

***NOTE:** In the case of non-members, this agenda is for information only

DEREHAM TOWN COUNCIL

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27th February 2025

To All Members of the Finance and Governance Committee

Councillors H Clarke, P Duigan, S Green, A Greenwood, L Monument & P Morton.

Dear Councillor

You are hereby summoned to attend the next meeting of the **Finance & Governance Committee** to be held **Dereham Memorial Hall** on **Tuesday 4th March at 7pm** to consider the items on the Agenda below.

Yours faithfully

A N Needham

Mr A N Needham
Town Clerk

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.

A G E N D A

1. To receive apologies for absence.
2. Declaration of Interest
In accordance with the Localism Act 2011, Members are asked at this stage to declare any Disclosable Pecuniary Interests or Other Registerable Interests; as defined by the Code of Conduct adopted by the Council. Councillors shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of those interests. Failure to disclose any Disclosable Pecuniary interests or to knowingly give false or misleading information is a criminal offence under section 34 of the Localism Act 2011.
3. To consider grants applications.
4. Review expenditure against budget
5. To review 5 year projects and capital budget.
6. To review Insurance Schedule.

7. To Review Asset Register
8. To consider whether to begin discussions which could lead to Dereham Town Council taking over responsibility for Car Parking from Breckland Council.
9. To consider a policy relating to highways matters being passed down to Town Council.
10. To propose that the Council produces an Annual Report toward the end of the financial year which may then be uploaded to the website along with the year-end accounts. This gives parishioners a chance to understand better the many projects that the council undertakes for our community. (Cllr Coleman)
11. To propose that the Finance & Governance Committee should meet at least every 2 months. (Cllr Coleman)
12. **Exclusion of press and public**
To pass a resolution to exclude the 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.
13. To review Balance Score Card and potential future activities.

Dereham Town Council

Finance and Governance Committee

4th March 2025

Agenda Notes.

3. To consider grant applications.

Applications are enclosed. Because CAB grant application is for more than £2,000, there should be greater scrutiny than there is with smaller grants.

4. Review expenditure against budget

The Net Position by Cost Centre is enclosed with comments below.

Code	Cost Centre	Comment
6	Publications and subscriptions	A schedule was presented at the December Committee meeting.
57	Water – Assembly Rooms	A multi-year bill due to errors in billing.
61	General repairs -Assembly Rooms	Includes £600 for Asbestos survey and other repairs including £500 for sash window repair.
95	Civic Expenses	Includes outdoor cinema
74	Memorial Hall General Repairs	There are some significant repair bills coming in, notably repairs to roof flashing to stop water ingress (£900) and repairs to the Genie lift (£800). Servicing the racked seating £2,000, first service in 12 years. Gas engine service will be £5,659 this year, service every 5 years or so. The systems are getting older and repairs are needed.
76	Fire protection	Includes remedials following on from fire risk assessment.
165	Rental Income – 62 Norwich Street	Council tax for shop, now with DTC.
167	Toilets - electricity	Finally got an electricity bill, first bill since refurbishment. Some of this should be recoverable.
232	New Vehicle	Additional weights were needed to enable the tractor to utilise it maximum lift capacity. A pallet fork is still needed.
183	Memorial Hall bar income	£1,799.05 has been incorrectly entered and has been moved to expenditure.
227	Play Equipment Maintenance	This has gone up because there is now a dedicated member of staff overseeing the play equipment. A backlog of repairs are being picked up and more items are getting fixed sooner.

5. To review 5 year projects and capital budget.

The budgets are enclosed with recent commitment highlighted in yellow.

The £40,000 contingency has nearly been used dealing with underground issues. Some savings are being identified, but it is likely that addition budget will be needed to repair the brick shed, which has not yet been allowed for.

The Recreation Ground path has been updated to reflect the recommendation from the Recreation Committee to include timber edgings.

6. To review Insurance Schedule.

The insurance schedule is enclosed. The Toftwood Rec Pavillion has been removed. Councillors previously requested that this be added to the schedule, but because it is not owned by the Town Council it can not come under its insurance.

Last year's premium was £30,881, an increase in the premium would have been anticipated because this figure was on a 3 year fixed rate. Apparently premiums across the country are increasing due to reduced competition in the local council insurance market and an increase in fires associated with people installing cheap solar panels.

Two options have been provided, the first quote is 'as is', with no changes to the schedule.

1 year - £38,390
3 year - £35,142

The second option is with the removal of certain high value items which may not need to be insured. With these items the question is what is the risk which is being insured against, theft, fire, vandalism, road traffic accident? For a road traffic accident, even if the culprit can not be traced, there is the uninsured losses system of claims. The major items that could be considered to be removed are:

- Street furniture
- Tennis Courts and lights
- Skatepark
- Playground equipment
- The grounds maintenance equipment has been reduced to reflect the sale of mower and digger.

With these and a few minor items removed from the schedule, the cost would be:

1 year - £35,344
3 year - £32,400

7. To Review Asset Register

The asset register is enclosed with items sold and due to be removed highlighted in yellow and new items acquired in 2024 highlighted in green.

8. To consider whether to begin discussions which could lead to Dereham Town Council taking over responsibility for Car Parking from Breckland Council.

Everybody is familiar with the current situation, these notes come with a 'health warning', these are high level comments derived from a quick skim through what information is quickly available.

Breckland are open for discussions to be had regarding the transfer of car parks to town councils and have stated that their priority with the negotiations is to "ensure that we collectively find the best solutions for the residents of Breckland and the right solution for each location".

Car Park charging.

Whether a unitary council is created or not, parking charges are likely to be introduced. If in two years' time Breckland still exists; then the chances are charging will be introduced. If a unitary council is created, it will harmonise its policies across its area, and will therefore need to introduce car parking charges.

Does the Town Council have the Powers to provide car parking?

Parish and community councils may provide off-street parking places under section 57(1) of the Road Traffic Regulation Act 1984 where it is of the opinion that that they would be necessary for the purposes of preventing congestion or preserving local amenities.

These powers feel a bit insufficient, but the Town Council could acquire the General Power of Competence, which allows the Council to do anything an individual can do, unless prevented by statute.

If the Town Council took over car parks should it keep them free at the point of use?

If the Town Council did wish to keep the car parks free at the point of use, it would add around £20 to £25 a year to every property within Dereham. The question then arises as to whether it is right or fair that Dereham residents pay for the car parks but people from outside the parish of Dereham pay nothing?

This is the first principle to consider, should the Town Council charge for parking if it took over responsibility for them?

If no charging and the cost comes solely from Dereham tax payers then the management is relatively straight forward, but it is not possible to manage how long people stay and which car parks are long stay and which car parks are short stay. Once this type of management and enforcement is needed then much larger costs will be incurred.

If the Town Council introduces parking charges how will this be managed?

Once parking charges are introduced, this introduces the issue of collecting money, maintaining equipment and enforcing non-compliance. Realistically the Council would need to engage the services of a company which specialize in these matters. The Town Council would set the overall policy on charging, with day-to-day operation contracted with a third party. This would still require some management from Town Council staff and staff would need to develop a certain level of expertise on the subject.

From an initial search, there appears to be a number of companies which take on this type of day-to-day management. Obviously these companies will take a management fee, but it would be far less risk to the Council than trying to self-manage on a day-to-day basis.

VAT – Implications.

The Town Council is currently able to reclaim VAT on what is classed as business activities below a threshold of around £9,000 a year. If the Council took over the car parks and charged, it would go over this threshold and no longer be able to reclaim the £9,000 a year. Whether this would be considered an expense of car parking and could be recovered from charges would need to be researched.

Income generated from car parking.

It appears to be the case that Local Authorities should not plan to use car parking charges for general revenue raising. That said, many local authorities do seem to make a generous surplus from their car parks! The following extract from an internet article provides a brief overview:

It is worth noting that in the Barnet case, the court did recognise that authorities have “a discretion to set charges to reflect its parking policies ... [and are] not restricted to levying a charge only to cover the base cost of running the scheme”. When setting charges it is acceptable to recognise and plan for dealing with any surplus; budgeting for a modest surplus does not render the scheme unlawful or evidence any unlawful revenue raising motive. Indeed the court recognised that “it may be prudent to budget for a surplus to allow for unforeseen expenses, shortfalls in other years and payment of capital charges/debts”.

How can any surplus generated from charging be used?

Any surplus can be used for the following areas:

- Recycling
- Refuse collection
- Street cleaning
- Public Conveniences
- Recreational open space
- Expenditure on the Countryside or Commons

If either Breckland Council or a new unitary generated a surplus from car park charges they could use that expenditure on any of the above service, anywhere within their authority area and not necessarily within Dereham.

It is suggested that a new unitary would harmonize policies in a way which is financially most advantageous to it. Local Authorities should publish their Car Park Account annually to demonstrate any budget surplus, some local authorities make this Account more easy to find than others, examples of budget surplus below:

Kings Lynn and West Norfolk - £2,2m

North Norfolk - £1.7m

Norwich - £1.1m

South Norfolk - hard to find the figures, but they don't seem to make a significant surplus i.e. the low tens of thousands of pounds.

Obviously these are quite different types of areas, but is a new unitary authority likely to harmonize policies to be inline with places like South Norfolk or Kings Lynn?

This is one possible benefit to the town for the Town Council taking control of the car parks. The Town Council is more likely to ensure charges are kept as low as possible, and if there are any surpluses, these would be used to benefit the people of Dereham. Whether these benefits outweigh the drawbacks and the risks, is what Councilors need to consider.

Control over the various sites.

If the Town Council is to take on the risk of operating car parks, then it is felt that it should have complete control over the sites. The sites should be transferred freehold without additional restrictive covenant applied. If additional covenants are applied, restricting the use to only car parks, then changes of use in the future could be blocked (or permitted for a fee). The Cherry Tree car park was purchased by the residents of Dereham as a market, it then became a car park. If in 100 years' time the people of Dereham no longer require this as a car park, they may have to pay money to a unitary to be allowed to do that, and the unitary could choose to spend any income anywhere within its area.

If the principle as stated by the officers at Breckland is to "*ensure that we collectively find the best solutions for the residents of Breckland and the right solution for each location*", then additional covenants would result in any future uplift in land value benefiting the residents of Norwich or Kings Lynn rather than the residents of Breckland.

Even with a company being engaged to carry out the day-to-day management of the car parks, it should be expected that any transfer would dominate the work of the Council for the next 6-12 months. Councillors will need to weigh up whether the disruption and cost would outweigh the potential benefits. As already stated these notes are a quick superficial overview, if the Council feels there is serious merit in looking into the matter further, then it should instruct the Clerk to do this and begin negotiations with Breckland Council.

