with the consent of the meeting. This Order does not apply to the Car Scheme Appointment Committee.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

54. A member who has proposed a resolution which has been referred to any Committee of which he is not a member, may explain his resolution to the Committee but shall not vote.
55. (a) Any member of the Council shall be entitled to attend any meeting of a Committee or sub-Committee to which he/she has not been appointed and shall be allowed to speak but not vote at such meetings.
- (b) Any member of the Council who attends any meeting of a Committee or Sub-Committee shall be entitled to remain at any such meeting notwithstanding the exclusion of the public and the press regardless of the item under consideration.

ACCOUNTS AND FINANCIAL STATEMENT

56. (a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council as specified in Financial Standing Orders.
- (b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the Committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Mayor or Deputy Mayor of the Council.
- (c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.

57. The Responsible Financial Officer shall supply to each member of every ordinary meeting a statement of receipts and payments as specified in Financial Standing Orders.

ESTIMATES

58. (a) The Council shall approve written estimates for the coming financial year at its meeting at the end of the month of December as specified in Financial Standing Orders.
- (b) Any Committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than end of November.

INTERESTS

59. (a) **If a member has a Disclosable Pecuniary Interest or other Registerable Interest as defined by the Code of Conduct adopted by the Council then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest.**
60. If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the meeting during consideration of the item to which the interest relates.
61. **A member who has declared a Pecuniary Interest must not participate in discussions relating to that agenda item and shall leave the meeting until the Next Business is to be considered.**
62. The Clerk shall hold a copy of the Register of Member's Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and/or as required by statute.
63. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.
64. The Clerk shall make known the purport of Standing Order 63 to every candidate.

CANVASSING AND RECOMMENDATIONS BY MEMBERS

65. (a) Canvassing of members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- (b) A member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
66. Standing Orders Nos. 62, 63 and 64 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

67. A member may for the purpose of his duty as such (but not otherwise) inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
68. **All Minutes kept by the Council and by any Committee shall be open for the inspection of any member of the Council.**

UNAUTHORISED ACTIVITIES

69. Unless authorised to do so by the Council or the relevant Committee or sub Committee, no member of the Council or of any Committee or sub-Committee shall in the name of or on behalf of the Council:
- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) issue orders, instructions or directions to employees of the council or the council's contractors.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

70. **The public shall be admitted to all meetings of the Council and its Committees and sub-Committees, which may, however, temporarily exclude the public by means of the following resolution:**

To pass a resolution to exclude press and public from the meeting on the grounds that the business to be transacted is confidential and publicity would be prejudicial to the public interest.

If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.

71. At all meetings of the Council the Chairman may at their discretion prior to or at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.
72. **The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.**
73. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he or she be removed from the Council Chamber.

CONFIDENTIAL BUSINESS

74. (a) No member of the Council or of any Committee or sub-Committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the Committee or the sub-Committee as the case may be.

(b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any Committee or sub-Committee of the Council by the Council.

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

75. A notice of each Council meeting shall be sent together with an invitation to attend to the County Councillor for each Dereham division and to the District Councillor or Councillors for each Dereham ward.
76. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Council or Planning Authority shall be transmitted to the County Councillor for the relevant Dereham division or to the Planning Authority Councillor for the relevant Dereham ward as the case may require.

PLANNING APPLICATIONS

- 77 The Clerk shall notify all Councillors by e-mail of each planning application received giving the location and its Local Planning Authority reference number and inviting councillors to respond with their comments. Where there are no comments or a majority of councillors respond stating that they have no objections to an application (by the date specified in the email) the Clerk in his discretion may notify the Local Planning Authority of this along with a summary of any comments made and omit the application from the next plans committee agenda, PROVIDED that this shall not apply to any major or contentious planning applications, which shall always be put before the plans committee for full consideration.

STANDING ORDER ON CONTRACTS

- 78 Standing Orders as contracts shall be as defined in the Financial Standing Orders and Regulations.

CODE OF CONDUCT ON COMPLAINTS

79. The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to Breckland Council's Monitoring Officer for consideration.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

80. Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item or business.
81. A resolution permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

82. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to comply with the Code of Conduct adopted by the Council.

BALANCED SCORECARD AS AT December 2024					
Ref	Committee	Work Heading	Notes	Progress	Time to completion
PFL 3	Council	Complete Walking and cycling Strategy and Promote the Walking and Cycling Strategy	Ready for public consultation, £10,000 set aside for any partnership funding for improvements following on from the strategy.	NCC have adopted this as their initiative, consultation has taken place. Need to chase for next steps.	
IFM 9	Full Council/ S&W	To consider options for refurbishment of Cemetery Lodge.		Start on site delayed pending ecologists report regarding bats. Due to start beginning of January	
IFP 6	Finance and Governance	To consider formalising a scheme of delegation, preparing written terms of references for Committee and formalising prioritisation of projects and actions.		Not Started –	
PF2	Heritage and Open Spaces	Work with FWAG to apply for funding to bring land around the Neatherd into public use complete and implement Neatherd Conservation Management plan.	Granted High level Stewardship – still to do. grants for tree planting, work involved with laying out, interpretation image work.	Cut and remove carried out on various sites. 2 Ponds dug, central path and hedge planting currently being marked out. Bumble bird seed mix drilled. With FWAG application for tree grants has been submitted.	Ongoing – becoming part of the ‘day job’ rather than a project.
PF6	Heritage and Open Spaces	take over management of Neatherd from Breckland Council		Council agreed not to take over management responsibilities.	
PF16	Heritage and Open Spaces	Consider the design and layout of ‘county Park’	Need design work completed by May to know how much hedge planting and tree planting to apply for grants for. Only £20,000 set aside for works on designing and laying out the new land –	Completed	
PFL 2	Markets and Buildings	Press County C to resolve busses turning in Market Place	Until there is a desire to address this at a County level this won't move. It can only be moved forward in partnership with County.	Breckland seem to have picked this up as part of their Market Town work. This work now seems to have ground to a halt and needs political push from the County Councillors and District Councillors. There are still no deliverable cycle schemes for developers to contribute to, or to put funding towards. Unless walking and cycling becomes a political priority at Norfolk County Council, there is very little that can be done at this level.	
IFM 10	Markets and Buildings	Review Asbestos survey on all buildings	Last carried out about 8 years ago. Some building had asbestos which should be reinspected.	Notrich Street Properties Completed, Assembly Rooms will be surveyed shortly.	

