

NNDC Ref: PF/26/1398
Date: 9th September 2026

Contact: Clare Malcomson

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

Planning Consultation
North Walsham

Proposal: External alterations and subdivision of building to provide 16 No. self-contained commercial units for mixed use within Use Class E and Use Class B8 storage/distribution (retrospective)

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

Dear Sir/Madam,

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

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=THJ8OPLNI1N00>

If your Council would like to offer comments on the application, please do so by 30/09/2026 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

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

Kind regards

Clare Malcomson (Senior Planning Officer)
clare.malcomson@north-norfolk.gov.uk
01263 516325

NNDC Ref: PF/26/1752
Date: 10th September 2026

Contact: Clare Malcomson

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

Planning Consultation
North Walsham

Proposal: Retrospective application for the siting of 12 storage containers on existing hardstanding for use in connection with the operational storage requirements of Cozy Pet Ltd.

Location: Cozy Pet Ltd, Folgate Road, North Walsham, Norfolk, NR28 0AJ

Dear Sir/Madam,

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

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJWFGNLIJ800>

If your Council would like to offer comments on the application, please do so by 01/10/2026 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

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

Kind regards

Clare Malcomson (Senior Planning Officer)
clare.malcomson@north-norfolk.gov.uk
01263 516325

NNDC Ref: PF/26/1949
Date: 24th September 2026

Contact: Owen Peel

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

Planning Consultation
North Walsham

Proposal: External alterations to detached garage

Location: 22 Wherry Close, North Walsham, Norfolk, NR28 0UQ

Dear Sir/Madam,

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

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TLCP9LNISL00>

If your Council would like to offer comments on the application, please do so by 15/10/2026 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

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

Kind regards

Owen Peel (Planning Assistant (Householder))
owen.peel@north-norfolk.gov.uk
01263

NNDC Ref: LA/26/1939
Date: 24th September 2026

Contact: Phoebe Piggot

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

Planning Consultation
North Walsham

Proposal: Works to demolish and reconstruct wall on rear boundary

Location: The Cedars, 3 New Road, North Walsham, Norfolk,

Dear Sir/Madam,

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

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TLC9ZZLNIS300>

If your Council would like to offer comments on the application, please do so by 15/10/2026 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

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

Kind regards

Phoebe Piggot (Planning Officer)
phoebe.piggot@north-norfolk.gov.uk
01263

NNDC Ref: PF/26/1938
Date: 24th September 2026

Contact: Phoebe Piggot

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

Planning Consultation
North Walsham

Proposal: Demolition and reconstruction of wall on rear boundary

Location: The Cedars, 3 New Road, North Walsham, Norfolk,

Dear Sir/Madam,

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

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TLC9ZULNIS100>

If your Council would like to offer comments on the application, please do so by 15/10/2026 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

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

Kind regards

Phoebe Piggot (Planning Officer)
phoebe.piggot@north-norfolk.gov.uk
01263

NNDC Ref: LA/26/1898
Date: 24th September 2026

Contact: Phoebe Piggot

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

Planning Consultation
North Walsham

Proposal: Internal and external works for repairs & refurbishment of property

Location: The Cedars, 3 New Road, North Walsham, Norfolk,

Dear Sir/Madam,

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

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TL163CLNIQ200>

If your Council would like to offer comments on the application, please do so by 15/10/2026 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

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

Kind regards

Phoebe Piggot (Planning Officer)
phoebe.piggot@north-norfolk.gov.uk
01263

North Walsham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

17 September 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
231	Admin Running Costs	31/07/2026		Unity Trust Account		Equipment	Espo	S	31.10	6.22	37.32
381	Admin Training	30/09/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	S	60.00	12.00	72.00
383	General Running Costs	30/09/2026		Unity Trust Account		Equipment	Ernest Doe	S	19.96	3.99	23.95
384	Streetlights	30/09/2026		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	25.00	5.00	30.00
385	Office Cleaning	30/09/2026		Unity Trust Account		Cleaning	LB Cleaning Services	X	65.00		65.00
382	General Vehicles	30/09/2026		Unity Trust Account		Vehicles	Ernest Doe	S	251.38	50.27	301.65
392	General Running Costs	30/09/2026		Unity Trust Account		Equipment	Espo	S	31.90	6.38	38.28
388	Admin Running Costs	30/09/2026		Unity Trust Account		Water	CoolerAid	S	7.45	1.49	8.94
386	Office Stationary	30/09/2026		Unity Trust Account		Equipment	QD	S	5.83	1.17	7.00
391	Office Stationary	30/09/2026		Unity Trust Account		Equipment	Espo	S	49.95	9.99	59.94
390	Admin Leases & Agreements	30/09/2026		Unity Trust Account		Human Resources	Croner Group Ltd	S	334.15	66.83	400.98
390	Admin Leases & Agreements	30/09/2026		Unity Trust Account		Human Resources	Croner Group Ltd	E	19.71		19.71
387	Admin Training	30/09/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	S	96.00	19.20	115.20
389	Other Defibrillator	30/09/2026		Unity Trust Account		Defibrillators	Mark Sayer Electrical Servi	S	75.00	15.00	90.00
396	General Running Costs	30/09/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	90.00	18.00	108.00
407	General Running Costs	30/09/2026		Unity Trust Account		Equipment	Espo	S	56.25	11.25	67.50
408	Streetlights	30/09/2026		Unity Trust Account		Electricity	Total Energies	L	272.18	13.61	285.79
399	Admin Annual Commitments	30/09/2026		Unity Trust Account		Auditor	PKF Littlejohn LLP	S	1,365.00	273.00	1,638.00
403	Office Equipment	30/09/2026		Unity Trust Account		Equipment	QD	S	4.99	1.00	5.99
404	Office Equipment	30/09/2026		Unity Trust Account		Equipment	QD	S	3.30	0.67	3.97
406	Office Equipment	30/09/2026		Unity Trust Account		Equipment	QD	S	5.23	1.04	6.27
396	Admin Running Costs	30/09/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	35.70	7.14	42.84
400	Admin Running Costs	30/09/2026		Unity Trust Account		Milk/Tea/coffee etc.	Various	Z	1.35		1.35
401	Admin Running Costs	30/09/2026		Unity Trust Account		Postage	Various	S	1.33	0.27	1.60
402	Office Stationary	30/09/2026		Unity Trust Account		Postage	Post Office	E	1.60		1.60
405	Office Cleaning	30/09/2026		Unity Trust Account		Equipment	Various	X	10.98		10.98
397	Lease Phones/tablet	30/09/2026		Unity Trust Account		Phone	Plan.com	S	290.98	58.21	349.19
394	Lease Phones/tablet	30/09/2026		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	129.44	25.89	155.33
395	General CCTV	30/09/2026		Unity Trust Account		CCTV	Anglia Technology	S	419.79	83.96	503.75
398	Open Spaces	30/09/2026		Unity Trust Account		Memorial	Nick Hindle Stonemasons	S	3,600.00	720.00	4,320.00
410	General Running Costs	30/09/2026		Unity Trust Account		Events	CT Baker	S	30.41	6.08	36.49
412	General Running Costs	30/09/2026		Unity Trust Account		Fuel	Fuel Genie	S	272.15	54.42	326.57
422	W M Park Running Costs	30/09/2026		Unity Trust Account		Electricity	Corona Energy	L	290.94	14.55	305.49
416	Amenities Leases & Agreement	30/09/2026		Unity Trust Account		Rental	North Walsham Parochial C	X	5,000.00		5,000.00

North Walsham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

17 September 2026 (2026-2027)

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
409	Streetlights	30/09/2026		Unity Trust Account		Electricity	Total Energies	L	316.11	15.81	331.92
411	Admin Training	30/09/2026		Unity Trust Account		First Aid	Orbital Safety Training	X	61.50		61.50
415	Advertising	30/09/2026		Unity Trust Account		Advertising	Visit North Norfolk	S	375.00	75.00	450.00
413	Chapel Running Costs	30/09/2026		Unity Trust Account		Electricity	Corona Energy	L	26.08	1.30	27.38
414	Vehicle Compound Running Co	30/09/2026		Unity Trust Account		Vehicle Compound	Mark Sayer Electrical Servi	S	51.00	10.20	61.20
417	Trackside Electricity	30/09/2026		Unity Trust Account		Electricity	Corona Energy	L	-104.48	-5.23	-109.71
419	Trackside Electricity	30/09/2026		Unity Trust Account		Electricity	Corona Energy	L	53.82	2.70	56.52
420	Trackside Electricity	30/09/2026		Unity Trust Account		Electricity	Corona Energy	L	91.49	4.58	96.07
421	Vehicle Compound Electricity	30/09/2026		Unity Trust Account		Electricity	Corona Energy	L	36.33	1.82	38.15
418	Market Electricityy	30/09/2026		Unity Trust Account		Electricity	Corona Energy	L	37.20	1.86	39.06
Total									13,898.10	1,594.67	15,492.77

