

Clerks Report

July 2026

- Clerks Community Payback have been with the grounds team and this week they will be concentrating on strimming the bank along Melbourne Road
- There were fewer stalls at the Sunday Market but we are hoping for this to pick up again over the next few months – By the Broads is looking to have a craft tent in the marketplace commencing in September.
The Staff handbook has been reviewed with all the new policies and will be given to all employees.
- The new van is awaiting the tail lift to be installed, should be with us in the next few weeks
- There has been an incident at the cemetery, and I am looking at the cost of having a CCTV camera installed on the outside of the welfare unit to monitor the gates.
- The replacement of the cemetery wall had started however, a flint wall has been uncovered, and the work is now on hold while planning enforcement team assess the area.
- Anglian Water have been working on the new drainage in the present and should be finished in the next few days.
- I have chased Veolia to remove the bins that have been left in the present from the Market Place Chippy. They have promised that these will be removed as soon as possible. This is causing people to fly tip around the area, and I have received a report of live and dead rats in the area.
- I have arranged for an advert for Discover North Walsham on the Electronic Visitor Information Point at 5 railway stations for the month of September.
- The Music Festival was a huge success, and I have only seen good comments about the event.
- 3 accessible benches have been installed, 2 in the War Memorial Park and 1 in Trakside.
- The Car Boot sale goes from strength to strength with last month being our largest one. £132.36 was raised by donations which all goes towards New Play equipment
- The ROSPA inspection has been received and will be taken to D & A committee. James has already been looking into repairs.
- The Health and Safety Report has been received and will be taken to the D & A Committee
- I attended the fun day event, and it was a successful family event.
- Car Boot sale is a popular favourite in the town with over 100 cars attending each month.

- The office staff and James have attended SAM2/3 training, and we are now putting the results onto Facebook. We are waiting for a page made on the website where we will publish the results. It appears that there is no significant speeding on Happisburgh Road.
- The Grounds team are focusing on outstanding jobs as there is not a need for the grass to be cut at the moment.

North Walsham West

North Norfolk District Council update

Next Local Plan

The current Local Plan was adopted in December 2025 and covers the period 2024 - 2040. The Council is required to prepare a new Local Plan under the Government's reformed plan-making system. In line with the Government's digital planning agenda, the Call for Sites has been conducted online.

Meetings and committees

Property Services Portfolio

Playgrounds

The following playgrounds will be receiving £17,000 of new equipment as part of this year's capital programme:

- Acorn Road - Roundabout and goals
- Hollybush Road - Roundabout or swingo
- Hornbeam Road - Trim trail

Carparks

The carpark at Vicarage Street will be resurfaced in the autumn, as part of this year's capital programme.

Industrial Units

The Cornish Way roof renovations are going out to tender, as part of this year's capital programme.

Cedar House

The renovation works for Cedar house are going out to tender, as part of this year's capital programme.

Toilets

All public toilets are due to be inspected by the end of July.

Ward overview

Premier Inn

The proposed Premier Inn planning application is awaiting further work on surface water drainage, following an objection from Norfolk County Council as the lead flood authority.

Improving the Public Realm

- After writing to both the railway station and CT Bakers, litter has been removed where possible.
- Graffiti has now been removed from the green telecommunication cabinets on Norwich Road and Cromer Road.
- Replacement trees have been planted on the Hornbeam Road green space, businesses and residents have stepped forward to water these throughout the summer period. The was a joint project with District Cllr Kate Leith and County Councillor Mal Gray.

Petrol Station

The two providers who have shown interest in building a petrol station in North Walsham, continue to investigate possible sites, with one undertaking a site visit recently.

Issue overview

Category	New in period	Total open	Total closed
Bins	2	1	1
Economic Development	13	13	-
Empty Home	1	1	-
Flytipping	1	-	1
Graffiti	2	2	-
Overgrown Area	3	3	-
Pavement or footpath defect	1	1	-
Pests	1	1	-
Planning Application	1	1	-
Public Realm	5	3	2
Street Cleansing	4	-	4
Tree	2	1	1
Vehicle Parked On Highway Unroadworthy	3	1	2
Totals	39	28	11

North Walsham East

Norfolk County Council update

Local Members Fund

The Local Members Fund has been reallocated into the general highways repair budget as of June. This means that any planned projects that were to fall into this years budget from April the 1st, will not go ahead.

Norfolk Community Fund

The Community Fund will not continue this year, with funds being reallocated to the Fire Service.

Norfolk Big Holiday Fun

Bookings are now open for the summer holiday programme, which offers free activities and a healthy hot or cold meal for children who are eligible for benefits-related free school meals. Many providers also offer paid places at a small cost for families who do not qualify for a free place. BNHF is run by Active Norfolk on behalf of Norfolk County Council and is part of the Government-funded Holiday Activity and Food programme, now in its fifth year. Find activities near you:

<https://eequ.org/bignorfolkholidayfun>

Recycling of Electrical Goods

All Norfolk recycling centres are now accepting electrical waste items and batteries from. The temporary suspension followed a significant fire in April at a commercial premises in Thetford used by the council's previous electrical waste contractor. This resulted in a loss of treatment capacity and meant some electrical items and batteries could no longer be accepted at recycling centres across the county.

Millennium Library

The Norfolk and Norwich Millennium Library will reopen to the public at 10am on Wednesday 29 July, following a major refurbishment. Located in The Forum, the Millennium Library is one of the busiest public libraries in the UK and is set to celebrate its 25th anniversary later this year. The work will help to transform the experience for the one million people who visit the library each year.

Meetings and committees

Health Overview Select Committee

At the first meeting of the Health Overview Select Committee this term, I was elected as the Chair. The Next meeting of this committee is in September; I will share the work programme of the committee as we work through the year.

Division overview

There are no division wide updates, parish updates below.

Issue overview

Category	New in period	Total open	Total closed
Anglian Water	1	1	-
Bins	6	3	3
Broadband	1	1	-
Building In Disrepair	1	1	-
Crime	5	4	1
Drain or gully issue	2	2	-
Empty Home	3	3	-
Environmental Health	1	1	-
Environmental Protection	5	5	-
Flooding	2	1	1
Flytipping	7	2	5
Graffiti	10	9	1
Housing	5	2	3
Infrastructure	1	1	-
Loose or broken stones	4	2	2
Noise	3	1	2
Other highways defect	7	5	2
Overgrown Area	18	13	5
Overgrown Tree	1	-	1
Parking	6	5	1
Pavement or footpath defect	15	13	2
Pests	1	1	-
Planning Application	2	2	-
Playground	3	2	1
Police	1	-	1

Pothole	33	28	5
Property In Disrepair	5	5	-
Public Realm	11	7	4
Road sign or marking issue	16	15	1
Road surface issue	25	21	4
Social Care	1	1	-
Speeding	5	5	-
Street Cleansing	4	1	3
Street lighting issue	1	1	-
Street Sign	1	1	-
Traffic	2	1	1
Tree	9	6	3
Uncategorised	2	1	1
Vehicle Parked on Highway Unroadworthy	6	3	3
Water Leak	5	4	1
Totals	237	180	57

Division walks

Miles covered this period	Total division miles
53.7	103.93

Bacton & Edingthorpe

- NCC have extended the monitoring period for lights switched off as part of the cuts to the street lighting budget. The monitoring period was expected to be completed at the end of April but has been extended until the end of July.
- Any highways work in our coastal areas will not be programmed until autumn to reduce the impact of traffic during our busiest tourism months unless the work is necessary due to emergency.

Category	New in period	Total open	Total closed
Bins	2	1	1
Infrastructure	1	1	-
Pothole	1	1	-
Property In Disrepair	1	1	-
Road sign or marking issue	1	1	-
Totals	6	5	1

North Walsham (East)

- NCC have extended the monitoring period for lights switched off as part of the cuts to the street lighting budget. The monitoring period was expected to complete at the end of April but has been extended until the end of July.
- Campaign to improve pavement surfaces for those with Mobility aids:
 - The pavement opposite Happisburgh Road Stores is now to be resurfaced to smooth the surface where the tree roots are breaking the pavement surface. This should improve the pavement surface for those with mobility aids enable access to the local shop.
 - The pavement opposite Sainsburys Petrol Station is to be resurfaced as part of the Bacton Road resurfacing.
 - The resurfacing of the pavement on Manor Road will not be going ahead, due to the cancellation of the Local Member Fund, the expected timescale for this to be resurfaced is 2-3 years.
 - The resurfacing of the pavement on Bacton Road beyond the cemetery will not be going ahead, due to the cancellation of the Local Member Fund, the expected timescale for this to be resurfaced is 2-3 years.
- Norfolk County Council have repaired the road at Marshgate and are monitoring the repair for further movement.

- Outstanding repairs to Mundesley Road will not be undertaken until the Cadent works have finished, these repairs will be programmed in for the autumn.
- Bacton Road resurfacing will require a full road closure, which will mean that access to homes and local businesses will be disrupted. The date for this is not set yet.
- Sainsburys Update:
 - InPost Locker deliveries starting from 5am, causing disruption to neighbours:
 - InPost have been instructed to not be onsite before 8am.
 - The rainwater management from the carpark leads to flooding along Mundesley Road:
 - All onsite drains have been cleared.
 - Overgrowing trees from forecourt into the neighbouring garden:
 - The trees have been cut back to the side; the rear is still to be scheduled.
 - The guttering to the rear of the building has been blocked leading to roof runoff going into the cemetery, and again down Mundesley Road:
 - Guttering has been cleared.
 - The bushes along Bacton Road are overgrown:
 - Awaiting action
 - Lighting from Vicarage St to Sainsbury's Carpark has not been working since Autumn 2024:
 - Repaired.
 - Vehicles missing Vicarage Street turning are turning into Greenway Close:
 - The store is going to install additional signage at Vicarage Street junction with Mundesley Road.
 - The planted area alongside the petrol station has overgrown and the fence panels have fallen:
 - Awaiting action.
 - Junction bollards at Bacton Road have been damaged:
 - Awaiting action.
- After 4 years, Taylor Wimpey have responded to the issue of the buildup on the verge on Bacton Rd causing fences to rot. During this time, I have only received placeholder emails from the legal team. This is now in the investigation stage and the team at NCC are working to prove that Taylor Wimpey is the landowner.
- Following the fatal accident in September 2025 between the east side of White Horse Common and Ebridge Farm, the speed monitoring road survey will not be going ahead, as this was to be funded from my Local Member Fund.
- Complaints have been raised over the maintenance of Spa Common, NNDC have confirmed that tree works will be undertaken in the autumn once bird nesting season is finished.

Category	New in period	Total open	Total closed
Anglian Water	1	1	-
Bins	4	2	2
Broadband	1	1	-

Building In Disrepair	1	1	-
Crime	5	4	1
Drain or gully issue	2	2	-
Empty Home	2	2	-
Environmental Health	1	1	-
Environmental Protection	3	3	-
Flooding	2	1	1
Flytipping	7	2	5
Graffiti	10	9	1
Housing	5	2	3
Loose or broken stones	4	2	2
Noise	3	1	2
Other highways defect	6	5	1
Overgrown Area	18	13	5
Overgrown Tree	1	-	1
Parking	6	5	1
Pavement or footpath defect	14	12	2
Pests	1	1	-
Planning Application	1	1	-
Playground	3	2	1
Police	1	-	1
Pothole	27	23	4
Property In Disrepair	4	4	-
Public Realm	10	6	4
Road sign or marking issue	14	13	1
Road surface issue	23	19	4
Speeding	5	5	-
Street Cleansing	4	1	3
Street lighting issue	1	1	-
Street Sign	1	1	-

Traffic	2	1	1
Tree	9	6	3
Uncategorised	2	1	1
Vehicle Parked on Highway Unroadworthy	6	3	3
Water Leak	5	4	1
Totals	215	161	54

Paston

- Due to the reallocation of the Local Member Fund, there is no funding to cover the four new grit bins requested by the Parish Council.

Category	New in period	Total open	Total closed
No recorded issues in this period	-	-	-
Totals	0	0	0

Walcott

- Any highways work in our coastal areas will not be programmed until autumn to reduce the impact of traffic during our busiest tourism months unless the work is necessary due to emergency.
- I have received contact from NCC regarding routine maintenance to improve the drainage on the Coast Road, this scheme is expected to begin in September.
- Coast Road 'No Overnight Parking' TRO
 - Public Consultation is due to commence this summer.

Category	New in period	Total open	Total closed
Empty Home	1	1	-
Environmental Protection	2	2	-
Pavement or footpath defect	1	1	-
Pothole	5	4	1
Public Realm	1	1	-
Road sign or marking issue	1	1	-

Road surface issue	2	2	-
Social Care	1	1	-
Totals	14	13	1

Witton & Ridlington

- The verge damage reported at the last Parish Council Meeting has now been completed. The delay has been noted as being due to a change in contractor.
- Following the fatal accident in September 2025 between the east side of White Horse Common and Ebridge Farm, the speed monitoring road survey will not be going ahead, as this was to be funded from my Local Member Fund.

Category	New in period	Total open	Total closed
Other highways defect	1	-	1
Planning Application	1	1	-
Totals	2	1	1

Planning Matters

North Walsham Sustainable Urban Extension

Still expected to be considered by the Development Cttee in the autumn subject to progress on S106 matters.

NW16

No further information. Planning Dept still awaiting various reports from the developers.

