



NORTH WALSHAM TOWN COUNCIL

Minutes of the Council Meeting

held on Tuesday 28th April 2026 at Cedar House, 3 New Road,
North Walsham NR28 9DE

Present:

Town Councillors: B Wright (Chair) (BW) T Scannell (TS) L Eastwick (LE)
E Seward (ES) H Richardson (HR) R Reid (RR)
S Nichols (SN) S Leavey-Kuhn (SL) R Smith (RS)
P Welsh (PWe)

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

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

Town Clerk: J Dewbery (JD – Assistant Clerk), J Dennis (Head Groundsperson)

Members of Public: 2 + 1 Bidwells representative

The meeting opened at 18.30.

1. **APOLOGIES FOR ABSENCE** - (To be recorded, the Town Clerk should be notified no later than 17:00 on the day of the meeting)
J Reid (JR), P Brand (PB)
2. **DECLARATIONS OF INTERESTS & REQUESTS FOR DISPENSATIONS** - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)
LE – Poppies
HR – Planning PF/26/0622
3. **MINUTES** - (Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)
It was RESOLVED that the minutes from the Full Council Meeting on 31st March 2026 after amendments are signed as a true record.
4. **TO RECEIVE INFORMATION ON MATTER ARISING FROM PREVIOUS MEETINGS NOT ON THE AGENDA**
The Assistant Clerk gave an update on the Clerk's report that had already been distributed.
5. **TO RECEIVE MAYOR'S ANNOUNCEMENTS**
Children's Day is on Monday 5th May. The mayor will be in the stocks with wet sponges being thrown to raise money for charity.
6. **OPEN FORUM FOR PUBLIC PARTICIPATION**
 - 6.1. **District Councillors**

LS – Meetings in progress regarding potential £3m investment for West petrol station. More details from the Mundesley Road development have been released and there is £450k Section 106 money to go toward SEND provision, with potential of a new SEND school.

KL – Update on PF/25/2503 Land Rear of 1 Nelson Road (shipping containers) has been refused by Planning Committee.



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There may be an environmental health survey as potential for asbestos contamination. NWIB update regarding TAP funding.

MG – Ongoing discussions with mobile operators regarding emergency call signal. Ongoing discussions with Anglian Water regarding wastewater.

6.2. County Councillors

SP – 1 week until elections, duties finish on 11th May as not contesting the post. Highlighted projects delivered, and some yet to be completed. Pleasure and privilege to serve North Walsham West.

LS – Marshgate works begin on 11th May with Anglian Water.

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

Members of the public raised the following concerns regarding planning PF/26/0622:

- Road safety.
- Discouraging traffic from Aylsham Road and Skeyton New Road.
- Closure of Skeyton New Road now not on from plans.
- Link Road vs ‘rat-run’.
- Future of infrastructure of the town, eg, doctors, dentists etc.
- Water supply and waste disposal.
- Potential for ‘dormitory’ being creating with people not using the town and just going to Norwich.
- Accountability and enforcement of previously promised plans and accommodations.

7. TO DISCUSS AND AGREE RESPONSES TO PLANNING APPLICATIONS UP TO 31st March 2026

- **PF/26/0622 Land west of North Walsham, Between Cromer Road & Norwich Road, North Walsham** Agenda item 3

First phase of 437 dwellings with associated formal and informal open space, and infrastructure and works; and a road linking Norwich Road with Cromer Road with associated drainage infrastructure and works.

ES gave background on the Local Plan and highlighted provisions which are necessary for the application to be accepted by planning officers. Questions were collated and a response will be sought from the representative from Bidwells, so that a formal comment can be agreed at the May Full Council Meeting.

- **PF/26/0626 Former Crane Fruehauf Site, Cromer Road, North Walsham** Agenda item 4

Erection of storage building (Use Class B8) and associated parking area

No objection

- **PF/26/0660 20 New Road, North Walsham** Agenda item 5

Application of render to external walls of dwelling

No objection

- **PF/26/0605 61 Norwich Road, North Walsham** Agenda item 6

Rear extension and additional storey to create a chalet style dwelling

It was No objection



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- **PF/26/0609 23 Nelson Road, North Walsham** **Agenda item 7**
Single storey rear extension to dwelling
No objection

8. FINANCE

- 8.1 It was resolved to approve the Expenditure since March meeting
- 8.2 Income since the March meeting was noted
- 8.3 The Bank Reconciliation up to 31/03/2026 was received
- 8.4 A summary of Receipts and Payments was received
- 8.5 It was RESOLVED to appoint LE as the Internal Scrutineer.

9. CORRESPONDENCE AND ITEMS FOR INFORMATION ONLY

9.1 Correspondence:

Support was given to Natural Connection Project - Pathmakers

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

It was noted that the Lion Rocker on the War Memorial Park is not repairable without full removal, so alternative play equipment will be discussed at the next D&A meeting.

10. TO RECEIVE THE MINUTES FROM THE FINANCE MEETING AND RATIFY ANY DECISIONS MADE

ES stated that key decision was to move £78k unallocated funds to ear marked reserves, eg, play parks.

It was RESOLVED to ratify all decisions made by the Finance Committee as per the Minutes that had already been distributed.

11. ITEMS FOR NEXT AGENDA/LATE ITEMS FOR DISCUSSION ONLY - (Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final)

Business Plan

West Development

12. DATES OF FORTHCOMING MEETINGS

_Annual Town Council Meeting – 26th May 2026 6.30pm

13. TO CONSIDER PASSING A RESOLUTION, IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 THAT THE PUBLIC AND PRESS TO BE EXCLUDED FROM THE MEETING FOR THE FOLLOWING ITEMS BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED

It was resolved to offer the Park Shed (in lieu of Chapel Workshop) to Men's Shed under specific conditions of use, with a 6-month trial period.

Meeting closed at 19.55

Clerk's Report:

May 2026

- Community Payback have not been with us for May but will be coming back in June where they will be cleaning headstones and more maintenance in the churchyard. I will be arranging for them to move onto other areas in the town in the next few weeks
- The Sunday Market has 27 stalls booked for May and applications are now opened for the rest of the year
- There have been 15 Yard Sale boards gone out so far and this continues to be promoted on social media and in Just North Walsham.
- The Thursday Market has been picking up however we have lost the plant man through illness and we wish him well. He should be returning shortly.
- The grounds team have moved some gravestones at the churchyard due to the drains collapsing. These are now being investigated by Anglian Water. The moving of the gravestones was already planned to make way for the bin storage.
- The team have been very busy with grass cutting.
- The office has been busy with end of year finances, and I am pleased to say that the Internal Auditor was very happy with our accounts.
- Discover North Walsham is going really well and the office team are working hard in promoting this. Positive comments and liking of posts would be appreciated.

REMINDER for volunteers for our events in 2026!



NORTH WALSHAM TOWN COUNCIL

Meeting Calendar Dates 2026/2027

Full Council meetings are usually held on the last Tuesday of every month and Committee's meetings are held on alternative dates during the month. There are no meetings in August when Council takes a recess.

Meetings generally start at 18:30, but this may vary. Times and dates will be confirmed on the public notice (Agenda).

All dates are subject to change, and extra meeting dates may be added. Public notices will be kept within the legal requirement of '3 clear days' of any meeting.

All Council meetings are held at the Council Offices, Cedar House, 3 New Road, North Walsham, unless notified otherwise.

<p><u>MAY 2026</u> Tues 26 Annual Full Council Meeting</p> <p><u>JUNE 2026</u> Tues 2 Finance Committee Tues 16 Development Amenities Committee Tues 30 Full Council Meeting</p> <p><u>JULY 2026</u> Tues 28 Full Council Meeting</p> <p><u>AUGUST 2026</u> RECESS</p> <p><u>SEPTEMBER 2026</u> Tues 8 Finance Committee Tues 22 Development & Amenities Committee Tues 29 Full Council Meeting</p> <p><u>OCTOBER 2026</u> Tues 27 Full Council Meeting</p> <p><u>NOVEMBER 2026</u> Tues 3 Finance Committee Tues 17 Development & Amenities Committee Tues 24 Full Council Meeting</p>	<p><u>DECEMBER 2026</u> Tues 15 Full Council Meeting</p> <p><u>JANUARY 2027</u> Tues 12 Finance Committee Tues 19 Development & Amenities Committee Tues 26 Full Council Meeting</p> <p><u>FEBRUARY 2027</u> Tues 23 Full Council Meeting</p> <p><u>MARCH 2027</u> Tues 9 Finance Committee Tues 16 Development & Amenities Committee Tues 30 Full Council Meeting</p> <p><u>APRIL 2027</u> Thurs 8 Annual Town Meeting tbc Tues 27 Full Council Meeting</p> <p><u>MAY 2027</u> Tues 25 Annual Full Council Meeting</p>
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Other Committee meetings will be held as required with the statutory 3 clear days' notice, so that any members of the public who wish to attend, can attend



NORTH WALSHAM TOWN COUNCIL

STRATEGIC PLAN 2026-2030

Agreed by the Council at its meeting held on



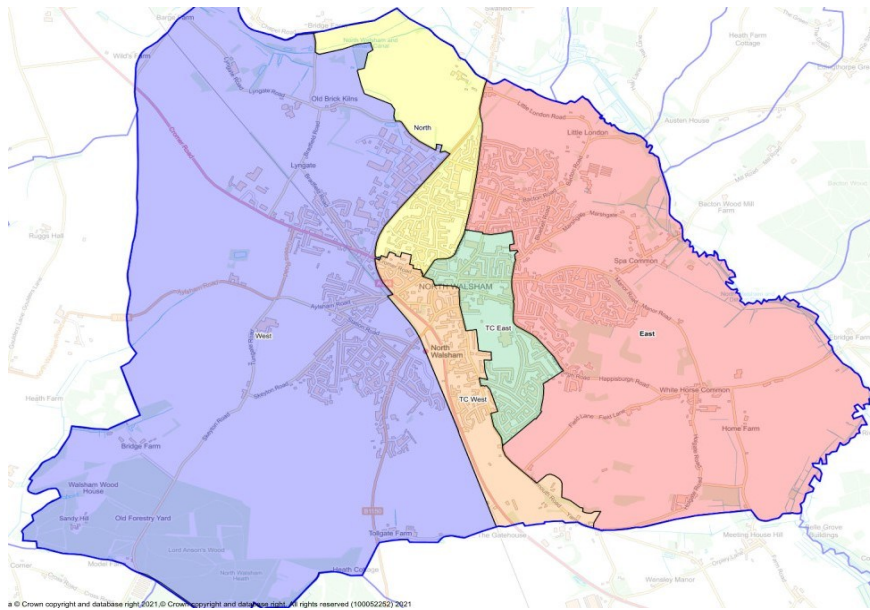
Dog Park, Trackside



Market Cross, Market Place



Chapel Cemetery, Mundesley Rd



North Walsham Town 'Ward' Boundary Map



War Memorial Park, Yarmouth Rd



1. Introduction

This Strategic Plan will provide an opportunity for the Council to set out its vision, purpose, objectives and key priorities over the next four years. The aim of the Plan is to give residents a clear understanding of what their Town Council does and what it is trying to achieve. It will detail what the Council intends to focus on over the next four years. The Plan will be reviewed at least annually and will project the budget process and planning to ensure progress is monitored against key activities.

2. Aims of the Business Plan?

Having an agreed strategy provides a framework for the Council to work within, enabling it to operate in a more consistent and co-ordinated way and to be proactive rather than reactive in its decision making. The plan will help the local community to gain a better understanding of their Council, placing our Town and environment at the heart of our thinking and continuously seeking ways of adding values and to improve the quality of our service to the community. Asking the best from our councillors and staff, supporting them accordingly and working as one; promoting equal opportunities, celebrating cultural diversity and striving to be a good and supportive Town Council, committed to continuous improvement in all that we do. Encouraging innovation and creative thinking in delivering our services and strategy, being open and committed in our partnerships, working and promoting wellbeing for the individual.

3. Council Meetings

The Council has monthly council meetings which usually take place on the last Tuesday of every month in the Council Offices, North Walsham, except August (Recess). Everyone is welcome to attend, so please come along and see for yourself.

4. Councillors

A Councillor's main role is representing the interests of the community and providing, maintaining and developing facilities within the community. The Town has 16 Councillors who are elected for a 4 year period by the residents they represent or by-elected/co-opted within the same 4 year period. Councillors will either live or work within a 3-mile radius of North Walsham's Town boundary. Councillors are volunteers and are not paid for their commitment or service, they are a voice for the community through democratic representation to benefit both residents and visitors. A Chair and Vice Chair are elected for the Council yearly from amongst the serving Councillors during the annual Council meeting in May.

5. Council Management and Services

The Council receives its main income (precept) from NNDC from part of the community council tax. Other income received is from Market stalls and Burials. This is used to pay for things within the Town that Councillors regard as important to the community. The Council work with the local community and relevant organisations, with the aim of achieving a safe, healthy sustainable Town. The Council uses people/companies for specific and varied tasks, a 'regular payments' list is available on our website.