North Walsham Town Council

24 September 2026 (2026-2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
194	NW Play	01/09/2026		Unity Trust Account	000063	Donation	Jess Page	E	20.00		20.00
199	Market Market Tolls	01/09/2026		Unity Trust Account	000063	Market tolls	Double Q	E	154.90		154.90
204	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
204	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
204	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
204	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
204	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
204	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
204	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
206	Market Market Tolls	01/09/2026		Unity Trust Account		Market tolls	Owies Black Piggy Porkers	E	70.40		70.40
205	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
207	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Norfolk Radar Cider	E	10.00		10.00
207	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Norfolk Radar Cider	E	10.00		10.00
207	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Norfolk Radar Cider	E	10.00		10.00
207	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Norfolk Radar Cider	E	10.00		10.00
207	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Norfolk Radar Cider	E	10.00		10.00
208	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Blue Welly Farm	E	10.00		10.00
208	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Blue Welly Farm	E	10.00		10.00
208	Market Sunday market	01/09/2026		Unity Trust Account		Sunday Market	Blue Welly Farm	E	10.00		10.00
210	Cemetery Interments	03/09/2026		Unity Trust Account		Burial	Broadland Funeral Care	X			
232	Market Market Tolls	03/09/2026		Unity Trust Account		Market tolls	Carmichael Fishmongers	E	97.28		97.28
212	Other Events	03/09/2026		Unity Trust Account		Events	Norfolk Rolled Ice Cream	X	20.00		20.00
213	Cemetery Interments	07/09/2026		Unity Trust Account		Interment	Gordon Haynes	X	136.00		136.00
213	Cemetery Interments	07/09/2026		Unity Trust Account		Interment	Gordon Haynes	X	135.00		135.00
214	Market Market Tolls	07/09/2026		Unity Trust Account		Market tolls	Four Seasons Fruit & Veg	E	115.20		115.20
216	Market Sunday market	09/09/2026		Unity Trust Account		Sunday Market	The Babyman Store	E	10.00		10.00
216	Market Sunday market	09/09/2026		Unity Trust Account		Sunday Market	The Babyman Store	E	10.00		10.00
216	Market Sunday market	09/09/2026		Unity Trust Account		Sunday Market	The Babyman Store	E	10.00		10.00
218	Market Sunday market	09/09/2026		Unity Trust Account		Sunday Market	Handmade in Norfolk	E	10.00		10.00
218	Market Sunday market	09/09/2026		Unity Trust Account		Sunday Market	Handmade in Norfolk	E	10.00		10.00
218	Market Sunday market	09/09/2026		Unity Trust Account		Sunday Market	Handmade in Norfolk	E	10.00		10.00
225	Market Sunday market	09/09/2026		Unity Trust Account		Sunday Market	Annie's Natural Soaps	E	5.00		5.00
217	Other Events	09/09/2026		Unity Trust Account		Events	Snowfit	E	10.00		10.00
233	Market Market Tolls	10/09/2026		Unity Trust Account		Market tolls	Owies Black Piggy Porkers	E	70.40		70.40
227	Market Market Tolls	10/09/2026		Unity Trust Account		Market tolls	Eco-Pebble	E	10.00		10.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
226	Market Market Tolls	10/09/2026		Unity Trust Account		Market tolls	Youngs, S	E	49.92		49.92
228	Market Market Tolls	11/09/2026		Unity Trust Account		Market tolls	Little Cookie Shop	E	10.00		10.00
229	Market Sunday market	11/09/2026		Unity Trust Account		Sunday Market	Button and Bloom Jewels	E	50.00		50.00
230	Cemetery Memorials	14/09/2026		Unity Trust Account		Memorial	Arthur Jary & Sons	X	62.00		62.00
231	Market Market Tolls	14/09/2026		Unity Trust Account		Market tolls	Lillys Boutique	E	57.60		57.60
234	Market Market Tolls	17/09/2026		Unity Trust Account		Market tolls	Mandy's Deals	E	65.28		65.28
235	Market Sunday market	18/09/2026		Unity Trust Account		Sunday Market	Heart & Soul Emporium	E	10.00		10.00
235	Market Sunday market	18/09/2026		Unity Trust Account		Sunday Market	Heart & Soul Emporium	E	10.00		10.00
235	Market Sunday market	18/09/2026		Unity Trust Account		Sunday Market	Heart & Soul Emporium	E	10.00		10.00
235	Market Sunday market	18/09/2026		Unity Trust Account		Sunday Market	Heart & Soul Emporium	E	10.00		10.00
235	Market Sunday market	18/09/2026		Unity Trust Account		Sunday Market	Heart & Soul Emporium	E	10.00		10.00
235	Market Sunday market	18/09/2026		Unity Trust Account		Sunday Market	Heart & Soul Emporium	E	10.00		10.00
236	Market Sunday market	18/09/2026		Unity Trust Account		Sunday Market	Heavenly Bouquet	E	10.00		10.00
236	Market Sunday market	18/09/2026		Unity Trust Account		Sunday Market	Heavenly Bouquet	E	10.00		10.00
239	Market Market Tolls	18/09/2026		Unity Trust Account		Market tolls	Double Q	E	154.84		154.84
238	Market Market Tolls	21/09/2026		Unity Trust Account		Market tolls	Four Seasons Fruit & Veg	E	115.20		115.20
237	Market Market Tolls	21/09/2026		Unity Trust Account		Market tolls	The Witches Nook	E	38.40		38.40
241	Cemetery Memorials	22/09/2026		Unity Trust Account		Memorial	Nick Hindle Stonemasons	X	81.00		81.00
240	Cemetery Memorials	23/09/2026		Unity Trust Account		Memorial	Nick Hindle Stonemasons	X	108.00		108.00
242	Market Market Tolls	24/09/2026		Unity Trust Account		Market tolls	Elite Plants	E	199.68		199.68
Total									2,136.10		2,136.10

North Walsham Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		284,918.60
	ADD Receipts 01/04/2026 - 31/08/2026		354,229.23
	SUBTRACT Payments 01/04/2026 - 31/08/2026		639,147.83
			277,712.78
	Cash in Hand 31/08/2026 (per Cash Book)		361,435.05
B	Cash in hand per Bank Statements		
	Petty Cash 31/08/2026	0.00	
	CCLA Savings 31/08/2026	205,000.00	
	Redwood Savings 31/08/2026	92,275.34	
	Unity Trust Account Main 31/08/2026	40,366.03	
	Unity Trust Instant Access Account 31/08/2026	25,874.35	
	Unity Trust Wages Account 31/08/2026	491.65	
	Business Reserve 31/08/2026	0.00	
	Account Main 31/08/2026	0.00	
	Wages 31/08/2026	0.00	
			364,007.37
	Less unrepresented payments		2,572.32
			361,435.05
	Plus unrepresented receipts		
	Adjusted Bank Balance		361,435.05
	A = B Checks out OK		

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

24 September 2026 (2026-2027)

Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7005	Admin Precept	50,300.00	25,150.00	-25,150.00				-25,150.00 (-50%)
7010	Admin Annual Commitments				16,000.00	12,214.13	3,785.87	3,785.87 (23%)
7015	Admin Rates							(N/A)
7020	Office Equipment				2,000.00	13.52	1,986.48	1,986.48 (99%)
7025	Subscriptions					90.00	-90.00	-90.00 (N/A)
7040	Admin Running Costs		0.98	0.98	11,000.00	3,305.52	7,694.48	7,695.46 (69%)
7050	Office Stationary					57.38	-57.38	-57.38 (N/A)
7055	Office Cleaning					75.98	-75.98	-75.98 (N/A)
7060	Admin Leases & Agreements		16,189.49	16,189.49	17,000.00	13,452.74	3,547.26	19,736.75 (116%)
7065	Lease Phones/tablet					755.25	-755.25	-755.25 (N/A)
7080	Admin Interest/Bank Charges	14,000.00	6,446.70	-7,553.30	300.00	155.15	144.85	-7,408.45 (-51%)
7085	Admin Training				10,000.00	8,531.20	1,468.80	1,468.80 (14%)
7090	Legal				3,000.00		3,000.00	3,000.00 (100%)
7095	VAT RECLAIM							(N/A)
SUB TOTAL		64,300.00	47,787.17	-16,512.83	59,300.00	38,650.87	20,649.13	4,136.30 (3%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3005	Amenities Precept	500.00	250.00	-250.00				-250.00 (-50%)
3010	Amenities Annual Commitments				2,500.00	157.20	2,342.80	2,342.80 (93%)
3060	Amenities Leases & Agreements		1.00	1.00	14,000.00	18,771.69	-4,771.69	-4,770.69 (-34%)
SUB TOTAL		500.00	251.00	-249.00	16,500.00	18,928.89	-2,428.89	-2,677.89 (-15%)

Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2010	Cemetery Annual Commitments				4,500.00	3,712.80	787.20	787.20 (17%)
2030	Cemetery Repairs/Maintenance					2,100.00	-2,100.00	-2,100.00 (N/A)
2040	Cemetery Running Costs				10,000.00	1,473.23	8,526.77	8,526.77 (85%)
2300	Cemetery Interments	14,000.00	6,178.00	-7,822.00				-7,822.00 (-55%)
2350	Cemetery Memorials	5,000.00	1,997.00	-3,003.00				-3,003.00 (-60%)
10408	Cemetery Allotments	300.00		-300.00				-300.00 (-100%)
104444	Cemetery Staff Costs							(N/A)
104445	Cemetery CCTV							(N/A)
SUB TOTAL		19,300.00	8,175.00	-11,125.00	14,500.00	7,286.03	7,213.97	-3,911.03 (-11%)

Cemetery Capital

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
104431	Cemetery Capital					4,652.50	-4,652.50	-4,652.50 (N/A)