New Local Plan

As previously advised this is having to be prepared to a very tight time-scale at the behest of government.

You will now be aware of the highlights – 932 homes per year from 2029 meaning sites to be found for 13980

New dwellings over the period of the plan to 2045 (including those scheduled under the current recently agree plan. I understand that some 200 sites have been put forward by landowners and developers including in North Walsham.

The current initial consultation period is now open and runs to Monday August 31st. The summer holiday period is not ideal for such a consultation but the dates for compliance returns to government are set by them and NNDC has to comply.

Clearly North Walsham, already subject to very significant new development under the current this can happen without very significant infrastructure improvements is not clear. The existing proposals will cause significant issues around water supply, foul water treatment, power supplies, highways (including issues in Coltishall), health and social care and education. Significant additional shopping facilities, especially supermarkets are also indicated.

The Scoping Consultation is available online at north-noirfolk.gov.uk/scopingconsultation and I would urge the Town Council to respond to this if it has not already done so.

The political overview of the ne local plan development will be undertaken by new committee consisting of seven councillors (4 LibDems, 2 Conservatives and 1 independent). I have been appointed to the committee.

Cllr Paul Heinrich

North Walsham East

Chair of the Development Cttee

NNDC Ref: PF/26/1433
Date: 17th July 2026

Contact: Alice Walker

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

Planning Consultation
North Walsham

Proposal: Change of use of first floor of building, currently used for purposes ancillary to ground floor retail / office use, to 2 flats (Class C3)

Location: 8 - 9 St Nicholas Court, Vicarage Street, North Walsham, Norfolk, NR28 9BY

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=THSI16LNI3A00>

If your Council would like to offer comments on the application, please do so by 07/08/2026 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

Alice Walker (Senior Planning Officer)
Alice.Walker@north-norfolk.gov.uk
01263 516313

NNDC Ref: RV/26/0627

Date: 7th July 2026

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

Planning Consultation

Proposal: Demolition of retail unit and erection of dwellings in two blocks without complying with conditions 2 (approved plans), 10 b) (requiring 3 garages to be provided) and 12 (requiring the garages to be kept available for the parking of motor vehicles) of planning permission PF/17/1996 to allow for changes to the appearance and layout of the building fronting Hall Lane to form an additional dwelling (8 instead of 7 as originally approved).

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

Wendy Murphy

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

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

The proposal and application type has changed in line with Application Reference NMA/26/1208

If you have any views on the proposal, please submit them by 28th July 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/26/1323
Date: 6th July 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: Erection of single-storey front and rear extensions

Location: 54 Hall Lane, North Walsham, Norfolk, NR28 9DU

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=TH0Q18LNHY300>

If your Council would like to offer comments on the application, please do so by 27/07/2026 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/25/2381

Date: 22nd July 2026

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

Planning Consultation

Proposal: Demolition of barns, outbuildings and two storey house and erection of 6no. dwellings with associated infrastructure and works

Location: 58 Norwich Road, North Walsham, Norfolk, NR28 0DX

Wendy Murphy

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

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

We have received amended plans.

If you have any views on the proposal, please submit them by 5th August 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



North Walsham Town Council

INTERNAL SCRUTINEER'S REPORT

FOR THE QUARTER PERIOD:

April - June '26

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	13 July 2026	Flagged by FO - waiting for Clerk to sign.	To be shared July '26.
INCOME: Invoices, Receipts, Paying in Slips and Bank Statements checked	13 July 2026	all good.	To be shared July '26
EXPENDITURE: Invoices and Bank Statements for - 1) Payments by BACS/ Direct Debits/ Standing Orders/ Credit Cards/ Cheques 2) Staff Salaries * 3) Pension/ HMRC Returns*	13 July 2026	* Checked June against banking ect all good.	To be shared July '26

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

Signed:

Name: Laura Eastwood Date: 13 July 26.

North Walsham Town Council

24 July 2026 (2026-2027)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
78	General Running Costs	01/04/2026		Unity Trust Account		Equipment	Screwfix	S	95.82	19.17	114.99
79	General Running Costs	01/04/2026		Unity Trust Account		Equipment	Screwfix	S	17.91	3.58	21.49
80	General Running Costs	01/04/2026		Unity Trust Account		Equipment	Screwfix	S	7.82	1.57	9.39
35	Admin Leases & Agreements	01/04/2026		Unity Trust Account		IT	Anglian Internet	S	80.00	16.00	96.00
43	Other Events	02/04/2026		Unity Trust Account	SPRING CLEAN	Cleaning	Norfolk Coastal Cleaning Lt	X	200.00		200.00
42	Street Furniture	02/04/2026		Unity Trust Account		Miscellaneous	NW in Bloom	X	500.00		500.00
32	Admin Leases & Agreements	07/04/2026		Unity Trust Account		Photocopier	Grenke	S	234.99	47.00	281.99
37	Admin Leases & Agreements	09/04/2026		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	124.93	24.99	149.92
38	Admin Leases & Agreements	10/04/2026		Unity Trust Account		IT	Anglia Technology	S	419.79	83.96	503.75
88	Admin Leases & Agreements	10/04/2026		Unity Trust Account		Phone	Plan.com	S	221.98	44.43	266.41
89	Admin Leases & Agreements	13/04/2026		Unity Trust Account		Photocopier	Office Flow	S	49.35	9.87	59.22
25	General New Equipment	14/04/2026		Unity Trust Account		Equipment	Flagmakers	S	515.04	103.01	618.05
24	Admin Leases & Agreements	14/04/2026		Unity Trust Account		Human Resources	Croner Group Ltd	S	334.15	66.83	400.98
24	Admin Leases & Agreements	14/04/2026		Unity Trust Account		Human Resources	Croner Group Ltd	E	19.71		19.71
58	Amenities Leases & Agreement	15/04/2026		Unity Trust Account		Refuse	NNDC	X	7,944.30		7,944.30
58	Amenities Leases & Agreement	15/04/2026		Unity Trust Account		Refuse	NNDC	X	-1,684.80		-1,684.80
58	Amenities Leases & Agreement	15/04/2026		Unity Trust Account		Refuse	NNDC	X	-1,392.30		-1,392.30
58	Amenities Leases & Agreement	15/04/2026		Unity Trust Account		Refuse	NNDC	X	-2,223.00		-2,223.00
58	Amenities Leases & Agreement	15/04/2026		Unity Trust Account		Refuse	NNDC	X	-493.60		-493.60
27	New Cemetery	15/04/2026		Unity Trust Account		Miscellaneous	Joe's Blooms	X	75.00		75.00
10	General Running Costs	16/04/2026		Unity Trust Account		Fuel	Fuel Genie	S	315.90	63.17	379.07
19	Cemetery Running Costs	20/04/2026		Unity Trust Account		Water	Wave	Z	68.83		68.83
60	Admin Annual Commitments	20/04/2026		Unity Trust Account		Insurance	Clear Insurance Manageme	E	5,441.16		5,441.16
61	Admin Annual Commitments	20/04/2026		Unity Trust Account		Insurance	Clear Insurance Manageme	E	1,956.94		1,956.94
65	Salaries Wages	20/04/2026		Unity Trust Wages A		Salary	Various	X	14,993.24		14,993.24
63	Salaries HMRC	20/04/2026		Unity Trust Wages A		Salary	HMRC	X	5,777.01		5,777.01
64	Salaries Pension	20/04/2026		Unity Trust Wages A		Salary	Norfolk Pension Fund	X	5,345.85		5,345.85
1	Cemetery Annual Commitment	21/04/2026		Unity Trust Account		Rates	NNDC	X	3,712.80		3,712.80
2	Amenities Leases & Agreement	21/04/2026		Unity Trust Account		Rates	NNDC	X	1,964.81		1,964.81
4	Market Annual Commitments	21/04/2026		Unity Trust Account		Rates	NNDC	X	1,047.90		1,047.90
5	Amenities Annual Commitment	21/04/2026		Unity Trust Account		Rates	NNDC	X	39.30		39.30
6	Amenities Annual Commitment	21/04/2026		Unity Trust Account		Rates	NNDC	X	39.30		39.30
7	Amenities Annual Commitment	21/04/2026		Unity Trust Account		Rates	NNDC	X	39.30		39.30
8	Amenities Annual Commitment	21/04/2026		Unity Trust Account		Rates	NNDC	X	39.30		39.30

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
9	Admin Annual Commitments	21/04/2026		Unity Trust Account		Rates	NNDC	X	1,702.84		1,702.84
3	Vehicle Compound Annual Com	21/04/2026		Unity Trust Account		Rates	NNDC	X	274.04		274.04
44	General Streetlights	21/04/2026		Unity Trust Account		Electricity	Total Energies	S	369.67	73.94	443.61
137	Admin Running Costs	22/04/2026		Unity Trust Account		Market tolls	Cheese and Pie Man	E	30.00		30.00
81	Admin Running Costs	23/04/2026		Unity Trust Account		Equipment	Amazon	S	10.82	2.16	12.98
82	Other Events	23/04/2026		Unity Trust Account	EASTER	Events	Amazon	S	4.74	0.95	5.69
70	W M Park Running Costs	24/04/2026		Unity Trust Account		Electricity	Corona Energy	L	81.95	4.10	86.05
74	W M Park Running Costs	24/04/2026		Unity Trust Account		Electricity	Corona Energy	L	90.00	4.51	94.51
75	W M Park Running Costs	24/04/2026		Unity Trust Account		Electricity	Corona Energy	L	-44.02	-2.21	-46.23
71	Cemetery Running Costs	24/04/2026		Unity Trust Account		Electricity	Corona Energy	L	36.41	1.83	38.24
69	Market Running Costs	24/04/2026		Unity Trust Account		Electricity	Corona Energy	L	40.18	2.01	42.19
136	Admin Annual Commitments	24/04/2026		Unity Trust Account		Subscription	Information Commissioner'	X	47.00		47.00
83	Other Events	24/04/2026		Unity Trust Account	EASTER	Events	Amazon	S	19.47	3.90	23.37
84	Other Events	24/04/2026		Unity Trust Account	EASTER	Events	Amazon	S	46.62	9.32	55.94
85	Other Events	24/04/2026		Unity Trust Account	EASTER	Events	Amazon	S	31.28	6.26	37.54
86	Admin Interest/Bank Charges	24/04/2026		Unity Trust Account		Charges	Lloyds Bank - Multi pay car	E	3.00		3.00
72	Trackside Running Costs	24/04/2026		Unity Trust Account		Electricity	Corona Energy	L	138.39	6.92	145.31
73	Trackside Running Costs	24/04/2026		Unity Trust Account		Electricity	Corona Energy	L	-137.61	-6.88	-144.49
76	Trackside Running Costs	24/04/2026		Unity Trust Account		Electricity	Corona Energy	L	135.53	6.77	142.30
40	General Running Costs	27/04/2026		Unity Trust Account		Equipment	Ernest Doe	S	19.96	3.99	23.95
62	Cemetery Running Costs	30/04/2026		Unity Trust Account		Equipment	Teleshore UK Ltd	S	655.00	131.00	786.00
16	Market Repairs/Maintenance	30/04/2026		Unity Trust Account		Fountain	Goodyear Plumbing Service	X	188.90		188.90
17	General New Equipment	30/04/2026		Unity Trust Account		IT	Anglian Internet	S	31.67	6.33	38.00
18	General New Equipment	30/04/2026		Unity Trust Account		IT	Anglian Internet	S	1,098.33	219.67	1,318.00
29	General Running Costs	30/04/2026		Unity Trust Account		Expenses	Various	E	25.00		25.00
30	General Running Costs	30/04/2026		Unity Trust Account		Equipment	North Walsham Garden Ce	S	58.39	11.68	70.07
39	General Running Costs	30/04/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	100.00	20.00	120.00
45	General Repairs/Maintenance	30/04/2026		Unity Trust Account		Market Cross	Haward Horological Ltd	S	3,642.50	728.50	4,371.00
56	General Running Costs	30/04/2026		Unity Trust Account		Equipment	CT Baker	S	20.95	4.19	25.14
67	General Repairs/Maintenance	30/04/2026		Unity Trust Account		Tree's	Tree Hopper	S	3,025.00	605.00	3,630.00
68	General Repairs/Maintenance	30/04/2026		Unity Trust Account		Tree's	Tree Hopper	S	300.00	60.00	360.00
26	Admin Running Costs	30/04/2026		Unity Trust Account		Expenses	Various	E	16.00		16.00
33	Admin Running Costs	30/04/2026		Unity Trust Account		Training	SLCC	X	424.00		424.00
39	Admin Running Costs	30/04/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	35.70	7.14	42.84