If the Council wished to investigate further, it would need to affirm whether it is minded to follow a charging or not-charging policy, and whether it would require the freehold without restrictive covenants.

9. To consider policy relating to highways matters being passed down to Town Council.

While this issue has cropped up previously, it seems to be coming more of an issue. The issue is that when a member of the public requests something which is a Highways matter such as double yellow lines, bollards to stop parking etc Norfolk County Council state that the member of the public must make a request to the Town Council. Previously such requests have been passed onto the County Councillor.

The reason this is on the agenda now is that the language fed back from members of the public, after they have spoken to Norfolk County Council is that there seems to be the suggestion that any such requests would need to be funded by the Town Council.

All the requests passed over to the Town Council are items which Norfolk County Council know they are not going to fund out of maintenance.

It is felt that the Town Council's approach should continue to be that such requests are passed over to the appropriate County Councillor. The County Councillor can then decide whether the matter is something which they wish to fund through their delegated budget or something which they would like to put forward as a Parish Partnership bid.

10. To propose that the Council produces an Annual Report toward the end of the financial year which may then be uploaded to the website along with the year-end accounts. This gives parishioners a chance to understand better the many projects that the Council undertakes for our community. (Cllr Coleman)

Some examples of pages of annual reports are enclosed. There is no legal requirement for the Town Council to produce an annual report and nearly all the information relating to what the Council does is already on the Council's websites. The website typically has a daily hit figure of less than 10 people, 3 or 4 hits will be members of staff. Any news stories showcasing what the Council is doing are posted on Facebook. The number of Facebook views varies, depending on the story, a minimum is typically 1,000 people with some stories being viewed by more than 10,000 people. It is therefore fair to say that Town Council projects are seen by far more people than they ever have been in the past. It is not clear how much value would be added with an annual report.

The benefit of an annual report might be that it would pull all the information together into a single document with a narrative summary from the Mayor and the Chairman of each committee. The reality is that it is likely that the staff will be compiling such narrative summaries on behalf of the Mayor and chairman of committees.

If the Council decides that an annual report must be produced every year at particular time, then the annual report becomes an overriding priority for staff, once the statutory matters are completed. If the Council wishes to do an annual report then it is likely that Committees will be cancelled to accommodate this as an additional priority.

11. To propose that the Finance & Governance Committee should meet at least every 2 months. (Cllr Coleman)

Meetings are expensive, the Clerk tries to have the minimum number of meetings needed for the Council to carry out its business. There is of course a balance to be struck, because regular meetings help Councillors maintain a familiarity with the issues of a particular committee.

The Finance and Governance Committee has the same amount of business whether it meets 4 times a year or 6+ times a year. More meetings would mean that the agendas are less 'heavy', but more frequent meetings would take up more staff time, which would mean less time spent on other activities.

**Dereham Town Council
Finance & Governance Committee Meeting
Tuesday 4th March 2025**

Organisation	Amount of grant applying for	Total cost	Reason for Grant	Comment
Norfolk Citizens Advice	£4500	£60,000	To deliver generalist and specialist (crisis, debt, energy) advice to Dereham, principally from the town hall office but also through phone and email services. CAB wish to continue this and retain Dereham as a volunteer base. This will continue to allow face-to-face provision but also to grow phone advice support in the face of continued growth in demand. CAB are planning to retain this town service but do expect major cuts to local authority in 2025.	
Dereham/Toftwood 2 nd Scout Group	£1000	£1705.80	The Scouts currently have some very old foldaway tables that are used most weeks for our activities which range from cooking to crafts. These are also used for displays and other community groups who use the scout facilities also can use these tables. The tables are now very worn and starting to break due to age and use and are in need of replacing.	
Dereham Theatre Company	Up to £1000	£1000 + VAT	Funding towards the cost of individual microphones for the young people to wear in their upcoming production of Grease. Individual microphones are an expensive item to hire but contribute towards the professional sound quality and overall customer experience.	
Dereham Band	£500	£500	To provide summer Sunday afternoon concerts in the Ellenor Fenn garden to entertain the shoppers	

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: Norfolk Citizens Advice	
What are the main activities of your organisation: Provision of free, accredited advice for the purposes of improving the health of Norfolk people.	
What are you requesting funding for: We are delivering generalist and specialist (crisis, debt, energy) advice to Dereham, principally from the town hall office but also through phone and email services. We wish to continue this and retain Dereham as a volunteer base. This will continue to allow face-to-face provision but also to grow phone advice support in the face of continued growth in demand. We are planning to retain this town service but do expect major cuts to local authority in 2025.	
How will the Dereham Community benefit from this funding: We expect to maintain the type of support we provide now and to grow our digital capacity. In the last twelve months, we have supported over 500 clients from Dereham wards (Neatherd, Toftwood and Withburga), resolving 2,200 issues and helping clients to gain £267k in new funding and write off £247k in debt. Our plan is to grow capacity by 5-10% in Dereham over the 25/26 budget year.	
How much total funding do you need: £60,000	How many Dereham residents will benefit from this grant: 650
How much funding are you requesting from Dereham Town Council: £4,500	
How much funding are you requesting from other sources or providing yourself: £40,000 from other grants	
If other funding has not been confirmed, what would happen if you did not receive all the funding requested from these other sources: We will continue delivery of services to end of March 2025 but will have to review services in all locations at that point. It is likely that some outreach and specialist services will be reduced should council grants be reduced.	

DEREHAM TOWN COUNCIL

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PLEASE COMPLETE ALL THE QUESTIONS ON THIS FORM

Name of organisation: DEREHAM / TOFTWOOD 2ND SCOUT GROUP

What are the main activities of your organisation: WE ARE A SCOUT GROUP SET UP FOR YOUNG PEOPLE IN DEREHAM WE HAVE 97 ACTIVE MEMBERS AGED BETWEEN 6 – 18 YEARS IN 4 DIFFERENT SECTIONS. BEAVERS, CUBS, SCOUTS AND EXPLORERS. OUR AIM IS TO FOSTER LEADERSHIP, TEAMWORK, AND PRACTICAL SKILLS THROUGH BOTH INDOOR AND OUTDOOR ACTIVITIES, VOLUNTEER WORK AND EDUCATIONAL PROGRAMMES. WE AIM TO BUILD CONFIDENCE, RESILIENCE, AND A SENSE OF COMMUNITY IN OUR YOUNG MEMBERS.

What are you requesting funding for:

WE CURRENTLY HAVE SOME VERY OLD FOLDAWAY TABLES THAT ARE USED MOST WEEKS FOR OUR ACTIVITIES WHICH RANGE FROM COOKING TO CRAFTS. THESE ARE ALSO USED FOR DISPLAYS AND OTHER COMMUNITY GROUPS WHO USE OUR FACILITIES ALSO CAN USE THESE TABLES. THEY ARE NOW VERY WORN AND STARTING TO BREAK DUE TO AGE AND USE AND ARE IN NEED OF REPLACING.

THE NEW TABLES WE ARE LOOKING TO PURCHASE ARE GOPAK ECONOMY FOLDING TABLES 1830MM X 610MM WE ARE LOOKING TO REPLACE ALL 12 OF THE TABLES.

How will the Dereham Community benefit from this funding:

WE HAVE CURRENTLY 97 YOUNG PERSONS ATTENDING OUR SCOUTING GROUP. ALL OF THESE CHILDREN WILL GAIN BENEFIT FROM THESE NEW TABLES USING THEM FOR ALL TYPES OF ACTIVITIES TO IMPROVE THEIR EDUCATION.

BUT WE ALSO HAVE NUMEROUS OTHER LOCAL COMMUNITY GROUPS THAT USE OUR FACILITIES AND WILL ALSO BENEFIT AND HAVE USE OF THE NEW TABLES FOR THEIR GROUPS. OTHER GROUPS USING THE FACILITIES AT THE PRESENT TIME ARE, GUIDES, RAINBOWS, WEIGHT WATCHERS, MOTHER AND BABY GROUPS, JUST TO NAME A FEW. BUT THE FUNDING WILL GREATLY ASSIST A LOT OF RESIDENTS OF DEREHAM.

How much total funding do you need:

WE ARE LOOKING TO REPLACE ALL OUR CURRENT TABLES SO WILL BE LOOKING TO PURCHASE 12 NEW TABLES AT A COST OF £142.15 EACH INC VAT. THE TOTAL COST TO THE GROUP TO REPLACE ALL 12 TABLES WOULD BE £1705.80

How many Dereham residents will benefit from this grant:

WE CURRENTLY HAVE 97 YOUNG PERSONS WHO WOULD DIRECTLY BENEFIT, BUT THESE TABLES WOULD LAST A LONG TIME AND WOULD ALSO BENEFIT YOUNG PEOPLE ATTENDING OUR GROUP FOR YEARS TO COME. WE ALSO

HAVE NUMEROUS OTHER COMMUNITY GROUPS WHO USE OUR FACILITIES AND WILL ALSO BENEFIT FROM THE NEW EQUIPMENT.

How much funding are you requesting from Dereham Town Council:

WE WOULD BE SEEKING £1000 GRANT. WITH YOUR SUPPORT WE CAN CONTINUE TO PROVIDE MEANINGFUL EXPERIENCES THAT POSITIVELY IMPACT OUR YOUNG MEMBERS AND THE WIDER COMMUNITY. THE FUNDING WILL HELP ALLOW US TO REDUCE FINANCIAL BARRIERS ENSURING AS MANY CHILDREN AS POSSIBLE CAN BENEFIT FROM THE SCOUTING EXPERIENCE.

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

ANY FURTHER MONEY REQUIRED TO COMPLETE THE PURCHASE OF THIS NEW EQUIPMENT WOULD COME FROM OUR OWN FUNDS, AND WE WILL GETTING OUR YOUNG PERSONS TO COME UP WITH NEW FUNDRAISING IDEAS IN ORDER TO RAISE THE EXTRA FUNDS REQUIRED.

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

AS A GROUP WE HAVE AND WILL CONTINUE TO FUND RAISE, TO RAISE THE EXTRA FUNDS REQUIRED TO PURCHASE THESE NEW TABLES WHICH ARE ESSENTIAL TO OUR GROUPS ACTIVITIES.