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

24 September 2026 (2026-2027)

SUB TOTAL				4,652.50	-4,652.50	-4,652.50 (N/A)
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Cemetery Chapel

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10429	Chapel Repairs/Maintenance							(N/A)
10430	Chapel Running Costs				500.00	132.12	367.88	367.88 (73%)
104428	Cemetery Chapel Precept	500.00	250.00	-250.00				-250.00 (-50%)
104441	Chapel Staff Costs							(N/A)
104442	Chapel Electricity							(N/A)
104443	Chapel Water Costs							(N/A)
SUB TOTAL		500.00	250.00	-250.00	500.00	132.12	367.88	117.88 (11%)

EARMARKED RESERVES

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1020	NW Play		1,389.58	1,389.58				1,389.58 (N/A)
10444	Open Spaces	7,000.00		-7,000.00	7,000.00	3,600.00	3,400.00	-3,600.00 (-25%)
10445	Wires accross market							(N/A)
10446	Street Furniture	7,000.00		-7,000.00	7,000.00	3,371.24	3,628.76	-3,371.24 (-24%)
10447	Vehicle Maintenance (3 year res							(N/A)
10449	New Projects	9,000.00		-9,000.00	9,000.00		9,000.00	(0%)
10450	New Cemetery					4,727.50	-4,727.50	-4,727.50 (N/A)
10451	Kings Arms Street Pavements	10,000.00		-10,000.00	10,000.00		10,000.00	(0%)
104446	Allotment Reserves		31,575.15	31,575.15				31,575.15 (N/A)
SUB TOTAL		33,000.00	32,964.73	-35.27	33,000.00	11,698.74	21,301.26	21,265.99 (32%)

General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	General Precept	28,500.00	14,250.00	-14,250.00				-14,250.00 (-50%)
10	General Annual Commitments				500.00	264.45	235.55	235.55 (47%)
20	General New Equipment				7,000.00	4,027.86	2,972.14	2,972.14 (42%)
30	General Repairs/Maintenance				4,000.00	7,552.18	-3,552.18	-3,552.18 (-88%)
40	General Running Costs				6,000.00	4,872.47	1,127.53	1,127.53 (18%)
4020	Streetlights				5,000.00	2,518.56	2,481.44	2,481.44 (49%)
10423	General CCTV				4,000.00	469.79	3,530.21	3,530.21 (88%)
10437	General Vehicles					2,476.36	-2,476.36	-2,476.36 (N/A)
104440	General Staff Costs							(N/A)
SUB TOTAL		28,500.00	14,250.00	-14,250.00	26,500.00	22,181.67	4,318.33	-9,931.67 (-18%)

Market

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

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

24 September 2026 (2026-2027)

5010	Market Annual Commitments				1,000.00	1,047.90	-47.90	-47.90 (-4%)
5020	Market New Equipment				300.00		300.00	300.00 (100%)
5030	Market Repairs/Maintenance				1,000.00	217.29	782.71	782.71 (78%)
5040	Market Running Costs				500.00	210.48	289.52	289.52 (57%)
5800	Market Market Tolls	8,000.00	5,892.48	-2,107.52				-2,107.52 (-26%)
5850	Market Sunday market	500.00	2,125.00	1,625.00				1,625.00 (325%)
5900	Market Events	1,000.00	37.50	-962.50				-962.50 (-96%)
5905	Market Carboot	1,000.00		-1,000.00				-1,000.00 (-100%)
104437	Market Defib							(N/A)
104438	Market Electricityy					37.20	-37.20	-37.20 (N/A)
104439	Market Staff Costs							(N/A)
SUB TOTAL		10,500.00	8,054.98	-2,445.02	2,800.00	1,512.87	1,287.13	-1,157.89 (-8%)

Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9501	Miscellaneous		15,898.00	15,898.00		1,000.00	-1,000.00	14,898.00 (N/A)
SUB TOTAL			15,898.00	15,898.00		1,000.00	-1,000.00	14,898.00 (N/A)

Other

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8005	Other Precept	39,000.00	19,500.00	-19,500.00				-19,500.00 (-50%)
8011	Other Defibrillator				2,000.00	2,125.00	-125.00	-125.00 (-6%)
8031	Other Grants				3,000.00	750.00	2,250.00	2,250.00 (75%)
8041	Advertising		1,500.00	1,500.00	5,000.00	2,785.00	2,215.00	3,715.00 (74%)
8071	Mayors Charity				2,000.00		2,000.00	2,000.00 (100%)
8505	Other Events		160.00	160.00	20,000.00	11,357.11	8,642.89	8,802.89 (44%)
10426	Other Donation		2,848.50	2,848.50	7,000.00	4,848.50	2,151.50	5,000.00 (71%)
SUB TOTAL		39,000.00	24,008.50	-14,991.50	39,000.00	21,865.61	17,134.39	2,142.89 (2%)

Pavilion

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10245	Pavilion Precept	4,400.00	2,200.00	-2,200.00				-2,200.00 (-50%)
10427	Pavilion Annual Commitments				7,000.00	480.00	6,520.00	6,520.00 (93%)
10428	Pavilion Repairs/Maintenance				2,000.00	20,069.00	-18,069.00	-18,069.00 (-903%)
10436	Pavilion Leases & Agreements		16,060.00	16,060.00	400.00	1,060.00	-660.00	15,400.00 (3850%)
SUB TOTAL		4,400.00	18,260.00	13,860.00	9,400.00	21,609.00	-12,209.00	1,651.00 (11%)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10050	Salaries Precept	333,000.00	166,500.00	-166,500.00				-166,500.00 (-50%)

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

24 September 2026 (2026-2027)

10100	Salaries Wages	221,300.00	77,757.34	143,542.66	143,542.66 (64%)
10200	Salaries HMRC	50,000.00	21,748.93	28,251.07	28,251.07 (56%)
10300	Salaries Pension	60,000.00	25,672.75	34,327.25	34,327.25 (57%)
10400	Salaries Unison	200.00	138.00	62.00	62.00 (31%)

SUB TOTAL	333,000.00	166,500.00	-166,500.00	331,500.00	125,317.02	206,182.98	39,682.98 (5%)
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Street Furniture

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4005	Bins							(N/A)
4010	Benches							(N/A)
SUB TOTAL								(N/A)

Trackside/Skatepark

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10401	Trackside/Skatepark Precept	3,900.00	1,950.00	-1,950.00				-1,950.00 (-50%)
10410	Trackside Annual Commitments				400.00		400.00	400.00 (100%)
10412	Trackside Repairs/Maintenance				2,000.00		2,000.00	2,000.00 (100%)
10413	Trackside Running Costs				1,500.00	511.88	988.12	988.12 (65%)
104432	Trackside Defib							(N/A)
104433	Trackside Electricity					40.83	-40.83	-40.83 (N/A)
104434	Trackside Staff Costs							(N/A)
SUB TOTAL		3,900.00	1,950.00	-1,950.00	3,900.00	552.71	3,347.29	1,397.29 (17%)

Vehicle Compound

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10433	Vehicle Compound Running Cos				700.00	123.66	576.34	576.34 (82%)
10434	Vehicle Compound Annual Comr				600.00	274.04	325.96	325.96 (54%)
10435	Vehicle Compound New Equipm				700.00		700.00	700.00 (100%)
104430	Vehicle Compound Precept	2,000.00	1,000.00	-1,000.00				-1,000.00 (-50%)
104436	Vehicle Compound Electricity					36.33	-36.33	-36.33 (N/A)
SUB TOTAL		2,000.00	1,000.00	-1,000.00	2,000.00	434.03	1,565.97	565.97 (14%)

War Memorial Park

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1030	W M Park Repairs/Maintenance					595.62	-595.62	-595.62 (N/A)
1040	W M Park Running Costs					744.06	-744.06	-744.06 (N/A)
10409	W M Park Allotments							(N/A)
SUB TOTAL						1,339.68	-1,339.68	-1,339.68 (N/A)

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

24 September 2026 (2026-2027)

Woodville

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10402	Woodville Precept	1,500.00	750.00	-750.00				-750.00 (-50%)
10403	Woodville Annual Commitments				200.00		200.00	200.00 (100%)
10404	Woodville New Equipment				500.00		500.00	500.00 (100%)
10405	Woodville Repairs/Maintenance				800.00		800.00	800.00 (100%)
104435	Woodville Staff Costs							(N/A)
SUB TOTAL		1,500.00	750.00	-750.00	1,500.00		1,500.00	750.00 (25%)

Summary

NET TOTAL	540,400.00	340,099.38	-200,300.62	540,400.00	277,161.74	263,238.26	62,937.64
V.A.T.		16,265.95			16,303.56		
GROSS TOTAL		356,365.33			293,465.30		

North Walsham Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for North Walsham Town Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of North Walsham Town Council on application to: (a) <u>Wendy Murphy Town Clerk / RFO</u> <u>Office 4, Cedar House</u> <u>3 New Road</u> <u>North Walsham NE28 9AE.</u> (b) <u>9am - 1pm Monday to Friday.</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>Wendy Murphy Town Clerk / RFO.</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>16/9/2026.</u>	(e) Insert the date of placing of the notice

Terms of Reference: Internal Auditor

North Walsham Town Council

1. Purpose

North Walsham Town Council shall appoint an Independent Internal Auditor to provide an objective review of the adequacy and effectiveness of the Council's internal control, risk management and governance arrangements, and to report to the Council accordingly.

