



Sheringham Town Council
 Sheringham Community Centre
 Holway Road
 Sheringham
 NR26 8NP
 01263 822213
info@sheringhamtowncouncil.gov.uk
www.sheringhamtowncouncil.gov.uk

An ORDINARY MEETING of the TOWN COUNCIL was held on Tuesday 20th February at 7.00pm at Sheringham Community Centre and was attended by the following:

Chair: Cllr Ratcliffe

Councillors: Cllr Brisbane, Cllr Shepherd, Cllr Ashcroft, Cllr Dorey, Cllr Langsdon, , Cllr Morris, Cllr Stubbs, Cllr Kime, Cllr Peggall, & Cllr Worboys

In Attendance: 3 members of the public
 2 Officers – Mel Ashcroft & Treena Paul

Clerk/Minutes: Sarah Peberday

ITEM	MINUTE	VOTE / ACTION
2024/FC/20	APOLOGIES	
	Cllr Bailey – Personal, Cllr Shepherd - Personal IT WAS RESOLVED that the apologies be accepted.	Proposed: SB Seconded: JD All in favour
2024/FC/21	DECLARATIONS OF INTEREST and DISPENSATIONS	
	IT IS NOTED the Clerk has received and approved dispensation requests for all Councillors. Declarations of Interest Cllr Heinink – NNDC DC & Sports Association representative Cllr Brisbane, Langsdon & Ratcliffe – Members of SMTA Cllr Ashcroft – SMTA & SOTA Chair Cllr Worboys – Allotment holder Cllr Dorey – item 19D – Contractor known to him.	
2024/FC/22	APPROVAL OF MINUTES	
	IT WAS RESOLVED Council approved and the Chair signed the minutes of the Full Council meeting held on 16 th January 2024.	Proposed: JS Seconded: MA

		9 in favour 1 against 1 abstention
2024/FC/23	OPEN MEETING	
	3 members of the Public Present A member of the public presented to the Council in relation to a funding request for SMTA 2024/FC/27-A A member of the public presented to the Council in relation to a funding request for SOTA 2024/FC/27-B	
2024/FC/24	EXCLUSION OF PRESS AND PUBLIC	
	3 members of the Public Present Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972 IT WAS RESOLVED that items 6D, 19, 20 & 21 be held in 3D due to confidential staff matters, contractual negotiations and commercially sensitive contents which required exclusion of the press or public.	Proposed: PR Seconded: IK All in favour
2024/FC/25	COMMITTEE, WORKING GROUPS AND TASK & FINISH GROUPS	
	A – IT WAS RESOLVED Council noted and agreed the recommendations of the Finance & Governance Meeting Committee Meeting held on 8 th February 2024. B - IT WAS RESOLVED: Council noted the update and agreed the recommendations made in the Assets Committee meeting held on 13 th February 2024. C – IT WAS RESOLVED Council noted the minutes of the extraordinary employment meeting held on 6.02.24. D – IT WAS RESOLVED Council noted and agreed the recommendations/updates made in the Morley Hill Task & Finish Group Report. E – IT WAS RESOLVED Council to noted and agreed the recommendations made in the Wayfinding Task and finish group report. F – IT WAS RESOLVED Council to noted and agreed the recommendations made in the Pavilion Task and finish group reports.	Proposed: IK Seconded: ML all in favour Proposed: JS Seconded: JD All in favour Proposed: SB Seconded: JS 10 in favour 1 Abstention See 2024/FC/37. Proposed: CH Seconded: SB All in favour Proposed: PR Seconded: MA All in favour

	<p>G – IT WAS RESOLVED Council noted and agreed the recommendations made in the SCAP Task and finish group report.</p> <p>H – IT WAS RESOLVED Council reviewed and agreed the recommendations made by the events working group.</p> <p>I - IT WAS RESOLVED Council noted an update from the CT2 task and finish group.</p> <p>J – IT WAS RESOLVED Council noted, reviewed and agreed the recommendations made in the Alleyway Naming Task & Finish Group.</p> <p>K – IT WAS RESOLVED Council reviewed and agreed the recommendations made in the Putting Greens Strategy Working group meeting of 8.2.24 & 16.2.24.</p> <p>L – IT WAS RESOLVED Council reviewed memberships of all working groups and Task and Finish Groups. Cllr Stubbs to join the Pavilion Task & Finish Group IT WAS RESOLVED as part of motion L to create an Annual Parish Meeting Task & Finish Group with membership made up of the Chairs of each Committee</p>	<p>Proposed: SB Seconded: MA All in favour</p> <p>Proposed: PP Seconded: MA All in favour</p> <p>Proposed: ML Seconded: MA All in favour</p> <p>Proposed: SB Seconded: ML All in favour</p> <p>Proposed: IK Seconded: JS All in favour</p> <p>Proposed: PR Seconded: IK All in favour Proposed: PR Seconded: JS All in favour</p>
2024/FC/26	DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS	
TW absent	<p>A - IT WAS RESOLVED Council noted and received a report from District Cllrs Heinink, Bailey & Withington</p> <p>B – IT WAS RESOLVED Council noted and received a report from County Cllr Judy Oliver.</p> <p>It is minuted that STC will write a letter to NCC to request that works at Skelding Hill and other paths be expedited (September is current timescale)</p>	<p>Proposed: ML Seconded: SB All in favour</p>
	SHERINGHAM BEAT MANAGER UPDATE	
TW returned	No report received – Motion removed	Chair
2024/FC/27	FUNDING REQUESTS	
	A – IT WAS RESOLVED to award £2000 to Sheringham Muzillac Twinning association (with an end of funding report required).	<p>Proposed: PR Seconded: ML All in favour</p>

B – IT WAS RESOLVED to award £2000 to Sheringham Otterndorf Twinning association (with an end of funding report required).

Proposed: SB
Seconded: PP
All in favour

C - IT WAS RESOLVED to award £1000 to North Norfolk Foodbank towards a replacement container (with an end of funding report required).

Proposed: IK
Seconded: SB
10 in favour
1 against

2024/FC/28

FINANCE & ACCOUNTS

A - IT WAS RESOLVED that Council approved the invoices for payment –

A – D

February 2024

INVOICES

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
Karl Harper	860	11.01.2024	£250.00	Grave Digging Fees	S. 9& 10 LG Act 1972 s.214	#781
Clearview	23279	16.01.2024	£675.00	January 2024 Maintenance Contract - CCTV	Crime & Disorder Act 1998 s.17	#786
Leathes Prior	199890	18.01.2024	£504.00	Legal Fees	LG Act 1972 s.112	#789
IT Norwich	INV-13571	22.01.2024	£52.28	Hard Drive for Clerk's PC	LG Act 1972 s.111	#794
Karl Harper	862	19.01.2024	£250.00	Grave Digging Fees	s. 9&10 LG Act 1972 a.214	#797
Karl Harper	863	22.01.2024	£250.00	Grave Digging Fees	s. 9&10 LG Act 1972 a.214	#796
Clr S Brisbane		22.01.2024	£50.00	Hire of room at Dales Country House Hotel	LG Act 1972 s.111	#801
Reed	239756687	26.01.2024	£883.01	Funding Assistant	LG Act 1972 s.112	#819
Cheverton Printers	54912	29.01.2024	£224.40	Labels for Assets	LG Act 1972 s.111	#818
Steve Simmons		26.01.2024	£120.00	TC & Bus Shelter Cleaning	LG Act (Misc Shelters Prov) Act 1953 s.4	#835
Denny's Construction	23828	29.09.2023	£6,320.40	Town Clock Maintenance Work	LG Act (Misc Shelters Prov) Act 1953 s.4	#524
IT Norwich	INV-13584	31.01.2024	£32.71	Clr Expenses	LG Act 1972 s.111	#836
Karl Harper	865	31.02.2024	£560.00	Pathway on Beeston Common	Commons & Common Pastures - Small Holdings & Allotments Act 1908 s.34	#837
Fuzion Systems Ltd.	1590	01.02.2024	£62.40	Lift Phone & CCTV Line	LG Act 1972 s.133	#838
Edgefield Nurseries	6609	31.01.2024	£173.20	Plants for Cemetery	Open Spaces Act 1906 s.9&10	#841
IT Norwich	INV-13624	31.01.2024	£1,048.38	IT & Telephone Management Package	LG Act 1972 s.111	#842
IT Norwich	INV-13645	31.01.2024	£562.96	IT Billable Hours	LG Act 1972 s.111	#843
FCBS	261440	06.02.2024	£58.07	Photocopier Copies	LG Act 1972 s.111	#849
Stannah	1085635788	06.02.2024	£312.95	Community Centre Lift	LG Act 1972 s.133	#848
Everwell	62688	06.02.2024	£450.00	Occupational Health Consultation	Employment Act 2002, Employment Relations Act 2008	#852
Ivan's Pest Control		06.02.2024	£150.00	Mole control at BHPG	Open Spaces Act 1906 s.9&10	#853
Norfolk Fire Protection	2866	07.02.2024	£394.80	Fire Marshal Training for staff	LG Act 1972 s.133	#854
East Coast Insulations	21246	02.02.2024	£1,104.00	Asbestos Survey on Assets	LG (Misc Shelters Prov) Act 1953 s.4	#855
East Coast Insulations	21245	02.02.2024	£8,376.00	Asbestos Removal BHPG	Open Spaces Act 1906 s.9&10	#856
Reed	239796361	09.02.2024	£483.55	Funding Assistant	LG Act 1972 s.112	#861
Reed	239796362	09.02.2024	£630.72	Funding Assistant	LG Act 1972 s.112	#861
Karl Harper	866	12.02.2024	£200.00	Ashes Plot - Digging - Double	Open Spaces Act 1906 s.9&10	#863
Sam Keogh Building Services Ltd.	1479	30.01.2024	£144.00	Supply & Replace Smoke Seals on 2 Fire Doors	LG Act 1972 s.133	#864
CD5	74722	31.01.2024	£889.20	RIBA Stage 0 Meadowland Burial Feasibility Assessment - Service Building	Open Spaces Act 1906	PO#19
CD5	74714	31.01.2024	£3,554.40	RIBA Stage 0 Meadowland Burial Feasibility Assessment	Open Spaces Act 1906	PO#19
			£28,766.43			

Proposed: MA
Seconded: IK
all in favour
Clerk

B - IT WAS RESOLVED that Council approved the invoices paid outside of meeting by the Clerk using delegated powers.

February 2024

INVOICES APPROVED FOR PAYMENT BY THE CLERK OUTSIDE MEETING USING DELEGATED POWERS

Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref:
North Norfolk Outdoor Fitness		12.01.2024	£165.00	Sheringham Walking Group - Dec 2023		
UK Power Networks	8110140882	23.01.2024	£3,117.60	Electrical Supply Adjustment - BHPG	LG (Misc Provs) 1976 s.19	#798
Personnel Advice Solutions		02.02.2024	£240.00	Retainer for HR Services	Employment Act 2002, Employment Relations Act 2004 & Employment Act 2008	#845
		31.01.2024	£12,776.19	Staff Salaries	LG Act 1972 s.112	
HMRC		25.01.2024	4,778.02	PAVE/NI	LG Act 1972 s.112	#832
Norfolk Pension Fund		25.01.2024	262.37	Pension	LG Act 1972 s.112	#833
			21,339.18			

C - IT WAS RESOLVED that Council approved the debit & credit card payment listing

February 2024						
Debit CARD PAYMENTS						
Company	Invoice No.	Date	Amount	Description	Power of Spend	Ref
Life-Vac	9332	16.01.2024	111.54	Life-Vac First Aid Device	LG Act 1972 s.133	#787
Longwater Gravel		18.01.2024	251.23	Norwegian Granite Chippings for Grave	Parish Council & Burial Authorities (Misc Provs) Act 1970 s.1	#790
Civil Money Claims	RC-1706-0888-5045-3499	24.01.2024	455.00	Small Claim re: Secure Defence Ltd.	LG Act 1972 s.112	#800
Post Office	1-51185	23.01.2024	9.90	Postage - Memorial Plaque	LG Act 1972 s.111	#799
Vodafone	253402976	03.01.2024	31.55	Historic Mobile phone bill	LG Act 1972 s.111	#806
DOMU Brands Ltd. (Amazon)	INV-GB-121416321-2024-34786	18.01.2024	79.99	Key Safe for Office	LG Act 1972 s.111	#821
Bestport (Europe) Ltd. (Amazon)	INV-GB-128743471	18.01.2024	39.99	Weed Fabric for Cemetery	Parish Council & Burial Authorities (Misc Provs) Act 1970 s.1	#820
Wolvex Ltd. (Amazon)	INV-GB-1208721575-2024-2141	21.01.2024	4.99	First Aid Supplies	LG Act 1972 s.133	#831
Pasha 81 Ltd. (Amazon)	INV-GB-169717161-2024-12737	23.01.2024	5.00	First Aid Supplies	LG Act 1972 s.133	#830
3 Counties Wholesale	INV-GB-1488769595-2024-730	23.01.2024	5.25	First Aid Supplies	LG Act 1972 s.133	#829
R & Components Ltd. (Amazon)	INV-GB-138359311-2024-5175	23.01.2024	4.39	First Aid Supplies	LG Act 1972 s.133	#828
Amazon EU Sarl UK Branch	GB41VELTAEUI	23.01.2024	41.50	First Aid Supplies	LG Act 1972 s.133	#827
Frank Berry Office Supplies (Amazon)	INV-GB-1549478725-2024-2551	25.01.2024	9.25	Stationery	LG Act 1972 s.111	#824
Walgreen Global (Amazon)	INV-GB-1244864945-2024-3438	27.01.2024	41.52	2 x Heavy Duty Locks	LG Act 1972 s.111	#825
MTD Trade (Amazon)	INV-GB-827401025-2024-2164	28.01.2024	29.99	Heavy Duty Padlock	LG Act 1972 s.111	#826
Vodafone		26.01.2024	31.55	Mobile	LG Act 1972 s.111	#834
Marquee Media (Amazon)	INV-GB-134506251-2024-9347	08.02.2024	25.49	A4 White Paper	LG Act 1972 s.111	#859
Amazon EU Sarl UK Branch	GB410F0Y3AEUI	12.02.2024	96.46	Strobe Siren Panic Alarm Button	LG Act 1972 s.133	#866
Amazon EU Sarl UK Branch	GB410F0VKAUI	12.02.2024	27.98	Lanyards for Staff	LG Act 1972 s.111	#865
			1302.57			

D - IT WAS RESOLVED that Council noted and approved the current bank balances and investment position

FINANCIAL POSITION - BANK BALANCES, INVESTMENTS & INTEREST						
ACCOUNT/INVESTMENT	ALLOCATED TO	AMOUNT	INTEREST	TIMELINE	TOTAL	
CURRENT ACCOUNT (PRECEPT & INCOME)		£80,249.20		As at 15/2/24		
CC, MEMORIALS ETC		£2,565.43		As at 15/2/24		
TOTAL						£82,814.63
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£50,633.42		As at 15/2/24		
NSI INVESTMENT	SURPLUS	£125,000		On Asset Register		
NSI INTEREST	SURPLUS		£39,810	As at 05.12.2023		
CCLA	SURPLUS	£200,000	£4,718.06	As at 15.2.2024 Total of Monthly interest payable APR 5%		£420,161.76
TOTAL						
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£6,393.60		As at 15/2/24		
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	£1,431.01	As at 15.2.24 Monthly rolling Matures 18th each month (18.01.24 at 2.3%)		
CCLA	CAPITAL	£400,000		Transferred 2/2/24		
TOTAL						£557,824.61
COMMUNITY (SCAP & INVESTMENT INTEREST)	N/A	£10,050.56		SCAP E3976.26 INVESTMENT INTEREST E6074.30 as at 15/02/24		£6,074.30
						£1,066,875.30

2024/FC/29

PROJECT OFFICER REVIEW

A - MOTION - Council noted an update from the Project Officer (Project Officer)

Proposed: JS
Seconded: MA
all in favour

B – MOTION – Council reviewed, agreed and confirmed implementation of the Grave Digging & Maintenance Code of Practice 2024 should take place with immediate effect.