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
48	Admin Annual Commitments	30/04/2026		Unity Trust Account		Subscription	Rural Market Towns Group	S	151.04	30.21	181.25
50	Admin Running Costs	30/04/2026		Unity Trust Account		Cleaning	QD	S	11.20	2.24	13.44
54	Admin Running Costs	30/04/2026		Unity Trust Account		Equipment	Roys (Wroxham) Ltd	X	1.99		1.99
55	Admin Running Costs	30/04/2026		Unity Trust Account		Phone	Digital Phone Company	S	50.00	10.00	60.00
20	Advertising	30/04/2026		Unity Trust Account		Advertising	Just Regional	S	210.00	42.00	252.00
21	Other Events	30/04/2026		Unity Trust Account	EASTER	Events	Broadland First Responder	X	90.00		90.00
22	Other Events	30/04/2026		Unity Trust Account	EASTER	Events	Time To Be	X	300.00		300.00
31	Admin Leases & Agreements	30/04/2026		Unity Trust Account		IT	Anglian Internet	S	88.00	17.60	105.60
33	Admin Training	30/04/2026		Unity Trust Account		Training	SLCC	S	465.00	93.00	558.00
34	Other Events	30/04/2026		Unity Trust Account	EASTER	Events	Big Game Hunters	S	448.30	89.67	537.97
36	Admin Leases & Agreements	30/04/2026		Unity Trust Account		Refuse	Shred station	S	89.75	17.95	107.70
41	Other Events	30/04/2026		Unity Trust Account	EASTER	Events	Miniature Donkeys for Well	X	320.00		320.00
46	Admin Leases & Agreements	30/04/2026		Unity Trust Account		Water	CoolerAid	S	20.00	4.00	24.00
47	Other Events	30/04/2026		Unity Trust Account	EASTER	Events	Krazy Faces	X	275.00		275.00
51	Other Events	30/04/2026		Unity Trust Account	EASTER	Events	Sainsburys	X	24.80		24.80
52	Other Events	30/04/2026		Unity Trust Account	EASTER	Events	Sainsburys	X	-7.50		-7.50
53	Other Events	30/04/2026		Unity Trust Account	EASTER	Events	Sainsburys	X	35.79		35.79
57	Other Events	30/04/2026		Unity Trust Account		Expenses	Various	X	30.36		30.36
59	Other Events	30/04/2026		Unity Trust Account	EASTER	Events	Bert's Amazing Creatures	X	350.00		350.00
66	Admin Interest/Bank Charges	30/04/2026		Unity Trust Wages A		Service charge	Unity Trust Bank	E	8.50		8.50
77	Admin Interest/Bank Charges	30/04/2026		Unity Trust Account		Charges	Unity Trust Bank	E	13.90		13.90
87	Admin Training	30/04/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	X	690.00		690.00
132	Admin Leases & Agreements	30/04/2026		Unity Trust Account		IT	Anglian Internet	S	80.00	16.00	96.00
138	Admin Leases & Agreements	30/04/2026		Unity Trust Account		Water	CoolerAid	S	20.00	4.00	24.00
11	General Streetlights	30/04/2026		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	395.00	79.00	474.00
12	General Streetlights	30/04/2026		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	65.00	13.00	78.00
13	General Streetlights	30/04/2026		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	125.00	25.00	150.00
14	General Streetlights	30/04/2026		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	25.00	5.00	30.00
15	General Vehicles	30/04/2026		Unity Trust Account		Vehicles	A B Autos	S	368.38	73.68	442.06
140	General Running Costs	01/05/2026		Unity Trust Account		Equipment	Screwfix	S	39.30	7.87	47.17
141	Admin Leases & Agreements	01/05/2026		Unity Trust Account		CCTV	Anglia Technology	S	419.79	83.96	503.75
99	Admin Leases & Agreements	07/05/2026		Unity Trust Account		Human Resources	Croner Group Ltd	S	334.15	66.83	400.98
99	Admin Leases & Agreements	07/05/2026		Unity Trust Account		Human Resources	Croner Group Ltd	E	19.71		19.71
111	Admin Leases & Agreements	08/05/2026		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	126.00	25.20	151.20
94	Admin Leases & Agreements	11/05/2026		Unity Trust Account		Phone	Plan.com	S	207.98	41.61	249.59

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
144	General Running Costs	18/05/2026		Unity Trust Account		Fuel	Fuel Genie	S	328.66	65.73	394.39
143	Admin Leases & Agreements	18/05/2026		Unity Trust Account		Photocopier	Office Flow	S	85.02	17.01	102.03
108	Amenities Leases & Agreement	19/05/2026		Unity Trust Account		Rates	NNDC	X	1,862.00		1,862.00
92	Salaries Wages	20/05/2026		Unity Trust Wages A		Salary	Various	X	14,286.45		14,286.45
90	Salaries HMRC	20/05/2026		Unity Trust Wages A		Salary	HMRC	X	5,213.85		5,213.85
91	Salaries Pension	20/05/2026		Unity Trust Wages A		Salary	Norfolk Pension Fund	X	5,046.02		5,046.02
93	Salaries Unison	20/05/2026		Unity Trust Wages A		Salary	UNISON	X	69.00		69.00
100	General Streetlights	20/05/2026		Unity Trust Account		Electricity	Total Energies	L	300.88	15.05	315.93
135	Advertising	21/05/2026		Unity Trust Account		Expenses	Various	E	100.00		100.00
149	Pavilion Leases & Agreements	21/05/2026		Unity Trust Account		Poppies	The War Memorial Charity	E	1,060.00		1,060.00
49	General Running Costs	26/05/2026		Unity Trust Account		Keys	A & M Shoes Limited	X	34.00		34.00
112	General New Equipment	26/05/2026		Unity Trust Account		Equipment	Ernest Doe	S	1,046.91	209.39	1,256.30
113	General Running Costs	26/05/2026		Unity Trust Account		Equipment	Ernest Doe	S	64.00	12.80	76.80
114	General Running Costs	26/05/2026		Unity Trust Account		Equipment	Ernest Doe	S	6.66	1.33	7.99
134	Other Events	26/05/2026		Unity Trust Account		Events	Argos	X	90.00		90.00
148	Other Events	26/05/2026		Unity Trust Account		Equipment	Amazon	S	37.86	7.56	45.42
150	Other Events	26/05/2026		Unity Trust Account		Events	House of Tents	S	811.67	162.33	974.00
151	Admin Interest/Bank Charges	26/05/2026		Unity Trust Account		Charges	Lloyds Bank - Multi pay car	X	3.00		3.00
128	W M Park Running Costs	27/05/2026		Unity Trust Account		Electricity	Corona Energy	L	100.28	5.02	105.30
102	Amenities Leases & Agreement	27/05/2026		Unity Trust Account		Refuse	NNDC	S	3,484.00	696.80	4,180.80
104	Amenities Leases & Agreement	27/05/2026		Unity Trust Account		Refuse	NNDC	X	4,310.28		4,310.28
95	General Running Costs	27/05/2026		Unity Trust Account		Equipment	Ben Burgess	S	23.95	4.79	28.74
97	General Running Costs	27/05/2026		Unity Trust Account		Welfare Unit	Mark Sayer Electrical Servi	S	597.00	119.40	716.40
106	General Repairs/Maintenance	27/05/2026		Unity Trust Account		Vehicle Compound	Cooks Blinds and Shutters	S	198.80	39.76	238.56
120	General Annual Commitments	27/05/2026		Unity Trust Account		Fire Extinguishers	Ace Fire	S	264.45	52.89	317.34
131	Market Running Costs	27/05/2026		Unity Trust Account		Electricity	Corona Energy	L	42.91	2.15	45.06
107	Admin Running Costs	27/05/2026		Unity Trust Account		Auditor	Heelis & Lodge	X	395.00		395.00
109	Admin Running Costs	27/05/2026		Unity Trust Account		Expenses	Various	E	20.00		20.00
115	Admin Running Costs	27/05/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	35.70	7.14	42.84
115	General Running Costs	27/05/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	100.00	20.00	120.00
121	General Running Costs	27/05/2026		Unity Trust Account		Equipment	CT Baker	S	27.76	5.55	33.31
96	Advertising	27/05/2026		Unity Trust Account		Advertising	SR Print & Design Ltd	E	110.00		110.00
98	Admin Leases & Agreements	27/05/2026		Unity Trust Account		Subscription	Scribe	S	1,188.00	237.60	1,425.60
103	Admin Leases & Agreements	27/05/2026		Unity Trust Account		Rental	NNDC	S	617.00	123.40	740.40

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
105	Other Grants	27/05/2026		Unity Trust Account		Grant	Walsham Community Even	X	750.00		750.00
110	Admin Leases & Agreements	27/05/2026		Unity Trust Account		Refuse	Shred station	S	44.79	8.96	53.75
119	Admin Leases & Agreements	27/05/2026		Unity Trust Account		Photocopier	Office Flow	S	85.02	17.00	102.02
122	Advertising	27/05/2026		Unity Trust Account		Advertising	Just Regional	S	210.00	42.00	252.00
123	Other Events	27/05/2026		Unity Trust Account		Advertising	SR Print & Design Ltd	E	55.00		55.00
118	General Streetlights	27/05/2026		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	25.00	5.00	30.00
129	Vehicle Compound Running Co	27/05/2026		Unity Trust Account		Electricity	Corona Energy	L	34.19	1.71	35.90
130	Trackside Running Costs	27/05/2026		Unity Trust Account		Electricity	Corona Energy	L	123.70	6.19	129.89
133	Admin Leases & Agreements	29/05/2026		Unity Trust Account		IT	Anglian Internet	S	88.00	17.60	105.60
139	Admin Interest/Bank Charges	31/05/2026		Unity Trust Wages A		Service charge	Unity Trust Bank	E	8.65		8.65
142	Admin Interest/Bank Charges	31/05/2026		Unity Trust Account		Service charge	Unity Trust Bank	E	20.05		20.05
117	General New Equipment	01/06/2026		Unity Trust Account		Equipment	Screwfix	S	708.31	141.66	849.97
116	General Running Costs	01/06/2026		Unity Trust Account		Equipment	Screwfix	S	18.64	3.74	22.38
172	Admin Training	01/06/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	S	48.00	9.60	57.60
173	Admin Training	01/06/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	S	60.00	12.00	72.00
177	Admin Leases & Agreements	01/06/2026		Unity Trust Account		IT	Anglian Internet	S	80.00	16.00	96.00
165	Admin Leases & Agreements	04/06/2026		Unity Trust Account		Human Resources	Croner Group Ltd	S	334.15	66.83	400.98
165	Admin Leases & Agreements	04/06/2026		Unity Trust Account		Human Resources	Croner Group Ltd	E	19.71		19.71
182	Admin Leases & Agreements	05/06/2026		Unity Trust Account		IT	Anglian Internet	S	419.79	83.96	503.75
188	Admin Leases & Agreements	05/06/2026		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	125.22	25.04	150.26
181	Admin Leases & Agreements	08/06/2026		Unity Trust Account		Phone	Plan.com	S	207.98	41.61	249.59
152	W M Park Running Costs	15/06/2026		Unity Trust Account		Electricity	Corona Energy	L	97.94	4.90	102.84
125	Market Running Costs	15/06/2026		Unity Trust Account		Electricity	Corona Energy	L	42.13	2.11	44.24
126	Trackside Running Costs	15/06/2026		Unity Trust Account		Electricity	Corona Energy	L	118.50	5.93	124.43
127	Vehicle Compound Running Co	15/06/2026		Unity Trust Account		Electricity	Corona Energy	L	38.47	1.92	40.39
163	General Running Costs	16/06/2026		Unity Trust Account		Fuel	Fuel Genie	S	369.95	73.99	443.94
179	Admin Leases & Agreements	16/06/2026		Unity Trust Account		Photocopier	Office Flow	S	36.66	7.33	43.99
28	Chapel Running Costs	18/06/2026		Unity Trust Account		Electricity	Corona Energy	L	27.16	1.36	28.52
124	Chapel Running Costs	18/06/2026		Unity Trust Account		Electricity	Corona Energy	L	26.51	1.32	27.83
153	Chapel Running Costs	18/06/2026		Unity Trust Account		Electricity	Corona Energy	L	26.29	1.31	27.60
203	Salaries Wages	19/06/2026		Unity Trust Wages A		Salary	Various	X	14,370.45		14,370.45
166	General Streetlights	19/06/2026		Unity Trust Account		Electricity	Total Energies	L	322.40	16.12	338.52
201	Salaries HMRC	19/06/2026		Unity Trust Wages A		Salary	HMRC	X	5,282.07		5,282.07
202	Salaries Pension	19/06/2026		Unity Trust Wages A		Salary	Norfolk Pension Fund	X	5,085.46		5,085.46
210	General New Equipment	23/06/2026		Unity Trust Account		Equipment	Amazon	S	23.87	4.77	28.64