2. Independence

The Internal Auditor must be fully independent of the Council's financial administration and decision-making. The Internal Auditor must not be a councillor, employee, Responsible Financial Officer, or any person otherwise involved in the day-to-day accounting or financial operations of the Council.

3. Competence

The Internal Auditor shall possess appropriate competence, knowledge and experience to carry out the work required, having regard to the size and nature of North Walsham Town Council and the requirements of proper practices.

4. Scope of work

The Internal Auditor shall, where appropriate, review:

- bookkeeping and accounting records;
- bank reconciliations;
- income and expenditure controls;
- payroll arrangements;
- payment controls;
- VAT claims and returns;
- budget monitoring and precept arrangements;
- asset register;
- risk management arrangements;
- financial regulations and standing orders;
- year-end accounts and supporting documentation;
- the Council's arrangements for completion of the Annual Governance and Accountability Return (AGAR).

5. Reporting

The Internal Auditor shall report in writing to North Walsham Town Council at least annually, and more frequently if requested by the Council. The report shall identify any weaknesses in internal control, governance or risk management, and make recommendations for improvement. Any matters requiring action before approval of the AGAR shall be reported without delay.

6. Access to information

The Clerk and Responsible Financial Officer shall provide the Internal Auditor with access to such records, explanations and supporting documents as are reasonably required for the proper performance of the audit.

7. Appointment and review

The Internal Auditor shall be appointed annually by North Walsham Town Council. These Terms of Reference shall be reviewed by the Council annually, or sooner if required by changes in legislation, proper practices or the Council's arrangements.

Adopted by North Walsham Town Council on: [date]

Minute reference: [insert]

North Walsham Town Council

24 September 2026 (2026-2027)

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
259	General Running Costs	03/08/2026		Unity Trust Account		Payment - Equipment	Screwfix	S	-153.30	-30.66	-183.96
260	General Running Costs	03/08/2026		Unity Trust Account		Payment - Equipment	Screwfix	Z	-64.99		-64.99
379	General Vehicles	03/08/2026		Unity Trust Account		Payment - Vehicles	DVLA	X	-360.00		-360.00
159	Admin Running Costs	04/08/2026		Unity Trust Account		Receipt - ERROR	ERROR	X			
177	Other Events	04/08/2026		Unity Trust Account		Receipt - Events	Norfolk Rolled Ice Cream	X	50.00		50.00
222	Admin Interest/Bank Charges	04/08/2026		Unity Trust Account		Receipt - Interest	CCLA	X	656.58		656.58
178	Pavilion Leases & Agreements	04/08/2026		Unity Trust Account		Receipt - Poppies	The War Memorial Charity	X	15,000.00		15,000.00
171	NW Play	05/08/2026		Unity Trust Account	000062	Receipt - Carboot	Bakes by Abbie	E	10.00		10.00
170	NW Play	05/08/2026		Unity Trust Account	000062	Receipt - Carboot	Lamartis Ice Cream	E	5.00		5.00
215	Market Market Tolls	05/08/2026		Unity Trust Account		Receipt - Sunday Market	Button and Bloom Jewels	E	10.00		10.00
215	Market Market Tolls	05/08/2026		Unity Trust Account		Receipt - Sunday Market	Button and Bloom Jewels	E	10.00		10.00
215	Market Market Tolls	05/08/2026		Unity Trust Account		Receipt - Sunday Market	Button and Bloom Jewels	E	10.00		10.00
215	Market Market Tolls	05/08/2026		Unity Trust Account		Receipt - Sunday Market	Button and Bloom Jewels	E	10.00		10.00
215	Market Market Tolls	05/08/2026		Unity Trust Account		Receipt - Sunday Market	Button and Bloom Jewels	E	10.00		10.00
209	Market Sunday market	05/08/2026		Unity Trust Account	000062	Receipt - Sunday Market	Christine Ranford	E	10.00		10.00
209	Market Sunday market	05/08/2026		Unity Trust Account	000062	Receipt - Sunday Market	Christine Ranford	E	10.00		10.00
209	Market Sunday market	05/08/2026		Unity Trust Account	000062	Receipt - Sunday Market	Christine Ranford	E	10.00		10.00
209	Market Sunday market	05/08/2026		Unity Trust Account	000062	Receipt - Sunday Market	Christine Ranford	E	10.00		10.00
209	Market Sunday market	05/08/2026		Unity Trust Account	000062	Receipt - Sunday Market	Christine Ranford	E	10.00		10.00
209	Market Sunday market	05/08/2026		Unity Trust Account	000062	Receipt - Sunday Market	Christine Ranford	E	10.00		10.00
209	Market Sunday market	05/08/2026		Unity Trust Account	000062	Receipt - Sunday Market	Christine Ranford	E	10.00		10.00
223	Market Sunday market	05/08/2026		Unity Trust Account	000062	Receipt - Sunday Market	William Mcivor	E	10.00		10.00
172	NW Play	05/08/2026		Unity Trust Account	000062	Receipt - Carboot	Various	E	163.22		163.22
174	NW Play	05/08/2026		Unity Trust Account	000062	Receipt - Donation	Mrs Jasmine Dewbery	E	10.00		10.00
179	Market Market Tolls	06/08/2026		Unity Trust Account		Receipt - Market tolls	Youngs, S	E	49.92		49.92
249	Admin Leases & Agreements	06/08/2026		Unity Trust Account		Payment - Human Resources	Croner Group Ltd	S	-334.15	-66.83	-400.98
249	Admin Leases & Agreements	06/08/2026		Unity Trust Account		Payment - Human Resources	Croner Group Ltd	E	-19.71		-19.71
340	Admin Leases & Agreements	06/08/2026		Unity Trust Account		Payment - Phone	Dial 9 Comms Ltd	S	-128.46	-25.69	-154.15
184	Market Sunday market	07/08/2026		Unity Trust Account		Receipt - Sunday Market	Annie's Natural Soaps	E	10.00		10.00
184	Market Sunday market	07/08/2026		Unity Trust Account		Receipt - Sunday Market	Annie's Natural Soaps	E	10.00		10.00
184	Market Sunday market	07/08/2026		Unity Trust Account		Receipt - Sunday Market	Annie's Natural Soaps	E	10.00		10.00
184	Market Sunday market	07/08/2026		Unity Trust Account		Receipt - Sunday Market	Annie's Natural Soaps	E	10.00		10.00
211	Cemetery Memorials	07/08/2026		Unity Trust Account		Receipt - Memorial	Sandra Jinks	X	135.00		135.00
211	Cemetery Memorials	07/08/2026		Unity Trust Account		Receipt - Memorial	Sandra Jinks	X	81.00		81.00
219	VAT RECLAIM	07/08/2026		Unity Trust Account		Receipt - VAT reclaim	HMRC	R		4,928.16	4,928.16
220	Other Donation	07/08/2026		Unity Trust Account		Receipt - Deposit	North Walsham Round Tab	X	1,000.00		1,000.00