Proposed: JS
Seconded: IK
all in favour

2024/FC/30

DEFIBRILLATOR PURCHASE

	<p>IT WAS RESOLVED Council agreed to the purchase of the defibrillator and BT approved Contractor at a cost of £1890 In accordance with 2023/FG/44 & 2023/FC/136 for the sum to be deducted from interest earned on investments (grant funding is also being sought) with £300 added for contingencies (e.g. deep cleaning/replacement Perspex). Post installation checking and maintenance should be added to the forthcoming Assets and Management database.</p> <p>It is minuted Cllr Kime offered to assist in the undertaking of the weekly checks (after appropriate training and supervision)</p>	<p>Proposed: MA Seconded: IK all in favour</p>
2024/FC/31	PUBLIC CONSULTATION – SPORTS PAVILLION	
	<p>IT WAS RESOLVED Council approved recommendation that Officers create and commence a 6-week public consultation into the Sports Pavilion project using the same process and tools adopted for the BH Putting Green</p>	<p>Proposed: PR Seconded: SB All in favour</p>
2024/FC/32	EASEMENT WITH FLAGSHIP	
	<p>IT WAS RESOLVED Council reviewed the options and agreed to the recommended course of action – that being option 2</p>	<p>Proposed: ML Seconded: MA 10 in favour 1 abstention</p>
2024/FC/33	OUTSIDE REPRESENTATIVE MEETING REPORTS	
	<p>A - IT WAS RESOLVED Council received and noted a written report from a Sheringham Carnival Association outside representative</p> <p>It is minuted that Cllr Kime raised concerns in relation to the PA system which STC have taken on as an asset. Clerk to contact Contractor to ask that confirmation that's its functionality is as intended by its design.</p> <p>B - IT WAS RESOLVED Council received and noted a report from the Sheringham Sports Association representative</p>	<p>A & B Proposed: JS Seconded: MA All in favour</p>
2024/FC/34	MAYOR & CLERKS REPORTS	
	<p>A – IT WAS RESOLVED Council to note and receive the Mayors Announcements</p> <p>B – IT WAS RESOLVED Council to note and receive the Clerks report and agree recommendations made</p>	<p>Proposed: PR Seconded: JS All in favour</p>
2024/FC/35	CORRESPONDENCE	
	<p>IT WAS RESOLVED that Council noted the correspondence</p>	<p>Proposed: MA Seconded: CH All in favour</p>
2024/FC/36	GRANTS AND FUNDING ASSISTANT	

	IT WAS RESOLVED Council noted and approved the update provided by the Grants & Funding Assistant 3D – Opened – IK, Seconded – JD - all in favour	Proposed: JS Seconded: JD all in favour
2024/FC/37	ITEM 6C – MORLEY HILL	
	IT WAS RESOLVED that council noted and agreed the update report provided by Cllr Ratcliffe 3D – Opened – IK, Seconded - RS all in favour	Proposed: PR Seconded: CM All in favour
2024/FC/38	PUTTING GREENS	
	19A – WITHDRAWN B – IT WAS RESOLVED that the review of tenders for Station Approach Putting Green would be delegated to the task and finish group, with recommendations brought to the next full council meeting. C – IT WAS RESOLVED Council agreed to the publication of the expressions of interest invitation – Beeston Hills Putting Green. D – IT WAS RESOLVED Council agreed to the award of the putting greens remedial works at a cost of £900	Proposed: JS Seconded: JD All in favour Proposed: JS Seconded: JD All in favour Proposed: PR Seconded: JS 10 in favour 1 Abstention
2024/FC/39	STAFF MATTERS	
It is minuted the Proper Officer was asked to leave the Chamber for this matter.	IT WAS RESOLVED Council to receive a verbal update from the Chair of Employment regarding Staff Matters	Proposed: SB Seconded: JS All in favour
2024/FC/40	DATA BREACH	
Clerk returned to the Chamber	A -IT WAS RESOLVED Council received a verbal update regarding a data breach from the Data Controller and the actions being taken. B - IT WAS RESOLVED Council noted that notification of the above will be reported to the District Council monitoring Officer	Proposed: IK Seconded: CM All in favour
2024/FC/41	DELEGATION IN CLERKS ABSENCE	
	A -IT WAS RESOLVED Council noted and agreed oversight of essential Officer and Council Matters will be delegated to the Chair of Council in the Clerks absence (28 th Feb – 15 th March), this does not include decisions which require Committee/Council approval or breach standing orders. Engagement will be made with the Chair of a Committee if relevant.	Proposed: JD Seconded: MA 10 in favour 1 Abstention Proposed: IK Seconded: CM

	<p>IT WAS RESOLVED Council noted and agreed that issuing of Summonses during the Clerks absence will be delegated to the Chair of Council (28th Feb – 18th March).</p> <p>IT WAS RESOLVED Council noted and agreed that any minute taking, or notes of decisions made in the Clerks absence will note that the Proper Officer was not present, for transparency and internal audit purposes (Clerk)</p> <p>3D Closed – Proposed SB, Seconded PR – All in favour</p>	<p>10 in favour 1 Abstention</p> <p>Proposed: IK Seconded: CM 10 in favour 1 Abstention</p>
2024/FC/42	<p>DATE OF NEXT MEETING Tuesday 19th March 2024 at 20:40pm</p>	

The meeting closed at 20:38pm

Signed by the Chair: Date:

DRAFT

T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group	Putting Green Strategy
Parent Committee	Full Council
Date of Meeting	08.03.2024
Members of Group <i>including any co-opted members</i>	Cllrs Brisbane, Dorey, Kime, Ratcliffe, Stubbs & Worboys
In Attendance	Cllrs Brisbane, Dorey, Ratcliffe, Stubbs Mel Ashcroft – Project Officer Malcolm Abbs - Contractor

Brief Summary of Meeting

1. Project spend so far – Analysis sheet provided by the Project Officer
2. Container costs & installation versus the alternative solution presented by Malcolm Abbs. Following discussion, it is recommended that a temporary solution is installed so that the green can be opened for the May bank holiday weekend.
3. It was requested that a social media & website update be compiled and sent out.
4. Outstanding maintenance works – An update from Malcolm Abbs including issues encountered regarding car parking and confirmation that the fence replacement, gate installation and flag pole removal will all be completed by April end.
5. BHPG Tender application & Seasonal Operators License 2024 to be compiled by the Project Officer.
6. Station Approach tender awarded - Tender decision:

Whilst applicant One proves that they are more than capable of driving the putting green business forward, have advanced green keeper qualifications and have been operating the Cromer green for the last 7 years, the amount of rent requested by STC cannot be met by this applicant. They are looking to take on the green on a longer term of lease so that they can invest in the business & green, so as the current lease is only available for one year, it does not meet with their proposal.

Applicant Two has run the SA putting green for the last 5 years and has built up regular customers who come back year after year. As part of the application, it has been confirmed that a mower and a tractor mower have already been purchased and the team are ready & willing to take on the weekly outfield cut and twice weekly greens cut. They have all the equipment required, including 100+ clubs, 300 balls, tee markers and hole pins, electronic cash till, fridge/freezer, leaf blower and all the gardening equipment required.

Recommendations –

1. To note and agree the meeting summary above.
2. To agree the recommendation that a temporary solution is installed at the site. (As shown)
3. To agree the recommendation to award the Seasonal Operators License 2024 to Nancy Ling.

Submitted to the office by: Mel Ashcroft – Project Officer



Porta Cabin - Supplied by Anglo Scottish

Whilst the T&F group are given time to consider the details around the original container idea, the alternative solution presented by Malcolm Abbs and more importantly, to ensure that we are able to open the putting green by the May Bank holiday, it is recommended that a porta Cabin is implemented as a temporary solution on the original concrete foundation and hooked up to the water mains & newly installed electric box for the duration of the 2024 seasonal lease - Friday 3rd May to Sunday 29th September.

The model shown is a 10ft x 8ft anti vandal canteen unit option:

- ⇒ Sink
- ⇒ Multi locking steel door
- ⇒ Lockable steel shutter
- ⇒ Double glazed sliding window
- ⇒ LED lighting.
- ⇒ 13amp sockets
- ⇒ Sink drainer, base unit, work surface water heater
- ⇒ Can be finished to choice of colour and window positions

The Price: £7,500 + vat

Rental: From £32.00 pw (24 weeks) = £768

Delivery / Removal £165 x 2 = £330

Estimated total = £1098

14th March 2024

EVENTS

ST. GEORGES DAY

Sheringham Town Council has over the years organised a concert at St Peter's Church. However, following the Covid years when this was not possible, a musical item was put online. Last year, several councillors visited areas in the town and read poems to cover both St George's Day and Shakespeare's birthday. This was a successful day and one that could be reproduced another year. Perhaps it is time to consider another concert/poetry reading at either the church or the Little Theatre for residents to attend if they wish to. As there is a council meeting on the day of 23rd April, we will not be holding anything this year. It is hoped that a poem might be read before the meeting and consequently posted on our website in recognition of the day.

50 YEARS

This year we celebrate 50 years as a Town Council. It seems an opportunity to bring residents together for a summer picnic. Such an event held at the community centre would enable us to have a shelter if it rained! A suitable date should be agreed and preparations made. This could then be given prominence at the Annual Town Meeting to encourage participation.

REMEMBRANCE SUNDAY

Taking place on Sunday, 10 November 2024. this is now a Town Council event held in collaboration with the British Legion. It will continue as usual with the march through town, remembrance service conducted at the memorial followed by a service at St. Peters Church.

CLLR. M.ASHCROFT

T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group or Working Group	Events – RNLI 200 th Anniversary
Parent Committee	Community and Climate
Date & Time of Meeting –	Report for FC meeting of 19 th March 2024
Members of Group <i>including any co-opted members</i>	Madeleine Ashcroft (Lead) Phil Bailey Sue Brisbane Ian Kime Peter Ratcliffe Jeremy Stubbs
In Attendance	N/A – update for FC of 19 th March 2024

Brief Summary of Meeting	
<ol style="list-style-type: none"> 1. Reported in Mayor’s Report, presentation of the ‘Freedom of Sheringham’ to RNLI Sheringham during a Shantymen concert at St. Peter’s church on Saturday 2nd March was well received, and thanks have been passed to Sheringham Town Council by RNLI Sheringham’s event organiser, Mr Brian Farrow 2. The working group made up of various stakeholders and other interested parties continues to lead the organisation of events to mark the RNLI 200th Anniversary 3. The STC focus on supporting anniversary events continues with the poetry competition with Cllr. Pegnall, (working in conjunction with RNLI Sheringham crew member, Mr Stephen Banks). Cllrs. Will recall STC has supported the competition by the sponsoring of competition prizes. 	
Recommendations –	
1. None	

Record of Events submitted to the office by:	Peter Ratcliffe
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T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group	Wayfinding Task and Finish Group
Parent Committee	Full Council
Date & Time of Meeting –	N/A - report for FC Meeting of 19 th March 2024
Members of Group <i>including any co-opted members</i>	Wendy Austin (Co-opted member) Jon Dorey Chris Duxbury (Co-opted member) Peter Ratcliffe John Roseby (Co-opted member) Liz Withington
In Attendance	N/A

Brief Summary of Meeting
<ol style="list-style-type: none"> 1. Cllr. Withington is drafting a proposal document to secure funding, (over the £30k earmarked by Sheringham Town Council) and has offered a meeting with potential funding bodies 2. Cllr. Withington is in discussion with NNDC Planning to offer a means of submitting a planning application for all required signs 3. As per the pavilion report regarding grant funding applications, there is currently no work being undertaken for additional grant funding with STC, but a potential candidate has been identified and will be contacted for an interview following the clerk's return from holiday.
Recommendations –
<ol style="list-style-type: none"> 1. Clerk and chair of Employment Committee arrange interview of potential grant funding candidate as soon as practicable

Record of Events submitted to the office by:	Peter Ratcliffe
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T&F Group and Working Group Record and Recommendations

Name of Task & Finish Group	Pavilion Task and Finish Group
Parent Committee	Assets Committee
Date of Meeting	N/A – report for FC 19 th March 2024
Members of Group <i>including any co-opted members</i>	Ian Kime Trish McLaren – Co-opted Peter Ratcliffe (Lead) Charles Sanders - (Co-opted) Richard Shepherd
In Attendance	N/A – report for FC 19 th March 2024

Brief Summary of Meeting
<ol style="list-style-type: none"> 1. STC await SSA reporting on implementation on JLM health and safety site revisit (completed 12 02 24) 2. Planned Task and Finish Group meeting rescheduled from 14th March due to attendee availability, new meeting date TBA 3. SSA to feedback the document review and amendments to JLM for update – Hirer user manual, Hire Agreement, Terms & Conditions, Health & Safety Policy & Fire Risk Assessment 4. Consultation process in support of grant funding applications instigated with survey distributed via social media/post and poster campaign 5. Initial designs from Sports Clubhouses received and awaiting Task and Finish group review and comment 6. With currently no Grant Funding specialist employed, no grant applications are being progressed, but a possible grant funding candidate has been made known to STC. Interview candidate on Clerk’s return from holiday 7. Previously reported concern with Cemetery pavilion of poor ventilation leading to a build-up of fumes from stored fuel and housekeeping issues remain outstanding
Recommendations –
<ol style="list-style-type: none"> 1. Scheduling of Task and Finish Group for discussion re. overall progress/next steps – tbc

Submitted to the office by:	Peter Ratcliffe
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Note: Working Groups and T&F groups do not submit ‘Minutes’ as they are not bound in the same way by legislation, in the same way that they do not have an Agenda which is publicly disclosable. For transparency and to aid communication a written record of recommendations should be submitted to the Clerk’s Office in order for recommendations to be considered by relevant Committees or Full Council

T&F Group and Working Group Record and Recommendations

Name of Working Group	Sheringham Community Art Project (SCAP)
Parent Committee	Community Committee
Date of Meeting –	N/A – report for FC Meeting of 19 th March 2024
Members of Group <i>including any co-opted members</i>	Sue Brisbane Ian Davis (Co-opted member) Ian Kime Judy Oliver (Co-opted member) Clive Perrin (Co-opted member) Peter Ratcliffe Terry Read (Co-opted member) Colin Seal (Co-opted member)
In Attendance	Various attendees during report period

Brief Summary of Meeting
<ol style="list-style-type: none"> 1. Installation of the completed mural is now in progress by Malcolm Abbs 2. The official unveiling/press event is scheduled for Wednesday 27th March with an opening ceremony on the promenade around 12 pm, and a light lunch served in Oddfellows Hall after 3. Ongoing discussion about future of SCAP and proposal to change ‘identity’ to ‘Sheringham Art’ to increase awareness and broaden scope and set up as a limited company with a trademark/copyright protection for images, logo, etc. 4. SCAP account balance confirmed with STC Clerk as £3976.26 (12th March 2024) 5. SCAP scaffold boards have been temporarily utilised on the allotments, (to secure covers over unallocated allotments). They should be returned later as the intent is the boards are donated to charitable causes, (in-line with the understanding with Altrad who donated the boards).
Recommendations: <ol style="list-style-type: none"> 1. Determine if the scaffold boards used to secure covers on the allotments are still required, if not find secure storage, (not on the cemetery car park) 2. Ongoing work to establish ‘Sheringham Art’

Record of Events submitted to the office by:	Peter Ratcliffe
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STC Working Group / Task & Finish Group Memberships

Group Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Name of Working Group	Putting Greens Strategy	Morley Hill (Working Group)	Events	Parking & Road Safety	Barclays /Banking Hub	Pavilion Survey	Wayfinding	CT2 Money	SCAP	Market	Alleyway Naming	Telephone Boxes	Community Awards	Policies & Procedures	Meadowland Burial
Parent Committee	Full Council	Full Council	Community & Climate	Full Council	Full Council	Assets	Full Council	F and G	Community & Climate	F and G	Full Council	Community & Climate	Full Council	F and G	Full Council
Group Size	6	6	6	3	5	5	7	3	5	4	3	4	3	3	4
Lead		Ratcliffe	Ashcroft	Bailey		Ratcliffe	Ratcliffe	Langsdon	Ratcliffe		Brisbane				
Councillor	Brisbane	Ashcroft	Bailey	Langsdon	Heinink	Shepherd	Dorey	Ashcroft	Brisbane	Bailey	Ratcliffe	Morris	Brisbane	Ashcroft	Ashcroft
Councillor	Dorey	Dorey	Brisbane	Dorey	Stubbs	Kime	Vacant	Stubbs	Kime	Morris	Peggnall	Langsdon	Langsdon	Brisbane	Langsdon
Councillor	Kime	Worboys	Kime	Heinink	Langsdon	Co-op Sanders	Co-op Austin	Bailey	Co-op Oliver	Shepherd	Langsdon	Co-opt Beazley	Co-opt Beazley	Bailey	Brisbane
Councillor	Ratcliffe	Co-op Farrow	Ratcliffe	Morris	Peggnall	Co-op McClaren	Co-op Roseby		Co-Op Seal						
Councillor	Stubbs	Co-op Padfield	Stubbs	Shepherd			Co-op Duxbury		Co-Op Reid						
Councillor	Worboys			Stubbs			Co-op Withington								

County Council Report March 2024 – Judy Oliver

Council budget

The Council has agreed a £528m budget with an additional £60m for adult social services and £35m extra for children's services.

There will be:

£122m of investment to meet demand and cost pressures next year - including £34.6m for inflation, £38m for legislative requirements, £39.7m for demand and demographic issues and £9.6m for policy decisions.

£41.5m of new savings, including £9.6m from transforming how the council operates.

A proposed 4.99% increase in the County Council's share of Council Tax, in line with the Government's capping level (2.99% for general Council Tax and 2% for adult social care). This would increase the Council's share of band D bills to £1,672.11. A 4.99% rise would generate £24.9m.