6. Overview of the Town Council, District Council and County Council

There are three tiers of local government, each with different roles:-

North Walsham Town Council – First tier, mainly responsible for parks, markets, cemeteries & allotments

Norfolk County Council – Third tier, mainly responsible for highways, education, social services & health

North Norfolk District Council – second tier, mainly responsible for environmental, housing & planning

DIFFERENT TIERS RESPONSIBILITIES

TOWN COUNCIL	DISTRICT COUNCIL	COUNTY COUNCIL
<p>Highways / Transport Bus Shelters Grit Bins Street Lighting</p> <p>Planning Consultees Only</p> <p>Environmental Services Parks & Open Spaces Play Equipment Grass Verges Litter Bins Dog Bins Markets Public Seating Defibrillators Allotments CCTV Cemeteries/Burials Heritage Centre</p> <p>Tree Management</p> <p>Street Collection permits</p> <p>Grants to Voluntary Bodies</p> <p>Tourism Development</p> <p>War Memorials</p> <p>Closed Churchyards</p> <p>Market Clock</p> <p>SAM2 Signs SAM3 Signs</p>	<p>Highways / Transport Car Park Locations Parking Fines Parking Season Tickets</p> <p>Planning Local Planning & Enforcement Local Plan Historic Buildings (listed) Conservation Areas Tree Preservation</p> <p>Environmental Services Abandoned vehicles Nuisance Dog fouling Littering Fly Tipping</p> <p>Housing Housing/Council Tax Benefit Homelessness Domestic Abuse Housing List Affordable Homes</p> <p>Licensing</p> <p>Community Grants and Funding</p> <p>Tourism Development</p> <p>Anti-social behaviour</p> <p>Electoral Registration/Elections</p> <p>Council Tax/Business Rates</p> <p>Travellers and Gypsies</p> <p>Food Safety</p>	<p>Highways / Transport Pathways/Pot holes Drainage/Manhole covers Traffic Lights/Street Lights Dropped kerb applications Overgrown Trees/Verges</p> <p>Planning Planning Applications Minerals and Waste Planning Food & Water Management Neighbourhood Planning Advice Land Charges</p> <p>Environmental Services Recycling Centres Hazardous Waste DIY Waste Restrictions</p> <p>Care Support & Health Health & Wellbeing Independent Living Adult Social Care Support for carers Finding Care Homes Money & Benefits</p> <p>Education</p> <p>Grants and Funding</p> <p>Registration Births/Marriages/Deaths</p> <p>Trading Standards</p> <p>Libraries</p> <p>Blue Badge Application</p> <p>Roads & Transport</p>

7. Local Plan

North Walsham Town Council has facilitated and supported the development of a Western Development Plan. Budgeting to initiate the Western Development Plan by hiring Consultants, we are actively seeking grants to further extend the Plan.

The Consultants will carry out a range of studies supporting North Norfolk District Council's strategy plan and ensuring that new homes, shops and offices are built in the appropriate area of North Walsham along with the appropriate infrastructure, therefore improving the quality of the Town.

The Town Council will engage with the community, undertake a community survey, analyse the results and prepare a report and action plan, to assist the community to understand the process and the vision for the development and growth of the Town.

8. Action Plan

The Town Council have identified key priorities we wish to concentrate on over the next three years. This information is detailed below in our Action Plan which is reviewed regularly. This is broken down into ACTIONS & OBJECTIVES

ACTIONS PLANNED BETWEEN 2026-2030		
ACTION	OBJECTIVE	TIME LINE
War Memorial Park Lighting	Extending lighting in the park with bollard lights	2026/2028
War Memorial Cherry Trees	To install either side of the path	Autumn 2026
Cemeteries	Continue entering burial information into online database	2026/2028
New Cemetery	Purchase Land for New Cemetery	2026/2027
New Cemetery	Design and develop land for new cemetery, chapel, and allotments	2027/2028
Eco friendly benches	Replace all benches when required with ecofriendly and some all-inclusive benches	2026/2030
Grit Bins	To install more Grit Bins	2026/2030
Playground Equipment	To maintain and purchase new equipment	2026/2030
Streetlights	To commence a plan to replace all concrete Street Lights	2027/2030
Future Assets	To obtain assets as part of Devolution	2026/2028
Clerk Networking Group	To liase with other clerks offering our services and support	2026/2030
Chair Networking Group	To liase with other chairs offering support and ideas	2026/2030

Litter Picking	To continue with organised litter picking and cleaning in the Market Place and surrounding areas	2026/2030
Youth Council/club	To look into the development of a youth council /club	2026/2028
Sensory Garden	To develop a Sensory Garden in the War Memorial Park	2026/2028
CCTV	To install more CCTV's	2026/2030
Litter Bins/Dog Poo Bins	To install more of these	2026/2030
Newsletter	To commence newsletters quarterly either by email, or post, or letter drop	2026/2030

ANNUAL ONGOING ACTIONS

ACTION	OBJECTIVE	TIME LINE
Monitor Planning Applications	Give support or objections to local planning applications	Ongoing
Minutes	To ensure all minutes including draft are published on website within 28 days of the meeting	Ongoing
Annual Town Meeting	Publicise inviting all residents, encouraging good attendance	Ongoing
Newsletters	Publish at least 1 every quarter to all households	Ongoing
Website	Ensure website is up to date	Ongoing
Discover North Walsham Website	Ensure website is up to date and continue with marketing strategy	Ongoing
Social media	Use Facebook to promote news, activities & events	Ongoing
Vacancies	Encourage residents to stand for local elections & co-options	Ongoing
Data Protection	Process personal data according to legislation	Ongoing
AGAR & Year End Financial Statements	Ensure published on website for transparency	Ongoing
Support local Groups in NW	Liaise with local groups offering help when required	Ongoing









Advertise Council meetings	Engage with the public and encourage attendance	Ongoing
Training & Development	Encourage staff & Councillors to attend courses & conferences	Ongoing

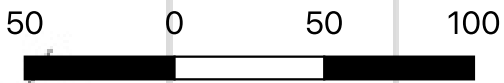
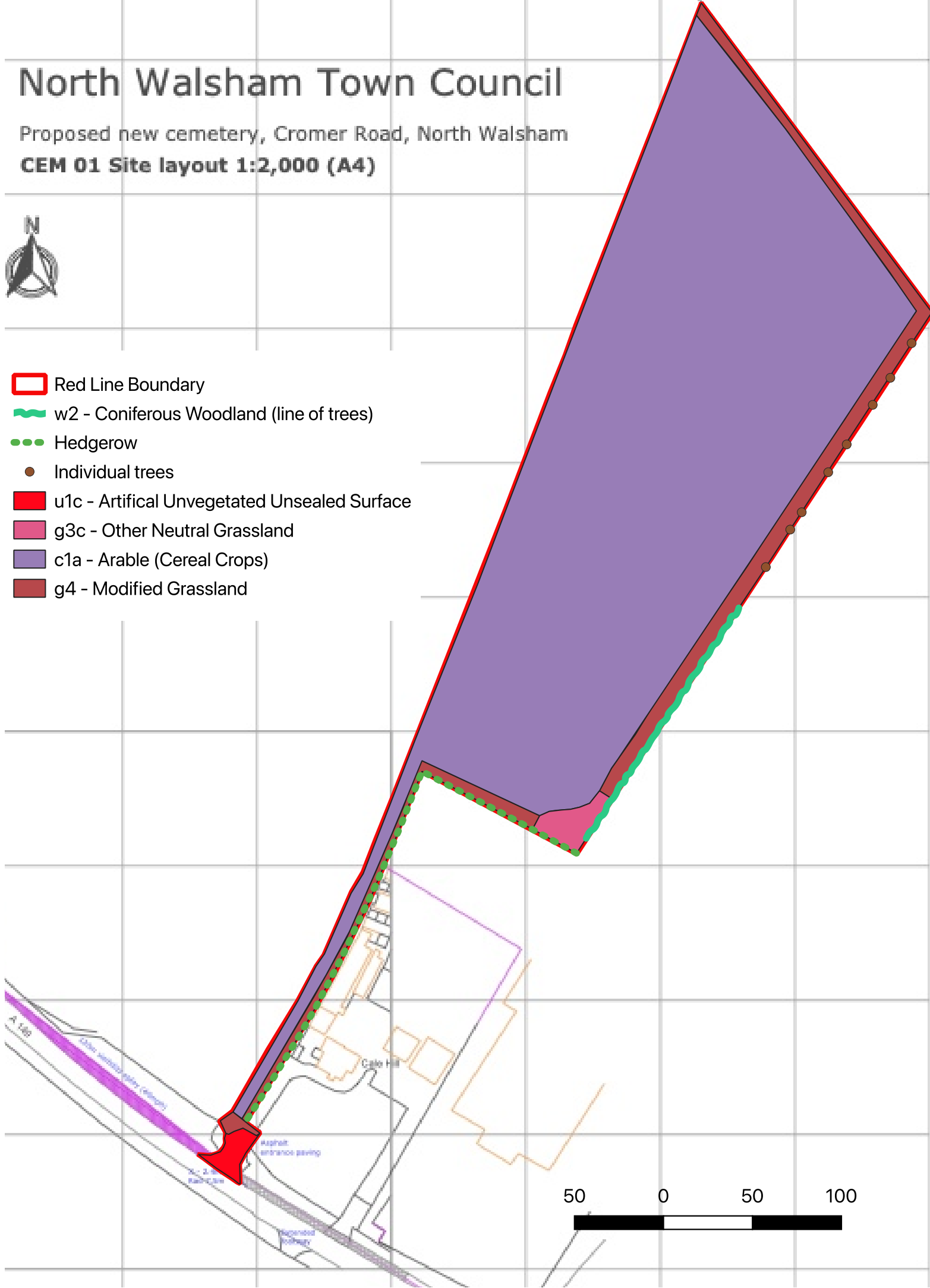
North Walsham Town Council

Proposed new cemetery, Cromer Road, North Walsham

CEM 01 Site layout 1:2,000 (A4)



-  Red Line Boundary
-  w2 - Coniferous Woodland (line of trees)
-  Hedgerow
-  Individual trees
-  u1c - Artificial Unvegetated Unsealed Surface
-  g3c - Other Neutral Grassland
-  c1a - Arable (Cereal Crops)
-  g4 - Modified Grassland



The Statutor

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Planning authority:	
Project name:	
Applicant:	
Application type:	
Planning application reference:	
Completed by:	
Date of metric completion:	
Reviewer:	
Calculation iteration:	
Planning authority reviewer:	
Date of planning authority review:	
Target % net gain:	10%
Irreplaceable habitat present at baseline:	
Total site area - including irreplaceable habitat area (hectares):	3.04
Total off-site area - including irreplaceable habitat area (hectares):	N/A

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On-site baseline map Insert

Insert

On-site baseline map reference number

Off-site baseline map

Insert

Off-site baseline map reference number

City Biodiversity Metric

Start page

Details

North Norfolk District Council

Cromer Road

North Walsham Town Council

Full

Amie Humphries

25 April 2026

Oliver Lewis CBE

1

No ✓

Irreplaceable habitat site area (hectares):

0.00

Irreplaceable habitat area off-site (hectares):