DEREHAM TOWN COUNCIL

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PLEASE COMPLETE ALL THE QUESTIONS ON THIS FORM

Name of organisation: Dereham Theatre Company

What are the main activities of your organisation:

Established in 1948, DTCo is a volunteer led community theatre charity providing arts workshops and theatre training for young people, plus performance opportunities for all ages and abilities. We operate a membership model to generate income and rely on the generosity of volunteers to sustain our activities. In addition to workshops and performances, we engage in local events such as the Christmas light switch on and singing in the town, as well as attending community events in Norwich to promote our organisation.

Recognising the importance of partnership working, we host Dereham Men's Shed on our premises as we believe in sharing our assets for the benefit of other voluntary organisations.

What are you requesting funding for:

In May 2025 DTCo's youth section DOSYTCo are staging their first musical since 2019. Due to the pandemic DTCo hasn't been in a financially stable enough position to stage a second musical in the year, which has reduced the opportunities available to young people to perform.

Recognising the importance of youth provision for Dereham the DTCo committee have worked hard to fundraise and stage another full scale production exclusively for youth members.

DTCo prides itself on offering a professional theatre experience for young people, which includes using a hired venue for the performance, hired costumes, using a lighting and sound company to provide a full technical package, using a live band, a hired set and more.

This application requests funding towards the cost of individual microphones for the young people to wear in their upcoming production of Grease. Individual microphones are an expensive item to hire but contribute towards the professional sound quality and overall customer experience that we offer from Dereham Memorial Hall.

Microphones cost £50 + VAT each for a week's hire, which would be the requirement for Grease. We aim to provide as many young people as possible with an opportunity to have speaking lines in the show, which builds their confidence and improves their skills in public speaking. The technical cost bill for Grease will be approximately £8,000 and we are requesting funding for up to £1,000 to contribute towards the microphones.

How will the Dereham Community benefit from this funding:

DOSYTCo has provided a safe and welcoming place for young people in Dereham for over 30 years. Established in 1991, it has provided children from aged 7 a space to learn the art of theatre and demonstrate those skills in a performance of professional standards, for the benefit of the Dereham community and beyond. The arts scene in Dereham is limited, but DOSYTCo provides a place outside of Norwich where young people can access arts opportunities, which keep them occupied and safe, whilst learning new skills.

How much total funding do you need: Up to £1,000	How many Dereham residents will benefit from this grant: Directly- 20 young people with mics Indirectly – 50 young people in the production + up to 1,500 audience members from the community
How much funding are you requesting from Dereham Town Council: Up to £1,000	
How much funding are you requesting from other sources or providing yourself: £7,000 for technical budget + £15,000 for the rest of the production	
If other funding has not been confirmed, what would happen if you did not receive all the funding requested from these other sources: We would need to consider requesting additional money from parents in the form of show fees, to provide this opportunity to more children. However we recognise the increasing pressure of the cost of living on parents and families and so would welcome alternative funding to provide this opportunity.	

Please confirm that your organisation has:

- A constitution YES / NO
- A bank Account YES / NO
- Adequate insurance for the activity you are proposing YES / NO / NOT APPLICABLE
- Where applicable, a risk assessment for the activities you are requesting a grant for, to include risks to children and vulnerable adults. YES / NO / NOT APPLICABLE

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.

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PLEASE COMPLETE ALL THE QUESTIONS ON THIS FORM

Name of organisation: Dereham Band	
What are the main activities of your organisation: We provide a safe and happy place for brass instrument players to meet and make music. We offer opportunities for musicians of all abilities to improve and to enjoy their progression. Thanks to the Town Council sponsorship we are also able to play summer Sunday concerts for the people of Dereham to enjoy.	
What are you requesting funding for: We are asking for sponsorship for summer Sunday afternoon concerts in the Ellenor Fenn garden to entertain the shoppers. We previously used the Queen Mother's garden, but this is no longer suitable.	
How will the Dereham Community benefit from this funding: The community will be able to enjoy free brass band concerts.	
How much total funding do you need: £500.00	How many Dereham residents will benefit from this grant: They will be open to all.
£500.00 How much funding are you requesting from Dereham Town Council:	
How much funding are you requesting from other sources or providing yourself: Any shortfall would come from our funds	
If other funding has not been confirmed, what would happen if you did not receive all the funding requested from these other sources:	

Dereham Town Council Net Position by Cost Centre and Code

Cost Centre Name

ADMINISTRATION		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Postage				1,500.00	1,212.45	287.55
2	Stationery				2,300.00	1,048.73	1,251.27
3	Telephone				2,500.00	979.56	1,520.44
4	IT & Support				3,700.00	2,425.89	1,274.11
5	Photocopier/printers				1,000.00	633.65	366.35
6	Publications/subscriptions				3,500.00	8,065.75	-4,565.75
7	Furniture/equipment				1,000.00	822.00	178.00
8	Insurance		116.79	31,500.00	30,881.04	735.75	
9	Audit Fees			2,500.00	2,255.00	245.00	
10	Conferences			800.00		800.00	
11	Staff Expenses			900.00	176.19	723.81	
13	Legal Fees		1,500.00	19,000.00	5,707.00	14,793.00	
14	Training			2,500.00	96.00	2,404.00	
15	Precept	1,168,362.00	1,168,362.00				
213	Etling View Legal Fees		480.00		6.00	474.00	
268	Mobile Phones			1,800.00	1,578.17	221.83	
			1,168,362.00	£1,170,458.79	74,500.00	£55,887.43	20,709.36

ALLOTMENTS		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
16	Machinery & Equipment				700.00	378.01	321.99
17	Water - Cem Road				500.00	225.42	274.58
18	Water - CL 1				600.00	11.91	588.09
19	Water Dumpfield				500.00	129.61	370.39
20	Water - Scarning				500.00	214.67	285.33
21	Water - Southend				500.00	341.91	158.09
22	Water - Toftwood				210.00	70.00	140.00
23	Refund Deposits				20.00	40.00	-20.00
25	Repairs & Main				4,700.00	4,107.43	592.57
26	Fuel Recharge				300.00		300.00
27	Rent	7,500.00	8,554.29		56.10	998.19	
28	Investment- Nat Savings	30.00				-30.00	
			7,530.00	£8,554.29	8,530.00	£5,575.06	3,979.23

ASSEMBLY ROOMS		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
54	Heat				5,000.00	5,833.54	-833.54
55	Light				4,000.00	2,297.12	1,702.88
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	1,445.82	54.18
59	Refuse Collection				800.00	759.20	40.80
60	Fire Protection				650.00	758.20	-108.20
61	General Repairs				2,000.00	3,079.13	-1,079.13
65	Rental Income	12,000.00	11,897.12			-102.88	
			12,000.00	£11,897.12	24,200.00	£26,124.74	-2,027.62

BANKING		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
135	Premier	1,000.00	29,800.54			28,800.54	
136	Current		37.74	1,000.00	629.44	408.30	
137	Wages & Petty Cash			350.00	150.45	199.55	
138	National Savings	2.00				-2.00	
139	VAT Refund						
180	Public Works Loan Board			179,873.00	179,481.55	391.45	
221	CCLA	3,500.00	4,939.50			1,439.50	
262	Card Payment Machines/		30.00	3,000.00	2,298.64	731.36	
			4,502.00	£34,807.78	184,223.00	£182,560.08	31,968.70

Dereham Town Council
Net Position by Cost Centre and Code

Cost Centre Name**BISHOP BONNERS COTTAGE**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		<u>Current Balance</u> <u>Budget</u>
			Budget	Actual	Budget	Actual	
82	Repairs				500.00	590.46	-90.46
83	Electricity-Tower					682.62	-682.62
85	Rent		1.00	1.00			
			1.00	£1.00	500.00	£1,273.08	-773.08

CEMETERY & CY

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		<u>Current Balance</u> <u>Budget</u>
			Budget	Actual	Budget	Actual	
30	Water/Rates				11,000.00	10,318.62	681.38
31	Electricity				1,700.00	496.73	1,203.27
32	Hire of Machinery				250.00		250.00
35	Machinery & Equipment				2,800.00	1,250.69	1,549.31
36	Fuel				1,000.00	441.54	558.46
37	General Repairs				3,000.00	2,064.55	935.45
38	Lodge					3,672.66	-3,672.66
40	Trees				3,000.00	44.63	2,955.37
41	Burial Fees		26,000.00	29,197.32		666.50	2,530.82
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	8,473.30			-2,526.70
254	Telephone Charges				730.00	505.70	224.30
256	New Cemetery Maint				3,000.00	260.00	2,740.00
269	Refuse Collection					2,018.96	-2,018.96
279	Grounds Maintenance				6,000.00	9,841.76	-3,841.76
			37,001.00	£37,670.62	34,630.00	£31,582.34	3,717.28

CHURCHYARD

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		<u>Current Balance</u> <u>Budget</u>
			Budget	Actual	Budget	Actual	
276	Repairs				750.00	700.74	49.26
					750.00	£700.74	49.26

CIVIC

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		<u>Current Balance</u> <u>Budget</u>
			Budget	Actual	Budget	Actual	
93	Mayors Allowance				840.00	559.13	280.87
94	Members Expenses				650.00		650.00
95	Civic Expenses			309.69	3,900.00	5,175.12	-965.43
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	£5,796.25	4,253.44

Country Park

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		<u>Current Balance</u> <u>Budget</u>
			Budget	Actual	Budget	Actual	
271	Countryside Park		16,000.00	21,158.42	16,000.00	23,118.17	-1,959.75
			16,000.00	£21,158.42	16,000.00	£23,118.17	-1,959.75

DEREHAM COMMUNITY CAR

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	Receipts		Payments		<u>Current Balance</u> <u>Budget</u>
			Budget	Actual	Budget	Actual	
129	Mileage Costs			6,500.00	5,000.00	7,337.74	4,162.26
130	Other Costs				500.00	129.62	370.38
				£6,500.00	5,500.00	£7,467.36	4,532.64

