

**An EXTRAORDINARY MEETING of Full Council was held on:**  
**Thursday 14<sup>th</sup> March 2024 at 7.00pm**  
**at the Sheringham Community Centre and was attended by the following:**

Chair: Cllr Ratcliffe

Councillors: Cllr Ashcroft, Brisbane, Dorey, Kime, Langston, Morris, Shepherd, Worboys

Apologies: Cllrs. Bailey, Heinink, Pegnall and Stubbs

In Attendance: 0 members of the public

Clerk/Minutes: Cllr Brisbane (The Town Clerk was not present)

| ITEM  | MINUTE   | VOTE / ACTION                                 |
|---|--|---|
| <b>2024/FC/43</b>   | <b>APOLOGIES</b>   |   |
|   | Apologies from Cllrs. Bailey, Heinink, Pegnall and Stubbs, 'personal'.<br><br>The Chair of Employment notified the committee the Clerk was not in attendance, and the meeting minuted by Cllr. Brisbane.   | Proposed: CM<br>Seconded: MA<br>All in favour |
| <b>2024/FC/44</b>   | <b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>  |   |
|   | It was noted that dispensations had previously been received and accepted by the Clerk.  |   |
| <b>2024/FC/45</b>   | <b>OPEN MEETING</b>  |   |
|   | Public participation: There were no members of the public present.   |   |
| <b>2024/FC/46</b>   | <b>EXCLUSION OF PRESS AND PUBLIC</b>   |   |
|   | IT WAS RESOLVED that items 6 be held under 3D as a closed meeting as they relate to confidential employment matters.   | Proposed: CM<br>Seconded: MA<br>All in favour |
| <b>2024/FC/47</b>   | <b>APPROVAL OF MINUTES</b>   |   |
| 3D OPENED:<br>Proposed: JD<br>Seconded: DS<br>All in favour | It was resolved to agree the recommendations of the Extraordinary Meeting of the Employment Committee of Tuesday 12 <sup>th</sup> March subject to an amendment to the motion that in the recommendations of the Health and Safety report, it should include consideration of staff and councillor responsibilities and accountabilities for health and safety | Proposed: CM<br>Seconded: IK<br>All in favour |
| 3D CLOSED:<br>Proposed: IK<br>Seconded: JD<br>All in favour |  |   |

|                   |   |  |
|-------------------|---|--|
| <b>2024/FC/48</b> | <b>NEXT MEETING</b>   |  |
|                   | Meeting Closed 20:40<br>Next planned meeting: Tuesday 19 <sup>th</sup> March 2024 |  |

Chair ..... Date: .....

CONFIDENTIAL



Sheringham Town Council  
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**An ORDINARY MEETING of the TOWN COUNCIL was held on Tuesday 19<sup>th</sup> March 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 Bailey, Cllr Morris, Cllr Stubbs, Cllr Kime, Cllr Shepherd, & Cllr Worboys

In Attendance: 2 members of the public

Clerk/Minutes: Sarah Peberday

| ITEM              | MINUTE  | VOTE / ACTION  |
|-------------------|---|--|
| <b>2024/FC/49</b> | <b>APOLOGIES</b>  |  |
|                   | Cllr Peggall – Personal<br>IT WAS RESOLVED that the apologies be accepted.  | Proposed: RS<br>Seconded: IK<br>All in favour                |
| <b>2024/FC/50</b> | <b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>   |  |
|                   | IT IS NOTED the Clerk has received and approved dispensation requests for all Councillors.<br>Declarations of Interest<br>Cllr Bailey – Member of Experience Sheringham |  |
| <b>2024/FC/51</b> | <b>APPROVAL OF MINUTES</b>  |  |
|                   | IT WAS RESOLVED Council approved and the Chair signed the minutes of the Full Council meeting held on 20 <sup>th</sup> February 2024.                                   | Proposed: CH<br>Seconded: CM<br>11 in favour<br>1 abstention |

|                   |   |   |
|-------------------|---|---|
| <b>2024/FC/52</b> | <b>OPEN MEETING</b>   |   |
|                   | 2 members of the Public Present   |   |
| <b>2024/FC/53</b> | <b>EXCLUSION OF PRESS AND PUBLIC</b>  |   |
|                   | 2 members of the Public Present<br>Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972<br>IT WAS RESOLVED that items 6A, 6C, 15, 16 & 17 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<br>Seconded: IK<br>All in favour   |
| <b>2024/FC/54</b> | <b>COMMITTEE, WORKING GROUPS AND TASK &amp; FINISH GROUPS</b>   |   |
|                   | A – IT WAS RESOLVED Council reviewed and agreed the recommendations made in the Putting Greens Strategy group meeting held on 08.03.24<br><br>B - IT WAS RESOLVED: Council noted and agreed the recommendations made in the Events Task & Finish group reports<br><br>C – 3D See Minute reference <b>2024/FC/63</b><br>D – IT WAS RESOLVED Council noted and agreed the recommendations made in the Wayfinding Task & Finish group report<br><br>E – IT WAS RESOLVED Council to noted and agreed the recommendations made in the Pavilion T&F group reports<br><br>F – IT WAS RESOLVED Council to noted and agreed the recommendations made in the SCAP Task & Finish group report.<br><br>G – IT WAS RESOLVED Council noted note an update from the CT2 task and finish group<br><br>H – IT WAS RESOLVED Council the Alleyway Naming Task & Finish Group<br><br>I - IT WAS RESOLVED Council noted the Parking & Road safety Task & Finish group.<br><br>J – MOTION WITHDRAWN | Proposed: PR<br>Seconded: RS<br>all in favour<br><br>Proposed: MA<br>Seconded: JS<br>All in favour<br><br>Proposed: MA<br>Seconded: PB<br>All in favour<br><br>Proposed: CH<br>Seconded: IK<br>All in favour<br><br>Proposed: SB<br>Seconded: MA<br>All in favour<br><br>Proposed: ML<br>Seconded: PR<br>All in favour<br><br>Proposed: SB<br>Seconded: JS<br>All in favour<br><br>Proposed: PB<br>Seconded: IK<br>11 in favour<br>1 Abstention |