Norfolk County Council's share of Council Tax bands, 2024-2025:

- A £1,114.74
- B £1,300.53
- C £1,486.32
- D £1,672.11
- E £2,043.69
- F £2,415.27
- G £2,786.85
- H £3,344.22

A small number of the budget proposals require consultation, as they may relate to a policy or service change. Cabinet will take decisions on these proposals in the summer, after considering the consultation results. Proposals that will be consulted on:

- Charging an admin fee for brokering on behalf of people who self-fund their adult social care

- Review of the adult social care non-residential charging policy - including the Minimum Income Guarantee (MIG)
- Recommissioning of social isolation and loneliness contracts
- Norfolk Record Office - pre-booking of visits and new paid services to increase income generation
- Switching off 2% of streetlights
- Recycling centres: Reduction of opening hours at some recycling centres to deliver a more consistent approach, in line with neighbouring authorities

These proposals are part of £41.5m of savings that Norfolk County Council needs to make to balance its budget for 2024/25.

Three proposals which have been launched are:

- **Street lighting:** To switch off some streetlights across Norfolk in areas where it is considered safe and appropriate to do so.
- **Norfolk Record Office (NRO):** To introduce pre-booking of visits and change opening hours.
- **Recycling centres:** To reduce opening hours at some recycling centres to deliver a more consistent approach, in line with neighbouring authorities.

Between them these proposals could save around £457,000 a year.

The council is consulting the public on these proposals until midnight on 22nd March 2024. The consultation survey is available on the council's Citizen Space platform at: www.norfolk.gov.uk/savingsproposals

Proposals on streetlighting involve switching off 2% of streetlights across the county to save money and reduce carbon emissions. Norfolk County Council has identified 34 locations where the council plans to switch off some street lights. This represents 1.35% of the Council's target of 2%. Further locations will be identified at a later date.

Approximately 1,000 of the 54,000 street lights that the county council manages across the county would be switched off under these plans. It is expected that this could save up to £200,000 per year and cut carbon emissions annually by 76 tonnes, providing an environmental benefit and significantly contributing towards the council's Climate Strategy.

The proposal for introducing pre-booking and changing the opening hours of the Norfolk Record Office would extend the current limited Friday

service to a Thursday with the same 10am to 4pm opening hours and maintains a full service on Tuesday and Wednesday from 9.30am until 5pm.

However, compressing the NRO's full searchroom service to two days runs the risk of excessive levels of demand in the searchroom. Therefore, the NRO is proposing to introduce a booking system on those days. People who turn up without booking will still be admitted, providing there is sufficient capacity, but cannot be guaranteed a place. People will be able to book an appointment via email, over the phone or in person at the NRO. These changes could save a total of £57,000 in 2024/25.

Finally, proposals to reduce the opening hours at some recycling centres in Norfolk would see 13 recycling centres close on a Wednesday, in line with the centres in neighbouring Suffolk. The additional six recycling centres in Norfolk operate part time and are already closed on Wednesdays. This proposal could save around £200,000 a year.

The results of the consultation will be reported to Cabinet in June 2024.

People can share their views:

- Online at www.norfolk.gov.uk/savingsproposals
- By email at haveyoursay@norfolk.gov.uk
- By post, writing to:
SAVING PROPOSALS CONSULTATION 2024/25
Freepost Plus RTCL-XSTT-JZSK
Norfolk County Council, Ground floor - south wing
County Hall
Martineau Lane
Norwich NR1 2DH

The consultations close at midnight on 22 March 2024.

Flooding

A delegation from Norfolk, met with MPs, on the 71st anniversary of the 1953 North Sea Flood, to explain the risks Norfolk faces and how those risks could be addressed.

The county faces regular risks of flooding, with Norfolk ranked tenth most at risk of surface water flooding out of 149 local authority areas. In addition, the county's position on the North Sea exposes it to tidal threats as well as significant coastal erosion: without action, it's estimated that in

North Norfolk alone approximately 1,030 residential and commercial properties could be lost to erosion by 2100. That number could be up to 10,000 in all of Norfolk.

These risks threaten both Norfolk residents and the contribution Norfolk makes to the wider country, as home to 54% of the offshore wind generation capacity in the UK and a major producer of food.

The delegation pushed for =:

- legislative permission to build reservoirs designed to capture excess water in times of flood, for use in times of drought
- property flood protection measures to be granted directly to the Lead Local Flood Authority or faster allocation for those who need it
- reduced bureaucracy by granting greater autonomy in funding allocation for surface water flood mitigation schemes
- combined enforcement and maintenance powers and responsibilities for LLFA's
- the creation of a dedicated Minister for the Coast

24/7 free travel to all disabled bus pass holders

From 1st February 2024 all Norfolk residents who hold a disabled concessionary travel pass will be eligible for free bus travel 24 hours a day, seven days a week when travelling within the county.

More than 14,500 people who hold a concessionary bus pass due to disability, and their eligible companions, will now be able to travel on any bus at any time free of charge across Norfolk. Previously concessionary pass holders with a disability were only able to travel for free on buses off-peak (all day on Saturdays and Sundays but only from 09:30 Monday to Friday) except for those registered blind or visually impaired.

The cost of providing this is estimated at £50,000 which will be funded by the Council's ring-fenced public transport budget provided by the Department for Transport.

New Rural Business Awards

Norfolk County Council and the Royal Norfolk Agricultural Association have launched the new Norfolk Rural Business Awards. and are designed to recognise the essential nature and huge importance of Norfolk's rural communities and businesses to the region.

Agriculture, forestry and fishing is the fourth largest sector in Norfolk, accounting of 8% of all businesses. And many other businesses across the county are closely linked to the sector including businesses in the accommodation, food, retail, and food science sectors as well as technology and engineering businesses.

The entry form for nominations to each category can be found online at www.norfolk.gov.uk/norfolkrruralbusinessawards.

New film office

Norfolk County Council has awarded Norfolk Screen a 2-year contract to represent the county as its official Film Office. The combined spend by film and high-end television production (HETV) in the UK reached £6.27 billion in 2022, the highest ever reported.

The two-year Norfolk Film Office pilot programme will promote Norfolk and its assets as a location for TV and film productions, as well as act as the front door for any location enquiries to ensure Norfolk capitalises on the growth of the sector. Any increase in economic activity for the county via additional filming activity will confirm the viability of a stand-alone Film Office.

Peer support for families

The County Council has awarded a one-year contract, starting in April 2024, to deliver a new volunteer peer support service for families in Norfolk who are expecting a baby, or have a child up to the age of two-years-old. It is for those who require practical support to make sure they can give their children the best start in life. Home-Start Norfolk will recruit, train and support volunteers to build relationships with individual families in their own homes or local community venues. The service will also include community-based groups and activities, supporting individuals to access wider social activities within their local area and accessing guided self-help resources.

This support offer is being delivered and funded through the national Government Family Hubs and Start for Life Programme.

Norfolk Fire and Rescue Service

Norfolk Fire and Rescue Service is the first fire service to partner with a charity to help those affected by serious road traffic collisions.

NFRS has signed a 'Memorandum of Understanding' with the Road Victims Trust, so fire fighters at the scene of an accident can signpost people to get ongoing help from the charity. The Road Victims Trust works to help people impacted by grief or trauma following a road death, serious injury or life-changing collision. It offers emotional and practical help, as well as a specialist counselling service.

The charity started offering its support services to Norfolk last summer after receiving funding from the Office of the Police and Crime Commissioner for Norfolk. It provides free and confidential support for as long as it is needed to those affected by serious collisions - including witnesses.

Grant Application Form

Name of Organisation/Group	Playing for Cake (PFC)
How long have the group/organisation been in place?	Founded in October 2016
Contact Details	Dr Tina Blaber [REDACTED]
Position within Organisation	Founder and Trustee
Telephone	[REDACTED]
Email	tina@playingforcake.uk
Is your organisation a registered charity?	Yes
If yes, charity number	1205912
Project for which grant is required (a covering letter is also required). This should provide a breakdown of the spending of the funds requested from STC)	Singing for Health, Wellbeing and Fun! A programme of 24 community singing and music-making sessions for the benefit of residents' physical and/or mental health and wellbeing.
Total Cost	£4,476
Have any funds been requested from other sources?	Yes £1,089 has been received from the Promotion of English Trust £1,200 is expected from participant donations £300 is committed from PFC funds and/or in kind contributions
If the funding is awarded partially/declined will the project continue?	To some extent. We will deliver as many sessions as possible with the funding we have but the health benefits are significantly improved with consistent/regular sessions.
What is the length of the project	12 months
What is the sustainability of the project once funding has expired/been spent?	Realistically, to keep the sessions going, we will always require some external funding. PFC is continually making appeals to a wide range of sources and works hard to negotiate best value for money. We ask for a voluntary contribution of £5 per participant. Consistent, ongoing sessions to build up a core group of participants, is key to sustainability. Experience shows that stop-start delivery means having to start from scratch to build up the group.
Amount of requested from Sheringham Town Council	£1,887
What date will the funds be required?	June 2024
Please detail the consultation process/assessment that has been carried out with Sheringham residents to ascertain the need for the item/project. Please also state the results of the consultation.	We will finish our programme of Mid-Week Music at The Hub sessions at Easter. Consultation with participants is mainly informal conversations at the beginning/end of sessions, where we ask about session content, venue suitability, timing to ensure they feel involved in decision-making and that we meet the needs of the majority. Positive feedback from the most regular participants include them telling us about benefits experienced such as improved mood, feeling more confident, able to breath better, feeling less isolated or lonely, new friendships and peer-support networks and improved vocal quality/ability to communicate and breathing habits. From previous series' we also see participants going on to join other local community groups as participants and/or volunteers.

<p>How will Sheringham/its residents benefit from the grant?</p>	<p>These fun and lively sessions are suitable for all ages and abilities, are dementia-friendly and offer a wide variety of musical styles and genres, with guest session-leaders and different themes each week, to maximise engagement and enjoyment. Movement is encouraged to help people gain confidence, increase physical exercise, reduce isolation and loneliness, build peer support networks and motivate people to join other local community groups and activities. This enhances the quality of life in Sheringham.</p>
<p>Which, and how many, Sheringham residents will benefit from the grant? (demographics/locations)</p>	<p>The sessions are open to all but we find that the majority of our participants are older people from Sheringham, many with physical and mental health conditions, including dementia, Alzheimer's, Parkinson's, neurological conditions and/or lung disease. On average each session will benefit 40 people, so 960 in total.</p>
<p>What environmental considerations have been made/benefits resulting from this project, considering the Climate Emergency announced by Sheringham Town Council</p>	<p>We have an environmental policy (available on request) which outlines the measures that we take to minimise the environmental impact of our work including lift-sharing, minimising print, reusing and recycling in all our activities.</p>
<p>If successful, what date(s) will you report to STC on the outcomes of the project.</p>	<p>July 2025</p>

Update from - Sheringham Safer Neighbourhood Team – Supplied by PC Jack Houghton

1- Crimes of Note:

There have been reports of two incidents of damage caused to outbuildings belonging to Sheringham Town Council in the Sheringham Cemetery/Allotment area over the past couple of weeks, whereby attempts to access these outbuildings have been made. Due to the similar nature of both of these incidents, Police are treating them as linked.

PC Houghton has attended both of these reports in person on the day of the report being made. Police forensic teams have been in attendance, however at this time there is no supporting evidence to identify any suspects due to a lack of CCTV and witnesses. Crime prevention advice has been provided:

- A total of 6 'shed alarms' have been supplied to STC and the Carnival Committee to install in outbuildings vulnerable to attack
- Advice provided around solar powered CCTV/wildlife camera provided
- Advice provided to note down all asset numbers/identifiable marks of items contained within these outbuildings.

Police will continue to patrol the areas during the day and during the hours of darkness and report back to STC any suspicious behaviour.

2- Sheringham Primary School Parking

Police have received complaints from residents regarding parking outside Sheringham Primary School, Cooper Road, Sheringham. Police have initiated patrols in recent months in and around school drop-off / collection times, and have issued a number of warnings and Traffic Offence Reports to drivers who stop/park within the 'no stopping' yellow zig zag lines outside the school. PC Houghton continues to liaise with the school and local councillors on problem solving ideas.

3- Sheringham Community Alcohol Partnership

The Sheringham Community Partnership (CAP) has been in place in Sheringham for over a year. At the start of the partnership, residents in Sheringham were asked to participate in a survey so partners can obtain feedback on whether or not underage drinking and associated anti-social behaviour was a problem within the community. The survey completed over a year ago reflected that the majority of residents who participated in the survey believed these factors were an issue in the Community. Throughout the year, partners including the Sheringham Safer Neighbourhood Team, Schools, Licence premises, North Norfolk District Council, Local District Councillors, Sheringham Town Council and volunteers have been working together to tackle this issue. Positive work has been completed with licence premises, with several 'Age Compliance Tests' carried out throughout the year. Education and free online courses have been offered to off-licences around the supply of alcohol/vapes to underage people. Partners have participated in several engagements within the community and at the High School talking about the issues. A recent survey completed by CAP with residents in Sheringham shows that incidents of underage drinking and associated anti-social behaviour have reduced. This is also reflected in Police crime statistics in Sheringham. Plans for engagements this year have been drawn up, and Sheringham CAP will continue to work with partners to engage with the community throughout the year.

Jack HOUGHTON

Police Constable 1923

Sheringham Police Station

Beat Manager, Norfolk Constabulary, Norfolk

Tel: 101 ext 1204





First Class Business Solutions

Invoice

First Class Business Solutions Ltd
43-45 Park Farm Industrial Estate
Ermine Street
Buntingford
Hertfordshire
SG9 9AZ

T. 01763 273731
E. invoices@fcbs.co.uk

Invoice To

Sheringham Town Council
Council Community Centre
Holway Road
Sheringham
Sheringham
NR26 8NP

Invoice No 261785
Invoice Date 01/03/2024
Order No
Account No SHE005
Page No 1/1

Description	Unit amount	Quantity	Net amount
Model No MX2651			
Serial No 95062630			
Black			
Online via website			
Reading at 01/03/2024 is 44,197			
Reading at 06/02/2024 was 42,665			
Free usage	0.00000	1,532	0.00
Colour			
Online via website			
Reading at 01/03/2024 is 48,354			
Reading at 06/02/2024 was 46,548			
Usage	0.05431	1,806	98.08

Location

Sheringham Town Council, Council Community Centre, Sheringham, Sheringham, NR26 8NP.

Thank you for your business. If we hold a direct debit for you, payment will be taken automatically. Otherwise, please make payment to the account details provided

BACS Payments To:	Net Total	GBP	98.08
Sort Code: 20-73-26	Tax Total	GBP	19.62
Account No: 20358568	Invoice Total	GBP	117.70

ALL GOODS REMAIN THE PROPERTY OF FIRST CLASS UNTIL PAYMENT IS RECEIVED IN FULL

Fuzion Systems Ltd
Unit 16 Brooke Business Park, Brooke, Norwich, Norfolk, NR15 1HJ,
United Kingdom

Registered in England and Wales number 05887007

Telephone:
0333 358 3777

Website:
www.fuzion.cloud



VAT Number:
GB892228601

Invoice Number: 1607
Customer Reference: CUST-713050
Invoice Date: 01/03/2024
Due Date: 15/03/2024
Name: Sheringham Town Council 713050
Invoice Address: Sheringham Community Centre, Holway Road, Sheringham, Norfolk, NR26 8NP, United Kingdom

Description	Quantity	Unit Price	VAT Rate	Total
Unlimited FTTC 80/20 - 01263822952 01/03/2024 to 31/03/2024	1	25.00	20.00%	25.00
Business Line Rental - 01263820303 01/03/2024 to 31/03/2024	1	13.50	20.00%	13.50
Business Line Rental - 01263822952 01/03/2024 to 31/03/2024	1	13.50	20.00%	13.50

Amount Ex VAT	52.00	Total VAT	10.40	Total	62.40
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Due Date: 15/03/2024

Please note by using the service or placing an order you have accepted our terms and conditions, which apply at all times and are available on request.

Any queries relating to these charges must be made in writing within 14 days. Please do not hesitate to contact us either by email or by telephone on 0333 358 3777.

This will be collected by Direct Debit. Thank you!

Payments must be received by the above due date with no exceptions.

We will exercise our statutory right to claim interest (at 8 per cent over the Bank of England base rate) and compensation for debt recovery costs under the Late Payment legislation if we are not paid according to our agreed credit terms.