Dereham Town Council
Net Position by Cost Centre and Code

Cost Centre Name

ETLING GREEN		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
116	Conservation				2,500.00	2,232.00	268.00
					2,500.00	£2,232.00	268.00
GRANTS							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
121	CAB				5,000.00		5,000.00
122	General				11,000.00	5,549.00	5,451.00
260	Heritage Trust				1,000.00	1,000.00	
					17,000.00	£6,549.00	10,451.00
MARKETS							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
47	Electricity				2,000.00	559.12	1,440.88
49	Rent		12,000.00	10,823.49		1,288.09	-2,464.60
50	Promotion						
			12,000.00	£10,823.49	2,000.00	£1,847.21	-1,023.72
MEMORIAL HALL							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
68	Gas				6,300.00	10,313.96	-4,013.96
69	Electricity				24,000.00	19,395.29	4,604.71
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	1,719.46	-319.46
73	Cleaning				2,000.00	2,820.24	-820.24
74	General Repairs			536.68	10,000.00	50,805.18	-40,268.50
75	PRS				2,500.00	2,739.74	-239.74
76	Fire Protection/Maintenan				3,000.00	7,372.64	-4,372.64
77	Licence				500.00		500.00
78	Hire fees		47,000.00	54,627.15	2,500.00	3,423.75	6,703.40
181	Telephone Charges				1,500.00	977.22	522.78
183	Bar Income		15,000.00	18,048.56			3,048.56
193	Bar Expenditure				10,000.00	11,110.55	-1,110.55
			62,000.00	£73,212.39	75,220.00	£120,396.46	-33,964.07
NEATHERD MOOR/ABBOTS FIELD							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
112	Conservation			400.00	1,400.00	283.93	1,516.07
				£400.00	1,400.00	£283.93	1,516.07
NORWICH ST PROPERTIES							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
164	Repairs				1,500.00		1,500.00
165	62 Rental Income		5,000.00	5,000.00		4,027.90	-4,027.90
166	58 Rental Income		7,000.00	7,260.00			260.00
			12,000.00	£12,260.00	1,500.00	£4,027.90	-2,267.90
PETTY CASH REIMBURSEMENTS							
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Current Balance</u>
173	Petty Cash Reimbursemer			200.00		450.00	-250.00

Dereham Town Council
Net Position by Cost Centre and Code

Cost Centre Name

		£200.00		£450.00		-250.00	
PLAY & OPEN SPACES		Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
226	Contract Maintenance				28,000.00	19,261.79	8,738.21
227	Play Equipment Maintenan				5,000.00	10,246.65	-5,246.65
228	General Maintenance				5,000.00	2,965.92	2,034.08
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	155.56	8,344.44
247	New Trees			4,590.00	1,700.00	5,230.30	1,059.70
			1.00	£4,593.00	50,529.00	£39,357.64	15,763.36
PROJECTS AND CAPITAL		Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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 Repair				560,000.00	12,860.32	547,139.68
275	New Play Area project			13,695.00	425,000.00	172,619.39	266,075.61
277	Sports Pitches						
282	Cherry Lane					1,415.00	-1,415.00
				£200,918.01	994,000.00	£240,356.71	954,561.30
RECREATION GROUND		Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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			23.40	4,900.00	5,367.45	-444.05
89	Water				225.00	198.58	26.42
91	Tennis Courts		1,000.00	1,965.43	3,000.00	1,200.00	2,765.43
189	Refuse Collection				2,800.00	2,280.00	520.00
201	Rental Income		1,000.00	923.42			-76.58
			2,000.00	£4,412.25	12,625.00	£9,643.69	5,393.56
STAFF COSTS		Receipts		Payments		Current Balance	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
140	Town Clerk				88,183.00	77,667.82	10,515.18
141	Deputy Clerk				55,373.00	48,794.84	6,578.16
142	MH Caretaker				36,000.00	28,020.66	7,979.34
143	Outside Casual				10,373.00	10,972.17	-599.17
148	Admin Sophie				14,000.00	7,815.39	6,184.61
196	GP/P				5,000.00	2,095.69	2,904.31
205	Bar Staff				16,884.00	11,743.99	5,140.01
223	Admin Kayleigh				25,310.00	21,568.25	3,741.75
243	Admin Spare				30,000.00	684.74	29,315.26
252	GP/B				32,687.00	29,042.36	3,644.64
257	HMRC payment not proce						
258	Employment Allowance						
259	Admin Tracey				32,397.00	25,762.33	6,634.67
261	Admin Gina				40,496.00	33,791.20	6,704.80
263	Declan				3,824.00	3,511.15	312.85
264	Expenses						
267	Payroll Costs				2,300.00	1,370.00	930.00
272	Pension Adjustment						
278	Jonathan				36,000.00	29,545.90	6,454.10
280	Facilities Manager				25,000.00		25,000.00
281	Cleaning AR					1,828.99	-1,828.99
					453,827.00	£334,215.48	119,611.52

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

STREET FURNITURE		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
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	2,414.37	-14.37
105	Gen Maintenance				3,800.00	1,554.29	2,245.71
106	Other New SF			192.22	3,200.00	1,998.43	1,393.79
107	Dog Waste Bins				1,000.00		1,000.00
109	Christmas Lights/Tree				10,000.00	7,740.74	2,259.26
				£192.22	23,250.00	£16,709.95	6,732.27
TOILETS		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
167	Electricity				1,500.00	8,522.39	-7,022.39
168	Rates						
169	Cleaning			7.00	6,000.00	6,015.33	-8.33
170	Repairs			78.87	4,000.00	4,658.34	-579.47
171	Water				2,000.00	200.76	1,799.24
				£85.87	13,500.00	£19,396.82	-5,810.95
VAN		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
131	Fuel				2,000.00	855.71	1,144.29
132	Repairs				1,000.00	978.42	21.58
133	Road tax				600.00	337.50	262.50
232	New Vehicle					930.57	-930.57
					3,600.00	£3,102.20	497.80
VICARAGE MEADOW		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
119	Conservation				1,080.00	1,341.29	-261.29
					1,080.00	£1,341.29	-261.29
WINDMILL		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
124	General Maintenance				7,000.00	550.77	6,449.23
					7,000.00	£550.77	6,449.23
NET TOTAL			1,333,397.00	£1,598,454.94	2,017,604.00	£1,140,546.30	1,142,115.64

**4 year Projects and
Capital
March 2025**

	2024-2025	2025-2026	2026-2027	2027-28
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Income				
1 Revenue budget surplus	297075	£347,191	£347,191	£347,191

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	£239,125	£234,802	£230,307
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Expenditure				
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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 space	£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	£9,000			£12,000
Total	£169,071	£133,190	£111,234	£128,298

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

Other Projects				
#####				
#####	Neighbourhood Plan	£19,653		
#####	Commemoration Grants	£5,869		
20	delegated services**	£24,908	£25,406	£25,914
	Total	£75,430	£55,406	£46,432

Opening balance	£1,442,780	£360,354	£330,339	£407,994
Balance	£1,391,444	£410,883	£407,993	£463,570
Balance from Buildings and Play	-£1,031,090	-£80,544	£0	-£1
Closing balance -Total Reserves	£360,354	£330,339	£407,994	£463,569

Annual budget surplus	-£51,336	£50,529	£77,655	£55,576
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Target reserves	£454,198	£472,365	£491,260	£510,911
Difference between reserves and target.	-£93,844	-£142,027	-£83,266	-£47,341

Building Capital Repairs

	2024-25	2025-26	2026-27	2027-28
from P&C	£73,996	£76,956	£80,034	£83,236
Chapel Windows				
Memorial Hall - lights, sound etc.	£20,000	£10,000	£10,000	
Assembly Rooms				
Assembly Rooms external decoration	£10,000			
Assembly Rooms Internal decoration	£15,000			
Tennis courts				
reinstall speed humps Neatherd	£6,000			
Barrier memorial hall		£15,000		
Windmill provisional		£25,000		
Barwell Toilets additional works and excess		£8,000		
Market Place resurfacing		£4,500		
Cemetery Lodge	£470,000			
Recreation Ground Path		£95,000		
Other	£10,000	£0	£70,034	£83,236
Closing Balance	-£457,004	-£80,544	-£0.00	-£0

Play equipment

	2024-25	2025-26	2026-27	2027-28
from P&C	£29,913	£31,110	£32,354	£33,649
New Play (north Dereham)	£299,000			
Skate Park	£200,000			
Recreation Ground Play Dereham	£80,000			
Recreation Ground Car Park	£5,000			
Refurbish play area	£20,000	£31,110	£32,354	£33,649
Closing Balance	-£574,087	£0	£0	-£0

Cumulative -£1,031,090 -£80,544 £0 -£0.83

Mr Tony Needham
Dereham Town Council
Quebec Street
Dereham
Norfolk
NR19 2DJ

Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-272001-9893
Insured	Dereham Town Council
Business	Parish / Town Council
Period of Insurance	
From	01 st April 2025
To	31 st March 2026
and any other period for which cover has been agreed.	
Renewal Premium	TBC

Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	146567360
Long Term Agreement:	TBC
Preparation Date	21 st February 2025
Prepared by	Mr Jonathan Meiseles
Policy Form Reference	MLAACH09

Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

Statement of Fact

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect:

- Your organisation has not had any third-party inspections with a grading of Inadequate, Requires Urgent Improvement, Weak or Unsatisfactory
- You have in place a written safeguarding policy and accompanying procedures that clearly set out the actions to take in response to child and vulnerable adult abuse
- You carry out safer recruitment and selection processes that include the seeking of appropriate criminal records checks, alongside a renewal and update process
- All Employees and **volunteers** engaged in regulated activity and/or activity that brings them into contact with children or vulnerable adults receive safeguarding awareness training including refresher training
- You have one or more designated practitioners for safeguarding to support other practitioners in the organisation to recognise and respond to concerns about Abuse
- You retain employment records, safeguarding checks, safeguarding policies and procedures and safeguarding records for at least the prevailing regulatory best practice period.

If you provide services or activities to children, or adults who are in need of care and support and therefore may be unable to protect themselves against abuse or neglect, and you become non-compliant with any of the above statements, you must tell us, as it may affect your ability to claim under this policy.

Important information

Taking reasonable care

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.