|                   |  |   |
|-------------------|--|---|
|                   | <p>K – MOTION WITHDRAWN</p> <p>L – IT WAS RESOLVED to note a verbal update from the meadowland burial Task &amp; Finish group and that a meeting will be arranged.</p> <p>M- IT WAS RESOLVED a review was undertaken of membership and leads of each task &amp; finish group with the following amendments –</p> <p>CLlr Worboys to leave Putting Greens and Morley Hill groups.<br/> CLlr Stubbs to lead Putting Greens Strategy working group.<br/> CLlr Heinink to lead the Barclays bank Task and Finish group.<br/> CLlr Bailey to lead the Markets Task and Finish group.<br/> CLlr Langsdon to lead the Telephone Boxes task and finish group.<br/> CLlr Brisbane to lead the Community Awards task and finish group.<br/> CLlr Ashcroft to lead the Policies &amp; Procedures task and finish group.<br/> CLlr Langsdon to lead the Meadowland Burial working group.</p> | <p>Proposed: SB<br/> Seconded: JS<br/> All in favour</p> <p>Proposed: PB<br/> Seconded: JD<br/> All in favour</p> |
| <b>2024/FC/55</b> | <b>DISTRICT COUNCILLOR AND COUNTY COUNCILLOR REPORTS</b>   |   |
|                   | <p>A - IT WAS RESOLVED Council noted and received a report from District Cllrs Heinink, Bailey &amp; Withington<br/> District Councillor Withington provided a verbal update regarding the Shannoeks, an exchange was noted between Cllr Shepherd and Cllr Withington in relation to the saleable property after CPO.</p> <p>B – IT WAS RESOLVED Council noted a report from County Cllr Judy Oliver.</p>  | <p>Proposed: SB<br/> Seconded: PB<br/> 11 in favour<br/> 1 Abstention</p>   |
|                   | <b>FUNDING REQUESTS</b>  |   |
|                   | MOTION WITHDRAWN – incomplete application  | Chair   |
| <b>2024/FC/56</b> | <b>SHERINGHAM BEAT MANAGER UPDATE</b>  |   |
|                   | C - IT WAS RESOLVED Council noted the update from Beat Manager Jack Houghton and support a request to display a CAP poster on STC owned assets and website.  | <p>Proposed: TW<br/> Seconded: JD<br/> All in favour</p>  |
| <b>2024/FC/57</b> | <b>FINANCE &amp; ACCOUNTS</b>  |   |
|                   | A - IT WAS RESOLVED that Council approved the invoices for payment –   | <p>A – D<br/> Proposed: MA<br/> Seconded: PB<br/> all in favour</p> <p>Clerk</p>                                  |

| Company                          | Invoice No.     | Date       | Amount     | Description                                  | Power of Spend   | Ref   |
|----------------------------------|-----------------|------------|------------|--|--|-------|
| Norfolk ALC                      | 1311            | 14.02.2024 | £36.00     | Bio-Diversity Course                         | LG Act 1972 s.112  | #867  |
| AH Plumbing                      | 3710            | 26.02.2024 | £72.00     | Community Centre Toilet Blockage             | LG Act 1972 s.133  | #877  |
| UJM Health & Safety              | INV-920         | 23.02.2024 | £976.50    | Health & Safety Investigation                | LG Act 1972 s.112  | #878  |
| S D Simmons                      |                 | 23.02.2024 | £120.00    | Town Clock & Bus Shelter Cleaning            | LG (misc Shelter Prov) Act 1953 s.4                                      | #880  |
| Reed Specialist Recruitment Ltd. | 239832010       | 23.02.2024 | £1,990.94  | Grant Funding Specialist                     | LG Act 1972 s.112  | #882  |
| Reed Specialist Recruitment Ltd. | 239812475       | 16.02.2024 | £1,261.44  | Grant Funding Specialist                     | LG Act 1972 s.112  | #881  |
| Legacy Habitat Management Ltd.   | 59215           | 23.02.2024 | £7,170.00  | SSSI Winter Works                            | Open Space Act 1906 s9 & 10  | PO#22 |
| Fusion Systems Ltd.              | 1607            | 01.03.2024 | £62.40     | CCTV & Lift Phone Line Rental                | Crime & Disorder Act 1998 s.17   | #884  |
| Pais Wooden Crafts               | 308             | 28.02.2024 | £285.00    | Wooden Plaques for Commons Benches           | LG Act 1972 s.112  | #885  |
| Sports Clubhouses                | SC-SHERINGHAM-1 | 28.02.2024 | £2,844.00  | Interim 60% RIBA Stage 1                     | LG (Misc Prov) Act 1976 s.19   | #886  |
| Parish Council Website           | INV-2670        | 01.03.2024 | £105.60    | Website Domain Name Renewal                  | LG Act 1972 s.111  | #888  |
| First Class Business Solutions   | 261785          | 01.03.2024 | £1,177.70  | Photocopier Copies                           | LG Act 1972 s.111  | #889  |
| IT Norwich Ltd                   | INV-13729       | 29.02.2024 | £1,060.76  | IT Telephone & Management Packages           | LG Act 1972 s.111  | #912  |
| IT Norwich Ltd                   | INV-13763       | 29.02.2024 | £189.04    | IT Remote Support                            | LG Act 1972 s.111  | #911  |
| Cheverton                        | 55093           | 29.02.2024 | £84.00     | Freedom of Sheringham Scroll                 | LG Act 1972 s.111  | #914  |
| Stannah                          | 108563784.2     | 12.02.2024 | £78.00     | Lift Maintenance Contract 11.2.24-10.5.2024  | LG Act 1972 s.133  | #913  |
| AMR Mechanical Services          | 131180          | 04.03.2024 | £54.60     | Call out - Fault on Boiler                   | LG Act 1972 s.133  | PO#23 |
| S D Simmons                      |                 | 06.03.2024 | £80.00     | CC Window Cleaning                           | LG Act 1972 s.133  | #916  |
| Clearview Communications         | 23599           | 16.02.2024 | £675.00    | Monthly Maintenance Contract                 | Crime & Disorder Act 1998 s.17   | #917  |
| J Lynes Framing Services         | 1001715         | 3.2024     | £35.00     | Framing of Freedom of Sheringham Scroll      | LG Act 1972 s.111  | #924  |
| Crab & Lobster Festival          | 42              | 08.03.2024 | £60.00     | Supply of Docking Post (Lamp) for Decoration | LG Act 1972 s.111  | #922  |
| Personnel Advice Solutions       | 2948            | 29.02.2024 | £900.00    | HR Training for Councillors                  | Employments Act 2002 Employment Relations Act 2004 & Employment Act 2008 | #928  |
| First Class Business Solutions   | 261046          | 04.01.2024 | £49.60     | Photocopier Copies (January 24)              | LG Act 1972 s.111  | #930  |
| Norfolk Drain Services           | 2231            | 12.03.2024 | £1,456.80  | Drain Work at Community Centre               | LG Act 1972 s.133  | #931  |
| Community Heartbeat              | 20557           | 14.03.2024 | £3,312.00  | Defib for Telephone Box, Cromer Road         | LG Act 1972 s.111  | #936  |
|                                  |                 |            | £21,876.38 |  |  |       |