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
209	Admin Running Costs	23/06/2026		Unity Trust Account		Postage	Post Office	E	45.50		45.50
211	Admin Running Costs	23/06/2026		Unity Trust Account		Equipment	Amazon	S	13.89	2.78	16.67
213	Admin Running Costs	23/06/2026		Unity Trust Account		Milk/Tea/coffee etc.	Various	Z	0.85		0.85
214	Admin Running Costs	23/06/2026		Unity Trust Account		Carboot	PDK Charnwood Ltd	S	9.92	1.99	11.91
212	Admin Interest/Bank Charges	23/06/2026		Unity Trust Account		Service charge	Unity Trust Bank	X	3.00		3.00
23	Admin Running Costs	25/06/2026		Unity Trust Account		Equipment	Espo	S	58.15	11.63	69.78
187	General Running Costs	26/06/2026		Unity Trust Account		Equipment	Ernest Doe	S	18.95	3.79	22.74
195	Advertising	26/06/2026		Unity Trust Account		Expenses	Various	E	150.00		150.00
155	General Repairs/Maintenance	30/06/2026		Unity Trust Account		Equipment	North Walsham Garden Ce	S	112.49	22.50	134.99
160	General Repairs/Maintenance	30/06/2026		Unity Trust Account		Equipment	North Walsham Garden Ce	S	15.00	3.00	18.00
158	Admin Running Costs	30/06/2026		Unity Trust Account		Expenses	Various	E	49.50		49.50
161	Admin Running Costs	30/06/2026		Unity Trust Account		Cleaning	LB Cleaning Services	X	65.00		65.00
170	Admin Annual Commitments	30/06/2026		Unity Trust Account		Subscription	Parish Online	S	405.00	81.00	486.00
174	Admin Annual Commitments	30/06/2026		Unity Trust Account		Subscription	Moneysoft Ltd	S	90.00	18.00	108.00
176	Admin Running Costs	30/06/2026		Unity Trust Account		Equipment	vistaprint	S	53.73	10.74	64.47
178	Admin Annual Commitments	30/06/2026		Unity Trust Account		Licence	NNDC	X	70.00		70.00
183	Admin Annual Commitments	30/06/2026		Unity Trust Account		Licence	NNDC	S	200.00	40.00	240.00
184	Admin Running Costs	30/06/2026		Unity Trust Account		Equipment	vistaprint	S	19.65	3.93	23.58
185	General Running Costs	30/06/2026		Unity Trust Account	YARD SALE	Equipment	CT Baker	S	98.26	19.65	117.91
189	General Running Costs	30/06/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	125.00	25.00	150.00
189	Admin Running Costs	30/06/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	35.70	7.14	42.84
190	General Running Costs	30/06/2026		Unity Trust Account		Equipment	CT Baker	S	58.37	11.68	70.05
194	Admin Running Costs	30/06/2026		Unity Trust Account		Expenses	Various	E	11.77		11.77
101	Admin Leases & Agreements	30/06/2026		Unity Trust Account		Subscription	Norfolk Associations of Loc	E	1,749.80		1,749.80
145	Admin Training	30/06/2026		Unity Trust Account		Training	Jarrolds Training	S	1,850.00	370.00	2,220.00
146	Admin Training	30/06/2026		Unity Trust Account		Training	Jarrolds Training	S	1,850.00	370.00	2,220.00
154	Admin Leases & Agreements	30/06/2026		Unity Trust Account		Photocopier	Office Flow	S	42.19	8.44	50.63
156	Admin Training	30/06/2026		Unity Trust Account		Training	High Speed Training Ltd	S	135.00	27.00	162.00
159	Admin Training	30/06/2026		Unity Trust Account		Training	High Speed Training Ltd	S	659.70	131.94	791.64
162	Other Defibrillator	30/06/2026		Unity Trust Account		Defibrillators	Chris Baker	X	5,550.00		5,550.00
168	Admin Training	30/06/2026		Unity Trust Account		Training	Westcotec	S	125.00	25.00	150.00
169	Advertising	30/06/2026		Unity Trust Account		Advertising	Just Regional	S	210.00	42.00	252.00
175	Other Events	30/06/2026		Unity Trust Account	MMF	Events	Ruby Flames Entertainmen	X	325.00		325.00
180	Admin Leases & Agreements	30/06/2026		Unity Trust Account		IT	Anglian Internet	S	88.00	17.60	105.60

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
186	Admin Leases & Agreements	30/06/2026		Unity Trust Account		Water	CoolerAid	S	7.45	1.49	8.94
191	Admin Leases & Agreements	30/06/2026		Unity Trust Account		Welfare Unit	East Anglian Tankering Ser	X	165.00		165.00
192	Admin Leases & Agreements	30/06/2026		Unity Trust Account		Welfare Unit	East Anglian Tankering Ser	X	165.00		165.00
197	Other Events	30/06/2026		Unity Trust Account	MMF	Events	Ruby Flames Entertainmen	X	500.00		500.00
198	Other Events	30/06/2026		Unity Trust Account	YARD SALE	Equipment	CT Baker	S	98.26	19.65	117.91
204	Admin Interest/Bank Charges	30/06/2026		Unity Trust Wages A		Service charge	Unity Trust Bank	E	8.35		8.35
205	Admin Interest/Bank Charges	30/06/2026		Unity Trust Account		Charges	Unity Trust Bank	E	17.35		17.35
206	Admin Interest/Bank Charges	30/06/2026		Unity Trust Account		Charges	Unity Trust Bank	E	9.10		9.10
171	General Streetlights	30/06/2026		Unity Trust Account		Electricity	Cozens (UK) Ltd	S	25.00	5.00	30.00
193	General Vehicles	30/06/2026		Unity Trust Account		Vehicles	Anglia Mowers	S	523.27	104.65	627.92
196	Street Furniture	30/06/2026		Unity Trust Account		Seats	NBB Outdoors	S	2,390.00	478.00	2,868.00
200	General Vehicles	30/06/2026		Unity Trust Account		Vehicles	Anglia Mowers	S	102.61	20.52	123.13
207	Pavilion Repairs/Maintenance	30/06/2026		Unity Trust Account		Poppies	Danny Rebbeck Thatching	X	15,000.00		15,000.00
208	Pavilion Repairs/Maintenance	30/06/2026		Unity Trust Account		Poppies	SRT Scaffolding Services Li	S	5,069.00	1,013.80	6,082.80
217	Admin Running Costs	01/07/2026		Unity Trust Account		Postage	Post Office	E	4.25		4.25
215	Admin Annual Commitments	14/07/2026		Unity Trust Account		Subscription	Institution of Cemetery & C	X	110.00		110.00
229	Other Defibrillator	16/07/2026		Unity Trust Account		Defibrillators	Chris Baker	X	2,050.00		2,050.00
230	Other Defibrillator	16/07/2026		Unity Trust Account		Defibrillators	Chris Baker	X	-3,500.00		-3,500.00
277	Other Events	17/07/2026		Unity Trust Account	MMF	Events	Ronan Williams Music	X	95.00		95.00
286	Salaries Wages	20/07/2026		Unity Trust Account		Salary	Various	X	14,687.67		14,687.67
284	Salaries HMRC	20/07/2026		Unity Trust Wages A		Salary	HMRC	X	5,476.00		5,476.00
285	Salaries Pension	20/07/2026		Unity Trust Wages A		Salary	Norfolk Pension Fund	X	5,190.25		5,190.25
232	General Vehicles	23/07/2026		Unity Trust Account		Vehicles	Anglia Mowers	S	181.25	36.25	217.50
270	W M Park Repairs/Maintenance	31/07/2026		Unity Trust Account		Equipment	Tree Hopper	S	450.00	90.00	540.00
237	Cemetery Running Costs	31/07/2026		Unity Trust Account		Water	Wave	Z	78.41		78.41
270	Cemetery Repairs/Maintenance	31/07/2026		Unity Trust Account		Equipment	Tree Hopper	S	2,100.00	420.00	2,520.00
272	Cemetery Running Costs	31/07/2026		Unity Trust Account		Tree's	Phil Scott	X	150.00		150.00
280	W M Park Running Costs	31/07/2026		Unity Trust Account		Electricity	Corona Energy	L	70.41	3.52	73.93
279	Cemetery Running Costs	31/07/2026		Unity Trust Account		Electricity	Corona Energy	L	46.22	2.31	48.53
258	General New Equipment	31/07/2026		Unity Trust Account		Equipment	Screwfix	S	524.13	104.83	628.96
283	Market Running Costs	31/07/2026		Unity Trust Account		Electricity	Corona Energy	L	37.46	1.88	39.34
147	Admin Running Costs	31/07/2026		Unity Trust Account		Equipment	Espo	S	74.75	14.95	89.70
167	Admin Running Costs	31/07/2026		Unity Trust Account		Equipment	Espo	S	84.00	16.80	100.80
216	Admin Running Costs	31/07/2026		Unity Trust Account		Expenses	Various	X	11.77		11.77

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
220	Admin Annual Commitments	31/07/2026		Unity Trust Account		Health & Safety	ROSPA Play Safety	S	519.00	103.80	622.80
223	General Running Costs	31/07/2026		Unity Trust Account		Equipment	CT Baker	S	2.99	0.60	3.59
224	General Running Costs	31/07/2026		Unity Trust Account		Equipment	NBB Outdoors	S	39.50	7.90	47.40
226	General Running Costs	31/07/2026		Unity Trust Account		Equipment	CT Baker	S	48.64	9.73	58.37
228	General Running Costs	31/07/2026		Unity Trust Account		Equipment	Ernest Doe	S	56.00	11.20	67.20
231	Admin Running Costs	31/07/2026		Unity Trust Account		Equipment	Espo	S	31.10	6.22	37.32
238	General Running Costs	31/07/2026		Unity Trust Account		Fuel	Fuel Genie	S	351.46	70.27	421.73
240	Admin Running Costs	31/07/2026		Unity Trust Account		Expenses	Various	E	49.50		49.50
245	Admin Running Costs	31/07/2026		Unity Trust Account		Equipment	J B Postle & Son Ltd	S	237.49	47.50	284.99
246	Admin Running Costs	31/07/2026		Unity Trust Account		Equipment	QD	S	9.98	2.00	11.98
251	General Running Costs	31/07/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	100.00	20.00	120.00
255	General Running Costs	31/07/2026		Unity Trust Account		Equipment	Ernest Doe	S	19.96	3.99	23.95
259	General Running Costs	31/07/2026		Unity Trust Account		Equipment	Screwfix	S	153.30	30.66	183.96
260	General Running Costs	31/07/2026		Unity Trust Account		Equipment	Screwfix	Z	64.99		64.99
265	General Running Costs	31/07/2026		Unity Trust Account		Equipment	CT Baker	S	48.64	9.73	58.37
267	General Running Costs	31/07/2026		Unity Trust Account		Equipment	CT Baker	S	12.16	2.43	14.59
270	General Running Costs	31/07/2026		Unity Trust Account		Equipment	Tree Hopper	S	200.00	40.00	240.00
271	Admin Annual Commitments	31/07/2026		Unity Trust Account		PAT testing	North Walsham Fire Protec	S	156.15	31.23	187.38
157	Other Events	31/07/2026		Unity Trust Account	MMF	Events	Soul Setters	X	350.00		350.00
164	Other Events	31/07/2026		Unity Trust Account	MMF	Events	Norfolk County Council	X	45.00		45.00
199	Admin Training	31/07/2026		Unity Trust Account		Training	Mow-Sure Training Ltd	S	1,208.80	241.76	1,450.56
218	Other Events	31/07/2026		Unity Trust Account	MMF	Events	Krazy Faces	X	195.00		195.00
219	Advertising	31/07/2026		Unity Trust Account		Advertising	Just Regional	S	210.00	42.00	252.00
222	Admin Training	31/07/2026		Unity Trust Account		Training	Norfolk Parish Training Sup	S	595.00	119.00	714.00
227	Other Events	31/07/2026		Unity Trust Account	MMF	Events	E.V.A Event Solutions LTD	S	1,198.80	239.76	1,438.56
233	Other Events	31/07/2026		Unity Trust Account	MMF	Events	Saturn AV	S	1,110.40	222.08	1,332.48
234	Other Events	31/07/2026		Unity Trust Account	MMF	Events	The Hillbilly Goats Gruff	X	300.00		300.00
235	Other Events	31/07/2026		Unity Trust Account	MMF	Events	Adam Darricott	X	100.00		100.00
236	Other Events	31/07/2026		Unity Trust Account	MMF	First Aid	Broadland First Responder	X	384.00		384.00
241	Admin Leases & Agreements	31/07/2026		Unity Trust Account		Rental	NNDC	S	617.00	123.40	740.40
242	Admin Leases & Agreements	31/07/2026		Unity Trust Account		CCTV	Anglia Technology	S	419.79	83.96	503.75
243	Admin Leases & Agreements	31/07/2026		Unity Trust Account		IT	Anglian Internet	S	80.00	16.00	96.00
244	Admin Leases & Agreements	31/07/2026		Unity Trust Account		Photocopier	Grenke	S	234.99	47.00	281.99
247	Other Events	31/07/2026		Unity Trust Account		Equipment	RS Timber	S	40.00	8.00	48.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
248	Other Events	31/07/2026		Unity Trust Account	YARD SALE	Equipment	RS Timber	S	80.00	16.00	96.00
249	Admin Leases & Agreements	31/07/2026		Unity Trust Account		Human Resources	Croner Group Ltd	S	334.15	66.83	400.98
249	Admin Leases & Agreements	31/07/2026		Unity Trust Account		Human Resources	Croner Group Ltd	E	19.71		19.71
250	Advertising	31/07/2026		Unity Trust Account	MMF	Advertising	SR Print & Design Ltd	S	412.00	82.40	494.40
251	Admin Running Costs	31/07/2026		Unity Trust Account		Cleaning	Barnett's Cleaning Solution	S	35.70	7.14	42.84
252	Other Events	31/07/2026		Unity Trust Account	MMF	Events	Nighttrain	X	800.00		800.00
253	Admin Running Costs	31/07/2026		Unity Trust Account		Equipment	QD	S	8.97	1.80	10.77
254	Admin Training	31/07/2026		Unity Trust Account		Training	Mow-Sure Training Ltd	S	1,205.20	241.04	1,446.24
256	Admin Leases & Agreements	31/07/2026		Unity Trust Account		Phone	Dial 9 Comms Ltd	S	126.82	25.36	152.18
257	Admin Leases & Agreements	31/07/2026		Unity Trust Account		Refuse	Shred station	S	44.79	8.96	53.75
262	Advertising	31/07/2026		Unity Trust Account		Advertising	Just Regional	S	210.00	42.00	252.00
263	Advertising	31/07/2026		Unity Trust Account		Advertising	Rocket	S	179.00	35.80	214.80
266	Admin Running Costs	31/07/2026		Unity Trust Account		Training	Mow-Sure Training Ltd	S	742.60	148.52	891.12
268	Admin Leases & Agreements	31/07/2026		Unity Trust Account		Water	CoolerAid	S	95.00	19.00	114.00
269	Other Events	31/07/2026		Unity Trust Account	TRACKSIDE	Events	Key Loos	S	240.00	48.00	288.00
273	Admin Leases & Agreements	31/07/2026		Unity Trust Account		Photocopier	Office Flow	S	69.82	13.96	83.78
274	Other Donation	31/07/2026		Unity Trust Account		Donation	NW in Bloom	X	3,000.00		3,000.00
275	Admin Running Costs	31/07/2026		Unity Trust Account		Expenses	Various	E	101.70		101.70
282	Admin Running Costs	31/07/2026		Unity Trust Account		IT	Nitro	X	137.88		137.88
221	General Streetlights	31/07/2026		Unity Trust Account		Electricity	Total Energies	L	252.32	12.62	264.94
225	Pavilion Annual Commitments	31/07/2026		Unity Trust Account		Pest Control	Millennium Pest Control Ltc	S	480.00	96.00	576.00
239	General Vehicles	31/07/2026		Unity Trust Account		Vehicles	Broadland Tail Lift Services	S	198.00	39.60	237.60
261	General Streetlights	31/07/2026		Unity Trust Account		Electricity	Total Energies	L	252.32	12.62	264.94
264	General CCTV	31/07/2026		Unity Trust Account		CCTV	Cozens (UK) Ltd	S	25.00	5.00	30.00
276	New Cemetery	31/07/2026		Unity Trust Account		Maintenance	HM Plant & Groundworks	S	4,652.50	930.50	5,583.00
276	Cemetery Capital	31/07/2026		Unity Trust Account		Maintenance	HM Plant & Groundworks	S	4,652.50	930.50	5,583.00
278	Trackside Running Costs	31/07/2026		Unity Trust Account		Electricity	Corona Energy	L	102.92	5.15	108.07
281	Chapel Running Costs	31/07/2026		Unity Trust Account		Electricity	Corona Energy	L	26.08	1.30	27.38
Total									229,508.05	13,486.92	242,994.97