Lines of Cover applying

Part A – Material damage

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Memorial Hall, Address, 62A Norwich Street, Dereham, Norfolk, NR19 1AD	£10,902,982.93	£58,240.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Bishop Bonners, Address, Thatched Cottage, Dereham, Norfolk, NR19 1ED	£1,546,412.08	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Chapel & Chapel of Rest, Address, Cemetery Road, Dereham, Norfolk, NR19 2ET	£4,148,022.99	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Mortuary and Store, Address, Cemetery Road, Dereham, Norfolk, NR19 2ET	£394,842.66	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
5. Cemetery Lodge, Address, Cemetery Road, Dereham, Norfolk, NR19 2ET	£739,343.15	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
6. Assembly Rooms, Address,	£4,606,936.90	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Ruthen Place, Dereham, Norfolk, NR19 2TX									
7. Dereham Windmill, Address, Greenfields Road, Dereham, Norfolk, NR20 3TE	£954,904.87	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
8. 58 Norwich Street, Address, Dereham, Norfolk, NR19 1AD	£750,135.12	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
9. Toilet Block Barwells, Address, Barwells Court, Dereham, Norfolk, NR19 2BN	£549,747.52	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
10. Explosive store - not in use, Address, Cherry Tree Car Park,, Dereham, Norfolk, NR19 2AX	£106,126.36	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
11. Shelter at Cemetery, Address, Norwich Road, Dereham, Norfolk, NR20 3RG	£222,993.97	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
12. Welfare Unit at the Cemetery, Address, Norwich Road, Dereham, Norfolk, NR20 3RG	£126,974.12	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Insured Perils applicable to Material Damage: 1-16

Excesses Applicable to Premises 1, 2, 3, 4, 5, 6, 7, 8, 9 & 10

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£1,000
Theft	£1,000
Riot civil commotion and Malicious Persons	£1,000
Storm or Flood	£1,000
Escape of Water	£1,000
Falling Trees or Branches	£1,000
Subsidence	£1,000

Excesses Applicable to Premises 11 & 12

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

Operative Endorsements: 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

10 Contract works at Cemetery Lodge

In respect of the property at Cemetery Lodge Cemetery Road, Dereham, Norfolk, NR19 2ET insured under Part A Material Damage, the following clause is added to Section 3 - Additional Covers under Part A Material Damage:

- a) In respect of refurbishment work and extensions to existing structures Part A includes damage or consequential loss in respect of property or structures in the course of construction or erection and materials or supplies in connection with all such property in course of construction or erection.
- b) the interest of the contractor Ovamill Ltd in the buildings as a joint insured is hereby noted insofar and to the extent that it is required under contract

The insurer's liability in respect of a) is restricted to £456,274.00 and cover will only apply where more specific insurance is not in force.

This endorsement applies for the period 1st January 2025 to 31st July 2025 only.

Part B – Business interruption

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
62A Norwich Street, Dereham, Norfolk, NR19 1AD	N/A		N/A		£83,732	24
Ruthen Place, Dereham, Norfolk, NR19 2TX	£100,000	24	N/A		£11,648	24

For Premises: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Insured Perils applicable to Business Interruption: 1-16

Operative Endorsements:

None

Part C – All risks

Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

Additional Items:

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
Chain of office	£7,475.10	£1,000
Bowls Cup	£1,866.56	£1,000
Hand operated wheel Bier	£8,966.55	£1,000
War Memorial	£93,425.18	£1,000
Town Sign	£33,548.91	£1,000
Flagpoles	£2,287.41	£1,000
Office Equipment and Furniture @ Assembly Rooms	£28,009.08	£1,000
Photocopier @ Assembly Rooms	£7,254.95	£1,000
George III Painting @ Assembly Rooms	£141,540.32	£1,000
Telephone System @ Assembly Rooms	£1,868.32	£1,000
6 x Dell Computers, Monitors & software @ Assembly Rooms	£7,475.10	£1,000
Oil Painting of Lord Kitchener @ Assembly Rooms	£4,717.46	£1,000
Sound and Lighting Equipment @ Memorial Hall	£70,436.47	£1,000
Bar Stock @ Memorial Hall	£880.45	£1,000
iPhone 7	£995.91	£100
Grounds Maintenance Equipment	£5,000.00	£1,000
Racked Seating, Kitchen and Bar Fittings, tables chairs and other loose equipment @ Memorial Hall	£170,808.46	£1,000
Speed Awareness Sign	£5,022.19	£1,000
Henra KP3 Tipping Trailer with additional cage sides	£6,386.26	£1,000

The excess stated applies to each and every loss.

Operative Endorsements: 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

Part D – Money

	Limit any one loss
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£10,000
(b) in the private residence of any member or employee	£250
(c) in the premises	
(i) in the custody of or under the actual supervision of any member or employee	£10,000
(ii) in locked safes or strongrooms	£10,000
(iii) in locked receptacles other than safes or strongrooms	£250

Excess: £50 each and every loss

Personal Accident Assault Limits: Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

Part E – Public liability

Limit of Indemnity: £15,000,000

Operative Endorsements: None

Part F – Hirers' liability

Limit of Indemnity: £2,000,000

Excess: £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements

None

Part G – Employers liability

Limit of Indemnity: £10,000,000

Operative Endorsements:

None

Part H – Libel and slander

Sum Insured

£500,000

Excess: 10% each and every claim or £1,000 whichever is the lower

Operative Endorsements

None

Part I – Motor vehicles

Insured Vehicle: All as described in Persons Entitled to Drive: the Certificate of Limitation as to Use: Motor Insurance	Cover: Section 23 A. Comprehensive
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Excess : Section 24	
Amount	Description
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party
Additional to any other excess which applies	

Repair Limit: £Nil
Section 12

Damage to Property Limit:
£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type
£50,000,000 Applicable to any Private Motor Car

Personal Effects Limit: £150
Section 13

Medical Expenses Limit: £250
Section 14

Additional Cover : Section 25

T. Continuing Hire Charges	Not Operative
U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Not Operative
W. Hiring Charges	Not Operative
X. Termination Charges	Not Operative

Operative Endorsements:

None

Part J – Motor legal expenses and uninsured loss recovery

Limit of Indemnity: £100,000 per insured incident

Operative Endorsements:

None

Part K – Inspection contract

Service: Inspections of each item of Plant described in the Plant Specification under Contract Number EI-272001-9897.

Operative Endorsements:

None

Part L – Plant protection

Cover: As described in the Plant Specification by means of cover codes as defined in Section 2 in respect of each item of plant

Limits of Indemnity

Section 2 Insured Damage to Plant

£500,000

Section 2.7 Own Surrounding Property Damage

£500,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part N – Fidelity guarantee
Persons Guaranteed:
 All members and employees

Sum Guaranteed
 £1,000,000

Excess: £100 each and every loss

Operative Endorsements:

None

Part O – Personal accident

The cover		
Category:	Insured Persons:	Operative Time:
A	Employees	Engaged in Usual Occupation including Journeys and whilst commuting directly between place of residence and usual place of business
B	member	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
C	volunteer	Engaged in the business including undertaking Journeys and whilst commuting directly between place of residence and usual place of business
D	key personnel as follows:	24 hours per day engaged in any activity worldwide not excluded from this cover.

Excesses	
Excesses:	Not applicable

Table of benefits				
Benefit:	Category:			
	A	B	C	D
1. Death	3.00 times annual earnings	£50,000.00	£50,000.00	£Nil
2. Loss of Limb (one or more) and/or Loss of Sight (in one or both eyes)	3.00 times annual earnings	£50,000.00	£50,000.00	£Nil
3A. Total Loss of Hearing (in both ears) and/or Total Loss of Speech	3.00 times annual earnings	£50,000.00	£50,000.00	£Nil
3B. Total Loss of Hearing in one ear	25% of 3A	25% of 3A	25% of 3A	25% of 3A
4. Permanent Total Disablement	3.00 times annual earnings	£50,000.00	£50,000.00	£Nil

5. Permanent Partial Disablement	See section 2.16	See section 2.16	See section 2.16	See section 2.16
6. Paraplegia	£75,000 if 1 is £50,000 or more, otherwise £Nil	£75,000	£75,000	£Nil
7. Quadriplegia	£125,000 if 1 is £50,000 or more, otherwise £Nil	£125,000	£125,000	£Nil
8. Temporary Total Disablement	1.00 times weekly earnings	£200.00 per week	£200.00 per week	£Nil
9. Temporary Partial Disablement	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil	50% of 8 or Nil
Benefit Period – temporary disablement	104 weeks	104 weeks	104 weeks	104 weeks
Deferment Period – temporary disablement	0 days	0 days	0 days	0 days
Operative endorsements				
Endorsement title:	Endorsement wording:			
1	Special Exclusion 2 of Section 3 is inoperative provided always that the insurer will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90			

Part P – Legal expenses

Insured Incidents:

- | | |
|--|-----------|
| 1. Employment Disputes and Compensation Awards | Operative |
| 2. Legal Defence | Operative |
| 3. Statutory Licence Appeal | Operative |
| 4. Contract Disputes | Operative |
| 5. Debt Recovery | Operative |
| 6. Property Protection and Bodily Injury | Operative |
| 7. Tax Protection | Operative |

Limit of Indemnity: £200,000

Operative Endorsements: None

Part R – Terrorism

General Notes

1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing Customers.team@uk.zurich.com. Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

3. Bonus and fee structure

Employees and businesses who carry out work for ZIC UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

Claims contact information

Although we'd all like to control the future, sometimes accidents are unavoidable. That's why we've made it as easy as possible to make a claim. More information can be found [here](#). Ready to make a claim? Please use the contact details below to ensure you're connected to the right team:

Type of Claim	Claims team	Claims contact details
Buildings, contents including 'All Risks' items	Property Claims	Online: https://propertyclaims.zurich.co.uk/index.html
Business interruption		Tel: 0800 028 0336
Money		Email: farnboroughpropertyclaims@uk.zurich.com
Works in progress		Address: Zurich Municipal Property Claims, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Public liability	Liability Claims	Online: https://liabilityclaims.zurich.co.uk/index.html
Employers liability		Tel: 0800 783 0692
Personal assault under Money		Email: fnlc@uk.zurich.com
Personal accident		Address: Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB
Financial and administrative liability	Motor Claims	
Motor Claims		Online: https://motorclaims.zurich.co.uk/index.html
		Tel: 0800 916 8872
		Email: zmnewmotorclaims@uk.zurich.com
		Address: Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel: 0117 934 2116

How to make a claim:

1. You can make a claim using the online portal, by email or phone using the contact details above.
2. A claim form may be sent for you to complete, or you may be asked to send details in writing.
3. If you have any questions, please call the relevant office for guidance.
4. For out of hours help/emergency property losses - please contact 0800 028 0336

DAS Head and Registered Office:

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH
Registered in England and Wales | Company Number 103274 Website: www.das.co.uk
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

DAS Law Limited Head and Registered Office:

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL
Registered in England and Wales | Company Number 5417859 Website: www.daslaw.co.uk
DAS Law Limited is authorised and regulated by the Solicitors Regulation Authority (registered number 423113).