N/A

Notifications

Attention required

Input error/rules and principles not met

Use of this cell is not appropriate

Enter data

Automatic lookup

Result

Main menu

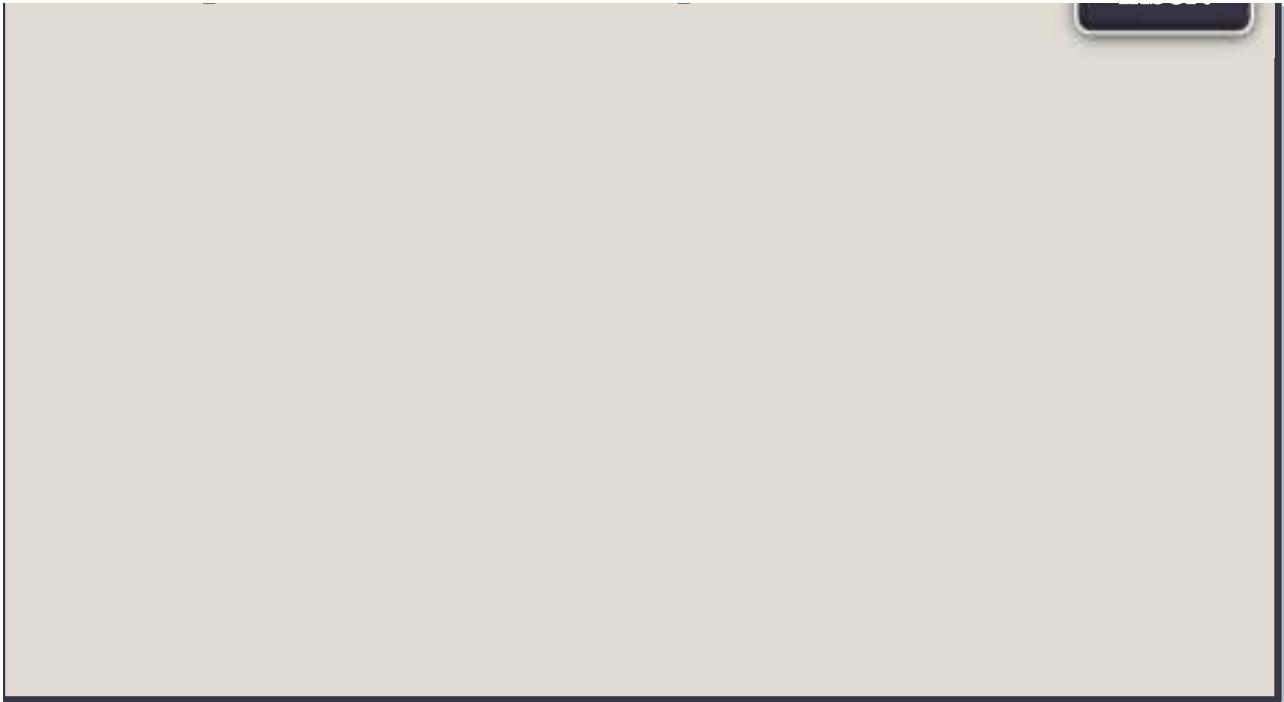
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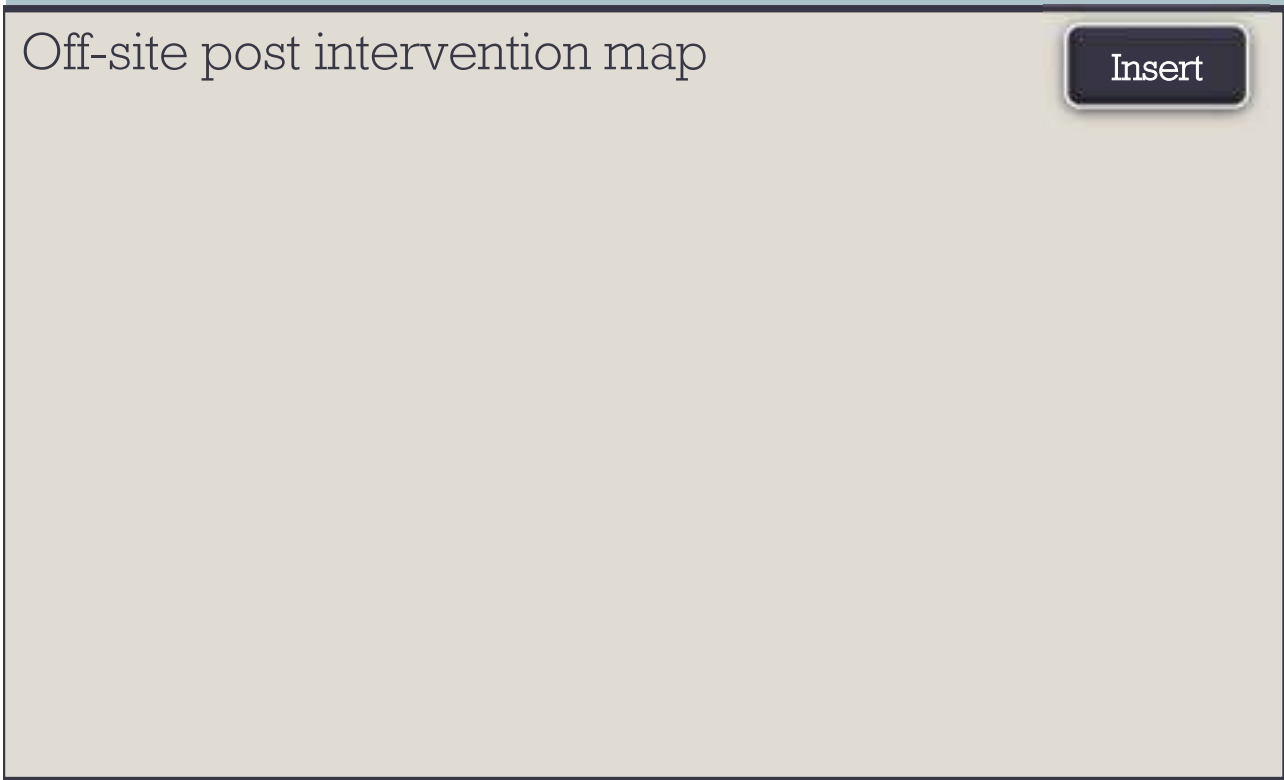
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On-site post intervention map

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On-site post-intervention map reference number



Off-site post-intervention reference number





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The Statutory M



Key
Area habitats



Hedgerows and
lines of trees



Watercourses

Start page

Start here

1



2

On-site
baseline

A-1 On-site
Area Habitat
Baseline



B-1
On-site Hedge
Baseline



C-1
On-site
Watercourse
Baseline



On-site post development

A-2 On-site Area
Habitat
Creation



B-2 On-site
Hedge
Creation



C-2 On-site
Watercourse
Creation



A-3 On-site Area
Habitat
Enhancement



B-3 On-site Hedge
Enhancement



C-3 On-site
Watercourse
Enhancement





Biodiversity Metric Main menu

Tree size
Small
Medium
Large
Very large
Total

Technical data

Results

3

Off-site baseline

D-1
Off-site
Area Habitat Baseline



E-1
Off-site Hedge
Baseline



F-1
Off-site Watercourse
Baseline



Off-site

D-2 Off-site Area
Habitat Creation



E-2 Off-site Hedge
Creation



F-2 Off-site
Watercourse
Creation





ee helper

Number of trees and area (ha) for each condition state

Poor	Area	Moderate	Area	Good	Area
	0.0000		0.0000		0.0000
	0.0000	8	0.1303		0.0000
	0.0000		0.0000		0.0000
	0.0000		0.0000		0.0000
0	0.0000	8	0.1303	0	0.0000

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the post development

D-3 Off-site Area Habitat
Enhancement

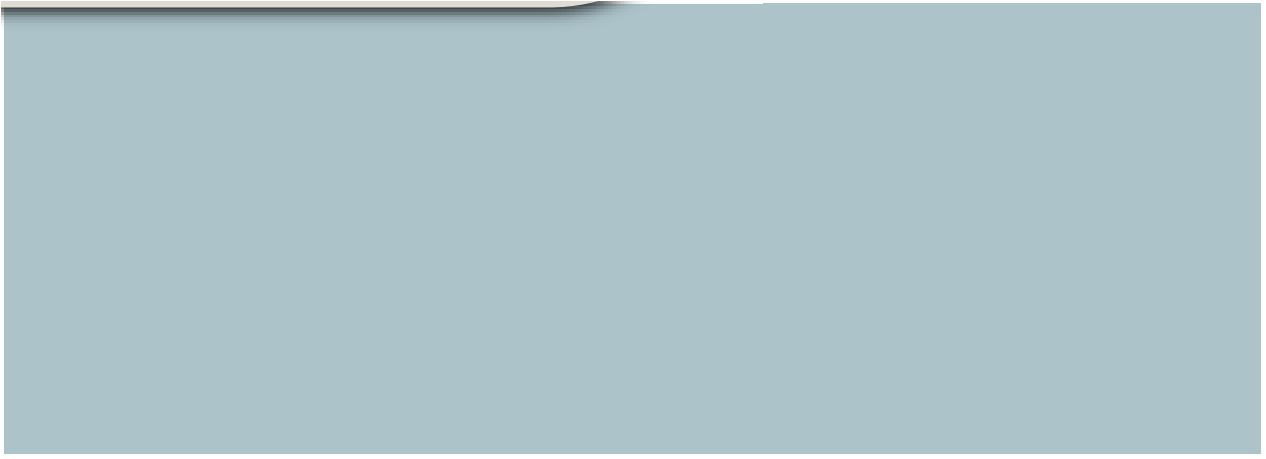


E-3 Off-site Hedge
Enhancement



F-3 Off-site Watercourse
Enhancement









Pro

Condense

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Ref	Broad Habitat
1	Cropland
2	Grassland
3	Grassland
4	Grassland
5	Individual trees
6	Urban
7	Grassland
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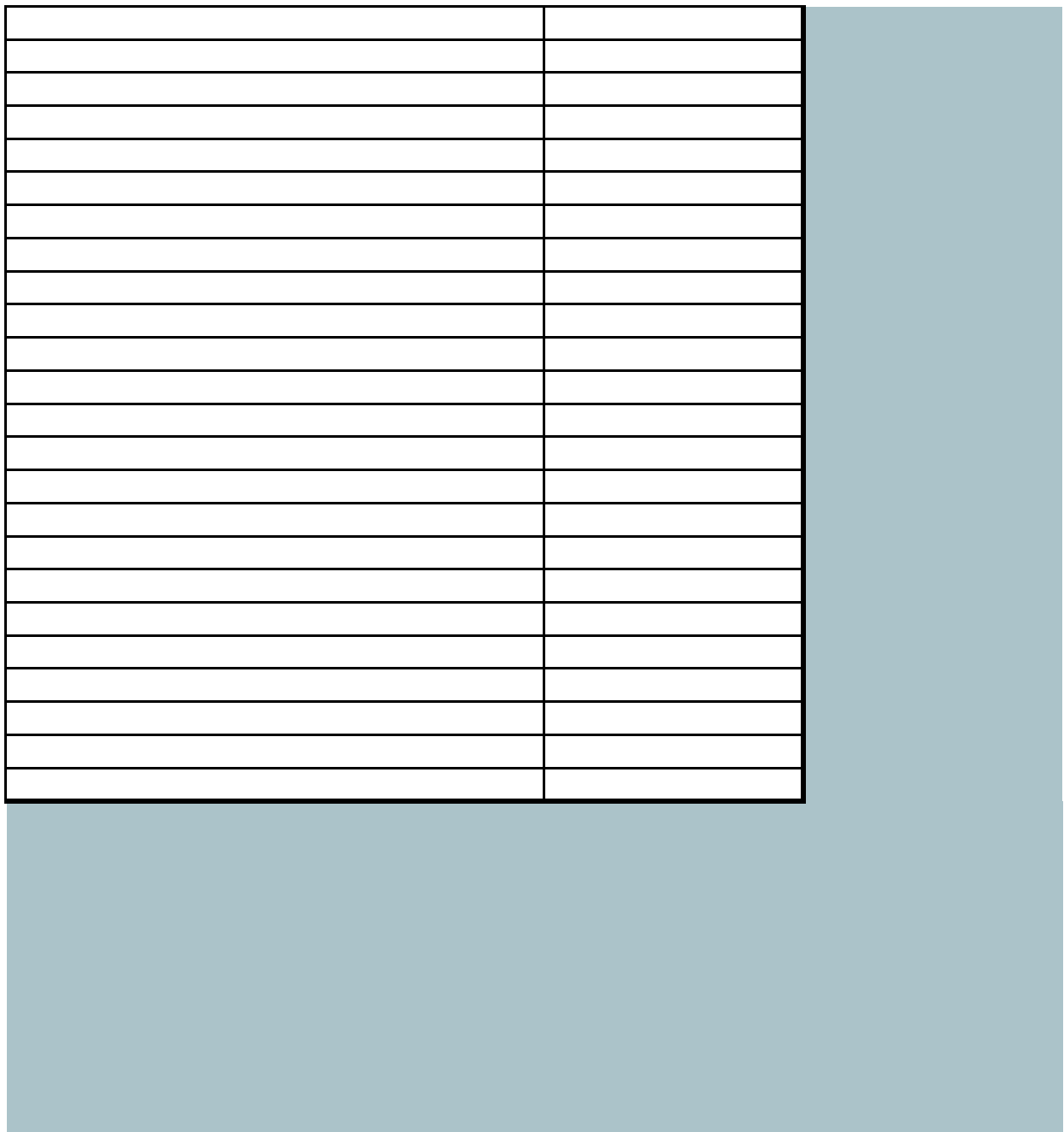


Site Area (Excluding area of individual trees, green walls)



M² to hectares conversion tool:





Pr

Condense / Sh

Main l

Broad Habitat

Ref

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Urban

2

Urban

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Urban

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Grassland

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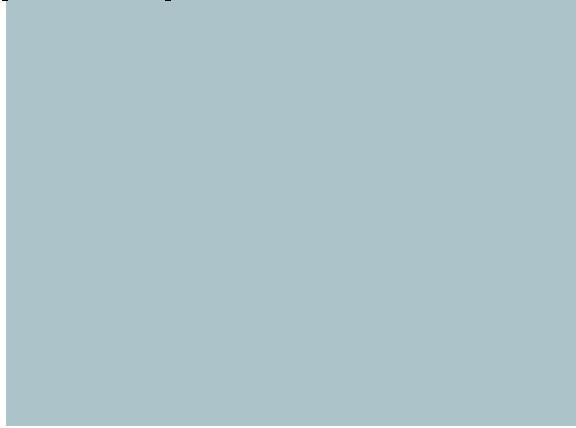
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Project Name: Cromer Road Map Reference:

A-2 On-Site Habitat Creation

Show Columns

Condense / Show Rows

Menu

Proposed habitat

Allotments

Cemeteries and churchyards

Developed land; sealed surface

Modified grassland

Total habitat area

Site Area (Excluding area of individual trees, green walls, intertidal hard structures)

M² to hectares conversion tool:

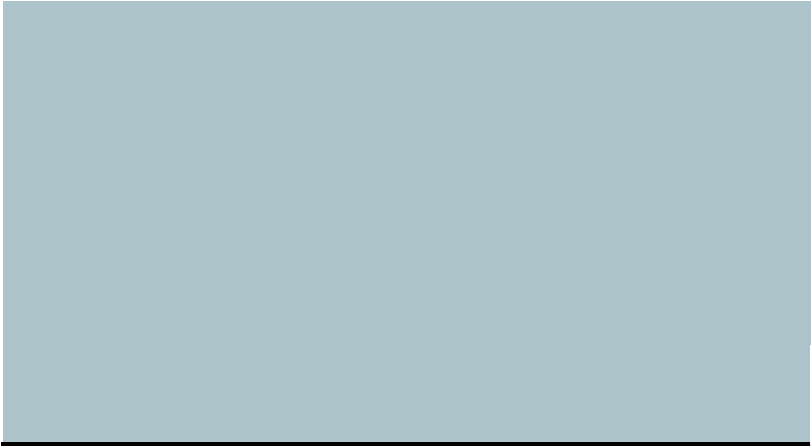
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2.76

2.76

Select a unit	Hectares	M ²





Post intervention habitats

Standard time to target condition (years)	Habitat created in advance (years)	Delay in starting habitat creation (years)
1	0	0
15	0	0
0	0	0
4	0	0






Total Units





Habitat units delivered	User comments
1.68	
2.54	
0.00	
2.90	

7.12	
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Project

Condense / Show C

Main Menu

Ref	Hedge number
1	1
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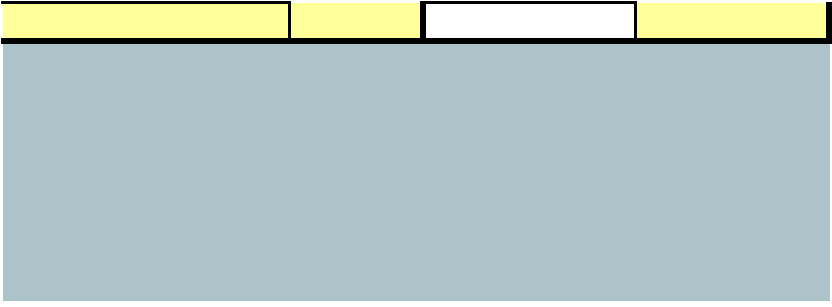
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summary

0.13

10.25%

Yes ✓

Strategic significance

Strategic significance	Strategic significance
Area/compensation not in local strategy/ no local strategy	Low Strategic Significance
Area/compensation not in local strategy/ no local strategy	Low Strategic Significance



		1.31	0.33	0.00	1.31



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Units enhanced	Length lost	Units lost	User comments
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0.00	0.00	0.00	
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Comments

Planning authority comments	Habitat reference number
	w2a-1
	h2-1





Project

Condense / Show

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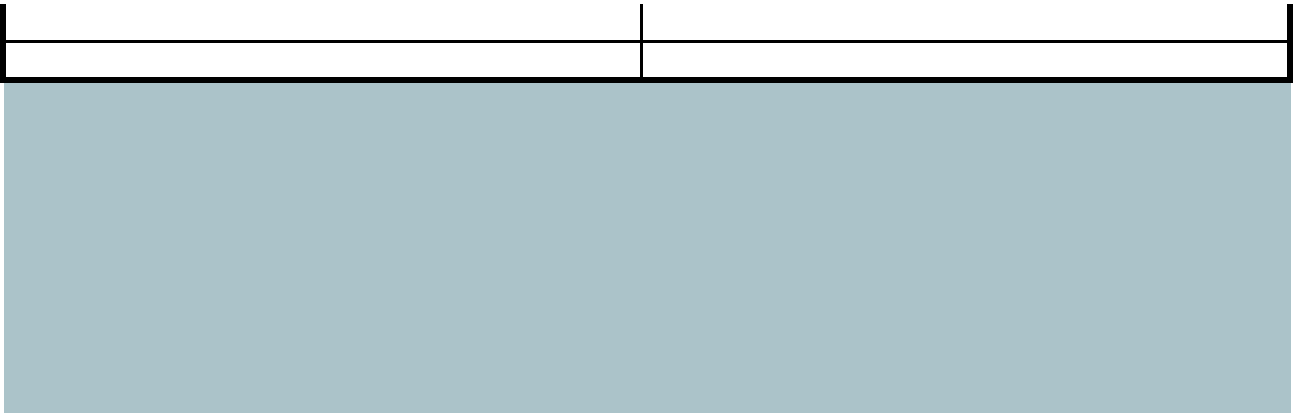
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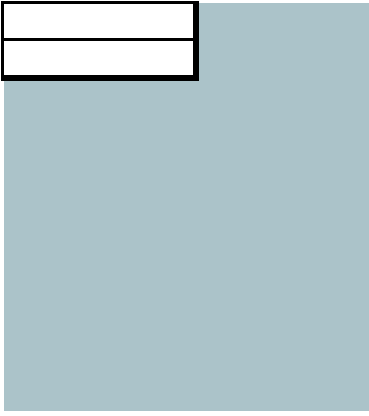
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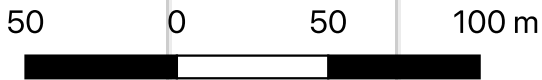




North Walsham Town Council

Proposed new cemetery, Cromer Road, North Walsham

CEM 01 Site layout 1:2,000 (A4)



- Red Line Boundary
- w2 - Coniferous Woodland (line of trees) (Retained)
- Hedgerow (retained)
- Individual trees (Retained)
- Hedgerow (Created)
- g4 - Modified Grassland (Created)
- g3c - Other Neutral Grassland (Retained)
- Allotments (Created)
- Grave plots (Created)
- u1b - Developed Land, Sealed Surface (Created)
- g4 - Modified Grassland (retained)

Contracts of Employment are in place and undergoing review with a view to standardise contracts.

Recommendation: *To ensure subsequent salary agreements are in place for all staff employed by the Council.*

Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £2,051,133. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 March were confirmed as:

<i>CCLA PSDF</i>	<i>xxxx7899</i>	<i>£105,000.00</i>
<i>Redwood Savings</i>	<i>xxxx0720</i>	<i>£88,906.04</i>
<i>Unity Trust Current</i>	<i>xxxx0567</i>	<i>£12,110.16</i>
<i>Unity Trust Instant Access</i>	<i>xxxx8301</i>	<i>£78,432.25</i>
<i>Unity Trust Wages</i>	<i>xxxx5957</i>	<i>£491.50</i>
<i>NatWest Business Reserve</i>	<i>xxxx6829</i>	<i>£nil</i>
<i>NatWest Current</i>	<i>xxxx6819</i>	<i>£nil</i>

The Council had no outstanding loans at the year end.

Reserves

General Reserves are reasonable for the activities of the Council
Earmarked Reserves are identified

The Council have adequate general reserves of £199,299.71 and have identified earmarked reserves of £51,703.31 in their year end accounts.

Year-end procedures

Appropriate accounting procedures are used and can be followed through from working papers to final documents
Verifying sample payments and income
Checking creditors and debtors where appropriate.

End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts.

Balance Sheet is correct: **Yes**

Trial Balance is correct: **Yes**

Sole Trustee

The Council has met its responsibilities as a trustee

The Council is a Trustee of the War Memorial Park Charity.

Charity Number: 304023

It is noted that the Charity have met their responsibility in submitting the 2024-2025 accounts by the required deadline. Income for the 2024-2025 financial year was £0, expenditure was £0.

The last annual submission of the accounts was 14/1/2026.

Internal Audit Procedures

The 2025-2026 Interim Internal Audit report was considered by the Council at a meeting held on 4/11/2025 (Ref: 5).

A review of the effectiveness of the Internal Audit was carried out as part of the review of the Internal Control Policy on 8/12/2025 (Ref: 6).

There was no evidence that the appointment of Heelis & Lodge as Internal Auditor for the 2025-2026 financial year was formally minuted.

Recommendation: *It is recommended that the appointment of the Internal Auditor is formally minuted.*

External Audit

The Council formally approved the 2025 AGAR at a meeting of the full Council held on 24/6/2025 (Ref: 19.1).

The External Auditor's report was considered at a meeting held on 28/10/2025 (Ref: 7.4).

The following matters were brought to the attention of the Council:

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 9, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

Additional Comments/Recommendations

- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the quality of documentation provided for the audit.



Heather Heelis
Heelis & Lodge
19 May 2026

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

HEELIS&LODGE

Local Council Services • Internal Audit

www.heelisandlodge.co.uk

INVOICE

To:

North Walsham Town Council
Office 4
Cedar House
New Rd
North Walsham
Norfolk
NR28 9DE

Invoice No: HL9715
Date: 19 May 2026

Details	Quantity	Amount (£)	Total (£)
To carry out Year End Internal Audit for North Walsham Town Council for the year ended 31 March 2026	1	395.00	395.00
Total			395.00

Please make cheques payable to: H J Heelis

Bank Details: Account 92002930 Sort Code 40-47-80

NB Change to bank account details

Terms – 14 days

Thank you.

HEELIS&LODGE

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP
Tel: 07732 681125
Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM
Lynne Lodge Dip HE Local Policy

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
134	Other Events	27/05/2026		Unity Trust Account		Events	Argos	X	90.00		90.00
100	General Streetlights	27/05/2026		Unity Trust Account		Electricity	Total Energies	L	300.88	15.05	315.93
120	General Annual Commitments	27/05/2026		Unity Trust Account		Fire Extinguishers	Ace Fire	S	264.45	52.89	317.34
117	General New Equipment	27/05/2026		Unity Trust Account		Equipment	Screwfix	S	708.31	141.66	849.97
121	General Repairs/Maintenance	27/05/2026		Unity Trust Account		Equipment	CT Baker	S	27.76	5.55	33.31
116	General Running Costs	27/05/2026		Unity Trust Account		Equipment	Screwfix	S	18.64	3.74	22.38
127	Trackside Running Costs	27/05/2026		Unity Trust Account		Electricity	Corona Energy	L	135.53	6.77	142.30
128	Trackside Running Costs	27/05/2026		Unity Trust Account		Electricity	Corona Energy	L	138.39	6.92	145.31
131	Trackside Running Costs	27/05/2026		Unity Trust Account		Electricity	Corona Energy	L	-137.61	-6.88	-144.49
118	General Streetlights	27/05/2026		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	25.00	5.00	30.00
106	Vehicle Compound Repairs/Mai	27/05/2026		Unity Trust Account		Vehicle Compound	Cooks Blinds and Shutters	S	198.80	39.76	238.56
23	Admin Running Costs	28/05/2026		Unity Trust Account		Equipment	Espo	S	58.15	11.63	69.78
Total									19,704.93	1,961.54	21,666.47