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
342	Admin Leases & Agreements	07/08/2026		Unity Trust Account		Payment - CCTV	Anglia Technology	S	-419.79	-83.96	-503.75
183	Other Events	10/08/2026		Unity Trust Account		Receipt - Events	SHRIEKS	X	10.00		10.00
380	Lease Phones/tablet	10/08/2026		Unity Trust Account		Payment - Phone	Plan.com	S	-334.83	-66.98	-401.81
182	Cemetery Interments	11/08/2026		Unity Trust Account		Receipt - Interment	Murrell Cork	X	136.00		136.00
354	Advertising	12/08/2026		Unity Trust Account		Payment - Expenses	Various	E	-100.00		-100.00
181	Other Events	13/08/2026		Unity Trust Account		Receipt - Events	Owies Black Piggy Porkers	X	20.00		20.00
273	Admin Leases & Agreements	17/08/2026		Unity Trust Account		Payment - Photocopier	Office Flow	S	-69.82	-13.96	-83.78
353	General Running Costs	18/08/2026		Unity Trust Account		Payment - Fuel	Fuel Genie	S	-248.24	-49.64	-297.88
185	Cemetery Interments	20/08/2026		Unity Trust Account		Receipt - Interment	Priscilla Mary Taylor	X	136.00		136.00
185	Cemetery Interments	20/08/2026		Unity Trust Account		Receipt - Interment	Priscilla Mary Taylor	X	135.00		135.00
192	Market Market Tolls	20/08/2026		Unity Trust Account		Receipt - Market tolls	Lillys Boutique	E	57.90		57.90
191	Market Sunday market	20/08/2026		Unity Trust Account		Receipt - Sunday Market	Twin Peaks Distillery Limite	E	10.00		10.00
191	Market Sunday market	20/08/2026		Unity Trust Account		Receipt - Sunday Market	Twin Peaks Distillery Limite	E	10.00		10.00
191	Market Sunday market	20/08/2026		Unity Trust Account		Receipt - Sunday Market	Twin Peaks Distillery Limite	E	10.00		10.00
367	Salaries Wages	20/08/2026		Unity Trust Wages A		Payment - Salary	Various	X	-14,223.33		-14,223.33
364	Salaries Wages	20/08/2026		Unity Trust Wages A		Payment - Salary	HMRC	X	-5,196.20		-5,196.20
365	Salaries Pension	20/08/2026		Unity Trust Wages A		Payment - Salary	Norfolk Pension Fund	X	-5,005.17		-5,005.17
363	Salaries Unison	20/08/2026		Unity Trust Wages A		Payment - Salary	UNISON	X	-69.00		-69.00
193	Market Market Tolls	21/08/2026		Unity Trust Account		Receipt - Market tolls	Mandy's Deals	E	65.28		65.28
195	Market Market Tolls	24/08/2026		Unity Trust Account		Receipt - Sunday Market	Daisys Dog Treats	E	10.00		10.00
195	Market Market Tolls	24/08/2026		Unity Trust Account		Receipt - Sunday Market	Daisys Dog Treats	E	10.00		10.00
195	Market Market Tolls	24/08/2026		Unity Trust Account		Receipt - Sunday Market	Daisys Dog Treats	E	10.00		10.00
195	Market Market Tolls	24/08/2026		Unity Trust Account		Receipt - Sunday Market	Daisys Dog Treats	E	10.00		10.00
373	W M Park Repairs/Maintenance	24/08/2026		Unity Trust Account		Payment - Equipment	Amazon	S	-16.62	-3.32	-19.94
375	W M Park Running Costs	24/08/2026		Unity Trust Account		Payment - Equipment	Net World Sports	X	-81.79		-81.79
376	W M Park Running Costs	24/08/2026		Unity Trust Account		Payment - Equipment	Net World Sports	X	-81.79		-81.79
369	Admin Running Costs	24/08/2026		Unity Trust Account		Payment - Equipment	Amazon	S	-15.79	-3.16	-18.95
370	Admin Running Costs	24/08/2026		Unity Trust Account		Payment - Equipment	Amazon	S	1.38	0.28	1.66
371	Admin Running Costs	24/08/2026		Unity Trust Account		Payment - Equipment	Amazon	S	-9.83	-1.96	-11.79
372	Admin Running Costs	24/08/2026		Unity Trust Account		Payment - Equipment	Amazon	S	-17.84	-3.57	-21.41
374	Admin Running Costs	24/08/2026		Unity Trust Account		Payment - Equipment	Amazon	S	-7.95	-1.59	-9.54
378	Admin Running Costs	24/08/2026		Unity Trust Account		Payment - Equipment	QD	S	-5.22	-1.05	-6.27
377	Admin Interest/Bank Charges	24/08/2026		Unity Trust Account		Payment - Charges	Lloyds Bank - Multi pay car	E	-3.00		-3.00
330	General Vehicles	24/08/2026		Unity Trust Account		Payment - Vehicles	Anglia Mowers	S	-491.47	-98.29	-589.76
373	General New Equipment	24/08/2026		Unity Trust Account		Payment - Equipment	Amazon	S	-24.72	-4.94	-29.66

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
221	Allotment Reserves	25/08/2026		Unity Trust Account		Receipt - Allotments	NNDC	X	31,575.15		31,575.15
196	Market Market Tolls	26/08/2026		Unity Trust Account		Receipt - Market tolls	The Witches Nook	E	38.40		38.40
197	Market Market Tolls	26/08/2026		Unity Trust Account		Receipt - Market tolls	The Witches Nook	E	10.00		10.00
198	Market Sunday market	26/08/2026		Unity Trust Account		Receipt - Sunday Market	The Witches Nook	E	10.00		10.00
333	General Running Costs	26/08/2026		Unity Trust Account		Payment - Equipment	Ernest Doe	S	-71.25	-14.25	-85.50
343	General Running Costs	26/08/2026		Unity Trust Account		Payment - Equipment	Ernest Doe	S	-4.47	-0.89	-5.36
344	General Running Costs	26/08/2026		Unity Trust Account		Payment - Equipment	Ernest Doe	S	-8.28	-1.66	-9.94
228	General Running Costs	26/08/2026		Unity Trust Account		Payment - Equipment	Ernest Doe	S	-56.00	-11.20	-67.20
331	Other Events	27/08/2026		Unity Trust Account	TRACKSIDE	Payment - Events	Gaming Events 2 U Ltd	X	-323.50		-323.50
200	Market Sunday market	28/08/2026		Unity Trust Account		Receipt - Sunday Market	L'il Toybox	E	10.00		10.00
200	Market Sunday market	28/08/2026		Unity Trust Account		Receipt - Sunday Market	L'il Toybox	E	10.00		10.00
200	Market Sunday market	28/08/2026		Unity Trust Account		Receipt - Sunday Market	L'il Toybox	E	10.00		10.00
224	Admin Running Costs	28/08/2026		Unity Trust Account		Receipt - Charges	Sumup	X	0.98		0.98
351	W M Park Repairs/Maintenance	28/08/2026		Unity Trust Account		Payment - Memorial Park	Wickey Pro	S	-129.00	-25.80	-154.80
358	W M Park Running Costs	28/08/2026		Unity Trust Account		Payment - Electricity	Corona Energy	L	-70.93	-3.55	-74.48
341	Cemetery Running Costs	28/08/2026		Unity Trust Account		Payment - Welfare Unit	CT Baker	S	-38.29	-7.66	-45.95
335	Cemetery Running Costs	28/08/2026		Unity Trust Account		Payment - Welfare Unit	RS Timber	S	-168.00	-33.60	-201.60
337	Cemetery Running Costs	28/08/2026		Unity Trust Account		Payment - Welfare Unit	CT Baker	S	-87.42	-17.48	-104.90
357	Cemetery Running Costs	28/08/2026		Unity Trust Account		Payment - Electricity	Corona Energy	L	-37.40	-1.87	-39.27
360	Cemetery Running Costs	28/08/2026		Unity Trust Account		Payment - Electricity	Corona Energy	L	-26.08	-1.30	-27.38
361	Cemetery Running Costs	28/08/2026		Unity Trust Account		Payment - Welfare Unit	CT Baker	S	-81.17	-16.24	-97.41
320	Market Running Costs	28/08/2026		Unity Trust Account		Payment - Equipment	CT Baker	S	-36.30	-7.26	-43.56
359	Market Running Costs	28/08/2026		Unity Trust Account		Payment - Electricity	Corona Energy	L	-37.72	-1.89	-39.61
355	Subscriptions	28/08/2026		Unity Trust Account		Payment - Subscription	The Purple Guide	X	-60.00		-60.00
327	Subscriptions	28/08/2026		Unity Trust Account		Payment - Subscription	AHGTC	X	-30.00		-30.00
321	Admin Running Costs	28/08/2026		Unity Trust Account		Payment - Advertising	SR Print & Design Ltd	S	-70.00	-14.00	-84.00
329	Admin Running Costs	28/08/2026		Unity Trust Account		Payment - Water	CoolerAid	S	-14.90	-2.98	-17.88
326	Admin Running Costs	28/08/2026		Unity Trust Account		Payment - Equipment	Naturespy	S	-91.66	-18.33	-109.99
339	Admin Running Costs	28/08/2026		Unity Trust Account		Payment - Cleaning	Barnett's Cleaning Solution	S	-35.70	-7.14	-42.84
362	Admin Running Costs	28/08/2026		Unity Trust Account		Payment - Postage	Post Office	E	-18.00		-18.00
352	Admin Leases & Agreements	28/08/2026		Unity Trust Account		Payment - Photocopier	Office Flow	S	-66.35	-13.27	-79.62
322	Admin Leases & Agreements	28/08/2026		Unity Trust Account		Payment - IT	Anglian Internet	S	-80.00	-16.00	-96.00
319	Admin Leases & Agreements	28/08/2026		Unity Trust Account		Payment - IT	Anglian Internet	S	-88.00	-17.60	-105.60
334	Admin Leases & Agreements	28/08/2026		Unity Trust Account		Payment - Refuse	Shred station	S	-44.79	-8.96	-53.75
347	Admin Leases & Agreements	28/08/2026		Unity Trust Account		Payment - Human Resources	Croner Group Ltd	S	-334.15	-66.83	-400.98