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Building Type Assets

	Purchased date/minute	Valuation for AR
Assembly Rooms (50% charity asset held by Council as trustee)		£1,853,657.53
Bishop Bonners Cottage (charity asset held by Council as trustee)		£640,884.39
Cemetery Lodge		£275,303.55
Memorial Hall		£5,134,724.17
Chapel and Chapel of Rest		£1,719,078.12
Mortuary		£163,635.86
58 Norwich Street		£310,880.83
Dereham Windmill		£395,744.20
Barwell Court Toilets		£227,833.58
Napoleonic Explosive Store		£43,982.26
Shelter at New Cemetery		£104,945.40
Welfare Unit at New Cemetery		£59,756.55
Changing rooms Toftwood Rec		N/A
	Total	£10,930,426.44

Other Equipment & Assets (Insurance Table Heading)

	Purchased date/minute	Valuation for AR
George III Painting (<i>Assembly Rooms contents</i>)		£85,274.08
Lord Kitchener Painting (<i>Assembly Rooms contents g</i>)		£2,842.15
Chain of Office (<i>Additional Items</i>)		£4,503.52
Bowls Cup (<i>Additional Items</i>)		£1,124.55
Wheel Bier (<i>Additional Items</i>)		£5,402.10
Town Sign (<i>Additional Items</i>)		£20,212.27
War Memorial (<i>Additional Items</i>)		£56,286.05
	Total	£175,644.72

Major Assets

	Purchased date/minute	Valuation for AR	Disposed
Volvo Hydraulic Digger	2006 for £14,140	[£15,917]	May 2023 - £7,500
Scag Ride on Mower	2016 for £13,940	[£7,470]	May 2023 - £6,000
Van		£4,000.00	
Tractor 3046R	May-23	£30,500.00	
Pick up truck	Feb 2015 Minute 148	[£6775]	May 2023 - £7,000
Trailer	June 2015 minute 33	£4,025.00	
Tennis Courts & Lights (<i>Additional Items</i>)		£56,286.05	
Play Equipment (<i>Additional Items</i>)		£38,245.45	
Skate Park & Lights (<i>Additional Items</i>)		£70,250.68	
Bus Shelters x 5 (<i>Additional Items</i>)		£26,357.00	
Racked Seating, Kitchen & Bar Fittings, Tables & Other Loose Equip		£102,907.30	
Sound & Lighting Equipment @Memorial Hall		£42,436.00	
Moorgate Play Area	2016	£196,085.00	
Neatherd Play Area	2017	£106,248.00	
Toftwood Play area	2019	£199,926.00	
	Total	£877,266.48	

Minor Assets

	Purchased date/minute	Valuation for AR
Telephone System (<i>Assembly Rooms Contents c</i>)	2016	£1,837.40
Photocopier (<i>Assembly Rooms Contents c</i>)		£4,370.91
6 PCs , Software (<i>Assembly Rooms contents c</i>)		£4,503.52
Office Equipment & Furniture (<i>Assembly Rooms Contents c</i>)		£16,874.68
Beacon (<i>Additional Items</i>)		£667.31
Electric Piano (<i>Assembly Rooms Contents c</i>)		£1,703.93
Street Furniture (<i>Part Q Impact Damage</i>)		£13,118.03
Grounds Maintenance Equipment (<i>Additional Items</i>)		£11,257.21
Flag Poles (<i>Additional Items</i>)		£1,378.11
Bar Stock @ Memorial Hall		£530.45
Chair Lift Assembly Rooms	December 2015	£5,490.00
	Total	£61,731.55

Land Assets

Allotments

Cemetery Road		£1.00
Cherry Lane I		£1.00
Cherry Lane II		£1.00
Dumpfield		£1.00
Scarning		£1.00
Southend		£1.00
Toftwood		£1.00
Cemetery		£1.00
New Cemetery		£1.00
Etling Green		£1.00
Fleece Meadow (PT&R Act 1937)	November 1975	£1.00
Neatherd Moor		£1.00
Recreation Ground (charity asset held by Council as trustee)		£1.00
Abbots Field		£1.00
Land Around Windmill		£1.00
Eight Acres	Nov-09	£1.00
26 Acres	September/October 2011	£1.00
24 Acres at Etling Green	September 2015 Minute 73	£192,500.00
55 Acres	August 2021	£744,015.00
Sandy Lane Strip	2022	£1.00
Open Spaces		
Cartledge Close	Nov 2014 Minute 101	£1.00
Girling Road	Nov 2014 Minute 101	£1.00
Hillcrest Avenue	Nov 2014 Minute 101	£1.00
Middlemarch Road	Nov 2014 Minute 101	£1.00
Moorgate	Nov 2014 Minute 101	£1.00
Recreation Road	Nov 2014 Minute 101	£1.00
Russet Way	Nov 2014 Minute 101	£1.00
Shipdham Road	Nov 2014 Minute 101	£1.00
South Green	Nov 2014 Minute 101	£1.00
Land at Etling View (Taylor Wimpey phase 1)	Jul-24	£1.00
Old Becclesgate	Dec-24	£1.00
Sandy Lane	Dec-24	£1.00
Girling Road	Dec-24	£1.00

Total **£936,546.00**

Long Term Investment

Local Authority Property Fund 34,680 units	Jan 2015 Minute 125	£93,094.99
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Other Assets

Title Lord of the Manor of East Dereham of the Queen

The Franchise to hold Markets and Fairs

Ownership of the soil of the Market Place

Rights to hold Markets and Fairs in the Market Place and streets leading off the Market Place

Totals £13,074,710.18

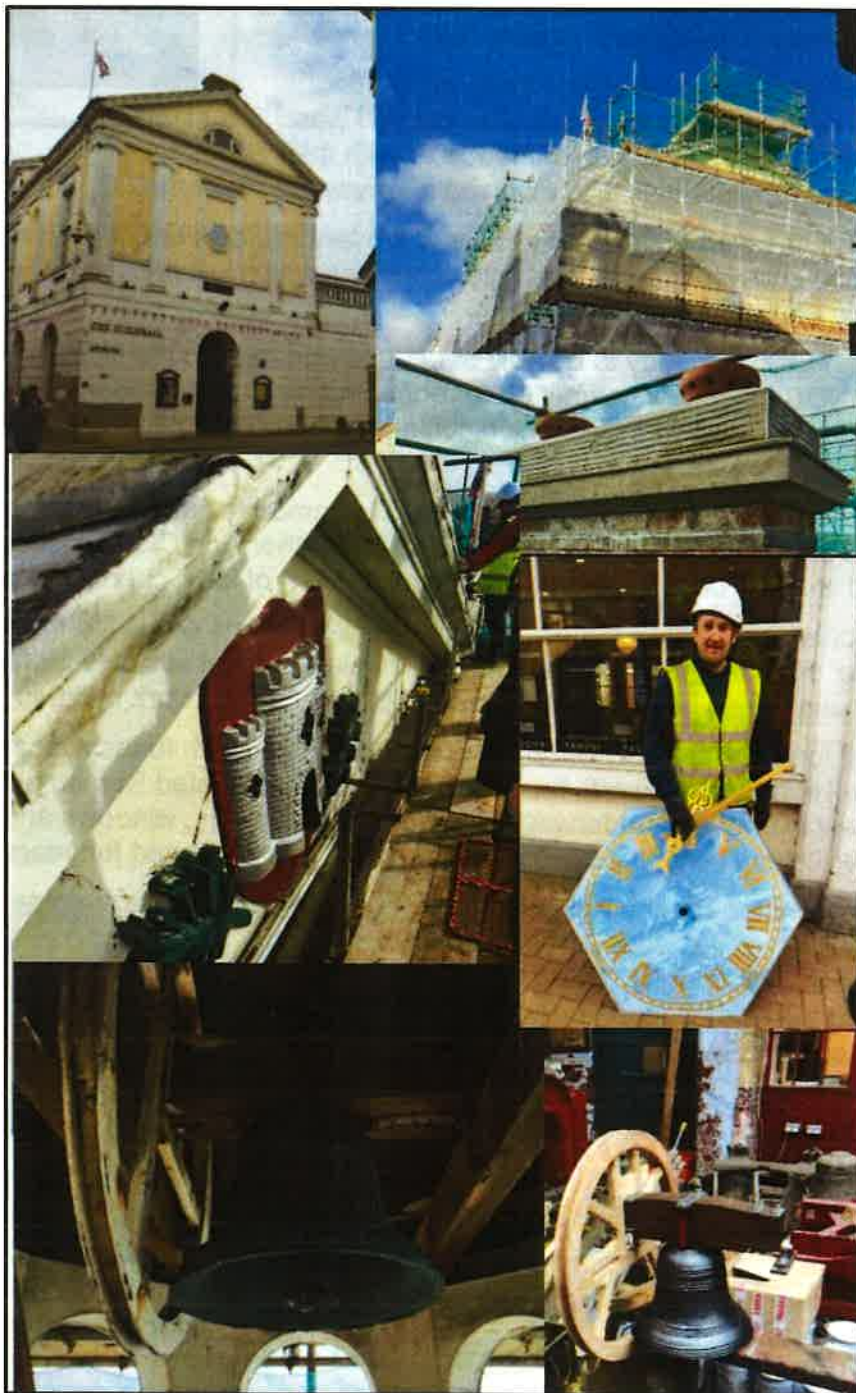
Less Charity Assets £1,567,714.16

Total **£11,506,996.03**



BARNSTAPLE
TOWN COUNCIL

Annual Report 2023-2024



Mayor's Report

The Municipal Year began with the election of a new administration of 24 Councillors.

It was an honour to have been re-elected for my second year as Mayor, to be able to represent Barnstaple and the Town Council across the county. My Consort, Cllr Keith York, and I, attended over 65 wide-ranging engagements including our town's key civic events. Thank you to all the organisations who requested our presence and looked after us.

We held several fundraisers for my Mayoral Charities: The Veterans Charity, North Devon Hospice and Barnstaple in Bloom. They, in turn, have helped us to organise the finale of my two-year tenure, **The Mayor's Charity Ball!**

October saw a small party of delegates flying off to our Italian twin town of Susa. After 15 years of twinning, I was proud to be able to renew our bonds of friendship with their mayor and other representatives. We received a very warm welcome.

The Town Council has worked hard on several important projects and initiatives. We have developed a vision and aspirational strategic objectives which will help guide us to create a realistic Strategic Plan.

We invested in a feasibility study to be able to acquire and reopen the Barnstaple Bus Station building. Whilst NDC have now committed to reopening new toilets and a café facility, we are still looking into funding opportunities which could turn the building into a viable community space.

We have committed to support the new 'Woodyard' community hub project to use the Castle Centre. This project was the vision of the crime fiction author Ann Cleeves, who grew up in Barnstaple, and is being brought to reality by a consortium of local charity leaders.