INVOICE

Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP
GBR

Invoice Date

1 Mar 2024

Invoice Number

INV-2670

Parish Council Websites

227 Lichfield Road

Rushall

Walsall

WS4 1EA

Description	Quantity	Unit Price	VAT	Amount GBP
Registration of sheringhamtowncouncil.gov.uk domain name for a period of two years, from 01/06/2024 to 01/06/2026	1.00	88.00	20%	88.00
			Subtotal	88.00
			TOTAL VAT 20%	17.60
			TOTAL GBP	105.60

Due Date: 31 Mar 2024

If paying by Bacs;

Account name: BWP Creative Limited

Account number: 86954694

Sort code: 60-83-71

If Paying by Cheque:

BWP Creative Limited

Send to: James Lungley, 227 Lichfield Road, Rushall, Walsall, WS4 1EA

Parish Council Websites is a trading name of BWP Creative Limited, registered in England & Wales, No. 11892590

VAT Registration Number: 344762585

info@parishcouncilwebsites.co.uk

J. Lynes Framing services

Melrose cottage, The Street, Aylmerton, Norwich, Norfolk, NR11 8AA

Tel no: 07470847358 Email: jonathonlynes@btinternet.com

Invoice no: 1001715

Date: March 2024

Sheringham Town Council
Sheringham
Norfolk

To collection of artworks to date as follows:

1 x Certificate framed and mounted in traditional moulding with glass and backing sealed complete with fixings ready to hang.

Total £35.00

Payment details:

Santander bank

Mr J P Lynes

Account no: 40927874

Sort code: 09-01-26

Payments to be made within 14 days of invoice received thank you.

Cheques made payable to J. Lynes



First Class Business Solutions

Invoice

First Class Business Solutions Ltd
43-45 Park Farm Industrial Estate
Ermine Street
Buntingford
Hertfordshire
SG9 9AZ

T. 01763 273731
E. invoices@fcbs.co.uk

Invoice To

Sheringham Town Council
Council Community Centre
Holway Road
Sheringham
Sheringham
NR26 8NP

Invoice No 261046
Invoice Date 04/01/2024
Order No
Account No SHE005
Page No 1/1

Description	Unit amount	Quantity	Net amount
Model No MX2651			
Serial No 95062630			
Black			
Online via website			
Reading at 03/01/2024 is 41,842			
Reading at 04/12/2023 was 41,053			
Free usage	0.00000	789	0.00
Colour			
Online via website			
Reading at 03/01/2024 is 45,657			
Reading at 04/12/2023 was 44,896			
Usage	0.05431	761	41.33

Location

Sheringham Town Council, Council Community Centre, Sheringham, Sheringham, NR26 8NP.

Thank you for your business. If we hold a direct debit for you, payment will be taken automatically. Otherwise, please make payment to the account details provided

BACS Payments To:	Net Total	GBP	41.33
Sort Code: 20-73-26	Tax Total	GBP	8.27
Account No: 20358568	Invoice Total	GBP	49.60

ALL GOODS REMAIN THE PROPERTY OF FIRST CLASS UNTIL PAYMENT IS RECEIVED IN FULL

AMR Mechanical Services Ltd
 5 Willow Farm Industrial Units
 Saddlebow
 King's Lynn
 Norfolk
 PE34 3AR
 Tel :

VAT Reg No: 159617770

INVOICE

Page 1

Sheringham Town Council
 Sheringham Community Centre
 Holway Road
 Sheringham
 NR26 8NP

Invoice No	131180
Invoice Date	04/03/2024
Order No	23
Account Ref	SHER001

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	NPSX23193 PO - 23 Client: Sheringham Town Council Site: Sheringham Community Centre Call out: No hot water - control panel is flashing red light saying fault. Invoice @ £36.40 + VAT Work: x 0.75hrs = £27.30 Travel: x 0.5hrs = £18.20 Materials +10% = £0.00 Sub-Contractor + 10% = £0.00 Total Due = £45.50 + VAT Works Code: M4030				
		45.50	45.50	20.00	9.10

BANK DETAILS

BARCLAYS
 A/C NO: 23261468
 SORT CODE: 20-46-65

Total Net Amount	£	45.50
Carriage Net	£	0.00
Total VAT Amount	£	9.10
Invoice Total	£	54.60

Payment Terms : 28 Days

S D SIMMONS

Window & Office Cleaning Specialist

7 Cedar Grove, Sheringham NR26 8PU

Tel : 01263 821717

06/03/2024

Community Centre

For cleaning windows at the community
centre

Total £80.00

Yours Faithfully

S Simmons

Invoice

Date

8/3/24 42

From

CCLF

Art Trail

VAT Reg'd No.

To Sheningshan Town Council

	Amount exclusive of VAT	VAT NET
Supply		
1 Docking Post	60 00	-

If you have recently paid this, please ignore.

Gratefully

Crab and Lobster Festival

NatWest:

Sort Code 60-06-54

Account No. 36092681

0-00

Norfolk Drain Services Limited

Your Local Independent Company

01603 415081

Email: info@norfolkdrainservices.co.uk Web: www.norfolkdrainservices.co.uk

104 Hellesdon Park Road, Norwich NR6 5DR

VAT No: 109 9791 72 Company Reg. No. 7364317

Registered Office: 104 Hellesdon Park Road, Norwich NR6 5DR

INVOICE

No. 02231

Invoice Address: (If different from site address)
Sheringham Town Council
Sheringham Community Centre
Holway Road
NR26 8NP

Company/Customer Name:
Site Address:
Sheringham Community Centre
Holway Road
Sheringham
NR26 8NP
01263 822 213

Order Number: Invoice Date: 12/3/24

Description of Work Undertaken:

To attend on site to undertake works as per quotation from
Invoice no: 02030 (our ref no: NDS 2459).

site left clean and tidy.

Recommendation:

*As requested whilst on site, to provide quotation to undertake
investigation into suspected sinkhole in carpark area, cost to undertake
investigation £495 + vat.

Job Completed: Yes No Supervised: Yes No Process Invoice: Yes No

The above mentioned work authorised by: Treena Paul Guaranteed: Yes No

I confirm that the work described was completed to my satisfaction:

Signature:  Print Name: MEL ASHCROFT

Engineers Name: M Gray

Date Work Undertaken: 11-12/3/24	Time Hours: —
Time on Site: Priced 50%	Time off Site: —

Cost £ 1,214.00 VAT £ 242.80 Total £ 1,456.80

Payment Received: Cash: Cheque: Card: Account:

Account Customers Terms: 28 Days

Remittance to: Norfolk Drain Services Ltd,
104 Hellesdon Park Road, Norwich NR6 5DR
Tel: 01603 415081

Card payment details:
Card No:
Name On Card
Valid From: \ Exp Date: \ Sec No:

No. 02231

BACS:- Sort:- 40-35-09 Account No:- 53882926

Total £ 1,456.80



Contract Invoice: 1085637842

Invoice Address

Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

Branch Address

Unit 27-28 Morgan Way
Bowthorpe Industrial Estate
Norwich
Norfolk
NR5 9JJ
Tel: 01603 748021
V.A.T No: 236 7783 28

Site Address

Sheringham Community Centre
Holway Road
Sheringham
NR26 8NP

Invoice Details

Invoice Date: 12-Feb-24
Due Date: 13-Mar-24
Invoice No: 1085637842
Contract Number: 6513221
Customer No: SH030

Passenger - Stannah Lifts Ltd - Maxi - hydraulic

Thank you for being a valued customer. This invoice is for your Standard contract covering the period of 11-02-2024 to 10-05-2024.

Sub Total:	£65.00
VAT (20% VAT):	£13.00
Total:	£78.00
<hr/>	
Received:	£0.00
Outstanding:	£78.00

E & O E

Registered Office: Watt Close, East Portway, Andover, Hampshire SP10 3SD, England Reg No 1189799 (England) Unique Taxpayer's Reference 4098002550

Remittance Advice:

To be sent with cheque to the address below

Credit Control Department
Stannah Lift Services Limited
Watt Close
East Portway
Andover
Hampshire
SP10 3SD

Invoice Date: 12-Feb-24
Invoice No: 1085637842
Customer No: SH030
Amount Due: £78.00
Service Branch: Norwich Service Branch



Stannah

You can pay your invoice in the following ways:

Debit and Credit Card

Visit the Stannah secure payment portal at <https://stannahpayments.keyivr.co.uk/>

Or call our secure automated payment line on 03300 082 116

Accepted Cards: Visa, MasterCard, Maestro, Solo, Electron.

Bank Transfer

Quoting your customer number as the 'reference' using the following Stannah bank account details:

Lloyds Bank, City Office, PO Box 72, Gillingham, ME8 0LS

Account Number: 16715668

Sort Code: 30-80-12

BIC/SWIFT: LOYDGB21F09

IBAN No: GB34LOYD30801216715668

You can e-mail your remittance advice to remittance@stannah.co.uk

Cheque

All cheques and postal orders should be made payable to "Stannah" and posted along with the tear off remittance advice to the address below:

Stannah Lift Services Ltd
Credit Control Department
Watt Close
East Portway
Andover
Hampshire
SP10 3SD

Norfolk Association of Local Councils

County Hall,
Martineau Lane,
Norwich NR1 2UF



Sheringham Town Council
Sarah Peberday

INVOICE

Invoice No **1311**

Account No 2060685

14 February 2024

Due 14 March 2024

Item Details	NET	VAT
Biodiversity Course - 9th February 2024		
Biodiversity Course - Sarah Peberday	30.00	6.00
SUB TOTAL	30.00	6.00

VAT Registration Number 249372187

TOTAL £ **36.00**

If paying by BACS please use the Invoice Number as the reference.

Norfolk Association of Local Councils , Sort Code: 09-06-66, Account Number: 41067941

If paying by cheque please write the Invoice Number on the back of the cheque.

The Community Heartbeat Trust (Solutions) Ltd
PO Box 168

Haverhill
Suffolk
CB9 1AX
Tel : 0330 1243067
Email : office@communityheartbeat.org.uk



The Community HeartBeat Trust

VAT No 187 5510 82

Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

Invoice No	20557
Invoice Date	14/03/2024
Order No	
Account Ref	SHE020

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	cPAD Zoll AED 3 Semi Auto Defib+ Stainless Steel Cabinet Locked	2,340.00	2,340.00	20.00	468.00
1.00	Zoll Thermal Bag Black	55.00	55.00	20.00	11.00
1.00	Green & Yellow Set of 12 Tel Box Signs	65.00	65.00	20.00	13.00
1.00	Cardiac Arrest Response Seminar Face to Face BCF Funded	0.00	0.00	20.00	0.00
1.00	LOL Electrician Cabinet Fitting	275.00	275.00	20.00	55.00

Deliver To :
LOL Contracts Ltd
Preston Cottages
51B Thorpe Road
Melton Mowbray
Leicestershire
LE13 1SE

Bank Details
Barclays Bank plc
Melton Mowbray
Sort Code: 20-52-69
Account No: 23750442

Total Net Amount	£	2,735.00
Carriage	£	25.00
Total Tax	£	552.00
Invoice Total	£	3,312.00

8AA8

#917



ClearView Communications Ltd (S)
 33 Robjohns Road, Widford
 Industrial Estate
 Chelmsford, CM1 3AG

Tel. 01245 214100
 clearview-communications.com
 VAT Reg. No. 665 8135 11
 UTR # 2434408618

Sheringham Town Council
 Sheringham Community Centre
 Holway Road
 Sheringham
 NR26 8NP

PLEASE PAY BY	AMOUNT	INVOICE DATE
17/03/2024	£675.00	16/02/2024

INVOICE NO. 23599

Order No.: CCTV – Town Maintenance
Site Contact: Sarah Peberday
Salesperson: Jerome Kempster
Site Address: Sheringham Community Centre
 Holway Road
 Sheringham
 NR26 8NP
Recurring No.: 1188

Feb 2024

Description

Gold CCTV Contract
 Monthly Invoicing

1. ClearView Communications standard terms and conditions apply to this invoice. They are available on request or can be found at www.clearview-communications.com/terms-conditions. 2. Payment is due as per your agreed terms. 3. You agree to take reasonable care and insure the equipment on our behalf until you have paid for it in full. 4. Failure to pay for an account that includes remote monitoring, causing your account to be placed on hold, your assets may be at risk and your insurance may be compromised. Alternative coverage should be arranged during this period. 5. If full payment is not made within the agreed terms, collection may be passed to our third party debt recovery specialists where a charge of 15% plus vat will be incurred on the unpaid amount. Additionally, Statutory Interest will also be applied to the unpaid amount.

If you have any queries with this invoice, you must contact accounts@clearview-communications.com within 7 days of receipt of invoice. Failure to do so, will result in invoice being paid in full within the credit terms.

Sub-Total ex VAT	£562.50
VAT @ 20 %	£112.50
Total inc VAT	£675.00
Amount Applied	£0.00
Balance Due	£675.00

How To Pay

INVOICE NO. 23599



Mail

Detach this section and mail cheque to:

ClearView Communications Ltd (S)
 33 Robjohns Road,
 Chelmsford, CM1 3AG

NAME: Sheringham Town Council **DUE DATE:** 17/03/2024 **AMOUNT DUE:** £675.00

Direct Deposit

Bank: National Westminster Bank
Acc. Name: ClearView Communications Ltd
Sort Code: 60-05-13
Acc. No.: 89310179

TAX INVOICE



SHERINGHAM TOWN COUNCIL
SHERINGHAM COMMUNITY CENTRE
HOLWAY ROAD
SHERINGHAM
NR26 8NP

Reed Specialist Recruitment Ltd
California
120 Coombe Lane
London
SW20 0BA
Telephone 020 8274 4497
Email cash.allocation@reed.com

Taxpoint / Date of issue: 16/02/2024

Reported To:	Invoice No:	0239812475
Order No:	Invoice Date:	09/02/2024
Your Ref:	Timesheet No:	77162/BkgBrm2215
Account No: S0313854	Our Ref:	TIIS/W202431/v1.1

SERVICES OF MS. ELIZABETH SHAW FOR WEEK ENDING 09/02/2024

30.00 HOURS AT £35.04 PER HOUR CHARGE RATE	£1051.20
<u>30.00</u>	<u> </u>
NET TOTAL	£1051.20
PLUS VAT AT 20.00%	£210.24
TOTAL AMOUNT DUE	<u>£1261.44</u>
	=====

Your temporary / contractor was supplied by: REED BUSINESS SUPPORT
1ST FLOOR
3-5 ORFORD PLACE
NORWICH
NR1 3RU

PAYMENT TERMS:
30 Days
Invoices are payable to the above payment terms.
Interest may be charged on all invoices remaining unpaid after this time.

Reed Specialist Recruitment Ltd. Registered in England No. 06903140 Reg. Office: Academy Court, 94 Chancery Lane, London, WC2A 1DT
REED believes in social responsibility and distributes 18% of Group profits to charity through the Reed Foundation.
VAT Registered No. GB 835 5155 25

www.reedglobal.com

REMITTANCE:
BACS TO: Reed Specialist Recruitment Limited
Account No. 20570362
Sort Code: 20-72-17
Remittance email: cash.allocation@reed.com

Invoice No: 0239812475
Posting Acc: S0313854
Total Value: £1261.44

T/S ID XMS- 92771624
Account No S0313854
Payroll No 550025H/2215 **SHAW,ELIZABETH**
T/S No 77162 / 202345 / 2215 **SHERINGHAM TOWN COUNCIL**
W/E Date 09 February 2024 **Category** Z9
Invoice FAO **Report To**

Order No **Client Ref**
Job title Bid Coordinator

Phone No 01263822213
Invoice Address **Working Address**
 SHERINGHAM COMMUNITY CENTRE Sheringham Town Council, Sheringham Comm
 HOLWAY ROAD

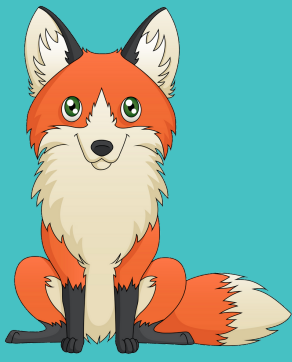
 SHERINGHAM Sheringham

 NR26 8NP NR26 8NP

<i>Shift</i>	<i>Start Date / Time</i>	<i>End Date / Time</i>	<i>Hours Worked</i>
Shift	06/02/2024 09:00:00	06/02/2024 17:00:00	7.5
Shift	07/02/2024 09:00:00	07/02/2024 17:00:00	7.5
Shift	08/02/2024 09:00:00	08/02/2024 17:00:00	7.5
Shift	09/02/2024 09:00:00	09/02/2024 16:30:00	7.5
Total			30

Charge Rates	
Hours	@ Charge
30	35.04
<hr/>	
30	Total

Hours Worked	30.00
Timesheet Authorised By	Sarah Peberday
Date and Time Transmitted	12/02/2024 12:13:00



Creating
Everlasting Gifts
To Treasure

Invoice

No. 308

Date: 20/02/2024

Billed to **SHERINGHAM TOWN COUNCIL**
Sheringham Community Centre Holway Road,
Sheringham NR26 8NP
01263 822213

DESCRIPTION	QTY	PRICE
7" x 5" Oak Memorial Plaque Harold King	1	£50.00
7" x 5" Oak Memorial Plaque David G Farrow	1	£50.00
7" x 5" Oak Memorial Plaque Freddie Duffield	1	£50.00
7" x 2.5" Oak Memorial Plaque Scott Alexander Coleman	1	£45.00
7" x 2.5" Oak Memorial Plaque Jack Roffey	1	£45.00
7" x 2.5" Oak Memorial Plaque Marjorie Allison / Jack Edwin Roffey	1	£45.00

SUBTOTAL £285.00

DEPOSIT N/A

AMOUNT DUE £285.00

Pats Wooden Crafts
& Engraving,
Unit 1, Wroxham Barns
Tunstead Road, Hoveton
Norwich, Norfolk NR12 8QU
01603 784245
patswoodcraft@gmail.com

Please make payment by BACS to
PATS WOODEN CRAFTS MR PF TRETT SO TRADING
09-01-50 04043995

Thank You!