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

| Company        | Invoice No. | Date       | Amount     | Description | Power of Spend    |
|----------------|-------------|------------|------------|-------------|-------------------|
| Staff Salaries |             | 29.02.2024 | £12,933.49 |             | LG Act 1972 s.112 |
| HMRC           |             | 29.02.2024 | £4,799.80  | PAYE/NI     | LG Act 1972 s.112 |
|                |             |            | 17,733.29  |             |                   |

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

| Company                     | Invoice No.                  | Date       | Amount | Description   | Power of Spend               | Ref  |
|-----------------------------|------------------------------|------------|--------|---|------------------------------|------|
| Vodafone                    |                              | 26.02.2024 | 41.25  | To cancel old Vodafone account                        | LG Act 1972 s.111            | #879 |
| World of Books (Amazon)     | INV-GB-100139601-2024-258952 | 01.03.2024 | 12.64  | Churchyard/Cemetery Handbook (Conservation & Mission) | LG Act 1972 s.111            | #890 |
| UK Power Networks           |                              | 27.02.2024 | 283.00 | Electrical Alteration Work - BHPG                     | Open Spaces Act 1906 s.98.10 | #892 |
| Haute Flowers               |                              | 28.02.2024 | 47.99  | Flowers for Member of Staff                           | LG Act 1972 s.111            | #895 |
| VinylBanners                | 9170988                      | 29.02.2024 | 48.14  | 3 x Banners for Sports Pavilion Consultation          | Open Spaces Act 1906 s.98.10 | #906 |
| Amazon Services Europe SARL | DS-ASE-INV-GB-2024-102685327 | 06.03.2024 | 22.38  | Bar Defenders for Gardeners                           | LG Act 1972 s.111            | #918 |
| ELKO Group (Amazon)         | INV-GB-134013471-2024-2090   | 04.03.2024 | 5.88   | 2 x Hi Vis Vest                                       | LG Act 1972 s.111            | #920 |
| Amazon EU SARL UK Branch    | GB41BFMZAELii                | 05.03.2024 | 14.98  | HDMI Cable  | LG Act 1972 s.133            | #919 |
| ChangHau (Amazon)           | 206-3703676-8004361          | 04.03.2024 | 7.99   | Safety Goggles  | LG Act 1972 s.111            | #925 |
| Longwater Gravel            |                              | 12.03.2024 | 251.23 | Granite Chippings for Cemetery Graves                 | Open Spaces Act 1906 s.98.10 | #927 |
|                             |                              |            | 735.50 |   |                              |      |

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)                         |              | £27,517.30 |           | As at 04.03.2024   |       |               |
| CC, MEMORIALS ETC  |              | £6,829.26  |           | As at 12.03.2024   |       |               |
| TOTAL  |              |            |           |  |       | £34,346.56    |
| BARCLAYS SAVINGS ACCOUNT                                   | SURPLUS      | £50,902.92 |           | As at 04.03.2024   |       |               |
| NSI INVESTMENT   | SURPLUS      | £125,000   |           | On Asset Register  |       |               |
| NSI INTEREST   | SURPLUS      |            | £39,810   | As at 05.12.2023   |       |               |
| CCLA   | SURPLUS      | £200,000   | £5,866.46 | As at 02.02.2024 Total of Monthly interest payable APR 5%  |       | £421,579.66   |
| TOTAL  |              |            |           |  |       |               |
| BARCLAYS CAPITAL ACCOUNT                                   | CAPITAL      | £6,739.29  |           | As at 04/03/24   |       |               |
| BARCLAYS TREASURY DEPOSIT                                  | CAPITAL      | £150,000   | £1,733.95 | As at 18.12.2023 Monthly rolling Matures 18th each month - Total since 18.09.2023 (19.02.24 at 2.3%) |       |               |
| CCLA   | CAPITAL      | £400,000   |           | Transferred 2/2/24   |       |               |
| TOTAL  |              |            |           |  |       | £598,473.24   |
| COMMUNITY (SCAP & INVESTMENT INTEREST)                     | N/A          | £10,050.56 |           | SCAP £3976.26 INVESTMENT INTEREST £6074.30 as at 04/03/24  |       | £6,074.30     |
|  |              |            |           |  |       | £1,020,473.76 |