The Council became one of the founding member organisations of the Northern Devon Railway Alliance, supporting an integrated, sustainable transport strategy for Northern Devon, including proposals to see Bideford fully connected to the rail network by 2040.

A successful bid for funding from Historic England, combined with funds allocated by NDC from the 'Future High Streets Fund', **has meant the long-anticipated Barnstaple Guildhall renovation project is now well underway!** The roof, external walls, windows and guttering improvements will ensure that the building is watertight and protected for years to come.

The individual committee reports will give you a flavour of the breadth of the work Barnstaple Town Council does for the community. Thanks to all the Council staff for their hard work and dedication, and to all members of the community who positively engage with us.



**Cllr Louisa York
Mayor of Barnstaple**



Friends of Mannings Pit receiving the
RAF Community Plate in 2023

Environment Committee Report

The Council's Environment Committee has a remit which includes maintenance of highway verges, The Square and other planted areas, plus management of Rock Park and allotments. This includes footpaths, watercourses, seats and benches, litter bins and consideration of other environmental issues.

Committee members represent the Town Council on the Rock Park Trust Committee. Also under its auspices are environmental volunteering and community initiatives, sponsorship of green and planted areas, the provision of floral displays and climate and ecology issues

During this past financial year, the Estates team have taken on responsibility for the management of an increasing number of Highway shrub bed borders. Their hard work has been well-received by members of the public, commenting favourably on the improvements made. Following a challenging Spring and early Summer in terms of the weather last year, the Rangers cut back the shrubs and bushes in the planted areas of the Square, tidying it up considerably.

In Rock Park, 40 trees have been planted on the edge of the existing treeline next to the football pitches, to mature and then to be transplanted to more suitable areas in the park. The trees include Silver Birch, Cherry Blossom and Oak.



The Environment Committee gave approval for the lamp heads in Rock Park to be replaced, resulting in much-improved lighting. They also approved the painting of railings along New Road, opposite the Park Hotel. Some play park equipment has also been repaired. Future plans include improvements to the path parallel to Ladies Mile Road.

The Estates team are working in partnership with Barnstaple in Bloom to renovate the Rock Park rockery and it is hoped that the park will be entered in the "Britain in Bloom" competition this year.

In and around the Town Centre, 270 bollards were repainted and fitted with reflective tape by the BTC Rangers and Barnstaple in Bloom volunteers. This was just one of several initiatives to tidy up our town.

Our Town Centre Ranger, appointed last year, has worked extremely hard cleaning up pavements from litter and chewing gum, and removing graffiti and fly-posters. With Maiden Street being pedestrianised, he has worked with other agencies to clean up that area, but also other parts of the town centre. Another aspect of his work is to report trip and other hazards on pavements in and around the town, passing on information to Devon County Council highways inspectors.

Barnstaple Town Council and the Estates teams continue to maintain our allotments, with several sites undergoing planned improvements, such as new fencing to improve security and pathway management.

I hope this report gives some indication of the wide-ranging work undertaken by the Environment Committee, and particularly our Estates staff. My sincere thanks go to them and our Officers for their commitment and hard work.



I would like to also thank our Town Clerk for his support and my fellow colleagues on the Committee for their attendance at meetings and valuable insights.



Cllr Janet Coates
Committee Chairperson

Message from the Mayor:

Dear residents of Bradley Stoke,

My best wishes to you and I hope this year's report finds you well.

I have to say how proud and humbled I was to be re-elected last May and to be selected by councillors to serve as the first Labour Mayor of Bradley Stoke. Thank you for your votes, your support and your kind words. It is a privilege to be the first citizen of our town and not something that is bestowed on all. Bringing a sense of civic pride is something all councillors should help to promote. Being proud of our community and our surroundings is paramount to our success as a town.

Last year the make-up of our council saw a dramatic change. The election in May saw nine new councillors join five existing and one returning from previously serving as a councillor. This has given new life to our town. Bringing new skills and life experience to our decision making. It has been an honour to work with them all as Mayor and chair on their first year as councillors. I thank them all for their contributions. Our council has worked as a team. We have kept political divide out of our meetings and really worked for the good of our town. This has brought a great atmosphere to our meetings and something that all councillors should be proud of. Anyone is welcome to attend our council meetings, it would be lovely to see you there. Check our website, noticeboards or newsletters for details.

This year I was supported in my role as Mayor by Deputy Mayor, Natalie Field. We have attended numerous events together. We have represented our town at external events and helped to promote Bradley Stoke. Here in our town we have attended every event that we were able. Giving our civic calendar's priority. Meeting many of you whilst on civic duties has been the highlight of my year in office. I visited almost every school personally. Attended school assemblies, summer and Christmas events. Meeting some of our youngest residents. I have also been proud to support local community groups such as Bradley Stoke Youth Football Club. Giving out awards at their yearly event and attending the 30th anniversary dinner. The work they have done over the years for our youth should be commended. I have also enjoyed supporting our very own radio station Bradley Stoke Radio 103.4fm by joining in with shows and publicising our events. If you haven't listened to them yet, you should definitely check out their shows.

I was asked recently what event I had enjoyed most as Mayor. My answer has got to be Remembrance Sunday. As a resident I was extremely grateful and impressed with the great organisation of the event by Bradley Stoke Scouts. Thank you. As your Mayor, it was an honour to lead the town in remembrance. It is something as a child I was taught to respect. The act of remembrance is a personal thing and means different things to each of us. My great grandfather and grandfather served in the first and second world wars respectively. I honour the commitment they and so many others gave to our freedoms by wearing their medals on parade. I must also add how proud I was of all the youth of our town that participated in the service, you made our town very proud.

My three Mayor's Charities chosen for 2023/24 were The Brightwell Centre, Mamas Bristol and Prostate Cancer UK and monies raised through the Community Festival, Scarecrow Trail and Fireworks Display were donated to those charities. The final total will be announced at the Annual Town Council Meeting in May 2024.

I would like to thank all the hard working council staff. Most of who are behind the scenes working to bring events and projects together.

Lastly, a word of thanks to you all. You all make Bradley Stoke a great town to live in, work in and raise a family in, from the oldest resident to the newly born baby. We all have our part to play and we should all continue to work together for the many and not the few.

Your Mayor/Chair of Council Councillor Dayley Lawrence



A Year in the Life of the Town Council



April 2023

Town Council awarded Disability Confident Employer status.

June 2023

Public Consultation launched by the Town Council after request for Parkrun to be established on Three Brooks Nature Reserve – over 600 responses received.

June 2023

Weekend of Community Events – Town Council Community Picnic, Bradley Stoke Youth Football Club 25th Anniversary Football Festival, Sole Sisters 10K Run, Brightwell Charity Colour Run, Skatepark and Festival Jam.

June/July 2023

Community Hedgehog Heroes Highways initiative organised by Town Council linked to Local Nature Action Plan with the Mayor/Deputy Mayor visiting local schools to talk to pupils about the Hedgehog Heroes initiative and presentation of Hedgehog Highway packs and signs to schools.

October 2023

4th Town Council Scarecrow Trail to raise money for Mayor's Charities.

November 2023

Opening of Community Warm Spaces at three Activity Centres sites for the local community to use during the cold weather.

November 2023

Installation of secure cycle parking storage unit for staff, councillors, hirers and residents at the Jubilee Centre (partial funding obtained through the South Gloucestershire Council, Active Travel Grant funding stream).

November 2023

Annual Firework Display to music (Movies theme).

December 2023

Installation of festive Christmas lights on main roundabouts around the town.

January 2024

2nd Community Free tree/hedge/wildflowers giveaway event organised by Town Council linked to Local Nature Action Plan.

January 2024

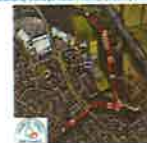
Contract awarded for installation of fitness equipment on the Jubilee Green and planning application submitted.

March 2024

International Women's Day/Red Dress Project event.

HAVE YOUR SAY!

The Town Council is holding a public consultation on the proposal of a parkrun in the Three Brooks Nature Reserve on Saturday mornings.
Public consultation available online at the Town Council website <https://www.bradleystoke.gov.uk/> or from the Town Council office at Jubilee Centre.
Consultation closing date: Sunday 30th July 2023
We will be holding a public drop in session between 9:00AM to 12:30PM on Saturday 17th July 2023 at Jubilee Centre Meeting Centre, Jubilee Lane East, Bradley Stoke BS32 8HL



COMMUNITY WARM SPACE



Bradley Stoke Town Council has installed a secure cycle parking unit at the Jubilee Centre which is available for use by towns residents at the site, as well as staff and councillors. Keys are available from the Jubilee Centre site office with a £5 deposit which is refunded when the key is returned.



FIREWORKS DISPLAY TO MUSIC

Bradley Stoke Jubilee Centre, BS32 8HL
Sunday 5 November 2023
Gates open 9:30pm
Fireworks start at 9:00pm
FREE Display
Collection for the three Mayor's Charities
brightwell
Please Park at Wilton Brook car park and with Disabled parking on site - arrive before 5.15pm
NO alcohol or sparklers allowed on site



Finance Committee Report 2023/24

I was honoured to have been elected to Chair the Finance Committee as it plays a significant role in the activities of the Town Council and oversees its financial matters and makes decisions regarding expenditure to meet the Council's objectives. The committee drafts the Council's budget, monitors the financial position throughout the year, reviews and reports on the effectiveness of internal controls and receives reports from the internal and external auditors.

"High standard – Systems and processes are excellent providing good assurance. Significant strengths have been identified and are to be commended" – quote from Internal Auditor, February 2024.

This was the first year on a "New" Town Council. To ensure that everyone understood the financial workings of the Finance Committee, and to bring all new Councillors up to speed with the ways of working and particular financial matters and systems, all members of the council were on the committee and took time to understand how it all worked. I would like to thank all councillors for their attendance and input at these meetings.

As a council we must maintain a steady level of reserves and these include investment accounts which are monitored by our Responsible Finance Officer, Rachel Pullen, who provides feedback to the Finance Committee throughout the year. I would like to thank Rachel for her dedication over more than 20 years and particularly over the past 12 months advising a new set of councillors.

At a Strategic Planning meeting on 4th September, the new council discussed projects not achieved by the previous council and came up with a lot of new ideas. The meeting then made recommendations to Full Council which would see the provision of basketball and leisure equipment on the Jubilee Green, the provision of a small kitchen area adjacent to the compound at the Jubilee Centre for youth work, the refurbishment/redevelopment of Baileys Court Activity Centre, the creation of a multi-media room to be used by the council for meetings, which could also be hired out and the installation of secure cycle storage containers for all town council sites. We are also exploring the installation of solar panels on all our buildings.