North Walsham Town Council

Prepared by:

Page
Name and Role (Clerk/RFO etc)

Date:

30/6/26

Approved by:

W. Murphy
Name and Role (RFO/Chair of Finance etc)

Date:

30/6/26
13/7/26

Bank Reconciliation at 30/06/2026			
	Cash in Hand 01/04/2026		284,918.60
	ADD Receipts 01/04/2026 - 30/06/2026		291,056.90
			575,975.50
	SUBTRACT Payments 01/04/2026 - 30/06/2026		182,377.92
A	Cash in Hand 30/06/2026 (per Cash Book)		393,597.58
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	0.00	
	CCLA Savings 30/06/2026	205,000.00	
	Redwood Savings 30/06/2026	88,906.04	
	Unity Trust Account Main 30/06/2026	10,327.65	
	Unity Trust Instant Access Account 30/06/2026	89,093.05	
	Unity Trust Wages Account 30/06/2026	491.65	
	Business Reserve 30/06/2026	0.00	
	Account Main 30/06/2026	0.00	
	Wages 30/06/2026	0.00	
			393,818.39
	Less unrepresented payments		220.81
			393,597.58
	Plus unrepresented receipts		
B	Adjusted Bank Balance		393,597.58
A = B Checks out OK			

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

24 July 2026 (2026-2027)

Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7005	Admin Precept	50,300.00	25,150.00	-25,150.00				-25,150.00 (-50%)
7010	Admin Annual Commitments				16,000.00	10,849.13	5,150.87	5,150.87 (32%)
7020	Admin New Equipment				2,000.00		2,000.00	2,000.00 (100%)
7030	Admin Repairs/Maintenance							(N/A)
7040	Admin Running Costs				11,000.00	2,923.76	8,076.24	8,076.24 (73%)
7060	Admin Leases & Agreements		16,189.49	16,189.49	17,000.00	10,481.13	6,518.87	22,708.36 (133%)
7070	Admin Sundries							(N/A)
7080	Admin Interest/Bank Charges	14,000.00	2,079.76	-11,920.24	300.00	94.90	205.10	-11,715.14 (-81%)
10440	Admin Training				10,000.00	8,891.70	1,108.30	1,108.30 (11%)
10442	Legal				3,000.00		3,000.00	3,000.00 (100%)
10448	VAT RECLAIM							(N/A)
SUB TOTAL		64,300.00	43,419.25	-20,880.75	59,300.00	33,240.62	26,059.38	5,178.63 (4%)

Amenities

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3005	Amenities Precept	500.00	250.00	-250.00				-250.00 (-50%)
3010	Amenities Annual Commitments				2,500.00	157.20	2,342.80	2,342.80 (93%)
3030	Amenities Repairs/Maintenance							(N/A)
3040	Amenities Running Costs/Highw.							(N/A)
3060	Amenities Leases & Agreements		1.00	1.00	14,000.00	13,771.69	228.31	229.31 (1%)
SUB TOTAL		500.00	251.00	-249.00	16,500.00	13,928.89	2,571.11	2,322.11 (13%)

Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2005	Cemetery Precept							(N/A)
2010	Cemetery Annual Commitments				4,500.00	3,712.80	787.20	787.20 (17%)
2030	Cemetery Repairs/Maintenance					2,100.00	-2,100.00	-2,100.00 (N/A)
2040	Cemetery Running Costs				10,000.00	1,034.87	8,965.13	8,965.13 (89%)
2300	Cemetery Interments	14,000.00	5,500.00	-8,500.00				-8,500.00 (-60%)
2350	Cemetery Memorials	5,000.00	1,530.00	-3,470.00				-3,470.00 (-69%)
2400	Cemetery Sundries							(N/A)
10408	Cemetery Allotments	300.00		-300.00				-300.00 (-100%)
SUB TOTAL		19,300.00	7,030.00	-12,270.00	14,500.00	6,847.67	7,652.33	-4,617.67 (-13%)

Cemetery Capital

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

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

24 July 2026 (2026-2027)

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

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10429	Chapel Repairs/Maintenance							(N/A)
10430	Chapel Running Costs				500.00	106.04	393.96	393.96 (78%)
10431	Chapel New Equipment							(N/A)
104428	Cemetery Chapel Precept	500.00	250.00	-250.00				-250.00 (-50%)
SUB TOTAL		500.00	250.00	-250.00	500.00	106.04	393.96	143.96 (14%)

EARMARKED RESERVES

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1020	NW Play		664.20	664.20				664.20 (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	2,890.00	4,110.00	-2,890.00 (-20%)
10447	Vehicle Maintenance (3 year res							(N/A)
10449	New Projects	9,000.00		-9,000.00	9,000.00		9,000.00	(0%)
10450	New Cemetery					4,727.50	-4,727.50	-4,727.50 (N/A)
10451	Kings Arms Street Pavements	10,000.00		-10,000.00	10,000.00		10,000.00	(0%)
SUB TOTAL		33,000.00	664.20	-32,335.80	33,000.00	7,617.50	25,382.50	-6,953.30 (-10%)

General

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	General Precept	28,500.00	14,250.00	-14,250.00				-14,250.00 (-50%)
10	General Annual Commitments				500.00	264.45	235.55	235.55 (47%)
20	General New Equipment				7,000.00	3,948.26	3,051.74	3,051.74 (43%)
30	General Repairs/Maintenance				4,000.00	7,293.79	-3,293.79	-3,293.79 (-82%)
40	General Running Costs				6,000.00	3,669.89	2,330.11	2,330.11 (38%)
60	General Leases & Agreements							(N/A)
70	General Sundries							(N/A)
10420	General Streetlights				5,000.00	2,157.59	2,842.41	2,842.41 (56%)
10423	General CCTV				4,000.00	25.00	3,975.00	3,975.00 (99%)
10437	General Vehicles					1,373.51	-1,373.51	-1,373.51 (N/A)
SUB TOTAL		28,500.00	14,250.00	-14,250.00	26,500.00	18,732.49	7,767.51	-6,482.49 (-11%)

Market

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5005	Market Precept							(N/A)
5010	Market Annual Commitments				1,000.00	1,047.90	-47.90	-47.90 (-4%)

North Walsham Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

24 July 2026 (2026-2027)

5020	Market New Equipment				300.00		300.00	300.00 (100%)
5030	Market Repairs/Maintenance				1,000.00	188.90	811.10	811.10 (81%)
5040	Market Running Costs				500.00	162.68	337.32	337.32 (67%)
5070	Market Sundries							(N/A)
5800	Market Market Tolls	8,000.00	3,234.94	-4,765.06				-4,765.06 (-59%)
5850	Market Sunday market	500.00	1,510.00	1,010.00				1,010.00 (202%)
5900	Market Events	1,000.00		-1,000.00				-1,000.00 (-100%)
5905	Market Carboot	1,000.00		-1,000.00				-1,000.00 (-100%)
SUB TOTAL		10,500.00	4,744.94	-5,755.06	2,800.00	1,399.48	1,400.52	-4,354.54 (-32%)

Miscellaneous

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
9500	Miscellaneous Precept							(N/A)
9501	Miscellaneous		15,898.00	15,898.00				15,898.00 (N/A)
SUB TOTAL			15,898.00	15,898.00				15,898.00 (N/A)

Other

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8005	Other Precept	39,000.00	19,500.00	-19,500.00				-19,500.00 (-50%)
8011	Other Defibrillator		3,500.00	3,500.00	2,000.00	2,050.00	-50.00	3,450.00 (172%)
8031	Other Grants				3,000.00	750.00	2,250.00	2,250.00 (75%)
8041	Advertising		1,500.00	1,500.00	5,000.00	2,001.00	2,999.00	4,499.00 (89%)
8060	Other Civic Dinner							(N/A)
8071	Other New Mayor				2,000.00		2,000.00	2,000.00 (100%)
8505	Other Events				20,000.00	9,024.85	10,975.15	10,975.15 (54%)
8999	Other Old Mayor							(N/A)
10426	Other Donation				7,000.00	3,000.00	4,000.00	4,000.00 (57%)
SUB TOTAL		39,000.00	24,500.00	-14,500.00	39,000.00	16,825.85	22,174.15	7,674.15 (9%)

Pavilion

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10245	Pavilion Precept	4,400.00	2,200.00	-2,200.00				-2,200.00 (-50%)
10427	Pavilion Annual Commitments				7,000.00	480.00	6,520.00	6,520.00 (93%)
10428	Pavilion Repairs/Maintenance		15,000.00	15,000.00	2,000.00	20,069.00	-18,069.00	-3,069.00 (-153%)
10436	Pavilion Leases & Agreements		1,060.00	1,060.00	400.00	1,060.00	-660.00	400.00 (100%)
SUB TOTAL		4,400.00	18,260.00	13,860.00	9,400.00	21,609.00	-12,209.00	1,651.00 (11%)

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

24 July 2026 (2026-2027)

SUB TOTAL							(N/A)
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Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10050	Salaries Precept	333,000.00	166,500.00	-166,500.00				-166,500.00 (-50%)
10100	Salaries Wages				221,300.00	58,337.81	162,962.19	162,962.19 (73%)
10200	Salaries HMRC				50,000.00	21,748.93	28,251.07	28,251.07 (56%)
10300	Salaries Pension				60,000.00	20,667.58	39,332.42	39,332.42 (65%)
10400	Salaries Unison				200.00	69.00	131.00	131.00 (65%)
SUB TOTAL		333,000.00	166,500.00	-166,500.00	331,500.00	100,823.32	230,676.68	64,176.68 (9%)

Trackside/Skatepark

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10401	Trackside/Skatepark Precept	3,900.00	1,950.00	-1,950.00				-1,950.00 (-50%)
10410	Trackside Annual Commitments				400.00		400.00	400.00 (100%)
10411	Trackside NEW Equipment							(N/A)
10412	Trackside Repairs/Maintenance				2,000.00		2,000.00	2,000.00 (100%)
10413	Trackside Running Costs				1,500.00	481.43	1,018.57	1,018.57 (67%)
10414	Trackside Leases & Agreements							(N/A)
10415	Trackside Sundries							(N/A)
10416	Trackside (NEW) Play New Equi							(N/A)
10441	Trackside (OLD) Play New Equi							(N/A)
SUB TOTAL		3,900.00	1,950.00	-1,950.00	3,900.00	481.43	3,418.57	1,468.57 (18%)

Vehicle Compound

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10432	Vehicle Compound Repairs/Mair							(N/A)
10433	Vehicle Compound Running Cos				700.00	72.66	627.34	627.34 (89%)
10434	Vehicle Compound Annual Comr				600.00	274.04	325.96	325.96 (54%)
10435	Vehicle Compound New Equipm				700.00		700.00	700.00 (100%)
104430	Vehicle Compound Precept	2,000.00	1,000.00	-1,000.00				-1,000.00 (-50%)
SUB TOTAL		2,000.00	1,000.00	-1,000.00	2,000.00	346.70	1,653.30	653.30 (16%)