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|---|---|--|
| <b>2024/FC/58</b>                                   | <b>EXPERIENCE SHERINGHAM</b>  |  |
|   | IT WAS RESOLVED – Council agreed to renew full annual membership with Experience Sheringham.  | Proposed: MA<br>Seconded: CM<br>all in favour  |
| <b>2024/FC/59</b>                                   | <b>OUTSIDE REPRESENTATIVES MEETING REPORTS</b>  |  |
| <b>CH left the room</b>                             | IT WAS RESOLVED Council received and noted the report from a Sheringham Carnival Association outside representative.  | Proposed: PR<br>Seconded: JD<br>11 in favour<br>1 absent   |
| <b>2024/FC/60</b>                                   | <b>MAYOR AND CLERK REPORTS</b>  |  |
| <b>CH returned</b>                                  | A - IT WAS RESOLVED Council noted and received the Mayors Announcements<br><br>B – IT WAS RESOLVED Council received a verbal report from the Clerk<br><br>It is minuted that the Clerk is tasked with responding to the Dog areas consultation, with feedback obtained from Councillors via Cllr Stubbs.  | Proposed: JS<br>Seconded: IK<br>All in favour  |
| <b>2024/FC/61</b>                                   | <b>PLANNING</b>   |  |
| 3D opened<br>Prop – IK<br>Sec – JD<br>All in favour | <b>A - Application:</b> PF/24/0357 - Demolition of redundant commercial building and replacement with 4no. Studio Holiday Lets with associated landscaping, amenity space and cycle parking (resubmission of previously approved application ref: PF/21/1164 in order to extend period of implementation beyond 29th July 2024)<br><b>Address:</b> The Granary, 51 Station Road. <b>Applicant:</b> Mr Jon Nash<br><br>IT WAS RESOLVED to respond with no objections, but with comments that the deadline extension should include a stipulation that works would need to take place outside the Tourist season due to location of the works in order to minimise disruption.<br><br>B – IT WAS RESOLVED to note the date of the next planning meeting is Tuesday 2 <sup>nd</sup> April<br><br>2 members of the public left the meeting. | Proposed: JS<br>Seconded: RS<br>all in favour<br><br>Proposed: JS<br>Seconded: PR<br>all in favour |
| <b>2024/FC/62</b>                                   | <b>6A - PUTTING GREENS</b>  |  |
|   | It is minuted that information regarding the tender award had been included in the public version of the pack in error. The asbestos register should be checked regarding Station Approach.<br>EOI dates can be pushed back as only a temporary building will be erected this season at Beeston Hills.  |  |
| <b>2024/FC/63</b>                                   | <b>6C - MORLEY HILL</b>   |  |
|   | IT WAS RESOLVED Council noted the report and recommendations made in the Morley Hill task and finish group report   | Proposed: PR<br>Seconded: RS   |

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|  |  | all in favour   |
| <b>2024/FC/64</b>  | <b>BRITONS LANE</b>  |   |
|  | IT WAS RESOLVED Council reviewed the report and approved the recommendations made by the project officer.  | Proposed: MA<br>Seconded: JS<br>all in favour             |
| <b>2024/FC/65</b>  | <b>VERGES</b>  |   |
|  | IT WAS RESOLVED Council noted the cost analysis information and the recommendation provided by the Project Officer to accept the ALS proposal as per their contract. | Proposed: RS<br>Seconded: IK<br>10 in favour<br>2 Against |
| <b>2024/FC/66</b>  | <b>STAFF MATTERS</b>   |   |
| It is minuted the Proper Officer was asked to leave the meeting and was not required by the Chair to return.<br><br>3D Closed.<br>Prop – IK<br>Sec – JD<br>All in favour | IT WAS RESOLVED Council to receive a verbal update from the Chair of Employment regarding Staff Matters  | Proposed: CM<br>Seconded: ML<br>All in favour             |
| <b>2024/FC/67</b>  | <b>DATE OF NEXT MEETING</b><br>Tuesday 16 <sup>th</sup> April 2024 at 7pm  |   |

The meeting closed at 20:54pm

Signed by the Chair: ..... Date: .....



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**A MEETING of the ASSETS COMMITTEE was held on Tuesday 9<sup>th</sup> April at 7.00pm  
 at Sheringham Community Centre and was attended by the following:**

Chair: Cllr Stubbs

Councillors: Cllr Worboys, Cllr Dorey, Cllr Kime, Cllr Langsdon, Cllr Ashcroft, Cllr Ratcliffe, Cllr Brisbane, Cllr Shepherd.

In Attendance: Officers: Mel Ashcroft & Treena Paul. Honorary Warden – Francis Farrow

Clerk/Minutes: Sarah Peberday

| ITEM              | MINUTE   | VOTE / ACTION                                 |
|-------------------|--|---|
| <b>2024/AC/21</b> | <b>APOLOGIES</b>   |   |
|                   | None   |   |
| <b>2024/AC/22</b> | <b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>  |   |
|                   | Cllr Worboys - Allotment holder<br>It was noted The Clerk has received and approved dispensations for all Councillors in attendance.                             |   |
| <b>2024/AC/23</b> | <b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>   |   |
|                   | IT WAS RESOLVED that the minutes of the Assets Committee meeting of 13.2.24 be approved as a true and accurate record of the meeting and be signed by the Chair. | Proposed: JS<br>Seconded: MA<br>all in favour |
| <b>2024/AC/24</b> | <b>OPEN MEETING</b>  |   |
|                   | 1 member of the public in attendance   |   |
| <b>2024/AC/25</b> | <b>EXCLUSION OF PRESS AND PUBLIC</b>   |   |

|                   |  |  |
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|                   | <p>Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972</p> <p>It was resolved 17 &amp; 18 be heard in 3D as they are deemed commercially sensitive</p>   | <p>Proposed: JS<br/>Seconded: MA<br/>All in favour</p>                     |
| <b>2024/AC/30</b> | <b>ASSET REGISTER</b>  |  |
|                   | <p>IT WAS RECOMMENDED Committee reviewed and approved the updated assets register and noted the request to record depreciation.</p>  | <p>Proposed: PR<br/>Seconded: JD<br/>All in favour</p>                     |
| <b>2024/AC/31</b> | <b>BURIAL OFFICER REPORT</b>   |  |
|                   | <p>A - IT WAS RECOMMENDED Committee approved the actions required and recommendations contained in the report provided by the Assets, Burials &amp; Projects Officer.</p>  | <p>Proposed: JS<br/>Seconded: RS<br/>All in favour</p>                     |
| <b>2024/AC/32</b> | <b>EXCLUSIVE RIGHTS OF BURIAL REFUND REQUEST</b>   |  |
|                   | <p>IT WAS RECOMMENDED Committee reviewed and recommended the refund amount of £92.40.</p>  | <p>Proposed: MA<br/>Seconded: RS<br/>All in favour</p>                     |
| <b>2024/AC/33</b> | <b>TOWN CLOCK</b>  |  |
|                   | <p>A - IT WAS RECOMMENDED Committee noted the information provided in Item 1 of the Project Officer's report</p> <p>B – IT WAS RECOMMENDED Committee approved the cost of £2311 for the proposed works to be undertaken</p> <p>C – IT WAS RECOMMENDED: Committee to approve the recommendation that the Clock is scheduled for an annual inspection at the cost of £307.</p> <p>D – IT WAS RECOMMENDED: Committee to note the recommendation for future exterior works to be undertaken as listed in Item 1 of the Project Officer's report at a later date.</p> | <p>Proposed: ML<br/>Seconded: RS<br/>all in favour</p>                     |
| <b>2024/AC/34</b> | <b>THE MAINTENANCE SHED</b>  |  |
|                   | <p>A - IT WAS RECOMMENDED Committee to note the estimated cost for the relocation of the maintenance shed from the cemetery to the community centre and that it be included in a feasibility study.</p> <p>B &amp; C Removed</p> <p>D - IT WAS RECOMMENDED Committee noted the police reported incidents provided by the Project Officer.</p>  | <p>Proposed: PR<br/>Seconded: JD<br/>all in favour</p> <p>Proposed: TW</p> |