Some of these projects will be part-funded by Community Infrastructure Levy funding and some by grants from South Gloucestershire Council and the government. However, some of these projects will mean that the council will need to raise the precept this year, and at the Full Council meeting on 17th January 2024, a rise of £5.84 per year for a Band D property, that's less than 50p each month, was agreed.

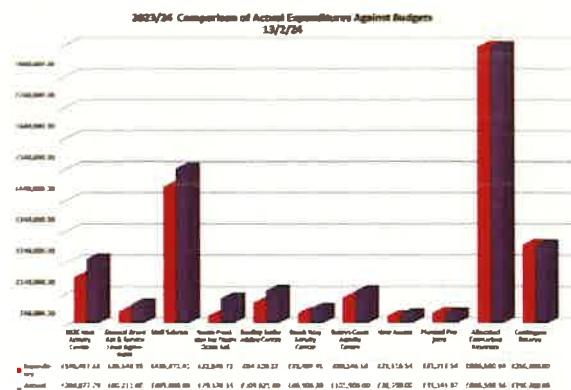
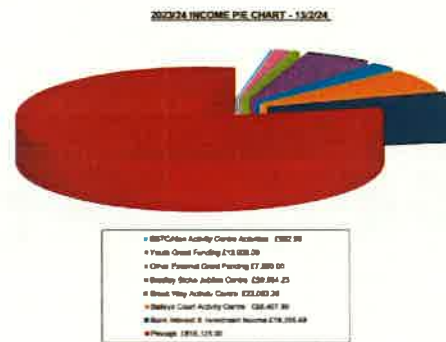
I know many residents were disappointed that the Community Festival didn't go ahead in 2023, but be assured the

council has made money available to ensure that this year's festival will go ahead and a lot of work is going into it to make sure it's a huge success.

The day to day expenditure on our sites can be seen in the graphs below. We are always looking for opportunities to make better use of our building and our letting rates are competitive. The council office is always happy to help people find the right space for their planned activity so please feel free to make contact.

The Council runs a 5-Year Forward Budget Plan which is constantly updated and allows us to plan ahead whilst reserving funds to support and protect the future services for the local community. Through strong financial planning Council has been able to protect the public purse whilst also continuing to fund a variety of good causes and local community groups relatively normal living. More information about the Council's funding and accounts can be viewed on our website at:

www.bradleystoke.gov.uk/accounts

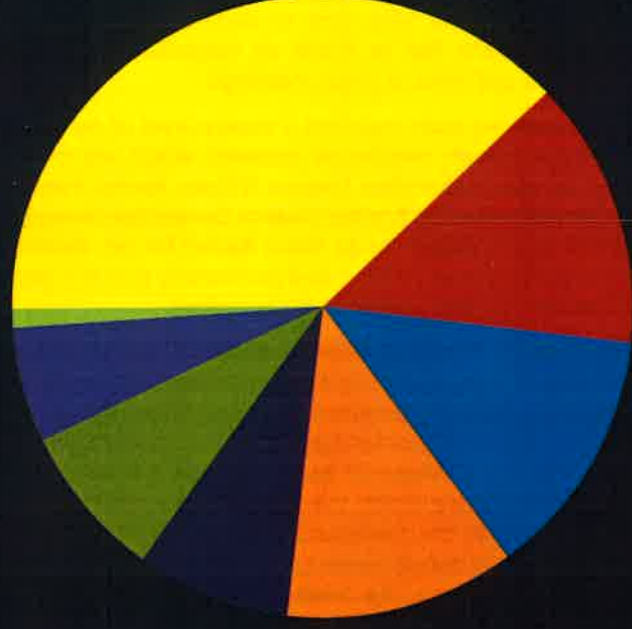


Financial Report

Each year we conduct a thorough, comprehensive budget setting process that is open to public scrutiny. This year's budget round has been especially challenging given the current levels of inflation and the consequent impact on the

Town Council's running costs.

The chart below provides an overview of the breakdown of Council spending during the last full financial year from 1 April 2023 to 31 March 2024.



● Employee Costs - 38%

● Community Development - 14%

● Allotments and Estates - 12%

● Office Costs - 12%

● Events - 8%

● None-Operating Costs - 8%

● Democratic and Civic - 6%

● Banking, Legal and Professional - 1%



Wymondham Town Council Annual Report 2022-23



Review of the Civic Year

The 2022-23 civic year was extremely busy as we returned to normality following the covid years. My wife and I attended over 55 official events to which we were invited, and many more that did not involve an official invitation, but we felt were deserving of wearing the chain of office. Hardly a week went by where we did not attend an event, but they were all very enjoyable in many different ways ranging from traditional church services to quiz nights. The types of event were so diverse and enabled us once again to visit many parts of our beautiful county.

In the late spring and early summer we enjoyed events marking The Queen's Platinum Jubilee celebrating her glorious 70 year reign. As well as official engagements we were also able to enjoy a street party with friends and neighbours along our street, just like millions of other people across the country.

Sadly on 8th September last year we heard the news we were all dreading, that Her Majesty Queen Elizabeth II passed away. A period of public mourning followed and we were required to follow Royal protocol, lowering and raising the towns flags to represent various stages of proceedings following the death of a Monarch. I was honoured to lead the town during this sad time which included laying flowers at the war memorial, attending memorial services and leading a one minute's silence upon the eve of the funeral of Queen Elizabeth II. It was also a proud moment to be able to read the Wymondham Town proclamation that we had a new king; Charles III. I am also extremely grateful to the Wymondham Branch of the Royal British Legion who turned out in their finery, with standards to assist with the proclamation, even though I had not asked them to do so; what a wonderful gesture of kindness.

Another highlight of the year was holding my Civic Service and reception in the beautiful setting of Wymondham Abbey. Guests included dignitaries, mayors and friends from all areas of the county. It was a thoroughly enjoyable event that will live long in our memory, and I am

grateful to Canon Christopher Davies for allowing me to use the Abbey, and for conducting a lovely service. Once again I was able to honour a recipient of the Wymondham Town Council Civic Award, this year the award went to Janis Raynsford to acknowledge all that she has done to nurture the gardens and open spaces in and around Wymondham for many years.

Another highlight was the Mayor's Charity Bingo night, following the success of the 2022 event, where again over 70 people attended. We raised over £1,000 for charity, which was shared equally between my chosen charities of Wymondham Dementia Support Group and Wymondham Community Outreach Project. These are both charities that do wonderful work for our community, and who we have a great affinity for.

I am proud that our Town Council has again been able to support voluntary groups within Wymondham to enable them to complete projects where they needed that extra funding boost, and I hope this continues. I was pleased to see the Town Council commit towards ongoing projects such as the new cemetery and improvements to Browick Park amongst others. Also many years of hard work came to fruition as Wymondham voted in favour of the Neighbourhood Plan. I would like to extend my thanks to Mr Trevor Gurney; the Town Clerk for his help and advice, the council administrative staff and the ground staff for their continued work during the past year. As previously I must thank my lovely wife Sharron for her support and companionship during all of our engagements.

After four years as Mayor of Wymondham, and eight years serving on the Town Council it was time for me to sign off at the AGM in May. It has been a great honour to serve the people of Wymondham as a councillor, and as Mayor; a role I have enjoyed immensely even though there were some difficult challenges along the way. Thank you to everyone who has supported me during this time. I wish the new Town Council well, and congratulate our new Mayor upon her election.



The Town Council offices are situated at:

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Harts Farm Road
Wymondham
Norfolk, NR18 0UT**

**Telephone:
01953 603302**

office@wymondhamtc.co.uk

**Office opening hours
Monday to Friday
9.30am to 4pm**



Wymondham Town Council Annual Report 2022-23



How does your Town Council work for you?

The 14 members of Wymondham Town Council are all unpaid volunteers, elected by Wymondham people every four years. Elections took place in May 2019 so that 2022-23 was the fourth year of office for the council. Each year, the councillors elect a Mayor and Deputy Mayor from among their members.

The full Town Council meets on the first Tuesday of every month. It takes questions from the public, notes minutes from its committees and receives reports from representatives on outside bodies. It also approves all payment to suppliers from the preceding month and discusses issues relevant to the town.

Some of the Town Council's functions are delegated to three main committees and these meet on Tuesdays in accordance with the schedule published on the council website. Each committee consists of five members who elect their own chair and vice chair. These committees are:

Leisure, Environment, Enterprise and Tourism, which supervises the maintenance, upkeep and improvement of the Council's recreation areas such as Bell Rope Lane and Browick Road recreation ground. It is also responsible for ensuring that play equipment meets health and safety requirements and that residents have access to leisure facilities. It is also responsible for other open spaces, such as the Tolls Meadow nature reserve, the Becketswell amenity area and the allotments.

Planning, Lighting & Highways liaises closely with Norfolk County Council and South Norfolk Council on all road, pavement and lighting issues affecting the Wymondham parish. It takes a strategic planning overview for the town and works in conjunction with the county and district councils.

While it does not grant planning approvals (normally the responsibility of South Norfolk Council), the Town Council is consulted on all applications affecting Wymondham.

Finance & General Purposes manages property owned or leased by the council, including the cemetery and the charter Friday market. It also allocates funds under the council's small grants scheme and is responsible for machinery purchases and the council's administration team. Its remit also includes the Grade 1 listed Market Cross and the provision of Tourist Information Centre facilities provided by the council staff.

Agendas are posted on the Town Council notice board and agendas and meetings for council meetings are published on the council website, and these indicate the starting time. Public participation is allowed at all meetings at the allocated time.

A closer look at planning

Planning can be a complex and often contentious matter. The Town Council's Planning, Lighting and Highways Committee works within a planning policy framework which explains how planning applications are dealt with, and how decisions are made.

South Norfolk Council has the final say in planning matters. Sometimes its Planning Committee will delegate decisions on appropriate cases to planning officers in consultation with local members. All applications are forwarded first to the Town Council for comment, and details

of applications are posted on the council noticeboard. Plans are available through the South Norfolk Council website, and considered at a council or committee meeting where they are discussed.

Letters from the public commenting on applications are welcome, and time is always allowed at the start of meetings for public comments to be made in person. The Town Council will then comment to the District Council in the light of the local plan and other policy guidance, taking into account any public comments and the considered views of its members.