War Memorial Park

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1005	War Memorial Park Precept							(N/A)
1010	W M Park Annual Commitments							(N/A)
1030	W M Park Repairs/Maintenance					450.00	-450.00	-450.00 (N/A)
1040	W M Park Running Costs					396.56	-396.56	-396.56 (N/A)
1060	W M Park Leases & Agreements							(N/A)

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

24 July 2026 (2026-2027)

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	846.56	-846.56	-846.56 (N/A)
------------------	---------------	----------------	----------------------

Woodville

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10402	Woodville Precept	1,500.00	750.00	-750.00				-750.00 (-50%)
10403	Woodville Annual Commitments				200.00		200.00	200.00 (100%)
10404	Woodville New Equipment				500.00		500.00	500.00 (100%)
10405	Woodville Repairs/Maintenance				800.00		800.00	800.00 (100%)
10406	Woodville Running Costs							(N/A)
10407	Woodville Sundries							(N/A)
SUB TOTAL		1,500.00	750.00	-750.00	1,500.00		1,500.00	750.00 (25%)

Summary

NET TOTAL	540,400.00	299,467.39	-240,932.61	540,400.00	227,458.05	312,941.95	72,009.34
V.A.T.		11,337.79			13,486.92		
GROSS TOTAL		310,805.18			240,944.97		

North Walsham Town Council

24 July 2026 (2026-2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
121	Cemetery Memorials	22/06/2026		Unity Trust Account		Memorial	Arthur Jary & Sons	X			
129	Market Sunday market	22/06/2026		Unity Trust Account		Sunday Market	Handmade in Norfolk	E	10.00		10.00
129	Market Sunday market	22/06/2026		Unity Trust Account		Sunday Market	Handmade in Norfolk	E	10.00		10.00
129	Market Sunday market	22/06/2026		Unity Trust Account		Sunday Market	Handmade in Norfolk	E	10.00		10.00
130	Market Sunday market	22/06/2026		Unity Trust Account		Sunday Market	Sam White	E	10.00		10.00
130	Market Sunday market	22/06/2026		Unity Trust Account		Sunday Market	Sam White	E	10.00		10.00
130	Market Sunday market	22/06/2026		Unity Trust Account		Sunday Market	Sam White	E	10.00		10.00
130	Market Sunday market	22/06/2026		Unity Trust Account		Sunday Market	Sam White	E	10.00		10.00
130	Market Sunday market	22/06/2026		Unity Trust Account		Sunday Market	Sam White	E	10.00		10.00
123	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Sons of Christie	E	10.00		10.00
123	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Sons of Christie	E	10.00		10.00
123	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Sons of Christie	E	10.00		10.00
123	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Sons of Christie	E	10.00		10.00
124	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Essence Of Norfolk	E	10.00		10.00
124	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Essence Of Norfolk	E	10.00		10.00
124	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Essence Of Norfolk	E	10.00		10.00
124	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Essence Of Norfolk	E	10.00		10.00
124	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Essence Of Norfolk	E	10.00		10.00
124	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Essence Of Norfolk	E	10.00		10.00
124	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Essence Of Norfolk	E	10.00		10.00
125	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Primefabrications	E	10.00		10.00
125	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Primefabrications	E	10.00		10.00
125	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Primefabrications	E	10.00		10.00
125	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Primefabrications	E	10.00		10.00
126	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Garden 55	E	10.00		10.00
127	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Bobs Bread Bakery	E	10.00		10.00
127	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Bobs Bread Bakery	E	10.00		10.00
127	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Bobs Bread Bakery	E	10.00		10.00
127	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Bobs Bread Bakery	E	10.00		10.00
127	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Bobs Bread Bakery	E	10.00		10.00
127	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Bobs Bread Bakery	E	10.00		10.00
127	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Bobs Bread Bakery	E	10.00		10.00
127	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	Bobs Bread Bakery	E	10.00		10.00
128	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	81 3DPrints	E	10.00		10.00
128	Market Sunday market	23/06/2026		Unity Trust Account		Sunday Market	81 3DPrints	E	10.00		10.00
122	Market Sunday market	24/06/2026		Unity Trust Account		Sunday Market	The Tomato Cart	E	10.00		10.00
148	Cemetery Memorials	26/06/2026		Unity Trust Account		Memorial	Arthur Jary & Sons	X	62.00		62.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
131	Market Sunday market	26/06/2026		Unity Trust Account		Sunday Market	claxtonartycrafts	E	10.00		10.00
131	Market Sunday market	26/06/2026		Unity Trust Account		Sunday Market	claxtonartycrafts	E	10.00		10.00
132	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Pies, Puds and Tarts	E	10.00		10.00
132	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Pies, Puds and Tarts	E	10.00		10.00
132	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Pies, Puds and Tarts	E	10.00		10.00
132	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Pies, Puds and Tarts	E	10.00		10.00
132	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Pies, Puds and Tarts	E	10.00		10.00
132	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Pies, Puds and Tarts	E	10.00		10.00
132	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Pies, Puds and Tarts	E	10.00		10.00
132	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Pies, Puds and Tarts	E	10.00		10.00
133	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Luna Flux	E	10.00		10.00
133	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Luna Flux	E	10.00		10.00
133	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Luna Flux	E	10.00		10.00
133	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Luna Flux	E	10.00		10.00
133	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Luna Flux	E	10.00		10.00
134	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Cheese and Pie Man	E	10.00		10.00
134	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Cheese and Pie Man	E	10.00		10.00
134	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Cheese and Pie Man	E	10.00		10.00
134	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Cheese and Pie Man	E	10.00		10.00
134	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Cheese and Pie Man	E	10.00		10.00
134	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Cheese and Pie Man	E	10.00		10.00
134	Market Sunday market	29/06/2026		Unity Trust Account		Sunday Market	Cheese and Pie Man	E	10.00		10.00
136	Admin Interest/Bank Charges	30/06/2026		Unity Trust Instant A		Interest	Unity Trust Bank	X	873.05		873.05
135	NW Play	01/07/2026		Unity Trust Account		Donation	Larry Gray	X	100.00		100.00
137	Market Sunday market	01/07/2026		Unity Trust Account		Sunday Market	That Tall Chef	E	10.00		10.00
137	Market Sunday market	01/07/2026		Unity Trust Account		Sunday Market	That Tall Chef	E	10.00		10.00
137	Market Sunday market	01/07/2026		Unity Trust Account		Sunday Market	That Tall Chef	E	10.00		10.00
137	Market Sunday market	01/07/2026		Unity Trust Account		Sunday Market	That Tall Chef	E	10.00		10.00
154	Cemetery Memorials	02/07/2026		Unity Trust Account		Memorial	Nick Hindle Stonemasons	X	62.00		62.00
138	Market Market Tolls	06/07/2026		Unity Trust Account		Market tolls	Elite Plants	E	249.60		249.60
138	Market Market Tolls	06/07/2026		Unity Trust Account		Market tolls	Elite Plants	E	-49.92		-49.92
139	Market Market Tolls	07/07/2026		Unity Trust Account		Market tolls	Carmichael Fishmongers	E	121.60		121.60
140	Market Market Tolls	09/07/2026		Unity Trust Account		Market tolls	Rock & Ivy	E			
140	Market Market Tolls	09/07/2026		Unity Trust Account		Market tolls	Rock & Ivy	E	6.00		6.00
140	Market Market Tolls	09/07/2026		Unity Trust Account		Market tolls	Rock & Ivy	E	10.00		10.00
141	Market Market Tolls	09/07/2026		Unity Trust Account		Market tolls	Rock & Ivy	E	6.00		6.00
141	Market Market Tolls	09/07/2026		Unity Trust Account		Market tolls	Rock & Ivy	E	10.00		10.00
149	Market Sunday market	09/07/2026		Unity Trust Account		Sunday Market	Moore & Martin	E	10.00		10.00

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
149	Market Sunday market	09/07/2026		Unity Trust Account		Sunday Market	Moore & Martin	E	10.00		10.00
149	Market Sunday market	09/07/2026		Unity Trust Account		Sunday Market	Moore & Martin	E	10.00		10.00
149	Market Sunday market	09/07/2026		Unity Trust Account		Sunday Market	Moore & Martin	E	10.00		10.00
149	Market Sunday market	09/07/2026		Unity Trust Account		Sunday Market	Moore & Martin	E	10.00		10.00
150	Market Sunday market	13/07/2026		Unity Trust Account		Sunday Market	Lalitas Wardrobe	E	10.00		10.00
151	Market Market Tolls	16/07/2026		Unity Trust Account		Market tolls	Youngs, S	E	62.40		62.40
157	Market Sunday market	16/07/2026		Unity Trust Account		Sunday Market	Made by me	E	10.00		10.00
157	Market Sunday market	16/07/2026		Unity Trust Account		Sunday Market	Made by me	E	10.00		10.00
157	Market Sunday market	16/07/2026		Unity Trust Account		Sunday Market	Made by me	E	10.00		10.00
157	Market Sunday market	16/07/2026		Unity Trust Account		Sunday Market	Made by me	E	10.00		10.00
157	Market Sunday market	16/07/2026		Unity Trust Account		Sunday Market	Made by me	E	10.00		10.00
157	Market Sunday market	16/07/2026		Unity Trust Account		Sunday Market	Made by me	E	10.00		10.00
157	Market Sunday market	16/07/2026		Unity Trust Account		Sunday Market	Made by me	E	10.00		10.00
152	Cemetery Memorials	17/07/2026		Unity Trust Account		Memorial	Arthur Jary & Sons	X	108.00		108.00
153	Cemetery Memorials	17/07/2026		Unity Trust Account		Memorial	Arthur Jary & Sons	X	127.00		127.00
155	Market Market Tolls	17/07/2026		Unity Trust Account		Market tolls	Lillys Boutique	E	72.00		72.00
156	Market Market Tolls	23/07/2026		Unity Trust Account		Market tolls	Double Q	E	193.60		193.60
158	Other Defibrillator	24/07/2026		Unity Trust Account		Defibrillators	Chris Baker	X	3,500.00		3,500.00
159	Pavilion Repairs/Maintenance	24/07/2026		Unity Trust Account		Poppies	The War Memorial Charity	X	15,000.00		15,000.00
Total									21,233.33		21,233.33



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 2nd June 2026, at Cedar House, New Road, North Walsham NR28 9DE

Present: E Seward (ES), B Wright (BW), L Eastwick (LE), P Brand (PB), R Reid (RR)

Town Clerk: Wendy Murphy

Finance Officer: Jess Page

Members of Public: 0

The meeting opened at 18:30pm

1. TO ELECT A CHAIR OF THE FINANCE COMMITTEE

Eric Seward was elected as Chair for the forthcoming year, after a proposal from LE and seconded by BW.

2. TO ELECT A VICE CHAIR OF THE FINANCE COMMITTEE

Bob Wright was elected as Vice Chair for the forthcoming year, after a proposal from LE and seconded by PB

3. APOLOGIES FOR ABSENCE

None

4. DECLARATIONS OF INTEREST - (Standing Orders: 13b-pecuniary interest; 13c-personal interest if the code of conduct requires; Councillors will leave the meeting for the item, unless a dispensation is granted)

ES – NWIB

LE – Poppies

5. TO APPROVE MINUTES OF PREVIOUS MEETING - (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 of the Committee Meeting held on 21st April 2026 be agreed and signed as a true record.

6. UPDATE ON MATTERS FROM PREVIOUS MINUTES

None

7. TO RECEIVE AN UPDATED BUDGET STATEMENT

Received and noted

8. TO RECEIVE AN UPDATED SUMMARY OF RECEIPTS AND PAYMENTS

This was received and noted – It was agreed that a summary would be given going forward with more detailed cost centres

9. TO RECEIVE AN UPDATED EARMARKED RESERVES POLICY

This was received and noted.

10. TO RECEIVE THE INTERNAL AUDIT AND MAKE ANY DECISIONS

This was received and missing information will be added to the website as soon as possible

Signed:.....

Date:.....



NORTH WALSHAM TOWN COUNCIL

Minutes of the Finance Meeting

held on 2nd June 2026, at Cedar House, New Road, North Walsham NR28 9DE

11. TO RECEIVE BANK BALANCES AND AGREE ANY TRANSFERS

It was agreed to move £100k to the CCLA account

12. 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)

Move meeting dates towards the end of the month

Progress Budget splits and cost codes

Asset Register

13. DATE OF NEXT MEETING

21st July 2026 18.30pm

Meeting closed at 18.45pm

14. 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

7. To receive UpToDate staff costs.

These were received and discussed

Many Thanks for your email.

We will be using the names: Hoste Crescent and Marshall Way.

However, Flagship housing does not like the two names that your council suggested, and would rather you consider:

Kiddle Way

And

Burgess Close

They sent the following:

Please can you put these forward, as we'd really like to keep the theme of prior Paston names on the site.

Memorial Safety Testing Policy

North Walsham Town Council

Policy adopted at Full Council Meeting

Summary:

This policy sets out the procedure for inspecting and testing memorials to ensure they remain in a safe and stable condition, in accordance with relevant safety guidance, the British Standard for memorials, and industry best practice.