|                        |  |  |
|------------------------|--|--|
|                        | It is minuted that Cllr Ratcliffe took an action to speak to Sheringham Carnival Association re a historical agreement for the fitting of gates.   | Seconded: MA<br>all in favour  |
| <b>2024/AC/<br/>26</b> | <b>OFF GRID CCTV SYSTEM SOLUTION</b>   |  |
|                        | IT WAS RECOMMENDED Committee noted the off-grid CCTV system solution proposed to be installed between the cemetery and allotments at the cost of £4282, further quotations to be obtained. The current solution to be repositioned and investigate functionality of current cameras.   | Proposed: JS<br>Seconded: PR<br>all in favour  |
| <b>2024/AC/<br/>27</b> | <b>COMMUNITY CENTRE</b>  |  |
|                        | A - IT WAS RECOMMENDED Committee noted an update provided in Item 3 of the Project Officer's report regarding the sink hole in the community centre carpark.<br><br>B - IT WAS RECOMMENDED Committee noted the costs for additional CCTV on the first floor to be brought to a later meeting.  | Proposed: RS<br>Seconded: JD<br>all in favour<br><br>Proposed: JS<br>Seconded: IK<br>8 in favour<br>1 Abstention |
| <b>2024/AC/<br/>28</b> | <b>COMMONS</b>   |  |
|                        | A - IT WAS RECOMMENDED: Committee to note an update report from the Beeston Commons Honorary Warden .<br><br>B - IT WAS RECOMMENDED: Committee to note the report on the Fen Harvester working on Beeston common provided by Honorary Warden.<br><br>C - B - IT WAS RECOMMENDED: : Committee to note an update provided in Items 4, 5 & 6 of the Project Officer's report regarding the Environmental Stewardship, the Beeston bridge project and the dangerous ground update.<br><br>It is minuted that Cllr Dorey raised concerns re verge cutting, verge outside Community Centre, area outside High School and verge near NNDC Station road car park. The Project Officer will review with the Contractor and the NCC schedule of works. | Proposed: TW<br>Seconded: SB<br>All in favour  |
| <b>2024/AC/<br/>29</b> | <b>HRU</b>   |  |
|                        | A - IT WAS RECOMMENDED Committee noted the latest newsletter supplied by the Sheringham & District Society   | Proposed: JS<br>Seconded: MA   |

|  |  |   |
|--|--|---|
|  | B- IT WAS RECOMMENDED: Committee noted an update provided in Item 7 of the Project Officer's report.   | all in favour                                 |
| <b>2024/AC/35</b>                            | <b>PROJECT OFFICER REPORT</b>  |   |
|  | <p>IT WAS RECOMMENDED Committee reviewed and noted the report provided by the Assets, Burials &amp; Projects Officer which contains general project feedback and updates.</p> <p>It is minuted that Cllr Dorey raised concerns re verge cutting, verge outside Community Centre, area outside High School and verge near NNDC Station road car park*. The Project Officer will review with the Contractor and the NCC schedule of works.</p> <p><i>*The area outside the High School and verge near NNDC Station Road Car Park are not on the NCC STC schedule of works.</i></p> | Proposed: RS<br>Seconded: IK<br>All in favour |
| <b>2024/AC/36</b>                            | <b>MAINTENANCE TASKS AND INSPECTIONS</b>   |   |
| 3D<br>Opened<br>Prop – JD<br>Sec – TW<br>ALL | IT WAS RECOMMENDED Committee received a verbal update relating to the review of current maintenance tasks and an asset inspection schedule in line with the launch of Civicyl Pulse which includes asset management, mapping and a real time dashboard.  | Proposed: MA<br>Seconded: ML<br>All in favour |
| <b>2024/AC/37</b>                            | <b>STATION APPROACH PUTTING GREEN</b>  |   |
|  | A -IT WAS RECOMMENDED Committee noted and made recommendations following receipt of the email correspondence from the tenant.  | Proposed: JS<br>Seconded: MA<br>all in favour |
| <b>2024/AC/38</b>                            | <b>H &amp; S MANAGEMENT SYSTEM</b>   |   |
| 3D Closed<br>Prop – JD<br>Sec – TW<br>ALL    | MOTION WITHDRAWN   |   |
| <b>2024/AC/39</b>                            | <b>DATE OF NEXT MEETING</b>  |   |
|  | Next meeting Tuesday 11 <sup>th</sup> June 2024 at 7.00 pm at Sheringham Community Centre.   | All/Clerk                                     |

The meeting closed at 9.00pm



Chair .....

Date: .....