PAYMENTS & RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
347	Admin Leases & Agreements	28/08/2026		Unity Trust Account		Payment - Human Resources	Croner Group Ltd	E	-19.71		-19.71
345	Admin Training	28/08/2026		Unity Trust Account		Payment - Training	Norfolk Parish Training Sup	S	-56.00	-11.20	-67.20
346	Admin Training	28/08/2026		Unity Trust Account		Payment - Training	Norfolk Parish Training Sup	S	-56.00	-11.20	-67.20
338	Advertising	28/08/2026		Unity Trust Account	TRACKSIDE	Payment - Advertising	SR Print & Design Ltd	S	-412.00	-82.40	-494.40
325	Advertising	28/08/2026		Unity Trust Account		Payment - Advertising	Just Regional	S	-210.00	-42.00	-252.00
314	Other Events	28/08/2026		Unity Trust Account	TRACKSIDE	Payment - Events	Marck Peachy	X	-450.00		-450.00
314	Other Events	28/08/2026		Unity Trust Account	TRACKSIDE	Payment - Events	Marck Peachy	E	-64.00		-64.00
316	Other Events	28/08/2026		Unity Trust Account	TRACKSIDE	Payment - Events	Broadland First Responder	X	-256.00		-256.00
317	Other Events	28/08/2026		Unity Trust Account	TRACKSIDE	Payment - Events	E.V.A Event Solutions LTD	S	-555.50	-111.10	-666.60
318	Other Events	28/08/2026		Unity Trust Account	TRACKSIDE	Payment - Events	Krazy Faces	X	-185.00		-185.00
336	Other Events	28/08/2026		Unity Trust Account	TRACKSIDE	Payment - Events	Travis Perkins	S	-43.00	-8.60	-51.60
349	General Repairs/Maintenance	28/08/2026		Unity Trust Account		Payment - Equipment	CT Baker	S	-83.39	-16.68	-100.07
350	General Running Costs	28/08/2026		Unity Trust Account		Payment - Equipment	CT Baker	S	-24.38	-4.88	-29.26
348	General Running Costs	28/08/2026		Unity Trust Account		Payment - Events	CT Baker	S	-97.55	-19.51	-117.06
332	General Running Costs	28/08/2026		Unity Trust Account		Payment - Equipment	Ernest Doe	S	-56.00	-11.20	-67.20
339	General Running Costs	28/08/2026		Unity Trust Account		Payment - Cleaning	Barnett's Cleaning Solution	S	-125.00	-25.00	-150.00
328	General Running Costs	28/08/2026		Unity Trust Account		Payment - Welfare Unit	East Anglian Tankering Ser	X	-165.00		-165.00
315	Miscellaneous	28/08/2026		Unity Trust Account		Payment - Deposit	North Walsham Round Tab	X	-1,000.00		-1,000.00
356	Trackside Running Costs	28/08/2026		Unity Trust Account		Payment - Electricity	Corona Energy	L	-104.48	-5.23	-109.71
323	General CCTV	28/08/2026		Unity Trust Account		Payment - Electricity	Cozens (UK) Ltd	S	-25.00	-5.00	-30.00
324	Street Furniture	28/08/2026		Unity Trust Account		Payment - Bins	Glasdon UK Ltd	S	-481.24	-96.25	-577.49
203	Market Market Tolls	30/08/2026		Unity Trust Account		Receipt - Market tolls	Elite Plants	E	199.68		199.68
202	Market Market Tolls	30/08/2026		Unity Trust Account		Receipt - Market tolls	Elite Plants	E	249.60		249.60
201	Market Market Tolls	30/08/2026		Unity Trust Account		Receipt - Market tolls	Elite Plants	E	199.68		199.68
368	Admin Interest/Bank Charges	31/08/2026		Unity Trust Account		Payment - Service charge	Unity Trust Bank	E	-19.45		-19.45
366	Admin Interest/Bank Charges	31/08/2026		Unity Trust Wages A		Payment - Service charge	Unity Trust Bank	E	-8.35		-8.35
Total									16,176.35	3,712.83	19,889.18

**North Walsham Town Council
OVERDUE SALES INVOICE LIST**

Invoice No	Date	Ref	Name	Description	Status	Days Overdue	Amount
1,223	22/06/2026		Hickling Herbals	Sunday Market	OUTSTANDING	84	20.00
1,227	22/06/2026		The Sassy Baker	Sunday Market	OUTSTANDING	84	30.00
1,241	15/07/2026		Rock & Ivy	Market tolls	OUTSTANDING	59	32.00
1,245	24/07/2026		Big Nap Pizza	Events	OUTSTANDING	50	50.00
1,247	30/07/2026		Rock & Ivy	Market tolls	OUTSTANDING	44	39.20
1,256	30/07/2026		The Vegan Soap Company	Sunday Market	OUTSTANDING	44	30.00
1,261	30/07/2026		Meze Turka	Sunday Market	OUTSTANDING	44	40.00
1,255	03/08/2026		Rock & Ivy	Market tolls	OUTSTANDING	42	38.40
1,277	27/08/2026		Eco-Pebble	Sunday Market	OUTSTANDING	16	20.00
1,290	07/09/2026		Mundesley Infant and Junior School	Advertising	OUTSTANDING	7	25.00
1,292	07/09/2026		Blue Welly Farm	Sunday Market	OUTSTANDING	7	40.00
1,301	17/09/2026		Little Cookie Shop	Market tolls	OUTSTANDING	6	10.00
Total							374.60

Recommendation to increase the price for Traders to trade at the monthly Sunday Markets:

Enquiries were made regarding traffic coming into Market Place during Sunday Markets which, after some investigations, has led to the realisation that the Sunday Market road closures were no longer in affect since the HAZ Project remodelled the town centre.

To make sure that all Sunday Markets are safe with the road fully closed, applications for road closures for future markets have already been made. However, there is now an additional cost of £47.74 per market.

The recommendation is to keep the Sunday Market as sustainable as possible, so increase the trader fees for 2027.

The Sunday Market pitch fee has been £10 for many years.

On average, there are 15 traders per market, so if the fee was to be increased even by a small amount this cost would be recovered easily.

If it was raised to £13 with an average of 15 traders, this would almost cover it. With any deficit expected to be recovered in the busier months. This would be the minimum recommended increase.

The extra £3 x 15 traders = £45.

With all the extra staff required, advertising and administrative work that has gone into relaunching Sunday Markets alongside Discover North Walsham, perhaps an increase to £15 or more is justified for 2027.

The extra £5 x 15 traders = £75.

Recommendation for fees to be reviewed every year to make sure that costs are appropriate versus fees.

Note: other successful markets charge significantly more, eg, Holt Market is around £50 per pitch.

Agenda Report

Agenda Item: Town Mayor's Chain of Office and Pendant – Quotation for Repair and Additional Links

Report from: Wendy Murphy - Town Clerk

Date: 21st September 2026

Subject: Town Mayor's Chain of Office – refurbishment and additional links

Purpose of report

To consider a quotation for the refurbishment of the Town Mayor's Chain of Office and Pendant, including the manufacture and fitting of additional chain links.

Background

A quotation has been received for works to the Town Mayor's Chain of Office and pendant. The proposed works are intended to improve the fit and presentation of the chain, and to refurbish the pendant which is currently bent and requires re-finishing.

Quotation details

Refurbishment of the Town Mayor's Chain of Office, including 4 new links: £869.83 nett.

On Customer's metal Town Mayor's Chain of Office.

Remove a quantity of connecting rings between the existing 20 links to the minimum required to free up more room in the chain.

Produce 4 new metal chain links special shape size 35mm x 40mm including 4 rings on each link.

Fit these into the existing chain at the back next to the plain existing link making 5 plain links.

Plate the new links polished gilt finish and flash plate the existing links.

Attach to a new velvet backing.

As Design B260825-23 and 24.

(Quote case separately)

G00034

- Refurbishment of the Town Mayor's Pendant: £543.99 nett

Additional costs/options:

- Hand engraving: £3.17 per character/numeral
- Standard machine engraving: £0.72 per character/numeral
- UPS collection charge: £48.00 plus VAT

- New presentation case: price to be confirmed separately if required

Summary of proposed works

- Produce 4 new specially shaped metal links
- Remove surplus connecting rings to allow additional room in the chain
- Fit the new links into the existing chain
- Plate the new links in polished gilt finish and flash plate the existing links
- Attach the chain to a new velvet backing
- Straighten and re-finish the pendant in polished parcel hard gold plated finish

Financial implications

The cost would come out of the Admin Running costs budget

Recommendation

That Council considers whether to approve the quotation for the refurbishment of the Town Mayor's Chain of Office and Pendant, and determines whether the works should proceed.

Parish Partnership bid application form 2027/28

Fund applied for:	Parish Partnership Fund 2027/28		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence):			

Highway Engineer Name	
Please confirm the project has the support of the local Highway Engineer - please provide date and details of discussion	
County Councillor (Local Member) Name	
Please confirm the project has the support of the County Councillor (Local Member) – please provide date and details of discussion	

My ref: HI/12/GEN/PF3041/DN

Your ref:

Phone: 0344 800 8020

Text relay: 18001 0344 800 8020

www.norfolk.gov.ukEmail: ppschemes@norfolk.gov.uk

Date: August 2026

From the Cabinet Member for Highways & Transport

Dear Sir or Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last twelve years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2027/28. Further supporting information, including possible funding sources for your share of the bid, is available on our [webpage](#).

The County Council has provisionally allocated £500,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. **The closing date for submissions will be 01 December 2026.** Please contact your local Highway Engineer based at your local Area Office for agreement as early as you can, ideally by the end of September, to get costs and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2027 following approval by the Norfolk County Council Cabinet.

With the government's proposed Local Government Reorganisation programme and timeline, any schemes **will need to be delivered on the ground by the end of December 2027**. Therefore, we would ask that parishes supply their funding by end of April 2027 to prevent lapse of grant.

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

Bids will also be accepted from the unparished wards of Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Further details are in the relevant committee report on our [webpage](#).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Surfacing improvements including trods (a simplified and low-cost footway/footpath).
- Improved signage/wayfinding and information panels to promote walking, wheeling and horse-riding routes on the Norfolk Trails Network
- Access improvements to Public Rights of Way/Norfolk Trails network including gates, stiles, seating, steps, small bridges and passing places.
- Improved crossing facilities
- Improvements to Public Rights of Way / Norfolk Trails.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2 / and new SAM3) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will only consider these if there is a known and recorded personal Injury accident record and must be agreed by NCC's Network Safety Team. We consider that SAM2/SAM3 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2/SAM3 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note, in line with our Speed Management Strategy, SAM2/SAM3 signs can only be used on roads subject to 30mph speed limit or less.** More information can be found on our [webpage](#).
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times. Please note that these signs are advisory only and cannot be enforced.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school). Please note that these markings are not enforceable by Civil Parking Enforcement without a Traffic Regulation Order (which is outside the scope of the parish partnership scheme).
- New Bus Shelter. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council. Please note, that a bus shelter grant for 80% funding grant is currently available. Please email busshelters@norfolk.gov.uk for more information.**
- Electric Vehicle Charging Points. In the first instance we would expect Parish/Town Councils to investigate available grants, for more information please email evehicles@norfolk.gov.uk – A [webpage](#) containing useful information is now live.