The issue of memorial safety was brought about publicly following cases where memorials have toppled over and caused injuries, sometimes fatal, to members of the public. In particular, the death of a child in Yorkshire in 2000 highlighted the problem of unstable memorials. In July 2025 a four year old boy died after a gravestone fell on him at a local authority cemetery in Rawtenstall, Lancashire.

Locations:

This policy relates to the following locations:

The Chapel Cemetery – Mundesley Road, North Walsham

The North/South Cemetery and Garden of Remembrance – Bacton Road, North Walsham

Responsibilities and Liability:

1.1 North Walsham Town Council has responsibility for the overall safety within a burial ground under the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1957 to ensure that, as far as reasonably practicable, their sites are maintained in a safe condition.

1.2 In order to comply with the Health and Safety at Work Act 1974 and subsequent regulations, North Walsham Town Council intends to embark on a systematic programme of memorial safety inspections ensuring that any memorials that pose a safety risk are made safe.

1.3 The strategic aim of this policy is to ensure that all open and closed cemeteries which are under the responsibility of North Walsham Town Council, are safe places for staff, visitors and all others who may visit or work in the cemeteries.

1.4 Whilst North Walsham Town Council has overall responsibility for the safety of the cemetery, including risks from unstable memorials, it does not own the memorials. The owner of the memorial will be the grave owner/owner of the Exclusive Rights.

1.5 The owners of memorials are responsible for maintaining the memorial in a good condition. In some cases, there is however no identifiable owner.

1.6 Memorial Stonemasons must now ensure memorials are erected safely and in accordance with current standards available within the industry – British Standard 8415, the National Association of Memorial Masons (NAMM) code of working practice and the British Register of Accredited Memorial Masons (BRAMM) Blue Book.

1.7 All memorial safety testing will be carried out in accordance with the relevant risk assessments by trained operatives.

1.8 This policy has been adopted by North Walsham Town Council, and therefore any appropriate officers/operatives of the Council are to carry out the instructions of the Council, as per this policy.

1.9 All letters will be signed from the Town Clerk as the Proper Officer of the Council.

Procedure

2.1 Initial Visual Inspection

1. Conduct a preliminary visual assessment of the memorial.
2. Record and evaluate the following:
 - General condition of the memorial.
 - Condition of all joints and fixings.
 - Evidence of damage, deterioration, or loose components.
 - Signs of foundation erosion or ground subsidence.

2.2 Stability Assessment

1. If no immediate hazards are identified during the visual inspection, perform a physical stability test by hand.
2. Apply a measured and controlled hand force to the top centre of the memorial to assess stability, in accordance with recognised industry practice.
3. Determine whether the memorial remains secure and resistant to movement.
4. Classify the memorial as:
 - Pass – Stable and not at risk of collapse.

- Fail – Unstable, poses a safety risk, or likely to fall without resistance.
- Partial Pass – Stable but there is still an issue.

2.3 Notification of Failure

1. For any memorial classified as Fail:

- The Council will contact the registered grave owner at their last known address, as recorded in Cemetery records.
- A written notification (Letter 1 – Annex C) will be issued, requesting that the memorial be repaired within six (6) months.
- The letter will specify that repairs must comply with the relevant British Standard.
- A warning notice will be placed on the memorial; this identifies the memorial as failing a memorial test and being in an unsafe condition.
- Any memorial that is identified as being at risk of imminent failure may be made safe prior to attempts being made to contact the grave owner. (Cemetery Rules & Regulations refer to making memorials safe [stake and strap] and/or laying them down [last resort] without prior notice.)

2.4 For any memorial classified as Partial Pass:

- The Council will contact the registered grave owner at their last known address, as recorded in Cemetery records.
- A written notification (Letter 4 – Annex F) will be issued, detailing any issues and suggesting any remedial work as necessary.
- The letter will specify that any repairs must comply with the relevant British Standard.
- The memorial will be retested in twelve (12) months.

2.5 Retesting and Further Action

1. The Council will retest all failed memorials six (6) months after, and all partially passed memorials after twelve (12) months issuing failure notifications.

2. If a memorial remains in a failed condition at the retest:

- Details will be recorded regarding the failure to repair.
- A written notification (Letter 2 – Annex D) will be issued if retesting a failed memorial, or (Letter 1 – Annex C) if a Partial Pass now fails.
- Council staff will lay down, secure, or otherwise make the memorial safe as soon as possible.

3. If a memorial remains in a partially passed condition at the retest:

- The memorial will be rested in twelve (12) months.

2.6 Record Keeping

All inspections, test results, notifications, and remedial actions will be documented and retained as per our retention policy.

3. Training

Only appropriately trained staff will carry out all memorial inspections. This training is delivered and accredited by the Institute of Cemetery and Crematorium Management (ICCM).

4. References:

North Walsham Town Council has produced this policy in line with guidance from the ICCM report “Management of Memorials” August 2019, The Local Government Ombudsman’s special report “Memorial Safety in Local Authority Cemeteries” 2006 and the Ministry of Justice “Managing the Safety of Burial Grounds Memorial” 2009.

5. List of Annexes:

Annex A – Memorial Inspection Form Details

Annex B – Memorial Assessment Details

Annex C – Letter 1 (Failure Letter Action Required)

Annex D – Letter 2 (Failure Letter Final Reminder Before Further Action)

Annex E – Letter 3 (Failure Letter Notice of Action Taken)

Annex F – Letter 4 (Partial Pass Letter Action Suggested)

Memorial Inspection Form Details:

The following details will be recorded per memorial tested.

Inspection details:

Inspection Method – Hand testing / Device

Test Details:

Cemetery Name

Plot Number

Name/s on memorial

Type/material – Headstone etc

Visual Condition - lean angle, stability, decay, movement

Stability Test (pass/fail/partial pass) give details if not passed

Risk Factor Overall – High / Med / Low

Action required

Details of any photographs

Timescale for reinspection

Any notes

Inspector Details:

Date

Inspector Name

Memorial Assessment Details:

Each memorial will be assessed as follows:

	Visual Checks	Manual Check
Low Risk (Pass)	• No cracks • Memorial upright and without any significant leaning	• No movement detectable or movement is within built tolerances
Medium Risk (Partial Pass)	• Some cracks visible	• Some movement possible if force applied
High Risk (Fail)	• Large visible cracks • Obvious lean • Ground around memorial disturbed • Pieces of the memorial missing or in wrong place (i.e. on the floor)	• Moved easily with minimal pressure

Actions Following Assessment

	ACTIONS Required
Low Risk	• Re-inspect in 5 years
Medium Risk	• Officers to inform owner that repairs are recommend • Re-inspect in 12 months
High Risk	• Report immediately to Town Clerk • Council staff to take any initial actions to make it safe • Officers to inform owner to make repairs • Re-inspect in 6 months

Annex C - Letter 1 – Failed Memorial Safety Test

Dear,

Re: Memorial Safety Inspection Fail – Action Required

Deceased:The Late

Cemetery:

Section/Plot:

As part of North Walsham Town Council's ongoing responsibility to help keep our cemeteries safe for everyone who visits them, we are carrying out a programme of memorial safety inspections.

The inspection programme has been carried out as an open process, with notices displayed within the cemetery and in various forms of media before inspections began. The inspections are being undertaken by Council officers who have received memorial safety inspection training through the Institute of Cemetery and Crematorium Management (ICCM), in accordance with the Council's Memorial Safety Inspection Policy and the decision of Full Council (Minute Reference: [XX]).

Your memorial was respectfully inspected on [Date] by a trained Council staff member.

During the inspection, it was found that the memorial was unstable and requires attention to ensure it is safe.

As a precaution, the Council has taken temporary measures by staking and strapping to support the memorial, which reduces any immediate risk to visitors. This is a temporary safety measure only and is not a permanent repair.

Under the Council's Cemetery Rules and Regulations, responsibility for maintaining a memorial rests with the registered owner of the Exclusive Right of Burial.

We kindly ask that you arrange for the memorial to be permanently repaired within six months of the date of this letter. Repairs should be carried out by a suitably qualified memorial mason and must comply with current industry standards, including:

BS 8415 – Code of Practice for Memorials within Burial Grounds.

The National Association of Memorial Masons (NAMM) Code of Working Practice.

The British Register of Accredited Memorial Masons (BRAMM) Blue Book.

Once the repair has been completed, please let us know so that we can inspect the memorial and remove the temporary safety measures and update our records.

If repairs are not completed within six months, the Council may need to consider taking further action to ensure the memorial remains safe for visitors and staff. We would much prefer to avoid this and appreciate your assistance in arranging the necessary work.

If you believe our records are incorrect, or if you have any questions about this letter or the inspection, please do not hesitate to contact the Town Council Office. We will be happy to help.

Thank you for your understanding and cooperation in helping us maintain a safe and respectful cemetery for all.

Yours sincerely

DRAFT

Annex D - Letter 2 – Failed Memorial Safety Test Reminder

Dear,

Re: Memorial Safety Inspection Fail – Final Reminder Before Further Action

Deceased:The Late

Cemetery:

Section/Plot:

We are writing further to our previous letter dated [Date of First Letter] regarding the memorial on the above grave.

As explained in our earlier correspondence, the memorial was inspected on [Inspection Date] and was found to be unstable. Temporary safety measures were put in place to reduce the risk to visitors, staff and contractors while permanent repairs are arranged.

To date, we have not received confirmation that repairs have been carried out or are being arranged.

The Council has a legal duty to manage health and safety within its cemeteries and, while we fully appreciate the personal significance of memorials, we must also ensure that they do not present a risk of injury. Even a small amount of movement in a memorial can increase over time and may result in it becoming unsafe.

We would therefore respectfully ask that you arrange for the memorial to be permanently repaired by a suitably qualified memorial mason within the next three months. As advised previously, any repair work should comply with current industry standards, including:

BS 8415 – Code of Practice for Memorials within Burial Grounds.

The National Association of Memorial Masons (NAMM) Code of Working Practice.

The British Register of Accredited Memorial Masons (BRAMM) Blue Book.

Once the work has been completed, please contact the Town Council so that we can update our records and, where appropriate, remove the temporary safety measures.

We sincerely hope this matter can be resolved without the need for any further action. However, if we do not hear from you within three months of the date of this letter, the Council will take further action in the interests of public safety.

This action is likely to involve laying the memorial flat to remove the risk it presents. We appreciate that this can be upsetting for families and would like to reassure you that this is considered only as a last resort, after every reasonable opportunity has been given for the memorial owner to arrange the necessary repairs.

If you are experiencing difficulties in arranging the work, or if you believe our records are incorrect, please contact the Town Council Office as soon as possible. We are happy to discuss the matter with you.

Thank you for your understanding and cooperation in helping us maintain a safe and respectful environment for everyone visiting the cemetery.

Yours sincerely,

DRAFT

Annex E - Letter 3 – Failed Memorial Safety Test Notice of Action Taken

Dear,

Re: Memorial Safety Inspection Fail – Memorial Laid Down for Public Safety

Deceased:The Late

Cemetery:

Section/Plot:

We are writing to inform you that North Walsham Town Council has now laid the memorial on the above grave flat for safety reasons.

This action follows our previous correspondence dated [Date of First Letter] and [Date of Reminder Letter], sent to your registered address, advising that the memorial had failed a safety inspection and requesting that repairs be arranged. Despite our attempts to contact you over the past nine months, we have not received a response.

The Council has a legal duty to ensure that its cemeteries remain safe for all visitors, staff and contractors. Whilst we fully recognise the importance and significance of memorials to families and loved ones, we also have a responsibility to reduce the risk of injury where a memorial has been identified as unstable.

Laying a memorial flat is always a last resort and is only undertaken after reasonable efforts have been made to contact the registered owner and sufficient time has been allowed for repairs to be arranged.

The memorial remains your responsibility as the registered owner of the Exclusive Right of Burial. If you wish to have the memorial reinstated in the future, you will need to arrange for a suitably qualified memorial mason to carry out the necessary work in accordance with current industry standards, including:

BS 8415 – Code of Practice for Memorials within Burial Grounds.

The National Association of Memorial Masons (NAMM) Code of Working Practice.

The British Register of Accredited Memorial Masons (BRAMM) Blue Book.

Once repairs have been completed, please contact the Town Council so that arrangements can be made to inspect the memorial before its final reinstatement.

If your contact details have changed, or if you believe our records are incorrect, we would be grateful if you could let us know so that our records can be updated.

Should you wish to discuss this matter or arrange for the memorial to be repaired and reinstated, please contact the Town Council Office. We will be pleased to assist you.

Thank you for your understanding and cooperation.

Yours sincerely,

DRAFT

Annex F - Letter 4 – Memorial Safety Testing Partial Pass

Dear,

Re: Memorial Safety Inspection Partial Pass – Action Suggested

Deceased:The Late

Cemetery:

Section/Plot:

As part of North Walsham Town Council's ongoing programme of memorial safety inspections, your memorial was inspected on [Inspection Date] by a trained officer of the Council.

The inspection programme is undertaken as part of the Council's legal duty to help ensure that its cemeteries remain safe for visitors, staff and contractors. Inspections are carried out by officers who have received memorial safety inspection training through the Institute of Cemetery and Crematorium Management (ICCM), in accordance with the Council's Memorial Safety Inspection Policy and the decision of Full Council (Minute Reference: [XX]).

We are pleased to advise that your memorial passed the safety inspection and no immediate action is required.