Sheringham Town Council  
 Sheringham Community Centre  
 Holway Road  
 Sheringham  
 NR26 8NP  
 01263 822213  
[info@sheringhamtowncouncil.gov.uk](mailto:info@sheringhamtowncouncil.gov.uk)  
[www.sheringhamtowncouncil.gov.uk](http://www.sheringhamtowncouncil.gov.uk)

**An ORDINARY MEETING of the FINANCE & GOVERNANCE COMMITTEE was held on Thursday 11<sup>th</sup> April 2024 at 7pm at Sheringham Community Centre and was attended by the following:**

Chair: Cllr Ashcroft  
 Councillors: Cllr Ratcliffe, Cllr Langsdon & Cllr Brisbane  
 In Attendance: Treena Paul Projects and Finance Assistant  
 0 member of the public  
 Clerk/Minutes: Sarah Peberday

| ITEM                    | MINUTE   | VOTE / ACTION                                 |
|-------------------------|--|---|
| <b>2024/FG/0<br/>14</b> | <b>APOLOGIES</b>   |   |
|                         | Cllr Bailey & Cllr Kime - Personal   | Proposed: PR<br>Seconded: SB<br>all in favour |
| <b>2024/FG/0<br/>15</b> | <b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>  |   |
|                         | The Clerk noted that dispensation requests had been received and agreed for Councillors in attendance.   |   |
| <b>2024/FG/0<br/>16</b> | <b>APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING</b>   |   |
|                         | IT WAS RESOLVED the minutes of the Finance & Governance Meeting Committee meeting held on 8 <sup>th</sup> February 2024 be approved as a true and accurate record of the meeting and be signed by the Chair. | Proposed: PR<br>Seconded: ML<br>all in favour |
| <b>2024/FG/0<br/>17</b> | <b>OPEN MEETING</b>  |   |
|                         | No public submissions received.  |   |
| <b>2024/FG/0<br/>18</b> | <b>EXCLUSION OF PRESS AND PUBLIC</b>   |   |

|  | Pursuant to the provisions of the Public Bodies (Admission to Meetings) Act 1960 as extended by S100 of the Local Government Act 1972 items 9 & 11 to be heard in 3D as they relate to commercially sensitive, or staff related matters.  | Proposed: ML<br>Seconded: SB<br>All in favour  |           |  |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
|--|---|--|-----------|--|--------------------|--|--------------------|--------------|--------|----------|----------|-------|------------------------------------|--|------------|--|----------------|--|-------------------|--|-----------|--|----------------|--|--------------|--|--|--|--|-------------------|--------------------------|---------|------------|--|----------------|--|----------------|---------|----------|--|-------------------|--|--------------|---------|--|---------|----------------|--|------|---------|----------|-----------|--|-------------|--------------|--|--|--|--|--|--------------------------|---------|-----------|--|----------------|--|---------------------------|---------|----------|-----------|--|--|------|---------|----------|--|--------------------|--|--------------|--|--|--|--|--------------------|--|-----|------------|--|---|-----------|--|--|--|--|--|-------------|--|--|--|--|-------------------------------------|--|--|
| 2024/FG/0<br>19  | <b>FINANCE and ACCOUNTS</b>   |  |           |  |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
|  | <p>A – IT WAS RECOMMENDED Committee noted the current summary of Investments and Accounts.</p> <table border="1" data-bbox="258 510 1311 1052"> <thead> <tr> <th colspan="5">FINANCIAL POSITION - BANK BALANCES, INVESTMENTS &amp; INTEREST</th> </tr> <tr> <th>ACCOUNT/INVESTMENT</th> <th>ALLOCATED TO</th> <th>AMOUNT</th> <th>INTEREST</th> <th>TIMELINE</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>CURRENT ACCOUNT (PRECEPT &amp; INCOME)</td> <td></td> <td>£16,311.53</td> <td></td> <td>As at 05.04.24</td> <td></td> </tr> <tr> <td>CC, MEMORIALS ETC</td> <td></td> <td>£7,003.95</td> <td></td> <td>As at 05.04.24</td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td></td> <td></td> <td><b>£23,315.48</b></td> </tr> <tr> <td>BARCLAYS SAVINGS ACCOUNT</td> <td>SURPLUS</td> <td>£25,902.92</td> <td></td> <td>As at 05.04.24</td> <td></td> </tr> <tr> <td>NSI INVESTMENT</td> <td>SURPLUS</td> <td>£125,000</td> <td></td> <td>On Asset Register</td> <td></td> </tr> <tr> <td>NSI INTEREST</td> <td>SURPLUS</td> <td></td> <td>£40,867</td> <td>As at 05.04.24</td> <td></td> </tr> <tr> <td>CCLA</td> <td>SURPLUS</td> <td>£200,000</td> <td>£5,866.46</td> <td>As at 0504.2024 Total of Monthly interest payable APR 5%</td> <td>£397,636.38</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>BARCLAYS CAPITAL ACCOUNT</td> <td>CAPITAL</td> <td>£7,003.95</td> <td></td> <td>As at 04/03/24</td> <td></td> </tr> <tr> <td>BARCLAYS TREASURY DEPOSIT</td> <td>CAPITAL</td> <td>£150,000</td> <td>£1,775.18</td> <td>As at 05.04.24 Monthly rolling Matures 18th each month - Total since 18.09.2023 (19.02.24 at 2.3%)</td> <td></td> </tr> <tr> <td>CCLA</td> <td>CAPITAL</td> <td>£400,000</td> <td></td> <td>Transferred 2/2/24</td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td></td> <td></td> <td></td> <td><b>£558,779.13</b></td> </tr> <tr> <td>COMMUNITY (SCAP &amp; INVESTMENT INTEREST)</td> <td>N/A</td> <td>£10,050.56</td> <td></td> <td>SCAP £3976.26 INVESTMENT INTEREST £6074.30 as at 04/03/24</td> <td>£6,074.30</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>£981,829.03</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>Defib came out of community account</td> <td></td> </tr> </tbody> </table> <p>C – IT WAS RECOMMENDED Committee noted and agreed the receipts and payments summary report</p> <p>A – IT WAS RESOLVED that the Chair signed the Bank reconciliations.</p> | FINANCIAL POSITION - BANK BALANCES, INVESTMENTS & INTEREST   |           |  |                    |  | ACCOUNT/INVESTMENT | ALLOCATED TO | AMOUNT | INTEREST | TIMELINE | TOTAL | CURRENT ACCOUNT (PRECEPT & INCOME) |  | £16,311.53 |  | As at 05.04.24 |  | CC, MEMORIALS ETC |  | £7,003.95 |  | As at 05.04.24 |  | <b>TOTAL</b> |  |  |  |  | <b>£23,315.48</b> | BARCLAYS SAVINGS ACCOUNT | SURPLUS | £25,902.92 |  | As at 05.04.24 |  | NSI INVESTMENT | SURPLUS | £125,000 |  | On Asset Register |  | NSI INTEREST | SURPLUS |  | £40,867 | As at 05.04.24 |  | CCLA | SURPLUS | £200,000 | £5,866.46 | As at 0504.2024 Total of Monthly interest payable APR 5% | £397,636.38 | <b>TOTAL</b> |  |  |  |  |  | BARCLAYS CAPITAL ACCOUNT | CAPITAL | £7,003.95 |  | As at 04/03/24 |  | BARCLAYS TREASURY DEPOSIT | CAPITAL | £150,000 | £1,775.18 | As at 05.04.24 Monthly rolling Matures 18th each month - Total since 18.09.2023 (19.02.24 at 2.3%) |  | CCLA | CAPITAL | £400,000 |  | Transferred 2/2/24 |  | <b>TOTAL</b> |  |  |  |  | <b>£558,779.13</b> | COMMUNITY (SCAP & INVESTMENT INTEREST) | N/A | £10,050.56 |  | SCAP £3976.26 INVESTMENT INTEREST £6074.30 as at 04/03/24 | £6,074.30 |  |  |  |  |  | £981,829.03 |  |  |  |  | Defib came out of community account |  | A - C<br>Proposed: SB<br>Seconded: ML<br>All in favour |
| FINANCIAL POSITION - BANK BALANCES, INVESTMENTS & INTEREST |   |  |           |  |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| ACCOUNT/INVESTMENT   | ALLOCATED TO  | AMOUNT   | INTEREST  | TIMELINE   | TOTAL              |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| CURRENT ACCOUNT (PRECEPT & INCOME)                         |   | £16,311.53   |           | As at 05.04.24   |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| CC, MEMORIALS ETC  |   | £7,003.95  |           | As at 05.04.24   |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| <b>TOTAL</b>   |   |  |           |  | <b>£23,315.48</b>  |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| BARCLAYS SAVINGS ACCOUNT                                   | SURPLUS   | £25,902.92   |           | As at 05.04.24   |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| NSI INVESTMENT   | SURPLUS   | £125,000   |           | On Asset Register  |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| NSI INTEREST   | SURPLUS   |  | £40,867   | As at 05.04.24   |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| CCLA   | SURPLUS   | £200,000   | £5,866.46 | As at 0504.2024 Total of Monthly interest payable APR 5%   | £397,636.38        |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| <b>TOTAL</b>   |   |  |           |  |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| BARCLAYS CAPITAL ACCOUNT                                   | CAPITAL   | £7,003.95  |           | As at 04/03/24   |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| BARCLAYS TREASURY DEPOSIT                                  | CAPITAL   | £150,000   | £1,775.18 | As at 05.04.24 Monthly rolling Matures 18th each month - Total since 18.09.2023 (19.02.24 at 2.3%) |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| CCLA   | CAPITAL   | £400,000   |           | Transferred 2/2/24   |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| <b>TOTAL</b>   |   |  |           |  | <b>£558,779.13</b> |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| COMMUNITY (SCAP & INVESTMENT INTEREST)                     | N/A   | £10,050.56   |           | SCAP £3976.26 INVESTMENT INTEREST £6074.30 as at 04/03/24  | £6,074.30          |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
|  |   |  |           |  | £981,829.03        |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
|  |   |  |           | Defib came out of community account  |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| 2024/FG/0<br>20  | <b>POLICIES &amp; PROCEDURES</b>  |  |           |  |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
|  | <p>A - IT WAS RECOMMENDED Committee noted and approved the notes of the Policies and procedures task and finish group.</p> <p>B – IT WAS RECOMMENDED Committee noted the Councillor IT Policy changes will be presented by the Clerk at the next Finance &amp; Governance Meeting.</p> <p>C - IT WAS RECOMMENDED Committee noted the Policy for instructing IT Contractors to add additional permissions to mailboxes and other resources, changes will be presented by the Clerk at the next Finance &amp; Governance Meeting.</p>   | <p>Proposed: PR<br/>Seconded: ML<br/>All in favour</p> <p>Proposed: PR<br/>Seconded: ML<br/>All in favour</p> <p>Proposed: PR<br/>Seconded: ML<br/>All in favour</p> |           |  |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
| 2024/FG/0<br>21  | <b>PROCUREMENT PROCESS AND RECORD KEEPING IN CLOSED SESSION</b>   |  |           |  |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |
|  | IT WAS RECOMMENDED that the committee agreed that there are records kept and an audit trail available for matters heard in closed session. Clerk to provide a policy document.  | Proposed: MA<br>Seconded: PR<br>All in favour  |           |  |                    |  |                    |              |        |          |          |       |                                    |  |            |  |                |  |                   |  |           |  |                |  |              |  |  |  |  |                   |                          |         |            |  |                |  |                |         |          |  |                   |  |              |         |  |         |                |  |      |         |          |           |  |             |              |  |  |  |  |  |                          |         |           |  |                |  |                           |         |          |           |  |  |      |         |          |  |                    |  |              |  |  |  |  |                    |  |     |            |  |   |           |  |  |  |  |  |             |  |  |  |  |                                     |  |  |