Balanced Score Card Update September 2024

PF5	Recreation	Improve Play areas following on from Play and Open Spaces Assessment	Not yet started. It might be worth holding off until a decision to move forward with Old Becclesgate Play area has been made. Now the ransom strip has been resolved at Sandy Lane this area could be taken over from Breckland as part of a package of transfers from Breckland. With a significant play area going into Sandy Lane.	Recreation Ground, School lane completed, Waiting for Breckland to transfer the land at other three sites nearly resolved. Toftwood Recreation ground included, work due to start before Christmas.	as soon as there is certainty regarding transfer, orders can be placed for equipment.
PF15	Recreation	Refurbish Skate Park	Budget £200,000. Would be good to have some certainty regarding the sports contribution from the Development at Greenfields Road. Could get on with it and find alternative way to spend the sports contribution from the developer. A possible alternative sports project has been identified to take any 106 from Greenfield's road application.	Only 1 tender returned. Waiting for Greenfields Road Application and commuted sum to be resolved.	Quite quick, depending on how much external funding we want to look for.
PF18	Recreation	Take over Old Becclesgate play area and plant as a Covid memorial garden.		solicitors have been instructed to transfer land.	
PFL 1	Recreation	Work to address shortage of Outdoor Playing Space in Dereham and improve play provision.		Waiting for meeting with Breckland Council to explore opportunities within the local plan particularly around bringing land forward early.	
	Heritage and Open Spaces	Surfacing Cherry Lane	Not prioritised as such but Breckland Council had funding available.	Tenders completed, work due to start 6th January.	

DEREHAM TOWN COUNCIL
Internal Audit (Mid Term) Report
(as required by section 151 of the Local Government Act 1972)
(Mid Term Audit carried out 26 November 2024)

I have in the presence of Mrs Jillian Barron (Parish Clerk) inspected the parish council documents as appropriate, and in line with, the scope of the mid term audit requested. Mrs. Linda Monument is presently Chairman of the Council (Town Mayor). I would like to thank Jillian for providing me with all the information required to carry out this audit and for her hospitality.

Previous audits

The last full internal audit took place in May 2024. I could not find details of the last External Audit on the Council's website.

Progress with Annual Budget / precept setting

I am informed that the council is on course to deliver its Annual Budget and precept requirements for 2025/26.

The budget is on course to be delivered (and approved) at the Council meeting of 3rd December 2024.

Inspection of the Council's Assets Register

I was shown the Assets Register and am content that this is well presented.

I noted three recent "disposals": those of the hydraulic digger; the ride-on mower; and a pick up truck.

Accounting procedures and internal controls

A Financial Statement is presented to members at each Full Council meeting.

The Risk Management policy is reviewed on an annual basis to ensure it remains fit for purpose.

VAT Returns have been viewed and are up to date. The last claim covered the period to 30th September 2024; and the claim was settled on 18th October 2024.

Payroll (PAYE / NIC) is operated by a firm of accountants.

No issues were flagged up in regard to the Headborough Estate charity.

Petty cash is used to procure small items only.

Governance arrangements

The Clerk and Deputy Clerk make use of a "Year Planner" and each committee agenda is drawn up with due reference to the previous year. Council policies (displayed on the website) are fully in compliance with the Transparency Code.

When I inspected the website this morning, the October Full council meeting minutes were still in draft form. Jillian has taken immediate steps to rectify this.

I would draw attention to the need for a Safeguarding policy. All major organisations now have these; and it is important for all staff / members to have an established reporting mechanism in the event that they encounter vulnerable children or adults. Perhaps the matter could be referred to a relevant sub committee to consider?

Jillian informs me that there is in existence a Lone Worker risk assessment but no approved policy. I am sure members do not need me to advise them of the importance of keeping its Council staff safe. For this reason, I would suggest drawing up a Lone Worker policy.

Staff contracts of employment are adequate for purpose and no issues have been raised by employees.

The Town Clerk and Deputy Clerk's salaries are paid in accordance with members' approval and statutory guidance, and documented in the relevant minutes.

Training

Training on allotment administration has recently been taken up by office staff. Health & Safety training will shortly be offered to the outdoor staff.

Conclusions

Financial reporting is well structured, transparent and readily accessible. The office staff give every impression of keenness, efficiency and dedication to the various tasks at hand. Staff are encouraged to share best practise and the Deputy Clerk mentors any new administration staff members.

Accounting procedures and governance are well ordered – with roles not overlapping and an apparent willingness to improve the efficiency of the Council still further.

It was a pleasure to carry out this mid term / interim audit.

This council is continuing to reach high standards in both its governance and accounting procedures.

I would respectfully suggest that the Council draws up both Safeguarding and Lone Worker policies in the near future.

I remain satisfied that this busy town council is functioning well and is fully discharging its legal and statutory responsibilities.

I look forward to returning to complete the full audit in the Spring of next year.

ROBIN GOREHAM
(Internal Auditor)

26th November 2024