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our [webpage](#).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of any streetlighting
- Mirrors in the highway
- Protection of private land from travellers
- Quiet Lane zones
- Air quality units
- Parish Car parks / extensions
- Public notice boards
- Play areas
- CCTV
- Brown tourist signs
- Ditch clearing/ drainage cleansing

Information you must include in your bid

- The objective of the scheme
- Details of the scheme, its cost (and outline estimate – not just a summary) and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support: -
 - essential from your Local Member
 - frontages and landowners.
 - your local highway engineer
- For 'off highway' schemes, your proposals for future maintenance.

Please find a bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppschemas@norfolk.gov.uk. If you need further information on the bid process, please state in your email that you would like a call back. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours faithfully

A handwritten signature in black ink that reads "T Dickerson". The signature is written in a cursive style with a large, stylized 'T'.

Tom Dickerson
Cabinet Member for Highways & Transport

Copy to: Local County Councillor
Enclosed: Parish Partnership bid application form 2027/28

Mayoral Proposal: The Self-Funded Memorial Park Youth Hub

To: Members of North Walsham Town Council (acting as Trustees of the War Memorial Park Charity)

From: The Town Mayor

Date: 23 September 2026

Subject: Proposal for an Independent, Community-Funded Youth Hub via Repurposed Modular Units

1. Introduction & Strategic Vision

Fellow councillors, tonight I want to present a long-term ambition for our town's youth that addresses our lack of a safe, dedicated, indoor evening space. As leaders, we know our young people need positive infrastructure. I have structured a proposal that delivers this facility **at zero cost and zero legal liability to the Town Council or our local taxpayers.**

2. The Model: A New, Independent Charity backed by the Mayor's Fund

To ensure complete transparency and fiscal protection, this project will be run by a brand-new, independent registered charity specifically dedicated to maintaining the Youth Hub.

I am committed to ensuring this new charity launches with immediate financial momentum. To kickstart this initiative:

- **The Mayor's Charity Fund:** I am officially dedicating my Mayor's Charity Fund donations to serve as the foundational seed money for this project.
- **The Mayor's Ball:** All proceeds and fundraising from the upcoming Mayor's Ball will be directed entirely toward this cause, providing the initial capital needed to secure and transport our first modular units.
- **No Precept Burden:** Because the launch is entirely backed by mayoral fundraising, community sponsorships, and national youth grants, our local taxpayers will see a brand-new facility built without a single penny taken from public funds.

3. The Request to the Council: Land Use at Memorial Park

I am asking this chamber—in our capacity as the sole trustees of the War Memorial Park charity—to approve in principle the allocation of a small, underutilized perimeter space in the park to be leased or licensed to this new youth charity.

Instead of an expensive brick-and-mortar build, the incoming charity will utilize structurally sound, **repurposed modular units or decommissioned mobile classrooms.** This keeps startup costs low enough to be covered heavily by our initial mayoral fundraising efforts.

4. Aligning with Our Trust Objectives

As trustees of the Memorial Park, our governing obligation is to maintain it for the recreation and benefit of the townspeople. Providing a safe space for our teenagers falls squarely within that mission.

We will ensure this project completely respects the park's heritage:

- **No Impact on Green Space:** We will strictly seek a peripheral, underutilized area so that sports fields, active play areas, and the tranquility of the Garden of Remembrance are completely untouched.
- **Aesthetic Standards:** The modular units will be beautifully clad or painted to sit harmoniously within the park's natural environment.
- **A Safer Park:** Having a managed, supervised youth space brings positive "eyes on the park," deterring late-night anti-social behavior and protecting our existing park assets.

5. The Request Tonight

I am not asking for a final layout, financial commitments from the council, or legal contracts tonight. I am simply asking for my fellow councillors to share this ambition, accept this donation layout, and grant **approval in principle** so the groundwork can begin.

I move that we form a small, informal working group to:

1. Identify a logistically viable, minimally intrusive plot in the park suitable for a modular unit.
2. Draft the outline terms for a land-use agreement between the park trust and the incoming youth charity.
3. Bring a complete feasibility brief back to a future meeting once the charity framework and mayoral funding are formally aligned.

Let's show North Walsham that we can be innovative, entirely protective of our public purse, and deeply committed to the next generation. Thank you.

Event Proposal: The Mayor's Summer Charity Ball (August)

1. Executive Summary & Objective

This proposal seeks **formal council approval** to host the **Mayor's Summer Charity Ball** at **Memorial Park** in August 2026

By forming a strategic partnership with the **North Walsham & District Round Table**, this event will uniquely piggyback on the infrastructure of the annual North Walsham Beer Festival. This innovative approach allows us to deliver a high-profile civic fundraising gala with minimal overheads. This ensures that maximum proceeds directly benefit the Mayor's designated causes: the **North Walsham Youth Project** and other vital local charities.

2. Operational Strategy & Shared Infrastructure

The defining strength of this proposal is its **cost-neutrality**, achieved by utilizing existing assets rather than hiring equipment from scratch.

- **Asset Sharing:** The Round Table has officially agreed to leave their main event marquees, integrated flooring, staging, and perimeter barriers in situ on the Memorial Field for the week following the Beer Festival.
 - **Cost Avoidance:** This collaboration completely eliminates the primary expenses of marquee transport, rigging, and de-rigging, which typically make an outdoor gala financially unviable.
 - **Site Turnaround:** To adapt the venue from a festival layout to a formal gala environment, professional cleaning sets have already been sourced. These teams will deep-clean the flooring, sanitize and deodorize the canvas, and clear all festival remnants immediately following the Round Table's handover.
 - **Event Transformation:** Following the deep clean, a dressing team will install formal linings, lighting, and banquet round tables to transform the interior into a premier civic venue.
-

3. Draft Itinerary & Event Scope

- **Date:** Saturday [DATE] August [YEAR] (The weekend following the Beer Festival)
- **Location:** Memorial Park, North Walsham

- **Capacity:** 100 – 150 guests (local dignitaries, business owners, and residents)
- **Format:**
 - Welcome drinks reception with the Mayor
 - Three-course catered sit-down dinner
 - Charity raffle and silent auction of items donated by local businesses
 - Live music and entertainment from regional performers

4. Financial Framework & Projected Costs

Because the core venue infrastructure is provided via the Round Table partnership, the preliminary layout requires minimal upfront council expenditure.



Budget Line Item	Description	Cost
Site Adaptation & Sanitisation	Professional cleaning sets to deep-clean flooring and canvas post-festival	£[COST]
Internal Dressing & Lighting	Transformation from festival space to formal gala layout	£[COST]
Event Security (Interim)	Security monitoring during the turnaround "void" days	£[COST]
Total Core Setup Budget	<i>To be fully covered by ticket sales and corporate sponsorship</i>	£[TOTAL]

5. Risk Management & Governance

To ensure total safety, minimal public disruption, and clear accountability, the committee will establish a formal framework prior to the event:

- **Land Use Extension:** We request an extension of the park's event land-use permit to cover the interim "turnaround" days and the gala weekend.
- **Handover & Security:** A clear Memorandum of Understanding (MOU) will be signed with the Round Table. This will define the exact hour public liability insurance and site security responsibilities transfer from the Round Table to the Town Council/Mayor's event policy.

- **Interim Site Protection:** The site will remain secure and closed to the general public during the cleaning and transformation days to prevent vandalism or unauthorized access.
-

6. Next Steps & Approvals Requested

To progress from concept to active planning, we respectfully request that council:

1. **Approve in principle** the use of Memorial Park for the Mayor's Charity Ball directly following the Beer Festival.
2. **Grant permission** for the temporary structures to remain on the field during the interim week.
3. **Authorize officers** to review our cleaning quotes, risk assessments, and the forthcoming MOU with the Round Table.

Footpath in land around 'The Grove', White Horse Common, North Walsham.

Around 29th July 2026 a well-used footpath had a fence erected across it, meaning that dog walkers etc were unable to walk their usual route.

After some investigations with NCC, the route is not a designated footpath and has just been used over the years by members of the public which has formed the path that now runs round it.

We have had members of the public enquiring about reinstating the path or agreeing additional permissions so that people can access this path again.

Response from NCC - Countryside Access Officer (North and East):

"The route you have highlighted is not a registered public right of way. I know of the track and have seen people using it, but as far as I know it is private. I'm not aware of any permissive path agreements in this area so it may be that the landowner is either unaware or is just tolerating use at the present time.

There are ways in which a route such as this can be 'claimed' and added to the legal record of public rights of way. Ramblers website This Ramblers Association website page outlines the processes involved. If you think that this is something that the Town Council would be interested in, please contact our legal orders and registers team to discuss. legalordersandregisters@norfolk.gov.uk"



(Above – The pink dots are the well-used dog walking route, and the red is where the fence has been erected.)



(Above – This is a wire fence forcing people to turn around and go all the way back or try to cut through the dense wooded area.)