TAX INVOICE

Sheringham Town Council
Attention: Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

Invoice Date
23 Feb 2024

Invoice Number
INV-920

Reference
Investigation

JLM Health & Safety Ltd
Willow Barn
13 Black Horse Rd
Clenchwarton
KINGS LYNN
Norfolk PE34 4DN
Tel:07549 248218

Description	Quantity	Unit Price	Discount	Amount GBP
As request by Council, investigate an adverse Health and Safety event occurrence relating to the maintenance department. Report findings and recommendations.	1.00	950.00	10.00%	855.00
Report sent by email on 21.02.24 Discussion regarding finding with Councilor's (3hrs) via Teams on 22/02/24	3.00	45.00	10.00%	121.50
		INCLUDES NO VAT		0.00
		TOTAL GBP		976.50

Due Date: 1 Mar 2024

Pay by BACS
Barclays Bank; Account Name: JLM Health & Safety Ltd
Sort Code: 20-46-65 Account: 73041646
Ref details: your invoice No.

info@jlmhealthandsafety.co.uk

PAYMENT ADVICE

To: JLM Health & Safety Ltd
Willow Barn
13 Black Horse Rd
Clenchwarton
KINGS LYNN
Norfolk PE34 4DN
Tel:07549 248218

Customer Sheringham Town Council
Invoice Number INV-920
Amount Due **976.50**
Due Date 1 Mar 2024

Amount Enclosed

Enter the amount you are paying above

LEGACY

• Habitat Management Limited •



Invoice To:

Sheringham Town Council
Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
NR26 8NP

Invoice

Invoice Number: 39215
Date: 23/02/2024
Customer Order No: Order No.22
A/C Ref: SHERINGH

Qty	Details	Unit Price	Net Amount	VAT Rate	VAT
1.00	Five days Softrack Cut and Collect from Beeston Common, Sheringham	5,975.00	5,975.00	20.00	1,195.00

Deliver To:

Beeston Common

Total Net Amount £ 5,975.00
Carriage Net £ 0.00
Total VAT Amount £ 1,195.00
Invoice Total £ 7,170.00

Please pay by BACS to: Virgin Money
Sort Code: 05-08-03 Account No: 21654611
Please make cheques payable to:
Legacy Habitat Management Ltd

Charge Account Payment Terms are 30 days

Comments:

Legacy Habitat Management Ltd, Legacy House, 2A Greasbro Road,
Sheffield S9 1TN
Tel: 0114 256 0106 Fax: 0114 2420330
Web: www.legacy-habitat.co.uk Email: info@legacy-habitat.co.uk

Company Registered in England & Wales: 04734503
Vat Reg. No: 789 917 839

TAX INVOICE



SHERINGHAM TOWN COUNCIL
SHERINGHAM COMMUNITY CENTRE
HOLWAY ROAD
SHERINGHAM
NR26 8NP

Reed Specialist Recruitment Ltd
California
120 Coombe Lane
London
SW20 0BA
Telephone 020 8274 4497
Email cash.allocation@reed.com

Taxpoint / Date of issue: 23/02/2024

Reported To:	Invoice No:	0239832010
Order No:	Invoice Date:	16/02/2024
Your Ref:	Timesheet No:	77163/BkgBrn2215
Account No: S0313854	Our Ref:	TIIS/W202432/v1.1

SERVICES OF MS. ELIZABETH SHAW FOR WEEK ENDING 16/02/2024

33.08 HOURS AT £35.04 PER HOUR CHARGE RATE	£1159.12
<hr/>	<hr/>
33.08	
NET TOTAL	£1159.12
PLUS VAT AT 20.00%	£231.82
	<hr/>
TOTAL AMOUNT DUE	£1390.94
	=====

Your temporary / contractor was supplied by: REED BUSINESS SUPPORT
1ST FLOOR
3-5 ORFORD PLACE
NORWICH
NR1 3RU

PAYMENT TERMS:
30 Days
Invoices are payable to the above payment terms.
Interest may be charged on all invoices remaining unpaid after this time.

Reed Specialist Recruitment Ltd. Registered in England No. 06903140 Reg. Office: Academy Court, 94 Chancery Lane, London, WC2A 1DT
REED believes in social responsibility and distributes 18% of Group profits to charity through the Reed Foundation.
VAT Registered No. GB 835 5155 25

www.reedglobal.com

REMITTANCE:
BACS TO: Reed Specialist Recruitment Limited
Account No. 20570362
Sort Code: 20-72-17
Remittance email: cash.allocation@reed.com

Invoice No: 0239832010
Posting Acc: S0313854
Total Value: £1390.94

T/S ID	XMS- 92771632		
Account No	S0313854		
Payroll No	550025H/2215	SHAW, ELIZABETH	
T/S No	77163 / 202346 / 2215	SHERINGHAM TOWN COUNCIL	
W/E Date	16 February 2024	Category	Z9
Invoice FAO		Report To	
Order No		Client Ref	
		Job title	Bid Coordinator
Phone No	01263822213		
Invoice Address		Working Address	
SHERINGHAM COMMUNITY CENTRE		Sheringham Town Council, Sheringham Comm	
HOLWAY ROAD			
SHERINGHAM		Sheringham	
NR26 8NP		NR26 8NP	

<i>Shift</i>	<i>Start Date / Time</i>	<i>End Date / Time</i>	<i>Hours Worked</i>
Shift	12/02/2024 08:30:00	12/02/2024 16:30:00	7.5
Shift	13/02/2024 09:00:00	13/02/2024 16:30:00	7
Shift	14/02/2024 09:15:00	14/02/2024 16:50:00	7.08
Shift	15/02/2024 09:00:00	15/02/2024 16:00:00	6
Shift	16/02/2024 09:15:00	16/02/2024 15:15:00	5.5
Total			33.08

Charge Rates	
Hours	@ Charge
33.08	35.04
<hr/>	
33.08	Total

Hours Worked	33.08
Timesheet Authorised By	Sarah Peberday
Date and Time Transmitted	20/02/2024 12:18:00

S D SIMMONS

Window & Office Cleaning Specialist

7 Cedar Grove Sheringham NR26 8PU

Tel : 01263 821717

Town Council

23/02/2024

Town Clock

5 Clean inside and out Total £50.00

7 Bus Stops Total £70.00

Total £120.00

Yours Faithfully

J. Simmons



INVOICE

A.H Heating & Plumbing (Norfolk) Ltd
Thoughtful, Reliable & Professional
1, Beeston Common
Sheringham, Norfolk
NR26 8ES
01263825910
admin@ahheating.co.uk
www.ahnorfolk.co.uk
VAT: 364 6091 87 Reg: 12514656

ADDRESSED TO

Mr Sarah Peberday
Sheringham Town Council
Sheringham Community Centre, Holway Road
Sheringham, Norfolk
NR26 8NP

Invoice # **3710**

Invoice Date **26 Feb 2024**

Job Reference # **Blocked toilets**

PAYMENT DUE

JOB ADDRESS

Sheringham Community Centre, Holway Road
Sheringham, Norfolk
NR26 8NP

DESCRIPTION	UNITS	UNIT PRICE	VAT	AMOUNT (GBP)
10.01.24. To attend to call out and carry out works as per our attached job sheet 2056. PF/TT	1.00	£60.00	£12.00	£72.00

PAYMENT TERMS

PAYMENTS ARE REQUIRED BY RETURN.
Cheques should be made payable to " A.H Heating & Plumbing (Norfolk) Ltd ". Card payments are accepted in person only OR by the payment link below. Paper copies of invoices are sent out on request. T&C's apply.

BANK DETAILS

A.H Heating & Plumbing (Norfolk) Ltd
Bank
Barclays
Account Number
63970795
Sort Code
20-17-20

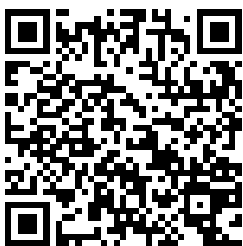
Total excl. VAT £60.00

VAT Total £12.00

Total £72.00

Amount Due (GBP) **£72.00**

NOTES



Scan the QR code with your phone camera or [Click Here](#) to pay online.



Job Sheet

Thoughtful, Reliable & Professional

Company / Installer	
Engineer	Paul Fletcher
Company	A.H Heating & Plumbing (Norfolk) Ltd
Address	1 Beeston Common Sheringham Norfolk
Post Code	NR26 8ES
Tel No.	01263825910
Gas Safe Reg No.	194768
ID Card No.	5418394

Job Address	
Name	Sarah Peberday
Address	Sheringham Community Centre Holway Road Sheringham Norfolk
Post Code	NR26 8NP
Tel. No	01263 822150

Client / LandLord	
Name	Mr Sarah Peberday
Company	Sheringham Town Council
Address	Sheringham Community Centre Holway Road Sheringham Norfolk
Post Code	NR26 8NP
Tel. No	01263 822150
Mob. No	

Job Notes
<p>10.01.23. To attend to call out to toilets not flushing away, to remove inspection chamber and was not blocked externally, to try and plunge toilets, to try and remove blockage but unable to, to remove boxing and inspection hatch, unable to get to rod pipework as unable to remove inspection cap at the end of pipework, to advise customer to get blockage specialist to come and rod pipework to remove blockage. PF/TT</p>

Spares Required
None.

Job Ref	Blocked toilets	Hours Used	01:00	Awaiting Parts	No	Job Completed	Yes
---------	-----------------	------------	-------	----------------	----	---------------	-----

Signatures		Date
Issued by: Signed		10-Jan-2024
Print Name:	Paul Fletcher	
Received by: Signed		2024-01-10 11:00
Print Name:	N/A	2024-01-10 12:00
		Arrival Time
		Departure Time



SPORTS CLUBHOUSES
 182 Brighton Road
 Coulsdon
 Surrey
 CR5 2NH

www.sportsclubhouses.com
 steve@sportsclubhouses.com

INVOICE

CLIENT	:	Sheringham Town Council (by email)		
PROJECT	:	Redevelopment of sports building		
INVOICE NO.	:	SC-SHERINGHAM-1		
INVOICE DATE	:	28.02.2024		
INVOICE VALUE	:	RIBA Stage 1 fee		£3,950.00
		Interim valuation (60%)		£2,370.00
		Less Invoiced		<u>£0.00</u>
				£2,370.00
		RIBA Stage 2 fee		£3,450.00
		Interim valuation (0%)		£0.00
		Less Invoiced		<u>£0.00</u>
				£0.00
		RIBA Stage 3 fee		£11,500.00
		Interim valuation (0%)		£0.00
Less Invoiced		<u>£0.00</u>		
		£0.00		
		SUBTOTAL		£2,370.00
		VAT @ 20%		£474.00
TOTAL THIS INVOICE	:			<u>£2,844.00</u>

Note: Payment terms 14 days. Payments by internet banking.

Bank Details

Natwest

A/C: 30098661

Sort Code: 60-06-14

VAT Registration Number: 171 6883 81
 Company Registration Number: 08624625

TAX INVOICE

Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8QS

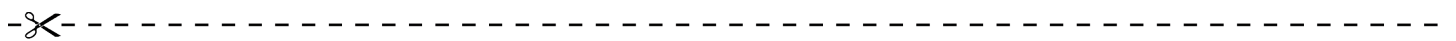
Invoice Date 29 Feb 2024
Account Number SHERTC
Invoice Number 55093
Reference 47951
VAT Number 711 4255 72

Cheverton & Son Ltd
22 Holt Road
Cromer
Norfolk
NR27 9JW
Tel: 01263 513039
email: info@cheverton.co.uk

Description	VAT	Amount GBP
1 x Freedom of Sheringham Scroll 215x420mm	20%	10.00
File Setup	20%	60.00
	Subtotal	70.00
	TOTAL VAT 20%	14.00
	TOTAL GBP	84.00

Due Date: 19 Mar 2024

E&OE. Please pay on receipt of invoice unless other terms agreed
BY BANK TRANSFER (FPS) to Santander Plc
Sort code 090150 Account No.05677556
BY CHEQUE - Please make payable to CHEVERTON & SON LTD



PAYMENT ADVICE

To: Cheverton & Son Ltd
22 Holt Road
Cromer
Norfolk
NR27 9JW
Tel: 01263 513039
email: info@cheverton.co.uk

Customer Sheringham Town Council
Account Number SHERTC
Invoice Number 55093

Amount Due 84.00
Due Date 19 Mar 2024

Amount Enclosed _____

Enter the amount you are paying above

TAX INVOICE

Sheringham Town Council
 Attention: Sarah Peberday
 Sheringham Town Council
 Sheringham Community Centre
 Holway Road
 Sheringham
 Norfolk
 NR26 8NP
 GBR
 VAT Number: GB283371646

Invoice Date
 29 Feb 2024

Account Number
 STC001

Invoice Number
 INV-13729

Reference
 ITN-MONTHLY

VAT Number
 231623049

IT NORWICH
 LIMITED
 Cobble Acre Park
 Brick Kiln Road
 Hevingham
 NORWICH
 NR10 5NL

Item	Description	Quantity	Unit Price	Amount GBP
Internet & Telephony				
MISC-HARDWARE	FTTC Internet Connection (80/20/Premium) on SoGEA	1.00	49.00	49.00
4CX000	3CX Phone Platform Package	1.00	89.50	89.50
5CX000	3CX - Variable Call Costs (For Preceding Calendar Month)	1.00	12.11	12.11
Support Services				
RMM-PREMIUM	ITnorwich RMM for Workstations	27.00	5.00	135.00
ITMM-FOUNDATI ON	IT Management & Maintenance Foundation Package	1.00	97.00	97.00
TEL001	Telephone & Remote User Support Pack	5.00	48.75	243.75
Microsoft Platform & Services				
MIC006	Microsoft Exchange Online Plan 2 Monthly Term / Monthly Fee (HALO)	1.00	9.19	9.19
MIC003	Microsoft 365 Business Basic Annual Term / Monthly Fee (HALO)	4.00	6.49	25.96
MIC004	Microsoft 365 Business Basic Monthly Term / Monthly Fee (HALO)	1.00	7.59	7.59
VADEM365	Vade for M365	23.00	2.00	46.00

Item	Description	Quantity	Unit Price	Amount GBP
MIC005	Microsoft 365 Business Standard Monthly Term / Monthly Fee (HALO)	13.00	12.99	168.87
			Subtotal	883.97
			TOTAL VAT 20%	176.79
			TOTAL GBP	1,060.76

Due Date: 28 Mar 2024

Thank you for your custom. Please pay this invoice by the due date. We reserve the right to withhold access to or withdraw services and charge statutory interest and a debt recovery charge if you do not so so. The title of goods supplied does not pass until paid for in full.

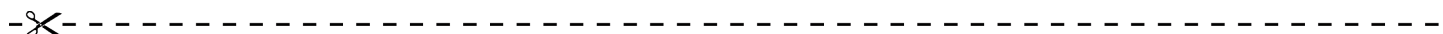
** PAYMENT OPTIONS **

PAY BY CARD: Use the payment link provided when you received this invoice.

PAY BY BACS: Pay "IT NORWICH LIMITED" to account number 03129624, sort code 20-45-45.



[View and pay online now](#)



PAYMENT ADVICE

To: IT NORWICH LIMITED
 Cobble Acre Park
 Brick Kiln Road
 Hevingham
 NORWICH
 NR10 5NL

Customer	Sheringham Town Council
Account Number	STC001
Invoice Number	INV-13729
Amount Due	1,060.76
Due Date	28 Mar 2024
Amount Enclosed	

Enter the amount you are paying above

TAX INVOICE

Sheringham Town Council
Attention: Sarah Peberday
Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP
GBR
VAT Number: GB283371646

Invoice Date
29 Feb 2024

Account Number
STC001

Invoice Number
INV-13763

Reference
LABOUR

VAT Number
231623049

IT NORWICH
LIMITED
Cobble Acre Park
Brick Kiln Road
Hevingham
NORWICH
NR10 5NL

Item	Description	Quantity	Unit Price	Amount GBP
	CAG000047			
LAB-ADHOC	Remote Support in February 2024	2.8333	55.60	157.53
			Subtotal	157.53
			TOTAL VAT 20%	31.51
			TOTAL GBP	189.04

Due Date: 28 Mar 2024

Thank you for your custom. Please pay this invoice by the due date. We reserve the right to withhold access to or withdraw services and charge statutory interest and a debt recovery charge if you do not so so. The title of goods supplied does not pass until paid for in full.