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
27	Market Sunday market	01/05/2026		Unity Trust Account		Sunday Market	Pressed for time	E	10.00		10.00
27	Market Sunday market	01/05/2026		Unity Trust Account		Sunday Market	Pressed for time	E	10.00		10.00
29	Market Sunday market	06/05/2026		Unity Trust Account		Sunday Market	Moss & Fabel	E			
29	Market Sunday market	06/05/2026		Unity Trust Account		Sunday Market	Moss & Fabel	E	10.00		10.00
30	Market Sunday market	06/05/2026		Unity Trust Account		Sunday Market	Society Alive	E			
30	Market Sunday market	06/05/2026		Unity Trust Account		Sunday Market	Society Alive	E	10.00		10.00
30	Market Sunday market	06/05/2026		Unity Trust Account		Sunday Market	Society Alive	E	10.00		10.00
31	Market Sunday market	07/05/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E			
31	Market Sunday market	07/05/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
31	Market Sunday market	07/05/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
31	Market Sunday market	07/05/2026		Unity Trust Account		Sunday Market	Hayley Jane Bakes	E	10.00		10.00
32	Advertising	07/05/2026		Unity Trust Account		Advertising	Toll Barn	S	750.00	150.00	900.00
33	Advertising	07/05/2026		Unity Trust Account		Advertising	Toll Barn	S	-750.00	-150.00	-900.00
43	Cemetery Interments	08/05/2026		Unity Trust Account		Interment	Gordon Haynes	X	136.00		136.00
44	Market Market Tolls	08/05/2026		Unity Trust Account		Market tolls	Carmichael Fishmongers	E	97.12		97.12
38	Cemetery Interments	11/05/2026		Unity Trust Account		Burial	Murrell Cork	X	528.00		528.00
38	Cemetery Interments	11/05/2026		Unity Trust Account		Burial	Murrell Cork	X	239.00		239.00
39	Cemetery Interments	11/05/2026		Unity Trust Account		Burial	Murrell Cork	X	387.00		387.00
40	Cemetery Interments	11/05/2026		Unity Trust Account		Burial	Murrell Cork	X	387.00		387.00
41	Cemetery Interments	11/05/2026		Unity Trust Account		Burial	Murrell Cork	X	528.00		528.00
42	Cemetery Interments	11/05/2026		Unity Trust Account		Interment	Murrell Cork	X	136.00		136.00
42	Cemetery Interments	11/05/2026		Unity Trust Account		Interment	Murrell Cork	X	135.00		135.00
42	Cemetery Interments	11/05/2026		Unity Trust Account		Interment	Murrell Cork	X	81.00		81.00
37	Market Market Tolls	11/05/2026		Unity Trust Account		Sunday Market	Handmade in Norfolk	E			
37	Market Sunday market	11/05/2026		Unity Trust Account		Sunday Market	Handmade in Norfolk	E	10.00		10.00
37	Market Sunday market	11/05/2026		Unity Trust Account		Sunday Market	Handmade in Norfolk	E	10.00		10.00
37	Market Sunday market	11/05/2026		Unity Trust Account		Sunday Market	Handmade in Norfolk	E	10.00		10.00
45	Market Sunday market	11/05/2026		Unity Trust Account		Sunday Market	English Peonies	E			
45	Market Sunday market	11/05/2026		Unity Trust Account		Sunday Market	English Peonies	E	10.00		10.00
45	Market Sunday market	11/05/2026		Unity Trust Account		Sunday Market	English Peonies	E	10.00		10.00
46	Market Market Tolls	12/05/2026		Unity Trust Account		Market tolls	Owies Black Piggy Porkers	E	88.00		88.00
47	Market Market Tolls	12/05/2026		Unity Trust Account		Market tolls	Owies Black Piggy Porkers	E	70.40		70.40
60	Cemetery Memorials	15/05/2026		Unity Trust Account		Memorial	Arthur Jary & Sons	X	62.00		62.00
61	Cemetery Memorials	15/05/2026		Unity Trust Account		Memorial	Arthur Jary & Sons	X	127.00		127.00
58	Miscellaneous	15/05/2026		Unity Trust Account		Website	Norfolk County Council	X	9,218.00		9,218.00
62	Cemetery Memorials	15/05/2026		Unity Trust Account		Memorial	Arthur Jary & Sons	X	108.00		108.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
56	Market Market Tolls	18/05/2026		Unity Trust Account		Market tolls	Lillys Boutique	E	57.60		57.60
57	Advertising	18/05/2026		Unity Trust Account		Advertising	Toll Barn	S	750.00	150.00	900.00
55	Market Market Tolls	19/05/2026		Unity Trust Account		Market tolls	Four Seasons Fruit & Veg	E	115.20		115.20
59	Miscellaneous	19/05/2026		Unity Trust Account		Bins	Norfolk County Council	S	910.00	182.00	1,092.00
63	Cemetery Interments	20/05/2026		Unity Trust Account		Interment	Murrell Cork	X	136.00		136.00
								Total	246,921.37	8,131.89	255,053.26

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

21 May 2026 (2026-2027)

Admin		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7005	Admin Precept	46,330.00	23,150.00	-23,180.00				-23,180.00 (-50%)
7010	Admin Annual Commitments				15,000.00	9,298.98	5,701.02	5,701.02 (38%)
7020	Admin New Equipment				2,000.00		2,000.00	2,000.00 (100%)
7030	Admin Repairs/Maintenance				330.00		330.00	330.00 (100%)
7040	Admin Running Costs				10,500.00	1,058.56	9,441.44	9,441.44 (89%)
7060	Admin Leases & Agreements				17,000.00	6,243.10	10,756.90	10,756.90 (63%)
7070	Admin Sundries							(N/A)
7080	Admin Interest/Bank Charges	15,000.00	375.00	-14,625.00		25.40	-25.40	-14,650.40 (-97%)
10440	Admin Training				8,500.00	1,155.00	7,345.00	7,345.00 (86%)
10442	Legal				7,000.00		7,000.00	7,000.00 (100%)
10448	VAT RECLAIM							(N/A)
SUB TOTAL		61,330.00	23,525.00	-37,805.00	60,330.00	17,781.04	42,548.96	4,743.96 (3%)

Amenities		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3005	Amenities Precept	5,000.00	2,500.00	-2,500.00				-2,500.00 (-50%)
3010	Amenities Annual Commitments				2,000.00	12,066.89	-10,066.89	-10,066.89 (-503%)
3030	Amenities Repairs/Maintenance							(N/A)
3040	Amenities Running Costs/Highw.							(N/A)
3060	Amenities Leases & Agreements		1.00	1.00	19,000.00	1,862.00	17,138.00	17,139.00 (90%)
SUB TOTAL		5,000.00	2,501.00	-2,499.00	21,000.00	13,928.89	7,071.11	4,572.11 (17%)

Cemetery		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2005	Cemetery Precept							(N/A)
2010	Cemetery Annual Commitments				4,000.00	3,712.80	287.20	287.20 (7%)
2030	Cemetery Repairs/Maintenance					597.00	-597.00	-597.00 (N/A)
2040	Cemetery Running Costs				7,500.00	760.24	6,739.76	6,739.76 (89%)
2300	Cemetery Interments	12,000.00	2,693.00	-9,307.00				-9,307.00 (-77%)
2350	Cemetery Memorials	5,000.00	359.00	-4,641.00				-4,641.00 (-92%)
2400	Cemetery Sundries							(N/A)
10408	Cemetery Allotments	400.00		-400.00				-400.00 (-100%)
SUB TOTAL		17,400.00	3,052.00	-14,348.00	11,500.00	5,070.04	6,429.96	-7,918.04 (-27%)

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

North Walsham Town Council

Summary of Receipts and Payments

21 May 2026 (2026-2027)

All Cost Centres and Codes

SUB TOTAL								(N/A)
Cemetery Chapel								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10429	Chapel Repairs/Maintenance				1,000.00		1,000.00	1,000.00 (100%)
10430	Chapel Running Costs				500.00	27.16	472.84	472.84 (94%)
10431	Chapel New Equipment				1,000.00		1,000.00	1,000.00 (100%)
104428	Cemetery Chapel Precept	2,500.00	1,250.00	-1,250.00				-1,250.00 (-50%)
SUB TOTAL		2,500.00	1,250.00	-1,250.00	2,500.00	27.16	2,472.84	1,222.84 (24%)
EARMARKED RESERVES								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1020	NW Play		243.61	243.61				243.61 (N/A)
10444	Open Spaces	7,000.00		-7,000.00	7,000.00		7,000.00	(0%)
10445	Wires accross market							(N/A)
10446	Street Furniture	7,000.00		-7,000.00	7,000.00	500.00	6,500.00	-500.00 (-3%)
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					75.00	-75.00	-75.00 (N/A)
10451	Kings Arms Street Pavements	10,000.00		-10,000.00	10,000.00		10,000.00	(0%)
SUB TOTAL		33,000.00	243.61	-32,756.39	33,000.00	575.00	32,425.00	-331.39 (-0%)
General								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	General Precept	80,700.00	40,350.00	-40,350.00				-40,350.00 (-50%)
10	General Annual Commitments				17,000.00	264.45	16,735.55	16,735.55 (98%)
20	General New Equipment				9,000.00	3,400.26	5,599.74	5,599.74 (62%)
30	General Repairs/Maintenance				8,000.00	7,319.68	680.32	680.32 (8%)
40	General Running Costs				5,700.00	773.48	4,926.52	4,926.52 (86%)
60	General Leases & Agreements				2,500.00		2,500.00	2,500.00 (100%)
70	General Sundries							(N/A)
10420	General Streetlights				8,000.00	1,305.55	6,694.45	6,694.45 (83%)
10423	General CCTV				16,000.00		16,000.00	16,000.00 (100%)
10437	General Vehicles				5,000.00	368.38	4,631.62	4,631.62 (92%)
SUB TOTAL		80,700.00	40,350.00	-40,350.00	71,200.00	13,431.80	57,768.20	17,418.20 (11%)
Market								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5005	Market Precept							(N/A)
5010	Market Annual Commitments					1,047.90	-1,047.90	-1,047.90 (N/A)

North Walsham Town Council

Summary of Receipts and Payments

21 May 2026 (2026-2027)

All Cost Centres and Codes

5020 Market New Equipment				300.00		300.00	300.00 (100%)
5030 Market Repairs/Maintenance				300.00		300.00	300.00 (100%)
5040 Market Running Costs				2,000.00	80.36	1,919.64	1,919.64 (95%)
5070 Market Sundries							(N/A)
5800 Market Market Tolls	13,000.00	1,430.17	-11,569.83		30.00	-30.00	-11,599.83 (-89%)
5850 Market Sunday market	400.00	580.00	180.00				180.00 (45%)
5900 Market Events	5,000.00		-5,000.00				-5,000.00 (-100%)
5905 Market Carboot							(N/A)
SUB TOTAL	18,400.00	2,010.17	-16,389.83	2,600.00	1,158.26	1,441.74	-14,948.09 (-71%)

Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9500	Miscellaneous Precept		16,450.00	16,450.00				16,450.00 (N/A)
9501	Miscellaneous		10,128.00	10,128.00				10,128.00 (N/A)
SUB TOTAL			26,578.00	26,578.00				26,578.00 (N/A)

Other

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8005	Other Precept	29,500.00	14,750.00	-14,750.00				-14,750.00 (-50%)
8011	Other Defibrillator				1,500.00		1,500.00	1,500.00 (100%)
8031	Other Grants				4,000.00	750.00	3,250.00	3,250.00 (81%)
8041	Advertising		750.00	750.00		630.00	-630.00	120.00 (N/A)
8060	Other Civic Dinner							(N/A)
8071	Other New Mayor				2,000.00		2,000.00	2,000.00 (100%)
8505	Other Events				15,000.00	2,313.86	12,686.14	12,686.14 (84%)
8999	Other Old Mayor							(N/A)
10426	Other Donation				7,000.00		7,000.00	7,000.00 (100%)
SUB TOTAL		29,500.00	15,500.00	-14,000.00	29,500.00	3,693.86	25,806.14	11,806.14 (20%)

Pavilion

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10245	Pavilion Precept	4,400.00		-4,400.00				-4,400.00 (-100%)
10427	Pavilion Annual Commitments							(N/A)
10428	Pavilion Repairs/Maintenance							(N/A)
10436	Pavilion Leases & Agreements		1,060.00	1,060.00				1,060.00 (N/A)
SUB TOTAL		4,400.00	1,060.00	-3,340.00				-3,340.00 (-75%)

PRECEPT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept							(N/A)

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

21 May 2026 (2026-2027)

SUB TOTAL								(N/A)
Salaries								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10050	Salaries Precept	260,000.00	130,000.00	-130,000.00				-130,000.00 (-50%)
10100	Salaries Wages				170,000.00	29,279.69	140,720.31	140,720.31 (82%)
10200	Salaries HMRC				40,000.00	10,990.86	29,009.14	29,009.14 (72%)
10300	Salaries Pension				60,000.00	10,391.87	49,608.13	49,608.13 (82%)
10400	Salaries Unison				200.00	69.00	131.00	131.00 (65%)
SUB TOTAL		260,000.00	130,000.00	-130,000.00	270,200.00	50,731.42	219,468.58	89,468.58 (16%)
Trackside/Skatepark								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10401	Trackside/Skatepark Precept	3,000.00	1,500.00	-1,500.00				-1,500.00 (-50%)
10410	Trackside Annual Commitments				400.00		400.00	400.00 (100%)
10411	Trackside NEW Equipment							(N/A)
10412	Trackside Repairs/Maintenance				2,000.00		2,000.00	2,000.00 (100%)
10413	Trackside Running Costs				600.00	272.62	327.38	327.38 (54%)
10414	Trackside Leases & Agreements							(N/A)
10415	Trackside Sundries							(N/A)
10416	Trackside (NEW) Play New Equip							(N/A)
10441	Trackside (OLD) Play New Equip							(N/A)
SUB TOTAL		3,000.00	1,500.00	-1,500.00	3,000.00	272.62	2,727.38	1,227.38 (20%)
Vehicle Compound								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10432	Vehicle Compound Repairs/Mair					198.80	-198.80	-198.80 (N/A)
10433	Vehicle Compound Running Cos				1,000.00	36.41	963.59	963.59 (96%)
10434	Vehicle Compound Annual Comr				1,000.00	274.04	725.96	725.96 (72%)
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%)
SUB TOTAL		2,000.00	1,000.00	-1,000.00	2,700.00	509.25	2,190.75	1,190.75 (25%)
War Memorial Park								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1005	War Memorial Park Precept							(N/A)
1010	W M Park Annual Commitments				250.00		250.00	250.00 (100%)
1030	W M Park Repairs/Maintenance							(N/A)
1040	W M Park Running Costs					255.86	-255.86	-255.86 (N/A)
1060	W M Park Leases & Agreements							(N/A)