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|---|--|--|
| <b>2024/FG/0<br/>22</b>                                 | <b>CONTRACT DISPUTE</b>  |  |
| 3d opened.<br>Prop – PR<br>Sec – SB<br>All in<br>favour | IT WAS RECOMMENDED that no further action is taken.  | Proposed: MA<br>Seconded: ML<br>All in favour  |
| <b>2024/FG/0<br/>23</b>                                 | <b>ANNUAL PARISH MEETING PREPARATION</b>   |  |
|   | IT WAS RECOMMENDED Committee discussed contents of presentation, predicted questions and visual displays in readiness for the APM.   | Proposed: MA<br>Seconded: PR<br>All in favour  |
| <b>2024/FG/0<br/>24</b>                                 | <b>HEALTH &amp; SAFETY</b>   |  |
| 3d Closed<br>Prop – SB<br>Sec – PR<br>All in<br>favour  | A - IT WAS RECOMMENDED Committee noted the Health and safety report prepared by JLM in relation to an employment matter.<br><br>B - IT WAS RECOMMENDED Committee agreed the instruction of JLM Health and safety in accordance with the Health and safety management system implementation proposal for 8 initial days and create a Health and Safety working group. | Proposed: PR<br>Seconded: MA<br>All in favour<br><br>Proposed: MA<br>Seconded: PR<br>All in favour |
| <b>2024/FG/0<br/>25</b>                                 | <b>DATE OF NEXT MEETING</b>  |  |
|   | Ordinary Finance & Governance Meeting Thursday 13 <sup>th</sup> June at 7pm  |  |

The meeting closed at 21:15

Chair ..... Date: .....