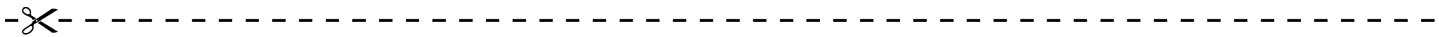
** PAYMENT OPTIONS **

PAY BY CARD: Use the payment link provided when you received this invoice.

PAY BY BACS: Pay "IT NORWICH LIMITED" to account number 03129624, sort code 20-45-45.



[View and pay online now](#)



PAYMENT ADVICE

To: IT NORWICH LIMITED
Cobble Acre Park
Brick Kiln Road
Hevingham
NORWICH
NR10 5NL

Customer Sheringham Town Council
Account Number STC001
Invoice Number INV-13763

Amount Due **189.04**
Due Date 28 Mar 2024

Amount Enclosed

Enter the amount you are paying above

29th February 2024

Sheringham Town Council
Community Centre
Holway Road
Sheringham
NR26 8NP

INVOICE No 2948

Invoice For

Personnel Advice Training Event for Staffing Committee – 28th February 2024

COST	£250.00
VAT 20%	£50.00

TOTAL AMOUNT DUE £300.00

Payment Terms 14 days

Please make cheques payable to Personnel Advice & Solutions Ltd, or Lloyds Bank,
Sort Code: 309770, Account: 00979606

Many Thanks

Christopher Moses LLM Chartered FCIPD

5b Carre Street
Sleaford
Lincolnshire
NG34 7TW
Tel: 01529 305056
Mobile: 07778 480741
Email: p.d.solutions@zen.co.uk
www.personneladviceandsolutions.co.uk
V.A.T. No. 856 3904 00

Paid

Payment reference ID DEntsb6fIHue0ll6LFic

Sold by World of Books Ltd

VAT # GB922696893

Invoice date / Delivery date 01 March 2024

Invoice # INV-GB-100139601-2024-258952

Total payable £12.66

SARAH PEBERDAY
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

For customer support visit www.amazon.co.uk/contact-us

Billing address

Sarah Peberday
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address

Sarah Peberday
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by

World of Books Ltd
Mulberry House
Goring by Sea, BN12 4QY
GB
VAT # GB922696893

Order information

Order date 01 March 2024
Order # 206-7597288-6867537

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
The Churchyards Handbook: 2004/2 (Conservation & mission, 2004/2) ASIN: 0715143018	1	£9.86	0%	£9.86	£9.86
Shipping Charges		£2.80		£2.80	£2.80

Invoice total £12.66

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
0%	£12.66	£0.00
Total	£12.66	£0.00

Invoice

Sarah Peberday
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM
NR26 8NP
United Kingdom

Paid

Sold by ChangHua Wu6063

VAT

Invoice date /Delivery date Mon, 4 Mar 2024

Invoice # 206-3703676-8004361

Total payable £7.99

Billing address

Sarah Peberday
SHERINGHAM COMMUNITY
CENTRE HOLWAY RD
SHERINGHAM
NR26 8NP
United Kingdom

Delivery address

Sarah Peberday
SHERINGHAM
COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM
NR26 8NP
United Kingdom

Sold by

ChangHua Wu6063
GB, BL9 0QL, ENGLAND, BURY, 12
PRINCESS PARADE

VAT number

Order information

Order date Mon, 4 Mar 2024
Order # 206-3703676-8004361

Invoice

Invoice # 206-3703676-8004361

Invoice details

Description	Qty	Unit price (excl.VAT)	VAT rate	Unit price (incl.VAT)	Item subtotal (incl.VAT)
BNFGD 3Pcs Safety Glasses,Clear Goggles,Eyewear Protective Goggles Glasses Anti Splash Scratch,Dust Proof for Eye Full Protection Construction Laboratory Outdoor Glasses., 5.6 x 1.7 inch	1	£7.99	20%	£1.60	£1.60

Shipping charge

Invoice total

shipping charge	VAT rate	Item subtotal (excl.VAT)	VAT subtotal
	20%	£1.60	£1.60

Total £1.60 £1.60

Paid

Payment reference ID 1qp4t9UAheF4ZmNjzGy8

Sold by ELKO Group Ltd

VAT # GB302971811

Invoice date / Delivery date 04 March 2024

Invoice # INV-GB-134013471-2024-2090

Total payable £5.88

SARAH PEBERDAY
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
Sarah Peberday SHERINGHAM COMMUNITY CENTRE HOLWAY RD SHERINGHAM, NR26 8NP GB	Sarah Peberday SHERINGHAM COMMUNITY CENTRE HOLWAY RD SHERINGHAM, NR26 8NP GB	ELKO Group Ltd PO BOX 359 NEWCASTLE UPON TYNE, NE6 9DH GB VAT # GB302971811

Order information

Order date 04 March 2024
Order # 206-9499932-8445138

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Blackrock Hi Vis Vests Yellow Waistcoat, Reflective High Vis Jackets, Hi Viz, Work Utility & Safety Clothing, Neon Clothes, Running, Jacket, Hivisible, Security, PPE, Fluorescent - Size Large ASIN: B004032XSA	2	£2.45	20%	£2.94	£5.88
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £5.88

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£4.90	£0.98
Total	£4.90	£0.98

Paid

Payment reference ID 3InMaNUb5XanUFfOQqAp

Sold by Amazon EU S.à r.l., UK Branch

VAT # GB727255821

SARAH PEBERDAY
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Invoice date / Delivery date	05 March 2024
Invoice #	GB41JBFMZAEUI
Total payable	£14.98

For customer support visit www.amazon.co.uk/contact-us

Billing address

Sarah Peberday
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address

Sarah Peberday
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by

Amazon EU S.à r.l., UK Branch
1 Principal Place, Worship Street
London, EC2A 2FA
United Kingdom
VAT # GB727255821

Order information

Order date 05 March 2024
Order # 206-9605376-1009150

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
HDMI Cable 4K – 5m – with A.I.S Shielding – Designed in Germany (supports all HDMI devices like PS5, Xbox, Switch – 4K@60Hz, High Speed HDMI lead with Ethernet, black) – by CableDirect ASIN: B004BIG55Q	1	£8.32	20%	£9.99	£9.99
Shipping Charges		£4.16		£4.99	£4.99

Invoice total £14.98

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£12.48	£2.50
Total	£12.48	£2.50

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

Amazon EU S.à r.l., UK Branch – Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB

Registered in England and Wales • Branch Registration No. BR017427 • VAT No. GB 727255821

SARAH PEBERDAY
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Paid

Payment reference ID 1qp4t9UAheF4ZmNjzGy8

Sold by Dongguanshiqingzimindianzishangwuyouxiangongsi

Invoice date / Delivery

date	06.03.2024
Invoice #	DS-ASE-INV-GB-2024-102685327
Total payable	£22.38

VAT declared by	Amazon Services Europe S.a.r.L.
VAT #	GB190023639

For customer support visit www.amazon.co.uk/contact-us

Billing address

Sarah Peberday
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address

Sarah Peberday
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by

Dongguanshiqingzimindianzishangwuyouxiangongsi
海运二路四巷8号302房
东莞市, 虎门镇, 广东省, 523000
CN

Order information

Order date	04.03.2024
Order #	206-3703676-8004361

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Ear Defenders, Noise Reduction Safety Ear Muffs, Hearing Protection 35dB Highest SNR, Foldable Ear Muffs with Soft Foam for Shooting, Hunting, Mowing, DIY, Etc, with Carrying Bag B09JSCTX2W ASIN: B09JSCTX2W	2	£9.32	20%	£11.19	£22.38
Shipping Charges		£2.49		£2.99	£2.99
Promotions		-£2.49		-£2.99	-£2.99

Invoice total £22.38

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£18.64	£3.74
Total	£18.64	£3.74

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon Services Europe S.à r.l., 38 avenue John F. Kennedy, L-1855, Luxembourg
R.C.S. Luxembourg: B 93815; Business license number: 100416 VAT number LU19647148

VAT declared by Amazon

Longwater Gravel

Producers of Quality Aggregates

Longwater Gravel Co. Ltd., William Frost Way, Longwater Business Park, Costessey
Norwich, NR5 0JS, Phone : 01603 743767, Email : sales@longwatergravel.co.uk

CONVEYANCE NOTE / SALES INVOICE

As prescribed by the weights and Measures Act 1985

Customer Name

MISCELLANEOUS

Delivery Address:

SHERINGHAM TOWN COUNCIL
SHERINGHAM
SHERINGHAM CEMETRY
WEYBOURNE RD
SHERINGHAM, NR26 8HF

Contact Tel: 01263 822213

Ticket No: 337081

Site: Costessey Pit

Date & Time: 12/03/2024 00:00:00

Vehicle Reg: MB XDE - GRAB


Haulier: DEFAULT HAULIER

Order No: 19242

Product	Gross	Tare	Net	Qty	Unit
BULK BAG 14MM NORWEGIAN	9,600.00	8,000.00	1,600.00	2.00	BAG

Notes:

pm - must call when leaving

Customers Name:	Customers Signature:	Driver :	Driver Signature: 
-----------------	----------------------	----------	--

Cash Details:		Payment Method
Nett	£209.36	Chip & Pin
VAT @ 20%	£41.87	Amount Paid
Total	£251.23	£251.23

Customer ordering vehicles off the public road do so entirely at their own responsibility

INVOICE



UK Power Networks (Operations) Ltd
Energy House, Carrier Business Park
Hazelwick Avenue, Three Bridges
Crawley, West Sussex
RH10 1EX

Billing Address
Sheringham Town Council Sheringham Town Council, Community Centr Holway Road Sheringham NR26 8NP

Information
Invoice No. 92199711
Invoice Date 29 February 2024
Quotation No. 3110102270
Your Customer No. 200172557
Service request No. 8110140882
Customer Ref No.

Site Address
Putting green Beeston Hills Cliff Road Sheringham NR26 8BJ

Page 1 of 1

Invoice Details				
Description	VAT Rate	Qty	Unit Price	Amount £
additional excavation	20.0%	1	235.83	235.83
Total Exclusive of VAT				235.83
VAT				47.17
Total Amount Due				283.00

Payment Terms: *** Paid with thanks *******

We are committed to protecting and respecting your privacy. The information you provide will not be used for marketing purposes but we work with two research organisations, Rant & Rave and Explain Research who may contact you for feedback about our service. Your feedback is shared with us and Ofgem, our regulator. We will not sell or pass on your information to any other third party for any purpose. For more information on how we will treat your personal data, please read our privacy policy available at www.ukpowernetworks.co.uk



Vinyl Banners Printing
artwork@vinylbannersprinting.co.uk
0203 287 3786

INVOICE

Mel Ashcroft
Sheringham Community Centre,
Holway Road, Sheringham
NR26 8NP
mel.ashcroft@sheringhamtownco
uncil.gov.uk
01263 822213

Invoice Date: 29/02/2024
Order Number: 9170988
Order Date: 29/02/2024
Payment Method: Pay By Credit/Debit
Card

Product	Quantity	Price
Vinyl Banner	3	£46.05
SOT:: WithOutFoldable Material Select:: vinylbanner Eyelets:: Eyelets 50cm Apart PolePocket:: none Delivery:: standarddelivery Hemming:: Yes SOT:: WithOutFoldable Unit:: foot Banner Width: 5 Banner Height: 2		

Subtotal	£46.05
Shipping	£8.99 via Flat Rate
15% Discount	-£6.90
Total	£48.14

Our Bank Account Details:
Account name: Vinyl Banners printing
Account number: 15824137
Sort code: 04-06-05



3630/2

Sheringham Community Centre
SHERINGHAM TOWN COUNCIL
SHERINGHAM COMMUNITY CENTRE
HOLWAY ROAD
NORFOLK
SHERINGHAM
NR26 8NP

Customer reference

227131201

Bill number 13231239

Invoice/Tax point 03 Mar 2024

Get in touch

Call 0333 207 9283

Email hello@wave-utilities.co.uk

Tweet @WaveUtilitiesUK

Visit and chat to us at www.wave-utilities.co.uk



In an emergency
find your wholesaler at
www.wave-utilities.co.uk/mywholesaler

How to reduce your usage

Visit www.wave-utilities.co.uk/lesswater
for tips on how to use less water and reduce
your next bill

Your water bill

£159.00

£159.00 will be taken on or around 17 March according to your payment arrangement.

Charges

From 03 Dec 2023 to 02 Mar 2024 for Holly End, HOLWAY ROAD, NR26 8NP

Balance brought forward	£148.17
Water charges	£71.60
Sewerage charges	£87.40
Total charges (ex VAT)	£159.00
Total charges (inc VAT)	£159.00
Payments received	-£148.17
Your New Account Balance	£159.00

How your charges are split



Wholesale charges	£125.64
Retail charges	£33.36

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Get an online account

Your bills, payments and readings all in one place, 24/7: wave-utilities.co.uk/myaccount

Submit a meter reading

Meter readings make bills more accurate. You can submit a read in a few ways:

- Log in to My Account or go to wave-utilities.co.uk/myread
- Email submitmyread@wave-utilities.co.uk
- Text 07860 019830

We can help you control your costs – giving regular meter reads makes your bill more accurate. Submit a read today at wave-utilities.co.uk/myread.

Ways to pay

Direct Debit - the convenient way to pay

Call us on 0333 207 9283 to get set up or go to wave-utilities.co.uk/mydd

Credit/Debit Card

Pay online at wave-utilities.co.uk/pay

Or call 0333 207 9283

Please quote your customer reference

Cheque

Include customer reference on the back of your cheque to:

Anglian Water Business (National) Ltd

PO Box 745

HUNTINGDON

PE29 9PW

Allow 5 work days for payment to reach us

BACS or bank transfer

Sort Code 20-43-71

Account Number 33298760

Account Name Anglian Water Business (National)

Please use your Customer reference as your payment reference

Send your payment slip to bacs@wave-utilities.co.uk with the payment value in the subject line. For advice visit wave-utilities.co.uk/bankpayments

Please pay on time as we share data with credit reference agencies and the positive experiences shared help to maintain credit scores and keep the supply chain flowing in these challenging economic times.

Account in credit/paying in advance? Visit wave-utilities.co.uk/advancepayments

Having trouble paying your bills? Visit wave-utilities.co.uk/financial-difficulty



Water charges for AW Meter Potable Water Streamline Green
 Waste charges for AW Meter Sewerage FS Streamline Green
 SPIDs: 3021499554W11, 3021499554S19

Readings

Meter number 12W718824Q Chargeable Meter size 050mm

Previous	Current	Units
001650 E 03 Dec 2023	001681 E 03 Mar 2024	31 m ³

Total units used *ACTUAL readings 12/3/24 001688.* 31 m³

Water charges

Type	Units	Rate	VAT	Charge
Water	31 m ³	£1.78100	Z	£55.21
Direct Debit Discount	91 days	£0.01027 (£3.75 PA)	Z	-£0.93
Potable Water Fixed	91 days	£0.19033 (£69.66 PA)	Z	£17.32
Total water charges (ex VAT)				£71.60

Sewerage charges

Type	Units	Rate	VAT	Charge
Sewerage	29.45 m ³	£1.93230	Z	£56.90
Direct Debit Discount	91 days	£0.01027 (£3.75 PA)	Z	-£0.93
Metered Foul Sewerage Fixed	91 days	£0.34541 (£126.42 PA)	Z	£31.43
Total sewerage charges (ex VAT)				£87.40

Useful Information

VAT
 S = Standard VAT @ 20%
 Z = Zero VAT

Meter Readings
 C = Customer Read
 A = Cyclic/Actual Read
 E = Estimated Read

Charges on your bill

Our services are provided in accordance with our terms and conditions. If you have any questions about the charges on your bill and how they are calculated, including questions about VAT codes, please visit our website at www.wave-utilities.co.uk or contact us on 0333 207 9283.

Deaf or Hard of Hearing

We offer a web chat service or email support. Alternatively, you can nominate someone to discuss the bill with us on your behalf.

Call Costs

Calls to 03 numbers cost no more than a national rate call to an 01 or 02 number and count as inclusive minutes in the same way. Call charges can vary. For more information please contact your phone service provider.

Complaints

Unhappy about our service?

We try to get everything right first time but appreciate this isn't always the case. If you're unhappy with any element of our service, please talk to us and we'll do what we can to resolve your concerns as swiftly as possible. Contact us on 0333 207 9283 or email customerservices@wave-utilities.co.uk.

If your complaint is not resolved to your satisfaction and you would like the decision to be reviewed by a Director, please contact us on 0333 207 9283 or email directors@wave-utilities.co.uk.

If you follow our complaints process and are still unhappy, you can get some advice from one of the organisations below: For England and Wales - The Consumer Council for Water www.cwater.org.uk or Ofwat www.ofwat.gov.uk For Scotland - The Scottish Public Services Ombudsman www.spsos.org.uk or Water Industry Commission for Scotland www.watercommission.co.uk.