North Walsham Town Council
Summary of Receipts and Payments

21 May 2026 (2026-2027)

All Cost Centres and Codes

1070 W M Park Sundries					(N/A)
1080 W M Park Interest					(N/A)
10409 W M Park Allotments					(N/A)
10443 W M OLD Play Equip/Repairs					(N/A)
10455 W M New Equipment					(N/A)
SUB TOTAL		250.00	255.86	-5.86	-5.86 (-2%)

Woodville

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10402 Woodville Precept	1,700.00	850.00	-850.00				-850.00 (-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				500.00		500.00	500.00 (100%)
10406 Woodville Running Costs				500.00		500.00	500.00 (100%)
10407 Woodville Sundries							(N/A)
SUB TOTAL	1,700.00	850.00	-850.00	1,700.00		1,700.00	850.00 (25%)

Summary

NET TOTAL	518,930.00	249,419.78	-269,510.22	509,480.00	107,435.20	402,044.80	132,534.58
V.A.T.		8,131.89			4,862.55		
GROSS TOTAL		257,551.67			112,297.75		

North Walsham Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 30/04/2026			
	Cash in Hand 01/04/2026		284,918.60
	ADD		
	Receipts 01/04/2026 - 30/04/2026		242,173.43
			527,092.03
	SUBTRACT		
	Payments 01/04/2026 - 30/04/2026		66,040.48
A	Cash in Hand 30/04/2026 (per Cash Book)		461,051.55
	Cash in hand per Bank Statements		
	Petty Cash	30/04/2026	0.00
	CCLA Savings	30/04/2026	105,000.00
	Redwood Savings	30/04/2026	88,906.04
	Unity Trust Account Main	30/04/2026	10,006.10
	Unity Trust Instant Access Account	30/04/2026	256,862.36
	Unity Trust Wages Account	30/04/2026	491.50
	Business Reserve	30/04/2026	0.00
	Account Main	30/04/2026	0.00
	Wages	30/04/2026	0.00
			461,266.00
	Less unrepresented payments		214.45
			461,051.55
	Plus unrepresented receipts		
B	Adjusted Bank Balance		461,051.55
	A = B Checks out OK		



North Walsham Town Council

INTERNAL SCRUTINEER'S REPORT

FOR THE QUARTER PERIOD:

Jan - March 2026

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

Check required	Date Check Completed	Result	Report Result to Council Meeting
Bank Reconciliation of accounts - Unity Trust Account Main Unity Trust Instant Saver Unity Trust Wages Redwood Savings CCLA Undertaken once a month & checked by Clerk	<i>11 May '26</i>	<i>all OK</i>	<i>MAY F/C</i>
INCOME: Invoices, Receipts, Paying in Slips and Bank Statements checked	<i>11 May '26</i>	<i>all OK</i>	<i>MAY F/C</i>
EXPENDITURE: Invoices and Bank Statements for – 1) Payments by BACS/ Direct Debits/ Standing Orders/ Credit Cards/ Cheques 2) Staff Salaries 3) Pension/ HMRC Returns	<i>11 May '26</i>	<i>all OK.</i>	<i>MAY F/C</i>

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

Signed:

Name:

Laura Eastwick

Date:

11 May '26

Check required	
Payment	#344 #728 Total energies = £594 ⁹⁸
Payment	#751 Dial 9 (phones) = £145 ⁰¹ .
Payment	#756 'Just' Regional = £252 ⁰⁰
Payment	#660 #682 (multiply payments) screwfix = £44 ³⁵ . #661 #663
Payment	#766 water = £5 ¹⁹
Payment	#123252 Transfer to instant Access Account £9695 ⁰¹
Receipt	#344 Carmichaels fish = £9748
Receipt	#349 in one payment = £12 ⁰⁰ . #350
Receipt	#356 NCC = £1092 ⁰⁰ .
Receipt	#341 CCLA = £596 ⁸⁹
Receipt	#333 Lilly's Boutique / old chapel Clothing = £57 ⁶⁰
Receipt	#536 S Youngs = £4992



NORTH WALSHAM TOWN COUNCIL

Standing Orders - adopted from NALC model 2018 (revised April 2023)

Adopted by the Council at its meeting held on 24.4.18

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Key Code for text:-

BOLD – Legislation and cannot be changed

1 Rules of Debate at Meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h. A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j. Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k. One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- l. A Councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor.
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke.
 - iii. to make a point of order.
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p. During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

- q. A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion.
 - ii. to proceed to the next business.
 - iii. to adjourn the debate.
 - iv. to put the motion to a vote.
 - v. to ask a person to be no longer heard or to leave the meeting.
 - vi. to refer a motion to a committee or sub-committee for consideration.
 - vii. to exclude the public and press.
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s. Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t. Excluding motions moved under standing order 1(r), the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the Chair of the meeting.

2 Disorderly Conduct at Meetings

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregards the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 Meetings Generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. ● **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. ● **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c. ● **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d. ●● **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chair of the meeting.
- g. Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h. In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- i. A person shall raise his hand when requesting to speak.
- j. A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- l. ●● **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m. ●● **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n. ●● **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. ● **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p. ● **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q. ●●● **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors and non-Councillors with voting rights present and voting.**

- r. ●●● **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not they gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.
- s. ● **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t. The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting.
 - ii. the names of Councillors who are present and the names of Councillors who are absent.
 - iii. interests that have been declared by Councillors and non-Councillors with voting rights.
 - iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights.
 - v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered.
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u. ●●● **A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v. ● **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d (viii) below for the quorum of a committee or sub-committee meeting
- w. ●●● **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed.** The business on the agenda for the meeting shall be adjourned to another meeting.
- x. ● A Meeting should not exceed 2 Hours.
- y. ●●● Councillors not attending any meetings of Full Council or Committee for a 6-month period, will cease to be a member of the Council, unless their emailed apologies have been accepted. (Council minutes 26.11.19, 7.6.4.1)

4 Committees and Sub-Committees

- a. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b. **The members of a committee may include non-Councillors unless it is a committee which regulates and controls the finances of the Council.**
- c. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-Councillors.**
- d. The Council may appoint standing committees or other committees as may be necessary; and:

- i. shall determine their terms of reference.
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council.
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee.
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 5 days before the meeting that they are unable to attend.
 - vi. shall, after it has appointed the members of a standing committee, appoint the Chair of the standing committee.
 - vii. shall permit a committee other than a standing committee, to appoint its own Chair at the first meeting of the committee.
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.
 - ix. shall determine if the public may participate at a meeting of a committee.
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e. If a Councillor misses 3 consecutive meetings of any individual Committee, they will be removed from the relevant Committee and a new member will be elected at the following Council Meeting
- f. Councillors can only be Chair of Council or 1 Committee and sit on a maximum of 3 Committees. Starting at the Annual Council meeting May 2021
- g. Order of business format for a committee, the first 5 items will be: -
- 1. Apologies for absence
 - 2. Declarations of interest and requests for dispensations
 - 3. Approve minutes of previous meeting
 - 4. Update on matters from previous minutes (Decision/Action Log)
 - 5. Update on Committee Budget

Except at the first meeting of the mayoral year when a new Chair is to be elected

Ordinary Council Meetings

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice Chair (if there is one) of the Council.**
- f. **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g. **The Vice Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h. **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i. **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council.
 - iii. Receipt of the minutes of the last meeting of a Committee.
 - iv. Consideration of the recommendation made by a Committee.
 - v. Review of delegation arrangements to committees, sub-Committees, staff and other local authorities.
 - vi. Review of the Terms of Reference for Committees.
 - vii. Appointment of members to existing Committees.
 - viii. Appointment of any new committees in accordance with Standing Order 4.
 - ix. Review and adoption of appropriate Standing Orders and Financial Regulations.
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back.
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
 - xiii. Review of inventory of land and other assets including buildings and office equipment.
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks.

- xv. Review of the Council's and/or staff subscriptions to other bodies.
 - xvi. Review of the Councils complaints procedure.
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
 - xviii. Review of Council's policy for dealing with the press/media.
 - xix. Review of the Councils employment policies and procedures.
 - xx. Review of the Councils expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council
- k. During the August Recess the Clerk shall be given delegated powers to deal with any urgent business in consultation with either the Mayor, Deputy Mayor or Chairs of Committees. All decisions will be reported to the next Council meeting.

5 Extraordinary meetings of the Council, Committees and Sub-Committees

- a. **The Chair of the Council may convene an extraordinary meeting of the Council at any time**
- b. **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**
- c. The Chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee or [the sub-committee] at any time.
- d. If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

6 Previous Resolutions

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 50% of serving Councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

7 Voting on Appointments

- a. Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

- b. All positions to be filled by the Council, including committees may be filled by initialled ballot papers in the case of more nominations than positions.

8 Motions for a meeting that require written notice to be given to the Proper Officer

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g. Motions received shall be recorded and numbered in the order that they are received.
- h. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

9 Motions at a meeting that do not require written notice

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting.
 - ii. to move to a vote.
 - iii. to defer consideration of a motion.
 - iv. to refer a motion to a particular committee or sub-committee.
 - v. to appoint a person to preside at a meeting.
 - vi. to change the order of business on the agenda.
 - vii. to proceed to the next business on the agenda.
 - viii. to require a written report.
 - ix. to appoint a committee or sub-committee and their members.
 - x. to extend the time limits for speaking.
 - xi. to exclude the press and public from a meeting in respect of confidential or other

information which is prejudicial to the public interest.

- xii. to not hear further from a Councillor or a member of the public.
- xiii. to exclude a Councillor or member of the public for disorderly conduct.
- xiv. to temporarily suspend the meeting.
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements).
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

10 Management of Information

See also standing order 20.

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b. **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c. **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d. **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

11 Draft minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a. If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d. If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall be redone and signed at the next meeting.
- e. ●●● **If the Council's gross annual income or expenditure (whichever is higher) does not exceed**

£25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.

- f. Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- g. Council Minutes shall be published on the Town Council website not later than one month after the meeting has taken place.

12 Code of Conduct and Dispensations

See also standing order 3(u).

- a. All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b. Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c. Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d. **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required], and that decision is final.
- f. A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h. **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

13 Code of Conduct Complaints

- a. **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
- b. Where the Code of Conduct breach is against a member of staff, such actions can include limiting access and contact with all Town Council employees. The Proper Officer shall, subject to standing order 11, report this to the Council.
- c. Where the notification in Standing Order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- d. The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- e. **Upon notification by the District or Unitary Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
- f. Behaviour that is considered bullying by one may be considered firm management by another. Examples of unacceptable behaviour are intimidation, humiliation, excessive criticism, dictatorial behaviour, haranguing, general discourtesy. This can be face to face, by email or even over the phone. If this happens the Clerk in consultation with the Chair of the Council is empowered to take whatever steps deemed necessary to prevent re-occurrence and such measures could include no communication with the individual concerned, COC etc.

14 Proper Officer

- a. The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent. In the absence of the Clerk the Assistant shall be Proper Officer.
- b. The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a committee or a sub-committee,**
 - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email); and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the**

Council convened by Councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full Council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least [5] days before the meeting confirming his withdrawal of it.
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office.**
- iv. **facilitate inspection of the minute book by local government electors.**
- v. **receive and retain copies of byelaws made by other local authorities.**
- vi. hold acceptance of office forms from Councillors.
- vii. hold a copy of every Councillor's register of interests.
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
- ix. liaise as appropriate with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980).
- xii. arrange for legal deeds to be executed.
(See also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations.
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice Chair (if there is one) of the Council] OR [email to whole Council] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

15 Responsible Financial Officer

- a. The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

16 Accounts and Accounting Statements

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c. The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter.
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date.
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

17 Financial Controls and Procurement

- a. of the The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below [60,000] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**
- f. The Clerk may authorise any purchases within budget, (Fin Reg 5.15)
 - g. The Clerk may authorise any essential/urgent work where specific grounds exist e.g. health & safety emergencies.

18 Handling Staff Matters

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Mayor, or, if they are not available, the Deputy Mayor of absence occasioned by illness or other reason and that person shall report such absence to Full Council at its next meeting.
- c. A nominated councilors, shall upon a resolution conduct a review of the performance and annual appraisal of the work of the [Proper Officer]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Full Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Mayor or the Deputy Mayor in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Full Council
- e. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

19 Responsibilities to Provide Information

See also standing order 21.

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**
- c. Requests from Councillors for information should be addressed to the Proper officer.
- d. The Council operates from a shared premise and therefore access by Councillors to the Council offices and Staff is strictly by appointment only. If the issue is of an urgent or emergency nature, access will be the sole responsibility of the Town Clerk. Councillors are reminded that they must sign in and out of the office.
- e. Councillors are not to request information that is readily available in the public domain and should refrain from making numerous requests under FOI as this could be deemed to be a vexatious action as defined under the FOI guidelines. If multiple requests are received the FOI guidelines will be abided by. A Vexatious Policy was adopted April 25.

20 Responsibilities under Data Protection Legislation

(Below is not an exclusive list)

See also standing order 11.