(Above – Zoomed out location for reference.)

Dogs on leads in War Memorial Park

Report Recommending Amendments to Cemetery Rules & Regulations regarding ‘Tributes’:

With recent issues being highlighted in the news of how other Councils are dealing with Cemeteries, this report lays out how the Town Council can clarify the Rules & Regulations on the aspect of ‘Tributes’.

Looking at the feedback in the news and conversations with local residents, the changes to the policy suggested here are meant to allow families more freedom with floral tributes, whilst the Town Council still controls safety, location, deterioration and inappropriate items.

The recommendations simplify the older rules, making them more user friendly for local residents to read and understand, whilst also allowing more freedom for families to express themselves through floral tributes.

Recommended Amendments to Section 4. Cemetery Rules & Regulations:

Please note that each point has been re-written in accordance with the old rules. The Town Council may consider removing some points and/or re-ordering them.

Existing 4.1: Only two items of tribute are allowed per grave space, provided they are incorporated within or on the memorial base. If the memorial is not yet in situ, the items may rest at the foot of the temporary cross.

Proposed 4.1:

Burial Plot Tributes: No limit on the number of fresh floral tributes, provided they are placed within the grave plot and within 1 foot of the base of the headstone or temporary cross. In addition, up to two ‘solid’ tribute items may be placed within the permitted area, such as an inscribed vase or stone. (See 4.7 for more details.) If the plot holds more than one person’s remains and you wish for more ‘solid’ tribute items, please contact the Office.

This gives clarity on the number of items and specifically where they can be placed for burial plots. This is aimed at allowing families more freedom as the older regulations were restrictive with only two items. For example, if a father dies that has three adult children, then there may be at least three grieving families wishing to lay tributes. This way, they can all lay floral tributes within the permitted space. Ideally families are encouraged to come and remove dead floral tributes themselves, however the Grounds Team can remove them as per proposed 4.3.

Existing 4.2: Only two items of tribute are allowed per ashes plot, provided they are placed on the memorial base.

Proposed 4.2:

Ashes Plot Tributes: No limit on the number of fresh floral tributes, provided they are placed on top of the tablet, or for book/desktop within 3 inches (or a reasonable space & not interfering with a neighbouring plot) of base. In addition, up to two 'solid' tribute items may be placed within the permitted area, such as an inscribed vase or stone. (See 4.7 for more details.) If the plot holds more than one person's remains and you wish for more 'solid' tribute items, please contact the Office.

See explanation from 4.1. The main difficulty for ashes plots, is the limited room (a couple of inches) between each memorial, so the area for tributes would need to be reduced in relation to this. Emphasis is placed on 'reasonable space'.

Existing 4.3: Funeral flowers will be removed automatically after one month.

Proposed 4.3:

Funeral & Tribute Flowers: Families who lay fresh floral tributes are encouraged to re-visit to tend or remove them before they become deteriorated. Floral tributes may remain within the permitted area until the Town Council consider them degraded/deteriorated, then they will respectfully removed and disposed of. The Town Council reserves the right to remove floral tributes when they have deteriorated or are no longer considered appropriate for display.

This gives clarity on when floral tributes will be removed by the grounds team and gives more flexibility on when this can be done, rather than a specific time frame. It encourages families to come and tend to their plots which would avoid potential unnecessary conflict if dead flowers do need to be removed by the team.

Existing 4.4: Extra flowers and wreaths will be permitted on anniversary dates and at Christmas and will be automatically removed within one month.

Proposed 4.4:

Anniversary & Christmas flowers/wreaths: Families who lay these additional tributes are encouraged to re-visit to tend or remove them before they become deteriorated. These additional floral tributes and wreaths can remain within the permitted area while appropriate, but the Town Council reserve the right to remove floral tributes when they have deteriorated or are no longer considered appropriate for display, eg, when the

season has passed. The Town Council will advertise these timing on the noticeboards before Christmas.

This gives clarity on when additional tributes will be removed by the grounds team and gives more flexibility on when this can be done, rather than a specific time frame.

Traditionally NWTC has advertised for people to lay additional Christmas Wreaths in December with the Grounds Team collecting and disposing of them in February. Again, this is encouraging families to tend their plots to avoid potential upset.

Existing 4.5: Any tribute deemed inappropriate will receive written notice asking that the tribute be removed within 30 days, or it will be removed by Groundsmen.

Proposed 4.5:

‘Solid’ Tribute Suitability: The Town Council reserves the right to determine whether a tribute is inappropriate, dangerous, a nuisance or otherwise unsuitable. Please refer to 4.7 for prohibited items.

Where there is no immediate health and safety concern, the Grave/Exclusive Rights owner will be notified in writing and given 30 days to collect/remove their property before the team remove it.

This gives clarity on the process if the tributes are found to be unsuitable and how this will be communicated to grave owners.

Existing 4.6: No shrubs, plants or flowers may be planted within the Cemetery or on any grave. The Council reserves the right to remove unauthorised planting.

Proposed 4.6:

Planted Tributes: Fresh floral tributes may be placed within the permitted area, however no flowers or plants are authorised to be planted within the Cemetery. The Town Council reserves the right to remove any such unauthorised plantings.

This gives clarity that no unauthorised planting may take place. This is to make sure that maintenance activities can be carried out efficiently & cost-effectively. Although some graves do look beautiful when they are planted and well-tended, if these then go untended, they make the Cemetery look untidy and disrespectful. This type of maintaining planted flowers on individual graves has not been budgeted or scheduled into Cemetery Maintenance currently.

Existing 4.7: No plastic or breakable items such as glass or ceramics are permitted. No LED, solar lights, artificial coverings or animated tributes of any sort are permitted. These will be removed immediately and stored securely.

Proposed 4.7:

Unsuitable ‘Solid’ Tributes: Items which are not permitted for health & safety reasons are: glass, breakable, ceramic, terracotta or other fragile items, windmills, lights, LED/solar lights or similar ornaments. Plus, anything else that the Town Council determines is inappropriate, dangerous, a nuisance or otherwise unsuitable. If you are unsure, please contact the Office for guidance.

Where there is no immediate health and safety concern, the Grave/Exclusive Rights owner will be notified in writing and given 30 days to collect/remove their property before the team remove it. However, items that pose an immediate risk may be removed without prior notice, with the owner being written to subsequently.

This gives clarity on what is not suitable and the procedure that NWTC will follow. For example, there are obvious health and safety issues with brittle materials breaking and creating shards in the grass, along with the ecological impact of lights on nocturnal wildlife within the Cemetery. This policy is not looking to restrict people having items, but simply making sure those items are safe and appropriate. The emphasis is to encourage fresh floral tributes which are universally safe and easily disposed of in an ecologically friendly way.

Existing 4.8: Any tribute deemed hazardous, detrimental or causing obstruction will be removed immediately.

Proposed 4.8:

Removing ‘Solid’ Tributes: The Town Council reserves the right to remove anything it considers dangerous, hazardous, a nuisance, inappropriate, obstructive or detrimental to the cemetery, other visitors, staff or neighbouring graves. Immediate removal will be limited to situations where necessary, particularly for health and safety reasons.

The Town Council will follow the following procedure: Where there is no immediate health and safety concern, the Grave/Exclusive Rights owner will be notified in writing and given 30 days to collect/remove their property before the team remove it. However, items that pose an immediate risk may be removed without prior notice, with the owner being written to subsequently. Items not collected within 30 days of the date of the letter will be disposed of.

This could easily be removed and incorporated into either point 4.5 or 4.7

Existing 4.9: In all cases of immediate removal, tributes will be securely stored and notification sent to the Grave Rights owner. Items not collected within 90 days will be disposed of.

Proposed 4.9: *This line can be removed as it is now covered in 4.8.*

Additional proposed point A for Tributes Section:

Children's graves (under 18): The Council recognises that families may wish to place additional personal tributes on children's graves. Families should contact the Town Council to discuss their individual circumstances. The Council may, at its discretion, allow additional items such as a teddy bear or other appropriate personal tribute, taking account of the circumstances and the need to maintain a safe and respectful cemetery environment.

This gives families who have lost children more freedom to grieve and have additional items for children. There is a specific Children's Area within the Cemetery which currently has the following regulations which could be removed if this is accepted here within the 'Tributes' Section:

Existing 5. Additional Regulations relating to Children's Area (under 5s)

5.1 A soft toy can be secured at the head of the grave space, at the parents own risk.

5.2 Memorials may contain a photograph (not glass/ceramic) of the child or an engraving of the child's favourite toy/character.

Recommendation to either remove section 5 of Rules & Regulations as it is covered in the proposed point above, or to replace 5.1 & 5.2 with it.

Additional proposed point B for Tributes Section:

At Owners Own Risk: All tributes and personal items are placed at the owner's risk. The Town Council accepts no responsibility for loss or damage to tributes caused by weather, natural deterioration, maintenance activities, animals, third parties or any other cause.

This concludes that the TC is not held responsible for any damage, lose etc for tributes.

Considerations have been made within the above suggested amendments including budget and grounds maintenance, how families use the Cemetery space and how any changes will be received by them.

Some plots already breach the existing Rules & Regulations, and the recommendation is that they are allowed to continue until such a time as the Town Council feel they are not maintaining the planting/tributes that they already have. With a view to move towards encouraging everyone to adhere to the rules in the future.