Registered office address

Anglian Water Business (National) Ltd, Northumbria House, Abbey Road, Pity Me, Durham, DH1 5FJ
 Company Number: 03017251
 Company VAT number: GB277633960
 All billing correspondence should be sent to Wave, PO BOX 745, HUNTINGDON, PE29 9PW

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wave-utilities.co.uk/mydd

Remember to submit a meter reading

By giving us regular meter readings, your bills will be more accurate.

It's easy to submit a reading online.

Simply log in to My Account or visit: wave-utilities.co.uk/myread



giffgaff Ltd
Belmont House
Belmont Road
Uxbridge
UB8 1HE

INVOICE

Page 1/1

Invoice Address:

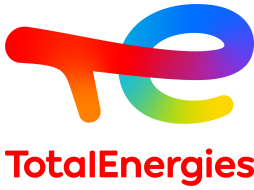
Stuart Drabble
Sheringham Town Council
Sheringham Community Centre
Sheringham
NR26 8NP
United Kingdom

Information:

Invoice Number: 1709599883829
Order Number: 558760548
Invoice Date: 05 Mar 2024

Receiver Phone Number: 447719134891

SIM monthly plan	£29.17
-----	-----
VAT 20%	£5.83
-----	-----
Total Amount in GBP	£35.00



Electricity Invoice

SHERINGHAM TOWN COUNCIL
 COMMUNITY
 HOLWAY ROAD
 SHERINGHAM
 NR26 8NP

H Account Number: 3007147760
 Invoice Number: 331989267/24
 Date (Tax Point): 5 March 2024
 Supplied Address: COMMUNITY HALL
 COMMUNITY HALL
 COMMUNITY
 HOLWAY ROAD
 SHERINGHAM NR26 8NP

Enquiries:

If you have any queries regarding this invoice or your account in general, please call our Customer Services Help Line on 03330 037 874, write to us at TotalEnergies Gas & Power, Bridge Gate, 55-57 High Street, Redhill, RH1 1RX, or email Customercare.uk@totalenergies.com

Statement Section	FFL	CCL	VAT	Total
Total balance from previous invoice	-	-	-	£1,267.24
Payment received on 20 February 2024	-	-	-	CR £1,267.24
Balance Carried Forward	-	-	-	£0.00

Charge Description	Period of use		Billed Units	Unit Desc	Price	Cost (£)
	From	To				
Supply Number	S	00 845 072 10 3008 0002 977				
Meter No.	12C00444					
Day (07:00-24:00)	01/02/24	29/02/24	3,168.00	kWh	19.5895p	620.60
Night (00:00-07:00)	01/02/24	29/02/24	592.70	kWh	14.3346p	84.96
Standing Charge	01/02/24	29/02/24	29.00	Day	102.9785p	29.86
DUoS Capacity Charge	01/02/24	29/02/24	140.00	kVA/Month	£1.20	168.00
Reactive Power	01/01/24	31/01/24	796.70	kVARh/Month	0.3640p	2.90

Total (Consumption) 3,760.70 kWh	£705.56
Total Other Charges	£200.76
CCL at 0.775p/kWh	£29.15
VAT at 20.00%	£187.09
Total Electricity Sales	£1,122.56

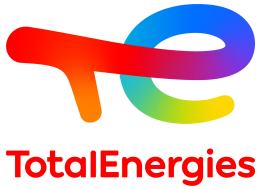
Total Invoice Value	£1,122.56
Balance Brought Forward	£0.00
Balance Due	£1,122.56

Continued on next page...

Mailing address: Bridge Gate, 55-57 High Street, Redhill, Surrey RH1 1RX, United Kingdom
 Website: business.totalenergies.uk

TotalEnergies Gas & Power Limited VAT Registration No. 689638949 Registered in England No. 2172239
 Registered Office: Bridge Gate, 55-57 High Street, Redhill, Surrey RH1 1RX





Electricity Invoice

Page 2 of 2

Account Number: 3007147760
Invoice Number: 331989267/24
Date (Tax Point): 5 March 2024

Your payment of £1,122.56 will be taken by Direct Debit on or after 19 March 2024, BACS Ref 1205434

**Your contract end date is 30/04/25.
TotalEnergies will continue to supply you after this date unless
we receive written termination from you
in accordance with your contract terms.**

kW = 20, kVAR = 10, PF = 0.90 - 1030080002977

Mailing address: Bridge Gate, 55-57 High Street, Redhill, Surrey RH1 1RX, United Kingdom
Website: business.totalenergies.uk

TotalEnergies Gas & Power Limited VAT Registration No. 689638949 Registered in England No. 2172239
Registered Office: Bridge Gate, 55-57 High Street, Redhill, Surrey RH1 1RX



PAYING YOUR ELECTRICITY INVOICE

Direct Debit Payment

As you have a Direct Debit set up with TotalEnergies Gas & Power, the balance outstanding on your account will be cleared each month.

BACS Payment

For customers paying by BACS, our account details are:

Bank Name: HSBC Bank plc
Account Name: TotalEnergies G & P Collections
Account No: 81403346
Sort Code: 40 - 02 - 50
Branch: London Park Street SE1

Please ensure that the remittance advice clearly states the Invoice Number, the amount paid and the Account Number. This should be marked for the attention of the Treasury Department and sent to the address below.

Alternatively remittances can be emailed to our cashiers department on remittances.uk@totalenergies.com.

By Post

Cheques should be made payable to TotalEnergies Gas & Power Limited. Please send cheques with the detachable Bank Giro Credit slip to the address stated below. Please write your Account Number on the back of the cheque. Cash should not be sent through the post.

At a Bank

Payment can be made with cash or a cheque by using the Bank Giro Credit slip, free of charge at any branch of HSBC for customers who hold a HSBC Bank account. Alternatively, you may use a branch of your own bank. This service will usually be free of charge.

By Debit or Credit Card

If you would like to make payment by Debit or Credit card please call us on 0333 003 7874 using Option 1 followed by Option 1.

INVOICE DEFINITIONS

- 'A' after a meter reading indicates an actual read taken by the data collector or agents working on its behalf.
- 'E' after a meter reading indicates an estimated read.
- 'C' after a meter reading indicates a read given by the customer.

Climate Change Levy (CCL)

Government energy tax on industrial and commercial consumption, subject to VAT at Standard Rate. This is a CCL accounting document.

Fossil Fuel Levy (FFL)

Government tax on industrial and commercial electricity sales revenue (to fund renewable energy schemes). To calculate FFL multiply the sum of Total Consumption and Total Other Charges amounts by 0.3% for England and Wales or 0.8% for Scotland. Please note that from 1/4/02 the FFL rate for England & Wales will be reduced to zero. FFL is not subject to VAT.

Kilowatt Hours (kWh)

This is the unit of measure for energy consumed, sometimes referred to as the units of measure for electricity supplied.

Supply Number (MPAN)

The electricity supply number is also referred to as the Meter Point Administration Number (MPAN) and is printed on each bill you receive.

The supply number starts with the letter S, followed by a 21 digit number which uniquely identifies your meter point.

You will see your supply number on the left hand side of your bill - with non half-hourly meters the first two digits will start with either 01,02,03,04,05,06,07 or 08.

EBRS/EBDS/ETII/QHS Discount

Government support in line with the various schemes in place, for more information please refer to our FAQs page at <https://business.totalenergies.uk/ebds>

MOVING PREMISES? Call 08456 009 621

If you are due to move out of your current premises please contact us either in writing, by telephone, or through our "Change Of Ownership" form via the web: business.totalenergies.uk, with the following details:

- Date the move is to take place
- Name of new occupant
- Your forwarding address and telephone number
- A meter read taken on the day you move out of the premises

INFORMATION

If you have a power cut or an associated emergency please contact the National Power Emergency Number on: 105.

For your information your local Distribution Network Operator is:

UK Power Networks
Customer Care, UK Power Network, Fore Hamlet,
Ipswich, IP3 8AA

Enquiries

If you have a query regarding this invoice or any other matter, please contact:

Customer Services Help Line - 03330 037 874

or visit:

business.totalenergies.uk

Budget Plan Payment Scheme:

This allows you to spread the cost of your electricity evenly across the whole year in 12 equal monthly payments

Statements

A statement of your account can be requested at anytime. If you wish to find out more details about any of these services, please call our Customer Services Help Line.

Energy Advice

To receive your free Energy Efficiency Advice pack please call us on 03330 037 874.

Complaints Process

If you have a complaint we will use our best endeavours to resolve it quickly and effectively. You should in the first instance raise this by telephone on 03330 037 874 with our advisers in the Customer Services department. If we cannot resolve the problem, then you have the option to ask for your Complaint to be reviewed by a more senior member of staff in our dedicated Complaints Department. Please refer to our website: business.totalenergies.uk for our complaints handling procedure.

FUEL MIX DISCLOSURE DATA 04/2022 - 03/2023

To find out about renewable energies and how our power is generated, visit our website <http://business.totalenergies.uk/information-centre/energy-essentials/fuel-mix-disclosure>. This refers to the electricity supplied by TotalEnergies to its portfolio and does not reflect your individual supply make up.

Electricity supplied has been sourced from the following fuels	Coal	Natural Gas	Nuclear	Renewable	Other
Percentage of electricity supplied by TotalEnergies	4%	43%	1%	49%	3%
Average for Great Britain (for comparison)	3%	39%	14%	41%	3%

Environmental Impact	
CO2 emissions	221 g/KWh
Radioactive waste	0.0001 g/KWh

HOW TO CALCULATE NON HALF-HOURLY CHARGES

- To calculate the number of Billed Units (electricity consumed) deduct the present meter read from the previous and multiply this figure by the multiplier (Multi).
- Non half-hourly meters may have up to six registers. The time periods these refer to are stated on your invoice. Where more than one register has been used to generate a charge this will be shown. In such cases the Billed Units of each register for a particular time period should be summed together to give the 'total' Billed Units.
- Multiply the Billed Units by their respective Price to calculate the Cost.
- The total (Consumption) is the consumption for all the registers for the period of use. The total cost associated with the total consumption is stated.
- Multiply the Billed Units of the Standing Charge by the Price (if applicable).
- Multiply the Billed Units of the Capacity Charge by the Price (if applicable).
- Add together the Standing Charge and Capacity Charge to get the Total Other Charges.
- Apply CCL at the rate specified on your invoice unless any reductions apply.
- VAT is applied at Standard Rate unless any exemptions apply.
- The sum of these calculations amounts to the Total Electricity Sales.

Mailing address: Bridge Gate, 55-57 High Street, Redhill, Surrey RH1 1RX, United Kingdom

Website: business.totalenergies.uk

TotalEnergies Gas & Power Limited VAT Registration No. 689638949 Registered in England No. 2172239
Registered Office: Bridge Gate, 55-57 High Street, Redhill, Surrey RH1 1RX



Gas supply bill



THIS IS A CCL ACCOUNTING DOCUMENT
Our VAT registration: GB 705 1805 61

Invoice Number: G1273983
Tax point date: 13/03/2024

Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

In case of gas emergency: **0800 111 999**

Site Reference: 1005054 (please quote in all correspondence)

All customer enquiries:	
Telephone ☎ 0116 265 7884	Email ✉ gasbilling@espo.org
Our address: ESPO, Barnsdale Way, Grove Park, Enderby, Leicester, LE19 1ES	

Supply address: Sherringham Community Centre, Holway Road, Sheringham, Norfolk, NR26 8NP

Gas supplier: TOTAL GAS & POWER LTD

Billing period: 31 Jan 2024 to 29 Feb 2024

Gas Consumption									
Serial Number	MPRN	Previous Date	Previous Read	Present Date	Present Read	Units	Correction Factor	Calorific Value	kWh
M016K0505612D6	9322384802	31/01/2024	21698 (A)	29/02/2024	21764 (A)	66	1.02264	39.19655	734.87
Gas Charges							kWh	Unit Rate	Net Cost £
Consumption							734.9	9.2149	67.72
Daily Standing Charge	29	Days	@£1.94p daily					£56.26	
AMR Charges	29	Days	@£0.00p daily					£0.00	
CCL Charge	0	kWh	@£0.00000 per kWh					£0.00	
Total Net	£123.98								£123.98
VAT	£123.98		@5.00%					£6.20	
Amount due for payment									£130.18

NB: Meter read types: A=Actual, C=Customer, E=Estimate

Payment

Your account is paid by Direct Debit.

Your invoice will become due 14 days after the date of invoice and the amount will be debited from your nominated bank account on or after this date.

If you have any enquiries about your direct debit, please contact GMinvoices@espo.org

i Help us to help you

ESPO checks suppliers' bills and intercepts and manages any resulting queries on your behalf. Subject to the bills that ESPO checks being correct, ESPO pays the supplier on your behalf and invoices you accordingly. Every effort is made to ensure the information on this invoice is correct. You should notify us immediately if any details require amending.

All charges should be disputed within 10 days of receipt (5 days if payment is by direct debit). Any delay in advising us of a query could prejudice our chance of securing a satisfactory resolution on your behalf. The supply of gas to your premises is subject to the terms and conditions of the Supply Agreement with your supplier; these are available in the Framework User Guide or you can contact us for more information. In the event that you withhold payment of an undisputed invoice to ESPO, ESPO reserves the right to withhold corresponding payments on your behalf to the supplier. Should this result in the supplier invoking the Late Payment terms on ESPO, these will be passed on in our charges to you.

i Meter readings/estimated readings

Your meter will be read by the Gas Supplier or one of their accredited agents. In the absence of an actual meter reading, an estimate will be used. Any discrepancy as a result of an estimated bill will be corrected when the next actual reading is taken. You may submit your own reading for use in billing. These must be received by ESPO no later than the last working day of the month and will be passed to the Gas Supplier on your behalf. Suppliers will as a rule use customer reads to bill to, or to calculate estimated bills when these are to a different date, but we cannot guarantee that they will be used in every case.

£ Other charges on your bill

Standing charges – a daily standing charge will be applied to your account. The daily standing charge is a fixed amount per day. Elements of the daily standing charges cover the costs to the energy supplier and National Grid in respect of marketing costs, distribution and network maintenance and investment, plus the cost of keeping you connected to the network.

AMR – your meter may have been fitted with an automated meter reading device (AMR) for which a daily charge applies. This allows actual readings to be taken automatically and transmitted to the Gas Supplier using SMS (mobile phone technology)

i How we calculate your gas kWh consumption:

Calculation applies only to metric meters. If you have an imperial meter, to calculate your KWH consumption, after Calorific Value you need to also multiply by 2.8317, then divide by 3.6.



£ Payment

Payments should be made in accordance with the Service Agreement, details of which will have been passed to you by ESPO. Standard payment terms are 14 days from the date of invoice. Direct Debit is the default contract payment method. Payment by alternative means may incur a small surcharge. Please contact ESPO for further details.

£ Valued added tax

If any of your gas usage is for non-business, charity or domestic purposes then you may be entitled to a lower rate of VAT. For further information please contact ESPO, or the VAT helpline on the HM Revenue and Customs website.

i Moving, closing, sale or transfer of premises

You must inform us as soon as you know you are moving. The Gas Supplier requires 28 days notice and you are required to provide contact details for the new owners and a meter reading on the date of sale. Failure to do this may result in you being liable for the gas supplied after you vacate the premises.

i The small print

The supply of gas to your premises is subject to the terms and conditions of the Supply Agreement with your supplier; these can be requested from energy@espo.org.

Gas supply bill



THIS IS A CCL ACCOUNTING DOCUMENT
Our VAT registration: GB 705 1805 61

Invoice Number: G1270975
Tax point date: 14/02/2024

Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

In case of gas emergency: **0800 111 999**

Site Reference: 1005054 (please quote in all correspondence)

All customer enquiries:	
Telephone ☎ 0116 265 7884	Email ✉ gasbilling@espo.org
Our address: ESPO, Barnsdale Way, Grove Park, Enderby, Leicester, LE19 1ES	

Supply address: Sherringham Community Centre, Holway Road, Sheringham, Norfolk, NR26 8NP

Gas supplier: TOTAL GAS & POWER LTD

Billing period: 31 Dec 2023 to 31 Jan 2024

Gas Consumption									
Serial Number	MPRN	Previous Date	Previous Read	Present Date	Present Read	Units	Correction Factor	Calorific Value	kWh
M016K0505612D6	9322384802	31/12/2023	21594 (A)	31/01/2024	21698 (A)	104	1.02264	39.20000	1,158.08
Gas Charges							kWh	Unit Rate	Net Cost £
Consumption							1158.1	9.2149	106.72
Daily Standing Charge	31	Days	@£1.94p daily						£60.14
AMR Charges	31	Days	@£0.00p daily						£0.00
CCL Charge	0	kWh	@£0.00000 per kWh						£0.00
Total Net	£166.86								£166.86
VAT	£166.86		@5.00%						£8.34
Amount due for payment									£175.20

NB: Meter read types: A=Actual, C=Customer, E=Estimate

Payment

Your account is paid by Direct Debit.

Your invoice will become due 14 days after the date of invoice and the amount will be debited from your nominated bank account on or after this date.