- a. The Council may appoint a Data Protection Officer.
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c. **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d. **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e. **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f. **The Council shall maintain a written record of its processing activities.**

21 Relations with the Press/Media

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22 Execution and Sealing of Legal Deeds

See also standing orders 15(b)(xii) and (xvii).

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed require by law. It shall be applied by the Proper Officer in the presence of two Councillors**

who shall sign the deed as witnesses].

The above is applicable to a Council with a common seal.

23 Communicating with District and County Councillors

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward Councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward Councillor(s) representing the area of the Council.

24 Restrictions on Councillor Activities

- a. Unless duly authorised no Councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

25 Standing Orders Generally

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least [50% of serving] Councillors to be given to the Proper Officer in accordance with standing order 9. (Council minutes 15.4.21, 4.8)
- c. The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
- d. The decision of the Chair of a meeting as to the application of Standing Orders at the meeting shall be final.

26 Planning Applications

- a. All Planning applications will be discussed at the Council's monthly meeting and responses emailed to the planning officer. An extension for comment will be asked for if there are time restrictions or an Extraordinary meeting of the council will be called.



NORTH WALSHAM TOWN COUNCIL

Financial Regulations

Adopted by the Council at its meeting held on 30.07.24

- 7.6. The Clerk/RFO or Finance Officer who are authorised signatory, shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which officers/members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by [two authorised bank signatories, evidence is retained, and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk/RFO and the Finance Officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.



NORTH WALSHAM TOWN COUNCIL

Financial Regulations

Adopted by the Council at its meeting held on 30.07.24

14. Stores and Equipment

- 14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made. Once checked they can be destroyed.
- 14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 14.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

15. Assets, Properties and Estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.



NORTH WALSHAM TOWN COUNCIL

Financial Regulations

Adopted by the Council at its meeting held on 30.07.24

16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.
- 16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Charities

- 17.1. Where the council is sole managing trustee of a charitable body the Finance Officer and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Finance Officer and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

18. Suspension and Revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Finance Officer or Town Clerk/RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



NORTH WALSHAM TOWN COUNCIL

Financial Regulations

Adopted by the Council at its meeting held on 30.07.24

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



NORTH WALSHAM TOWN COUNCIL

Financial Regulations

Adopted by the Council at its meeting held on 30.07.24

- Appointment/Dismissal of all Council employees (as recommended by Personnel Committee)
- Leases and Contracts
- Borrowing money
- Consider expenditure outside the Councils approved budget
- Make, amend or revoke By Laws
- Any new undertakings and functions of the Council
- Consider statutory demands from electors (surveys)
- In case of long-term absence of the Town Clerk appoint a Responsible Finance Officer

3 Proper Officer

The Town Clerk is the Proper Officer and Clerk to the Council, they have delegated authority to undertake the following matters on behalf of the Council:

- Receive declarations of acceptance of office & copy of Register of Interest
- Oversee day to day supervision and management of the Office and all staff employed by the Council
- Issuing and updating employment contracts
- Respond to correspondence requiring a response from the Council
- Act on behalf of the Council in an emergency/urgent situation.
- Approve emergency expenditure in the case of Health & Safety
- Agenda and minutes' format and content
- Final decision on Agenda items for all Committees
- Authorise routine expenditure within the agreed budget
- Authorise Staff Training within agreed budget
- Authorise Annual Subscriptions
- Management of all IT requirements including replacing equipment, purchasing software or facilities
- Authorised controller of CCTV
- Oversees all Committees and appointed Lead Officers where necessary
- Appraisals, in consultation with the Personnel Committee
- Delegated Powers during the annual August recess
- Any other matters delegated by the Council

4 Responsible Finance Officer (RFO)

The Responsible Finance Officer, is responsible for the Council's accounting procedures, in accordance with the Accounts & Audit regulations in force at any given time:

- Administer the Councils bank balances
- Pay salaries of Council employees
- Ensure monthly returns are made to HMRC and Norfolk Pension Fund
- Complete Quarterly VAT returns
- Overall responsibility of the Petty Cash
- Acquire adequate insurance for assets and activities (for recommendation to Finance & Grants)
- Manage budgetary control

- Provide quarterly comparisons to the Council
- Manage fixed Assets
- Prepare the annual budget and precept (for recommendation to Finance & Grants Committee)
- Complete the Annual Government Return (for recommendation to Finance & Grants Committee)

5 Office of the Town Council

The Council authorise the Office to:

- Make day to day decisions necessary for the smooth running of the Office
- Deal with matters resolved by the Council and Committees
- Prepare and publish Council and Committee Minutes and Agendas
- Notify the Returning Officer of any Councillor vacancies
- Respond to all forms of correspondence
- Deal with general/informal complaints
- Reply to Freedom of Information requests within 20 working days (Data Protection Officer)
- Place Freedom of Information Disclosure Logs on the website
- Maintain Town Council's website and facebook page
- Maintain Town Council equipment
- Update of Policies and Procedures
- Adverts for staff vacancies and co-options
- Hold the Council's seal and apply it to approved documentation
- Recommend capital works and resource their implementation

6 Lead Officer

Appointed by the Proper Officer, the Lead Officer is authorised by law to:

- Agree Agenda's for publication, in consultation with the Chair of the Council or relevant Committee
- Sign the summons for Councillors to attend meetings of the Council or relevant Committee
- Receive and record notices disclosing personal and pecuniary interests
- Receive plans and documents
- Compile minutes, being a concise, true and accurate account of decision at the meeting
- Sign notices and other documentation on behalf of the Council or relevant Committee
- Call an extraordinary meeting in consultation with the relevant Chair (summons signed by chair)
- Deal with matters resolved by the relevant Committee

7 Personnel Committee ToR's

- Staff – Employ temporary staff for a period not to exceed either 3 months or 30 hours per week
- Contracts – Review, power to change by up to 5hrs per week in any one year
- Salaries – Pay rises between 1 and 4 scale points (recommend to Full Council)
- Appraisals – Staff appraisals for review
- Complaints – Deal with official complaints and recommend to Full council if required
- Grievance & Disciplinary matters – deal with complaints and recommend a course of action to full Council if required
- Interviews – Select members of the Personnel Committee to form a panel

- Personnel ToR's/Policies – Review employee policies (recommend to Full Council)
- Any other matters as delegated by the Full Council

8 Finance & Grants Committee ToR's

- Grants – to make a decision on the awarding of grants
- Fees – to review annual increases to Allotments, Markets, Burials and Rents
- Asset Register – to review annually (recommend to Full Council)
- Insurance – to make sure the Council is fully insured (recommend to Full Council)
- Review bank ac's – interest, changing accounts, charges, signatories
- Opening and consideration of tenders (recommend to Full Council)
- Consider following years budgets and extra items for the precept (recommend to Full Council)
- Approve year end accounts & Annual Governance Return (recommend to Full Council)
- Finance ToR's/Policies – (recommend to Council)
- Any other matters as delegated by the Full Council

9 Markets Committee ToR's

- Market rent – collecting and allowing bad weather credits (Rent amount set by Finance)
- Market Entertainment
- New stalls
- Road Closure dates
- Car Boot Sales
- Street Food Markets
- Council provided pop up stalls
- Any other matters as delegated by the Full Council

10 Development & Amenities Committee ToR's

- Cemeteries – upkeep, rules and regulations, forms
- Parks – maintenance, play equipment upkeep and replacement
- Amenities – grass verge maintenance, decisions, and maintenance
- Allotments – decisions and maintenance
- Events – Management of expenditure
- Approve Event Management Plans – after application form has been agreed by Council
- CCTV – management of, new equipment (recommend to Full Council)
- Street Furniture – grit, litter & dog bins, benches, notice boards, bus shelters
- Banners/Advertisements – approve display of
- Lighting – maintenance of, new equipment (recommend to Full Council)
- Trees – surveys and maintenance
- D&A ToR's/Policies (recommend to Full Council)
- Any other matters as delegated by the Full Council

11 Media & Information Committee ToR's

- Tourism, including contents of Information Office
- Town Promotion
- Advertising
- Website & Social media
- Town Guide – design, printing and distribution

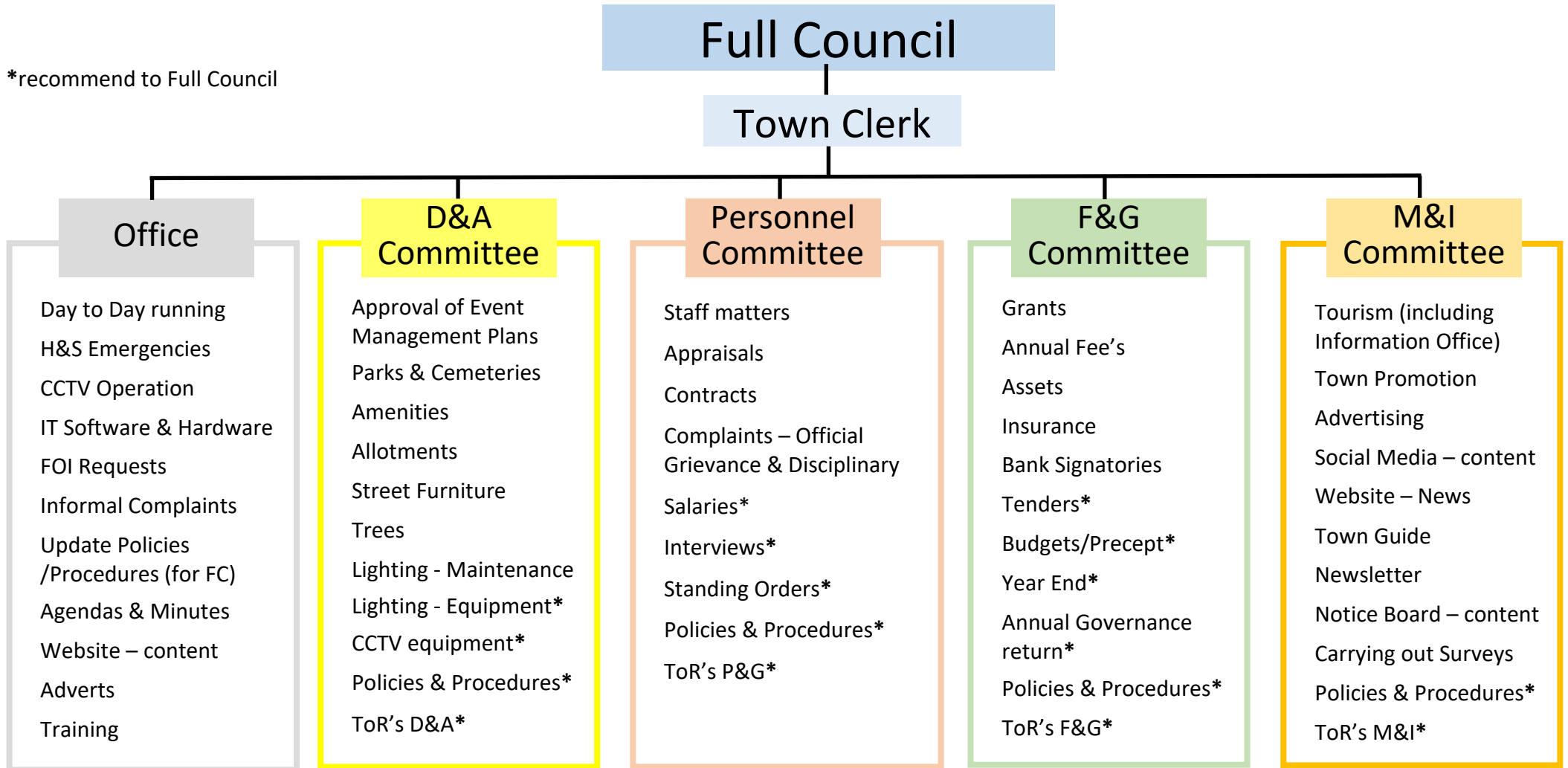
- Newsletter – design, printing and distribution
- Press – liaising, ensuring comments are not slanderous or libellous
- Notice boards/signs – contents of and keeping contents updated
- Carrying out surveys as requested by Council
- M&I ToR's/Policies (approve at Full Council)
- Any other matters as delegated by the Full Council



NORTH WALSHAM TOWN COUNCIL

Structure (who has delegated responsibility)

*recommend to Full Council



MARKETS COMMITTEE also have delegated powers for Markets, Car boots and Events for the Town

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority; and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes County Councils, District Councils, London Borough Councils, Parish Councils, Town Councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and Parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standard of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1 Respect

As a Councillor:

- 1.1 I treat other Councillors and members of the public with respect.**
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behavior, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider, or the police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councillor-officer protocol.

2 Bullying, harassment and discrimination

As a Councillor:

- 2.1 I do not bully any person.**
- 2.2 I do not harass any person.**
- 2.3 I promote equalities and do not discriminate unlawfully against any person**

times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5 Disrepute

As a Councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct.

6 Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7 Use of local authority resources and facilities

As a Councillor:

7.1 I do not misuse Council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8 Complying with the Code of Conduct

As a Councillor:

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a Councillor to demonstrate high standards, for you have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local Authority

9 Interests

As a Councillor:

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10 Gifts and hospitality

As a Councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in

accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in **Table 1** below.