However, during the inspection, Council staff noted the following condition(s), which may require attention in the future:

Inspection observations:

[Insert observations, e.g. slight movement detected, weathering to joints, minor cracking, leaning within tolerance, deterioration of mortar, signs of settlement, etc.]

Although these issues do not currently present a level of movement or instability that requires immediate safety action, they may deteriorate over time if left unattended and before the usual scheduled retest in 5 years.

As the registered owner of the Exclusive Right of Burial, you are responsible for maintaining the memorial in a safe condition under the Council's Cemetery Rules and Regulations. We therefore recommend that you consider arranging for the memorial to be inspected by a suitably qualified memorial mason and that any necessary remedial work is carried out before the condition worsens.

Any repairs should comply with current industry standards, including:

BS 8415 – Code of Practice for Memorials within Burial Grounds.

The National Association of Memorial Masons (NAMM) Code of Working Practice.

The British Register of Accredited Memorial Masons (BRAMM) Blue Book.

As part of the Council's ongoing inspection programme, this memorial will be re-inspected in approximately 12 months to monitor its condition. If the memorial remains stable, no further action will be required. However, if its condition has deteriorated and it no longer meets the required safety standard, further action may be necessary to ensure public safety.

If you have any questions regarding the inspection or would like to discuss the observations recorded, please do not hesitate to contact the Town Council Office.

Thank you for your cooperation in helping us maintain a safe and respectful cemetery for all visitors.

Yours sincerely,

Cemetery Tribute Management Report to Council

Purpose

To seek the Council's support to begin a managed programme of reviewing and addressing non-compliant tributes within North Walsham Town Council's cemeteries, in accordance with the Cemetery Rules and Regulations.

Background

North Walsham Town Council's Cemetery Rules and Regulations set out clear guidance regarding the placing of tributes on grave plots. Examples would be; only two tributes per grave, and that the tribute must be within the boundary of the plot.

Over many years, these regulations have not been consistently enforced. As a result, a number of graves now contain tributes that exceed the permitted number, extend beyond grave boundaries, obstruct maintenance activities or present potential safety hazards.

The Council fully recognises that memorial tributes are deeply personal and hold significant emotional value for bereaved families. Any action taken must therefore be proportionate, respectful and supported by clear communication.

Current Position

The Council is preparing to introduce a rolling programme of memorial safety inspections, commencing in the autumn and continuing again in the spring each year. These inspections are a legal and moral responsibility to ensure memorials remain safe for visitors, staff and contractors.

Specialist advice received from SLCC during the development of the memorial safety policy recommends that tribute management should be undertaken as a separate project. Combining tribute enforcement with memorial safety testing could create an unnecessary negative public perception of an important safety programme and may lead to misunderstanding about the purpose of memorial inspections.

By separating the two initiatives, the Council can ensure that memorial safety remains clearly focused on protecting public safety, whilst tribute management can be introduced in a measured and sensitive manner.

Considerations

Introducing a tribute management programme would improve compliance with the Council's adopted Cemetery Rules and Regulations while creating a safer environment by reducing the presence of potentially hazardous materials. It would also enable grounds staff to carry out routine maintenance more efficiently, promote greater consistency and fairness across all sections of the cemeteries, and establish clear expectations for future memorial owners regarding the placement of tributes.

It is recognised that changing long-standing practices may cause concern for some members of the public. For this reason, any tribute management programme should be implemented with sensitivity and supported by clear communication explaining why the work is being undertaken. Families should be given appropriate notice before any action is taken, along with the opportunity to remove or relocate items themselves. The programme should also adopt a compassionate and proportionate approach, recognising that exceptional circumstances may arise and should be considered on a case-by-case basis.

Options

Option 1 - Begin a phased tribute review during 2026

Undertake tribute monitoring in small sections of the cemeteries before the memorial safety inspection programme begins. This would allow the Council to gradually improve compliance, reduce the scale of the project and minimise public impact through a phased approach.

A phased implementation would allow the Council to introduce tribute management gradually, making the programme easier to manage while reducing the overall workload ahead of future memorial inspections. It would also demonstrate the consistent application of the Cemetery Rules and Regulations across all cemetery sections. However, there is a possibility that it could generate some public concern before the memorial safety inspections begin.

Option 2 - Commence after the removal of Christmas wreaths (February 2027)

Allow the memorial safety inspection programme to become established before beginning tribute management. Following the annual removal of Christmas wreaths, tribute reviews could commence as a separate project.

Delaying the programme until after the memorial safety inspections would clearly separate tribute management from the memorial safety programme, allowing the Council to assess public reaction to the inspections before introducing a separate

initiative. This approach would reduce the risk of both projects being perceived as a single enforcement exercise. However, it would mean that existing non-compliant, hazardous or obstructive tributes would remain in place for a longer period before any action is taken.

Risk Assessment

The principal risks relate to public perception and reputational impact. These can be mitigated through clear communication, consistent application of the regulations and a compassionate approach to bereaved families.

There is also a risk in maintaining the current position, as the Council continues to permit practices that are inconsistent with its adopted regulations and which may create avoidable maintenance and safety issues.

Recommendation

The Council is asked to:

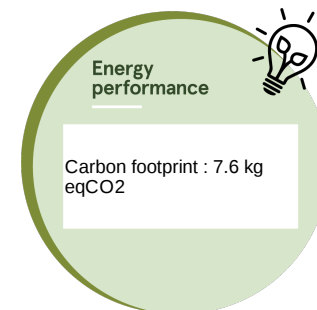
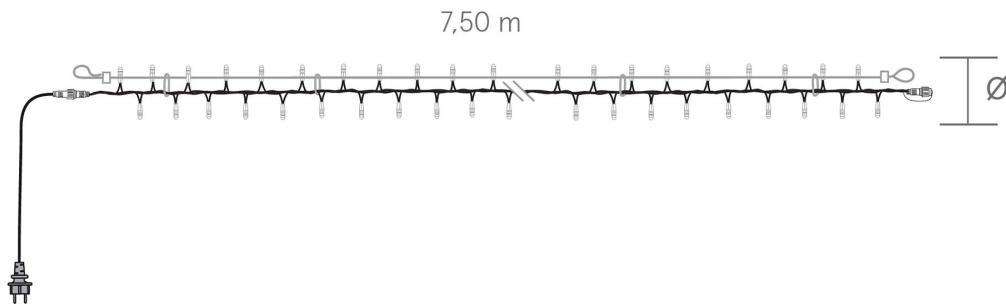
Endorse the principle of introducing a cemetery tribute management programme to improve compliance with the Cemetery Rules and Regulations.

Agree that tribute management should be undertaken separately from the memorial safety inspection programme.

Determine whether the programme should:

- A) Commence as a phased programme during 2026 in advance of memorial safety inspections; or
- B) commence from February 2027 following the annual removal of Christmas wreaths.

Whatever recommendation is agreed will be communicated the public clearly before any works commence.



Type of item	Professional garlands and accessories
Dimensions	L: 7.50
Garlands voltage (V)	230
Wattage (W)	13
Connection	-
Weight (kg)	1.5
Nb of fixing points	-
Nb of lighting points	240 / 777.6 lumens
Ratio No. luminous points / Power	18.46
Electrical classification	2
Waterproof level (IP)	IP66
Main color	-
Structure Material	-



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UNITED KINGDOM

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E: sales@blachere-illumination.co.uk
W: www.blachere-illumination.co.uk

Billing Address
North Walsham Town Council
18 Kings Arms Street
New Road
North Walsham
NR28 9JX
UNITED KINGDOM

Original		Sales Quotation
Document No.	Document Date	Page
203234	24.06.2026	1/1
Customer No.	Valid Until	
CNOWT	24.07.2026	
Your Reference	Currency	
	GBP	

Delivery Address
North Walsham Town Council
18 Kings Arms Street
New Road
North Walsham
NR28 9JX
UNITED KINGDOM

INFRASTRUCTURE

Item Code	Description	Quantity	Price	Total	VAT
MARKET PLACE INFRASTRUCTURE					
	Infrastructure			6,589.50	1,317.90
			Subtotal	6,589.50	1,317.90

Notes:

Total Before Tax	£6,589.50
Total Tax Amount	£1,317.90
Total Amount	£7,907.40

Company Reg No.: SC152939 Bank Account: 10268667
VAT ID No.: GB651936618 Bank Code: 804638

Please make cheques payable to Blachere Illumination UK Limited
Subject to our terms and conditions



Blachere Illumination UK Ltd

Unit O, Baird Road
Eastfield Industrial Estate
Glenrothes
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Sales Quotation

Document No.	Document Date	Page
203241	25.06.2026	1/1
Customer No.	Valid Until	
CNOWT	25.07.2026	
Your Reference	Currency	
	GBP	

Billing Address

North Walsham Town Council
18 Kings Arms Street
New Road
North Walsham
NR28 9JX
UNITED KINGDOM

Delivery Address

North Walsham Town Council
18 Kings Arms Street
New Road
North Walsham
NR28 9JX
UNITED KINGDOM

PURCHASE , INSTALLATION & REMOVAL

Item Code	Description	Quantity	Price	Total	VAT
Purchase					
ZGEN	Special Product Item	1	14,500.00000	14,500.00	2,900.00
			Subtotal	14,500.00	2,900.00
Installation and Removal					
	Installation			7,830.00	1,566.00
	Removal			5,220.00	1,044.00
			Subtotal	13,050.00	2,610.00
Transportation					
ICARHORB	Carriage ex Horbury	1	1,450.00000	1,450.00	290.00
			Subtotal	1,450.00	290.00
MARKET PLACE: 3 x CROSS STREET DISPLAYS					
ITL365RGB	Odyssee Double (H:1.00m x W:6.00m) 18kg 80w	3	0.00000		
			Subtotal	0.00	0.00
MARKET PLACE: ZIG ZAGGING BRAIDS AND SPHERES					
TSL2	LED Braids on rope pure white L:7.5m 230v	27	0.00000		
TGL71LWCL	Sphere Pliable MM (H:1.00m x W:1.00m) 15kg 8W	16	0.00000		
FY01-2B+	Extension cord for led+ range - 2m - White	5	0.00000		
FYT-B+	T connector for LED + range White 230v	16	0.00000		
			Subtotal	0.00	0.00
20FT CHRISTMAS TREE DRESSING					
FL555C	Cherrylight Garlands RGB 24V 20m Green PVC Cable	17	0.00000		
			Subtotal	0.00	0.00
SWITCH ON					
	Switch on				
			Subtotal	0.00	0.00

Notes:

Total Before Tax	£29,000.00
Total Tax Amount	£5,800.00
Total Amount	£34,800.00

Company Reg No.: SC152939
VAT ID No.: GB651936618

Bank Account: 10268667
Bank Code: 804638

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Sales Quotation

Original

Document No.	Document Date	Page
203242	25.06.2026	1/2
Customer No.	Valid Until	
CNOWT	25.07.2026	
Your Reference	Currency	
	GBP	

Billing Address

North Walsham Town Council
18 Kings Arms Street
New Road
North Walsham
NR28 9JX
UNITED KINGDOM

Delivery Address

North Walsham Town Council
18 Kings Arms Street
New Road
North Walsham
NR28 9JX
UNITED KINGDOM

3 Year Hire With Services

Item Code	Description	Quantity	Price	Total	VAT
Hire Of Product- Per Annum + VAT					
HIREPROD	Hire of Product	1	8,043.00000	8,043.00	1,608.60
			Subtotal	8,043.00	1,608.60
Installation and Removal- Per Annum + VAT					
	Installation			3,169.00	633.80
	Removal			1,745.55	349.11
	Switch on			684.00	136.80
			Subtotal	5,598.55	1,119.71
Storage and Transportation- Per Annum + VAT					
ISTRHORB	Storage at Horbury	1	1,137.00000	1,137.00	227.40
			Subtotal	1,137.00	227.40
MARKET PLACE: 3 x CROSS STREET DISPLAYS					
ITL365RGB	Odyssey Double (H:1.00m x W:6.00m) 18kg 80w	3	0.00000		
			Subtotal	0.00	0.00
MARKET PLACE: ZIG ZAGGING BRAIDS AND SPHERES					
TSL2	LED Braids on rope pure white L:7.5m 230v	27	0.00000		
TGL71LWCL	Sphere Pliable MM (H:1.00m x W:1.00m) 15kg 8W	16	0.00000		
FY01-2B+	Extension cord for led+ range - 2m - White	5	0.00000		
FYT-B+	T connector for LED + range White 230v	16	0.00000		
			Subtotal	0.00	0.00
20FT CHRISTMAS TREE DRESSING					
FL555C	Cherrylight Garlands RGB 24V 20m Green PVC Cable	17	0.00000		
			Subtotal	0.00	0.00
SWITCH ON					
	Switch on				
			Subtotal	0.00	0.00

Company Reg No.: SC152939
VAT ID No.: GB651936618

Bank Account: 10268667
Bank Code: 804638

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Sales Quotation

Document No.	Document Date	Page
203,242	25.06.2026	2/2

Item Code	Description	Quantity	Price	Total	VAT
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Notes:

Total Before Tax	£14,778.55
Total Tax Amount	£2,955.71
Total Amount	£17,734.26

Company Reg No.:	SC152939	Bank Account:	10268667
VAT ID No.:	GB651936618	Bank Code:	804638

Please make cheques payable to Blachere Illumination UK Limited

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