If you have any enquiries about your direct debit, please contact GMinvoices@espo.org

i Help us to help you

ESPO checks suppliers' bills and intercepts and manages any resulting queries on your behalf. Subject to the bills that ESPO checks being correct, ESPO pays the supplier on your behalf and invoices you accordingly. Every effort is made to ensure the information on this invoice is correct. You should notify us immediately if any details require amending.

All charges should be disputed within 10 days of receipt (5 days if payment is by direct debit). Any delay in advising us of a query could prejudice our chance of securing a satisfactory resolution on your behalf. The supply of gas to your premises is subject to the terms and conditions of the Supply Agreement with your supplier; these are available in the Framework User Guide or you can contact us for more information. In the event that you withhold payment of an undisputed invoice to ESPO, ESPO reserves the right to withhold corresponding payments on your behalf to the supplier. Should this result in the supplier invoking the Late Payment terms on ESPO, these will be passed on in our charges to you.

i Meter readings/estimated readings

Your meter will be read by the Gas Supplier or one of their accredited agents. In the absence of an actual meter reading, an estimate will be used. Any discrepancy as a result of an estimated bill will be corrected when the next actual reading is taken. You may submit your own reading for use in billing. These must be received by ESPO no later than the last working day of the month and will be passed to the Gas Supplier on your behalf. Suppliers will as a rule use customer reads to bill to, or to calculate estimated bills when these are to a different date, but we cannot guarantee that they will be used in every case.

£ Other charges on your bill

Standing charges – a daily standing charge will be applied to your account. The daily standing charge is a fixed amount per day. Elements of the daily standing charges cover the costs to the energy supplier and National Grid in respect of marketing costs, distribution and network maintenance and investment, plus the cost of keeping you connected to the network.

AMR – your meter may have been fitted with an automated meter reading device (AMR) for which a daily charge applies. This allows actual readings to be taken automatically and transmitted to the Gas Supplier using SMS (mobile phone technology)

i How we calculate your gas kWh consumption:

Calculation applies only to metric meters. If you have an imperial meter, to calculate your KWH consumption, after Calorific Value you need to also multiply by 2.8317, then divide by 3.6.



£ Payment

Payments should be made in accordance with the Service Agreement, details of which will have been passed to you by ESPO. Standard payment terms are 14 days from the date of invoice. Direct Debit is the default contract payment method. Payment by alternative means may incur a small surcharge. Please contact ESPO for further details.

£ Valued added tax

If any of your gas usage is for non-business, charity or domestic purposes then you may be entitled to a lower rate of VAT. For further information please contact ESPO, or the VAT helpline on the HM Revenue and Customs website.

i Moving, closing, sale or transfer of premises

You must inform us as soon as you know you are moving. The Gas Supplier requires 28 days notice and you are required to provide contact details for the new owners and a meter reading on the date of sale. Failure to do this may result in you being liable for the gas supplied after you vacate the premises.

i The small print

The supply of gas to your premises is subject to the terms and conditions of the Supply Agreement with your supplier; these can be requested from energy@espo.org.



giffgaff Ltd
Belmont House
Belmont Road
Uxbridge
UB8 1HE

INVOICE

Page 1/1

Invoice Address:

Stuart Drabble
Sheringham Town Council
Sheringham Community Centre
Sheringham
NR26 8NP
United Kingdom

Information:

Invoice Number: 1707875156003
Order Number: 555028625
Invoice Date: 14 Feb 2024

Receiver Phone Number: 447934185628

SIM monthly plan	£29.17
-----	-----
VAT 20%	£5.83
-----	-----
Total Amount in GBP	£35.00



giffgaff Ltd
Belmont House
Belmont Road
Uxbridge
UB8 1HE

INVOICE

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Invoice Address:

Stuart Drabble
Sheringham Town Council
Sheringham Community Centre
Sheringham
NR26 8NP
United Kingdom

Information:

Invoice Number: 1710380052587
Order Number: 560487119
Invoice Date: 14 Mar 2024

Receiver Phone Number: 447934185628

SIM monthly plan	£29.17
-----	-----
VAT 20%	£5.83
-----	-----
Total Amount in GBP	£35.00



giffgaff Ltd
Belmont House
Belmont Road
Uxbridge
UB8 1HE

INVOICE

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Invoice Address:

Stuart Drabble
Sheringham Town Council
Sheringham Community Centre
Sheringham
NR26 8NP
United Kingdom

Information:

Invoice Number: 1707958473295
Order Number: 555165306
Invoice Date: 15 Feb 2024

Receiver Phone Number: 447719183387

SIM monthly plan	£29.17
-----	-----
VAT 20%	£5.83
-----	-----
Total Amount in GBP	£35.00



iPad 02

M.Tech ASSISTANT.

giffgaff Ltd
Belmont House
Belmont Road
Uxbridge
UB8 1HE

INVOICE

Page 1/1

Invoice Address:

Information:

Sarah Peberday
Sheringham Town Council
Sheringham Community Centre
Sheringham
NR26 8NP
United Kingdom

Invoice Number: 1708043781679
Order Number: 555340462
Invoice Date: 16 Feb 2024

Receiver Phone Number: 447562792708

SIM monthly plan	£8.34

VAT 20%	£1.66

Total Amount in GBP	£10.00

This Invoice is for information only. No further payment is required.
VAT Reg Number: 778 603 785



giffgaff Ltd
Belmont House
Belmont Road
Uxbridge
UB8 1HE

INVOICE

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Invoice Address:

Sarah Peberday
Sheringham Town Council
Sheringham Community Centre
Sheringham
NR26 8NP
United Kingdom

Information:

Invoice Number: 1708043781166
Order Number: 555340454
Invoice Date: 16 Feb 2024

Receiver Phone Number: 447562792693

SIM monthly plan	£8.34
-----	-----
VAT 20%	£1.66
-----	-----
Total Amount in GBP	£10.00

Your bill



Invoice for Account 6049552 - Sheringham town council

Sheringham town council
Sheringham Community Centre
Holway Road
NR26 8NP

Bill Date: 16-02-2024
Due Date: 01-03-2024
Bill Number: 28732411

Account: 6049552

Sheringham town council (6049552)

Usage Summary

Total Calls	0
Total Duration (HH:MM:SS)	----
Total Data Volume (KB)	----
Total Allowance Value	----

Type of Charge for Sheringham town council

Charges	Amount (£)
Other Charges and Credits	-£8.95
Line Rental Charges	£65.87

Bill Summary

	Amount (£)
Bill Total (ex VAT)	£56.92
VAT @ 0.00% of £0.00	£0.00
VAT @ 20.00% of £56.92	£11.38

Bill Total (inc VAT) Due 01-03-2024:

£68.30

Subscriber Summary

Subscription	Amount (£)
07729092912 (Small Biz 6GB)	£30.42
07596884926 (Small Biz 6GB)	£26.50

Direct Debit

002572 BBMU453A 709F308TB00012 35500 9611474150 B

SHERINGHAM TOWN COUNCIL

 Sort Code 20-03-26
 Account No 50812315
 SWIFTBIC BUKBGB22
 IBAN GB48BUKB20032650812315

 Issue date 19 Feb 2024
 Period 15 Jan 2024 to 12 Feb 2024

 THE OFFICIALS
 SHERINGHAM TOWN COUNCIL
 SHERINGHAM COMMUNITY CE
 HOLWAY ROAD
 SHERINGHAM
 NR26 8NP


Advance notification of e-payment Plan charges

Period from 15 Jan 2024 to 12 Feb 2024.

These charges will be debited from your account on 06 Mar 2024.

Loyalty Reward - our way of saying thank you for banking with us:

The charges shown below are before your Loyalty Reward has been calculated. If your account is eligible, you'll get your Loyalty Reward payment up to two working days after the full charges are applied and the payment will appear on your next account statement. For more information, go to barclays.co.uk/priceplans

Number	Description	£	Amount £
	ACCOUNT FEE		8.50

Total Commission	£8.50
Overdraft Interest	£0.00
Total Charges	£8.50

Good news – if you're registered for Online Banking or our app, we'll no longer send you this document in the post – it'll be available online in 'Statements and documents' instead. This will give you faster access and help keep your finances under your control.

Once your charges statement is ready, we'll email you.

If you're not registered, we'll still send you a paper copy for now – registering is quick and easy. For help and FAQs on Online Banking, please visit help.barclays.co.uk/ways-to-bank/online-banking.html

Notes

If you close your account, we will take the charges shown on the date you close your account, along with any other relevant charges since the date of this statement.

This is not a tax invoice.

002572 002572 BBMU453A



giffgaff Ltd
Belmont House
Belmont Road
Uxbridge
UB8 1HE

INVOICE

Page 1/1

Invoice Address:

Stuart Drabble
Sheringham Town Council
Sheringham Community Centre
Sheringham
NR26 8NP
United Kingdom

Information:

Invoice Number: 1708563163998
Order Number: 556402542
Invoice Date: 22 Feb 2024

Receiver Phone Number: 447719134896

SIM monthly plan	£20.84
-----	-----
VAT 20%	£4.16
-----	-----
Total Amount in GBP	£25.00

Typeform



Typeform, S.L.
Can Rabia, 3 -5, 4th floor,
Barcelona, Cataluña, Spain
08017
VAT Reg # : **GB391494271**

BILLED TO
Sarah Jane Peberday
Sheringham Town Council
Sheringham Town Council,
Community Centre
Sheringham, NR26 8NP
United Kingdom

TAX INVOICE

Invoice # **IN-2024-182269**
Invoice Date **Feb 26, 2024**
Invoice Amount **£58.80 (GBP)**
Payment Terms **Due Upon Receipt**

PAID

SUBSCRIPTION
Billing Period **Feb 26 to Mar 26, 2024**
Next Billing Date **Mar 26, 2024**

DESCRIPTION	UNITS	UNIT PRICE	VAT %	AMOUNT (GBP)
Typeform Plus	1	£49.00	20 %	£49.00
Response by unit	1000	£0.00	20 %	£0.00
£0.00 x 1000 Units				

Total excl. VAT £49.00

VAT @ 20 % £9.80

Total £58.80

Payments -£58.80

Amount Due (GBP) £0.00

PAYMENTS

£58.80 was paid on 26 Feb, 2024 14:42 UTC by Visa card ending 8015.

NOTES

Typeform, VideoAsk, and Formless are products of Typeform SL, which is registered on the Tomo 43262, Folio 145, Hoja B-421911 of the Registro Mercantil de Barcelona and the tax registration number (CIF) is B65831836.

#923

Tower Leasing Limited
The Columbia Centre, 2nd Floor, Station Road, Bracknell, Berkshire, RG12 1LP
t: 01753 837 050 | e: office@towerleasing.co.uk



Direct Debit

PRIVATE AND CONFIDENTIAL

Sheringham Town Council
Holway Road
Sheringham
NR26 8NP

TOWER LEASING LIMITED
The Columbia Centre
2nd Floor, Station Road
Bracknell
Berkshire
RG12 1LP

Contact Customer Services with any queries
customerservice@towerleasing.co.uk
T1 01753 837 050
T2 0845 226 9300

Calls made to us on the 0845 number are charged at 10.83 pence per minute, plus your company's access charge.

Calls may be monitored or recorded for regulatory or training purposes

Office opening hours:
Monday - Thurs: 9:00am to 5:30pm
Fri: 9:00am to 5:00pm
(except Bank Holidays)

Agreement: 320230
PO No.: N/A
Invoice No.: 420164
Invoice Date: 10/03/2024
Due Date: 20/03/2024

Bill Period: 20/03/2024 to 19/06/2024
Contract Type: Quarterly Lease via Direct Debit
Equipment: SHARP MX2651, FINISHER, LCT

INVOICE - 420164

Instalment	Description	NET £	VAT £	GROSS £
20/03/2024	Rental Instalment	£649.00	£129.80	£778.80

This Invoice is for information only, payment will be collected via your existing Direct Debit as per the agreed collection date with thanks.

NET Amount	VAT Rate	VAT	Total NET	£649.00
£649.00	@ 20.00 %	£129.80	Total VAT	£129.80
£0.00	@ 00.00 %	£0.00	Invoice TOTAL	£778.80

VAT Number GB 528 8518 13 - Company Number 2296333



Part Of



Sheringham
CHAMBER OF TRADE
AND COMMERCE

Invoice

From: Experience Sheringham
41 Alexander Road Sheringham Norfolk NR26 8HU
Part of Sheringham Chamber of Trade and Commerce
Email: treasurer@experiencesheringham.com

To: Sarah Peberday
Sheringham Town Council
Sheringham Community Centre, Holway Road
Sheringham
NR26 8NP
United Kingdom
Phone: 01263822213
Email: clerk@sheringhamtowncouncil.gov.uk

Place	Sheringham Town Council
Invoice Number	INV-04014
Invoice Status	Pending payment
Invoice Date	11/01/2024
Total Amount	£ 50.00

Invoice Items

Item	Price	Quantity	Item Subtotal
<p>Full Annual Membership (excluding Accommodation Providers) £50 per annum</p> <p>Membership is valid for 12 months starting from the initial invoice date which then becomes the renewal date for subsequent annual renewals. This membership is for both Experience Sheringham and the Sheringham Chamber of Trade and Commerce.</p> <p>Place: Sheringham Town Council</p>	£ 50.00	1	£ 50.00
	Subtotal		£ 50.00
	Total		£ 50.00

**OUTSIDE REPRESENTATIVE REPORT - SHERINGHAM CARNIVAL ASSOCIATION (SCA) COMMITTEE
(FOR SHERINGHAM TOWN COUNCIL MEETING OF TUESDAY 19th MARCH 2024)**

On Wednesday 21st February I attended a meeting of the SCA committee and report the following:

The meeting was chaired by Stuart McClean and the continued focus was on the transition of secretary and treasurer roles, access to the bank account, etc. all of which were in progress.

Planning for the Viking Festival 2024 scheduled for the weekend of Saturday 6th April continues. SCA have requested permission to place a wood-made 'Odin' figure outside the Town Clock.

SCA have purchased new signs for street closures etc. using the grant-funding from STC.

SCA will support the Ladybirds Easter Bonnet Parade on Saturday 30th March, that will be attended by the mayor and deputy-mayor.

SCA have agreed to support STC-led 80th D-Day events, (the beacon lighting).

Mr McClean notified STC that the carnival shed had been broken into, and this had been reported to the police. This is now subject to a police investigation.

Cllr. Peter Ratcliffe
STC Representative on Sheringham Carnival Association
Wednesday 13th March 2024

TOWN MAYORS' ANNOUNCEMENTS FOR FULL COUNCIL MEETING TUESDAY 19th MARCH 2024

Activity for the report period is generally covered in other reports to council via Task and Finish Group reports, etc. but in addition to those reports I add the following:

Mr Stuart Meakin of the Sheringham Otterndorf Twinning Association sent an email advising:

'The long time Ex Burgermeister of Otterndorf died last week at the ripe old age of 92 years. He held the post for 39 years until 2011 when his party lost out in the election – he was then 80 years old. Hermann presided over many years of our town twinning & was a friend to Sheringham.

His daughter phoned me today to ask me for your contact details and was surprised to hear we had already heard the news. Not sure what will follow but it may be just an official notification/funeral arrangement, or there may be an expectation that Sheringham would like to respond to the news in some way.'

I suggest I write a letter on behalf of council expressing our condolences to his family and that we appreciate his support for the twinning of our 2 towns and his friendship towards Sheringham. Additionally, as we hope to send a delegation to Otterndorf to mark their town's 625th anniversary, a point will be made to pay respects to Herman during that visit.

On Saturday 2nd March I presented the 'Freedom of Sheringham' scroll to the crew and volunteers of RNLI Sheringham. The presentation made during a Shantymen concert at St. Peter's church was very well attended, and the award very well received.

The anniversary event organiser, Mr Brian Farrow, has asked I pass on the thanks of RNLI Sheringham to council for the gesture.

Our continued support for the RNLI's 200th Anniversary continues with Cllr. Pegnall's involvement with a sea-themed poetry competition, (prizes sponsored by STC).

Additionally, I volunteered as a street collector for a collection in aid of RNLI Sheringham. I understand that throughout the day the many volunteers collected in total around £1700 for RNLI Sheringham.

Cllr. Dorey and Mr Terry Reid have been working on refurbishing the Sheringham town sign. This has involved removing the sign from its location in town, carving a new section of the heraldic motto, having the sign sand-blasted and splicing a new section of post to replace the rotten wood. The overall effect is exceptional, and Sheringham Town Council owe a debt of thanks for their work. I hope council will be accepting of an invoice to cover all reasonable expenses associated with the work, and I also suggest some suitable means of crediting both on the sign for their efforts.

I will suggest via the Community and Climate Committee, or the Events Committee, a rededication ceremony to honour the refurbished sign being reinstated is held some time in mid-April with attendance from council, members of the former Chamber of Trade, (Experience Sheringham), and other groups in our community.

Councillor Peter Ratcliffe
Chair and Mayor of Sheringham Town Council
Wednesday 13th March 2024