“Partner” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the Councillor, or a person

connected with the Councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests asset out in **Table 2**you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone elseto deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillor's knowledge)—the landlord is the Council; and (a) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where—that body (to the Councillor's knowledge) has a place of business or land in the area of the Council; and either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring Councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by Councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both Councillors and the public, in a prominent position on a Council's website and available in Council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the Code of Conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a Parish Councillor towards a Clerk should be made by the chair or by the Parish Council, rather than the Clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to Parish Councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or groupwhips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.



NORTH WALSHAM TOWN COUNCIL

Publication Scheme - adopted from ICO 2020

This Scheme was adopted by the Council at its meeting held on 30 March 2021

Freedom of Information

This model publication scheme has been prepared and approved by the information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
- To specify the information which is held by the authority and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority make available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.
- We seek to satisfy all FOI requests promptly within the limit of 20 working days (subject to exemptions), and continue to protect the personal data entrusted to us by disclosing only in accordance with the General Data Protection Regulations and Data Protection Act 2018
- FOI requests cannot be confidential and will be recorded on our website through the disclosure log, along with our responses. Please check below first to see if the information you require is available on our website. Fee Requests will be charged in line with the FOI Fees Regulations and must be paid before the request is processed. If the fee is not paid within 3 months the request will be considered lapsed.
- All requests for information will be treated as an FOI request, and can be made through our website www.nwtc.org.uk, or FoI email: Foi@nwtc.org.uk (Council minutes 26.11.19, 7.6.2)

Class 1 - Who we are and what we do

Organisational information, structures, locations and contacts.

This will be current information only

[Click link below to access information](#)

Who's who on the Council and its Committees	Councillors Committees	Free on website
Contact details for Town Clerk and Council members	The Team Councillors	Free on website
Location of main Council Office and accessibility details	We are here	Free on website
Staffing Structure	The Team	Free on website

Class 2 - What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Current and previous financial year as a minimum

[Click link below to access information](#)

Annual return form and report by Auditor	Annual Return Auditor Report	Free on website
Finalised budget	Precept/Budget & 3 year forecast	Free on website
Precept	Precept/Budget & 3 year forecast	Free on website
Borrowing Approval letter	N/A	
Financial Regulations and Standing Orders	Financial Regulations Standing Orders	Free on website
Grants given and received	Grants Awarded	Free on website
List of current contracts awarded	Council minutes	Free on website
Members allowances and expenses	Expenditure	Free on website

Class 3 - What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and review.

Current and previous year as a minimum

[Click link below to access information](#)

Town Plan	Business Plan	Free on website
Annual Report to Town Meeting	Annual Report	Free on website
Quality Status	Quality Gold Level Local Council Awards	
Local Charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions

Decision making processes and records of decisions

Current and previous Council year as a minimum

[Click link below to access information](#)

Timetable of meetings (<i>Council, Committees/Sub-committees and Town meetings</i>)	Meeting dates	Free on website
Agendas of meetings (<i>Council, Committees/Sub-committees and Town meetings</i>)	Council Agendas D&A Agendas Finance Agendas M&I Agendas Personnel Agendas Annual Town Agendas	Free on website
Minutes of meetings (<i>Council, Committees/Sub-committees and Town meetings</i>) (<i>this excludes information that is properly regarded as private to the meeting</i>)	Council Minutes D&A Minutes Finance Minutes M&I Minutes Personnel Minutes Annual Town Minutes	Free on website
Reports presented to Council meetings (<i>this excludes information that is properly regarded as private to the meeting</i>)	Annual Meeting Reports Council Meeting Reports	Free on website
Response to consultation papers	Council Minutes	Free on website
Responses to Planning applications	Planning Summary	Free on website
Bye-laws	Memorial Park 1949 Tents/vans/sheds 1936 New Buildings 1938	Free on website

Class 5 – Our policies and procedures

Current written protocols, policies and procedure for delivering our services and responsibilities

Current information only

[Click link below to access information](#)

Policies and procedures for the conduct of Council business Procedural Standing Orders Committees & sub-committees Terms of Reference Delegated authority in the respect of Officers Code of Conduct Policy Statements	Standing Orders Terms of Reference Delegation Scheme Code of Conduct Policies & Procedures	Free on website
Policies and procedures for the provision of services and about the employment of staff Equality & Diversity Policy Health & Safety Policy Recruitment Policies Disciplinary & Grievance procedure	Pension Policy Equal Opportunities Health & Safety Policy Training/Development Disciplinary & Grievance	Free on website
Policies and procedures for handling requests for information Complaints Procedure (<i>including those covering requests for information and operating the publication scheme</i>) Information Security Policy Records management policies (<i>records, retention, destruction and archive</i>) Data Protection Policies Schedule of Charges (<i>for the publication of information</i>)	Complaints Procedure Foi Publication Information Security Retention & disposal Information Audit GDPR 10p b&w, 45p colour	Website free per pg

Class 6 – Lists and Registers

Currently maintained lists and registers only

Information held in registers required by law another lists and registers relating to the functions of the authority

[Click link below to access information](#)

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Burial Register/ Contact Clerk Attendance Register	10p per page
Assets Register	Asset Register	Free on website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Disclosures Logs	Free on website
Register of Members' interests	Members Interests held by NNDC	Free on website
Register of Gifts and Hospitality	over £25 only/ Reported to NNDC	10p per page

Class 7 – The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Current information only

[Click link below to access information](#)

Allotments	Allotments	Free on website
Burial Grounds and Closed Churchyards	Cemeteries	Free on website
Community Centre & Village Hall	N/A	
Parks Playing Fields & Recreation facilities	Parks & open spaces	Free on website
Seating, litter bins, Clocks, memorials & lighting	Seats/Bins, Market Clock Streetlights	Free on website
Bus Shelters	Bus Shelters	Free on website
Markets	Markets	Free on website
Public Conveniences	N/A	
Agency Agreements	N/A	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	NWTC Fees	Free on website

Schedule of Charges

Photocopying	Black & white - 10p per sheet	Colour - 45p per sheet
Postage	Standard - 2 nd class mail, actual cost	If requested - 1 st class mail, actual cost

Classes of information will not generally include

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making dataset (or parts of datasets) that are relevant copyright works available for re0use. These charges will be in accordance with the terms of the Re-use if Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information (Council minutes 23.9.19, 6c,ii)



NORTH WALSHAM TOWN COUNCIL

Financial Risk Management

Adopted by the Council at its meeting held on 30.6.15

1 Introduction

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

2 Internal Financial Controls

2.1 Cash and cheque receipts:

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

2.2 Income:

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

2.3 Expenditure

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

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

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

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

2.5 **Council Bank Accounts:**

The Council maintains five bank accounts:

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

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

2.10 **Financial risk management through insurance:**

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

2.11 **Assets:**

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



NORTH WALSHAM TOWN COUNCIL

Internal Control Policy

Adopted by the Finance Committee at its meeting held on 11.11.2024

1. SCOPE OF RESPONSIBILITY

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

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

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

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

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

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

3.2 The Finance Committee:

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

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

3.3 Town Clerk/Responsible Finance Officer:

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

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

3.4 Internal Auditor:

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

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

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

4. Review of Effectiveness:

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

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

NNDC Ref: PF/26/0622
Date: 15th April 2026

Contact: Mr Russell Stock

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

Planning Consultation
North Walsham

Proposal: Hybrid planning application seeking:

1. Full application for the erection of a first phase of 437 dwellings with associated formal and informal open space, and infrastructure and works; and a road linking Norwich Road with Cromer Road with associated drainage infrastructure and works.
2. Outline planning application with all matters reserved (except vehicular access contained within the full element) for: residential development and/or specialist elderly care accommodation and/or land safeguarded for a primary school and/or a mixed use local centre including commercial and community uses and/or employment uses; together with formal and informal open space; associated infrastructure and landscaping and works.

Location: Land West Of North Walsham, Between Cromer Road & Norwich 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=TCEIURLN04T00>

If your Council would like to offer comments on the application, please do so by 06/05/2026 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

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

Kind regards

Mr Russell Stock (Senior Planning Officer)

Russell.Stock@north-norfolk.gov.uk

01263 516149

Date: 12 May 2026

Contact: Mr Joseph Barrow

NNDC Original Ref: PF/25/2503

NNDC Appeal Ref: AP/26/0008

PINS Appeal Ref: 6008744

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

**TOWN AND COUNTRY PLANNING ACT 1990
APPEAL UNDER SECTION 78**

Site Address: Land Rear Of 1 Nelson Road, North Walsham, Norfolk,
NR28 9HL

Description: Replacement of 8 garages/storage sheds with 5 shipping storage
containers (part retrospective)

Application reference: PF/25/2503

Appellant's name: Mr Gavin Payne

Appeal reference: AP/26/0008

Appeal start date: 05.05.2026

I refer to the above details. An appeal has been made to the Secretary of State against North Norfolk District Council's decision to refuse the above permission.

The appeal will be determined on the basis of written representations. The procedure to be followed is set out in Part 2 of The Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009, as amended.

We have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal.

PLEASE NOTE THAT THE PLANNING INSPECTORATE HAVE A NEW ELECTRONIC DASHBOARD SYSTEM FOR SENDING COMMENTS AND INFORMATION TO THEM ON APPEALS – PLEASE ALSO NOTE THAT THEIR APPEAL REFERENCE NUMBERS ARE NOW DIFFERENT – THEY NOW USE A 7 DIGIT NUMBERAS HIGHLGHED

If you wish to make comments, or modify/withdraw any previous representations, you can do so online using the Planning Inspectorate's new portal:

<https://appeal-planning-decision.service.gov.uk/comment-planning-appeal/enter-appeal-reference>

Use PINS reference number 6008744

You will need to enter the 7- digit number by typing it (not pasting it) into the box which will then bring up the details of the appeal and a 'Comment on this Appeal' tab.

Click on the tab and then enter your details in. This will then take you to the box where you can either type your comment in the box or type 'Please see next screen for attached document' where you will be able to upload an attachment.

alternatively, you can write by post to;
The Planning Inspectorate
c/o QUADIENT
69 Buckingham Avenue
Slough
SL1 4PN

All representations must be received within 5 weeks of the above start date and quote the appeal reference 6008744.

By 10th June 2026

Any representations submitted after the deadline will not usually be considered and will be returned. The Planning Inspectorate does not acknowledge representations.

Please note that any representations you submit to the Planning Inspectorate will be copied to the appellant and this local planning authority and will be considered by the Inspector when determining the appeal.

You can view the documents online at:

<https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T5IKW9LN04T00>

You can get a copy of one of the Planning Inspectorate's "Guide to taking part in planning appeals" booklets free of charge from GOV.UK here:

[Taking part in a planning, listed building or enforcement appeal.](#)

When made, the decision will be published online at <https://acp.planninginspectorate.gov.uk>

Yours sincerely



Mr Steve Hems
Director of Service Delivery

NNDC Ref: PO/24/2717

Date: 19th May 2026

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

Planning Consultation

Proposal: Residential development of up to 330 dwellings (Class C3) and accommodation for up to 60 units for older people (Class C2 or C3), with access, landscaping, sustainable drainage features, and associated infrastructure. Outline with details of access from Lyngate Road (B1145) and Mundesley Road only - all other matters reserved.

Location: Land At End Of , Mundesley Road, North Walsham, Norfolk,

Wendy Murphy

We previously wrote to you seeking your observations on the above proposal.

We are now re-consulting you for the following reasons;

Amended Plans and Reports

If you have any views on the proposal, please submit them by 9th June 2026

You may reply in writing, via our website or by emailing

planning.consultation@north-norfolk.gov.uk

If we do not receive a response by the above date we will assume you do not wish to comment further.

Kind Regards

Planning Processing Unit

NNDC Ref: PF/26/0863
Date: 12th May 2026

Contact: Matthew Attewell

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

Planning Consultation
North Walsham

Proposal: Single storey rear extension to dwelling, porch to front and installation of rooflights

Location: 74 Bradfield Road, North Walsham, Norfolk, NR28 0HQ

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=TDZGOYLNHBC00>

If your Council would like to offer comments on the application, please do so by 02/06/2026 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

Matthew Attewell (Planning Assistant (Householder))
matthew.attewell@north-norfolk.gov.uk
01263 516281

NNDC Ref: PF/26/0627
Date: 5th May 2026

Contact: Mr Darryl Watson

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

Planning Consultation
North Walsham

Proposal: Conversion of three garages to a single dwelling

Location: 14 Hall Lane, North Walsham, NR28 9DT

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=TCFZK8LNGYU00>

If your Council would like to offer comments on the application, please do so by 26/05/2026 via our website or by emailing planning.consultation@north-norfolk.gov.uk

It would be useful if you would indicate whether your Council

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

Giving reasons where appropriate.

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

Kind regards

Mr Darryl Watson (Team Leader (Development Management))
darryl.watson@north-norfolk.gov.uk
01263 516136