## 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   | Monday 8 <sup>th</sup> April – report for FC 16 <sup>th</sup> April 2024  |
| Members of Group<br><i>including any co-opted members</i> | Ian Kime<br>Trish McLaren – Co-opted<br>Peter Ratcliffe (Lead)<br>Charles Sanders - (Co-opted)<br>Richard Shepherd<br>Jeremy Stubbs |
| In Attendance   | Ian Kime<br>Trish McLaren – Co-opted<br>Sarah Peberday<br>Peter Ratcliffe (Lead)<br>Charles Sanders - (Co-opted)<br>Jeremy Stubbs   |

|   |  |
|---|--|
| <b>Brief Summary of Meeting</b>   |  |
| <ol style="list-style-type: none"> <li>1. SSA continue to work on the action items identified in the JLM Health and Safety Report (completed 12 02 24), including the water storage tank (for field irrigation), GDPR issues, clubhouse housekeeping, user group user policies, etc.</li> <li>2. Scribe is being used for bookings, accounts to follow</li> <li>3. Public consultation – feedback was 50 users to date (as a benchmark, BHPG had 300 responses recorded). SSA to promote user group feedback</li> <li>4. SSA accounts were discussed and options for improving revenue streams</li> <li>5. Discussed grant funding, no grant funding person currently employed by STC. Will be revisited when SSA business plan developed that demonstrates a sustainable model of operating can be realised, but attendees recognised that the case for improving the offering at the Pavilion is key so that future user groups are catered for, (including male/female changing facilities, occasions when both cricket and football are being played at the same time, etc.)</li> <li>6. The Sports Clubhouses plans were reviewed, but no further progress at this time</li> <li>7. Regarding the Cemetery Pavilion, requested the Pavilion Task and Finish group are engaged in discussions about future development</li> </ol> |  |
| <b>Recommendations –</b>  |  |
| <ol style="list-style-type: none"> <li>1. Consultation – SSA to request user group contribution</li> <li>2. SSA to complete business plan that includes organisational design to run future asset, potential income streams, etc.</li> <li>3. SSA to provide feedback on progress with JLM Health and Safety Report</li> <li>4. Project Officer to engage the Task and Finish Group about the various initiatives to upgrade the Cemetery Pavilion</li> </ol>   |  |

|                             |                 |
|-----------------------------|-----------------|
| Submitted to the office by: | Peter Ratcliffe |
|-----------------------------|-----------------|

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 –   | Wednesday 3 <sup>rd</sup> April - report for FC Meeting of 16 <sup>th</sup> April 2024  |
| Members of Group<br><i>including any co-opted members</i> | Sue Brisbane<br>Ian Davis (Co-opted member)<br>Ian Kime<br>Judy Oliver (Co-opted member)<br>Clive Perrin (Co-opted member)<br>Peter Ratcliffe<br>Terry Read (Co-opted member)<br>Colin Seal (Co-opted member) |
| In Attendance   | Sue Brisbane<br>Ian Davis (Co-opted member)<br>Judy Oliver (Co-opted member)<br>Clive Perrin (Co-opted member)<br>Peter Ratcliffe<br>Colin Seal (Co-opted member)   |

| Brief Summary of Meeting  |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. On Wednesday 27<sup>th</sup> March there was an opening ceremony on the promenade of the Mammoth Mural and a reception in Oddfellows Hall after. It was a well-attended and well-received event with good press coverage...</li> <li>2. The mural requires adding to the STC Asset Register, and an inspection regime added to the maintenance plan, (a monthly general visual inspection)</li> <li>3. SCAP has now agreed to change its name to ‘Sheringham Art’ and is now set up as a limited company and will benefit from a trademark/copyright protection for images, logo, etc.</li> <li>4. The direction of ‘Sheringham Art’ is to sell limited print editions of local artists’ work for the public to take home and enjoy. Purchasing a print will raise money for local artists, supporting the local art industry, but also helps to fund community art projects.</li> <li>5. Once banking arrangements are confirmed, ‘Sheringham Art’ will make an application for the transfer of SCAP funds to ‘Sheringham Art’. It is suggested that to demonstrate transparency, the transfer of former SCAP funds is treated as a grant application made to STC</li> <li>6. SCAP account balance confirmed with STC Clerk as £3976.26 (12<sup>th</sup> March 2024)</li> <li>7. The use of the fund will be the same as that of SCAP; the support local community art projects</li> <li>8. Sheringham Art will still include participation from Cllrs., but the Task and Finish Group will be dissolved</li> <li>9. The Task and Finish Group would like to extend their appreciation to Sheringham Town Council for its support in realising this project. Without STC’s support, the project would not have happened</li> </ol> |  |
| Recommendations:  |  |
| <ol style="list-style-type: none"> <li>1. On submission of a grant application, agree transfer of remaining SCAP funds to ‘Sheringham Art’</li> <li>2. Confirm addition of mural to STC Asset Register and monthly inspection to maintenance plan</li> </ol>  |  |

## T&F Group and Working Group Record and Recommendations

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|--|-----------------|
| 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                               | CT2 Task and Finish Group   |
| Parent Committee  | Finance and Governance  |
| Date of Meeting   | Report to Full Council 16 <sup>th</sup> April 2024                      |
| Members of Group<br><i>including any co-opted members</i> | Madeleine Ashcroft<br>Martin Langsdon<br>Philip Bailey<br>Jeremy Stubbs |
| In Attendance   | N/A   |

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| <b>Brief Summary of Meeting</b>   |
| Recommendations –   |
| <p>CT2 T &amp; F group to meet asap to sign off on forms:</p> <ul style="list-style-type: none"> <li>• S106 offsite green space cemetery meadowland</li> <li>• S106 allotment contribution</li> <li>• S106 offsite parks and Recreation Meadowland</li> <li>• S106 offsite parks and Rec Sports association</li> <li>• S106 offsite parks and rec Putting Greens</li> <li>• S106 offsite play eqpt Youth MUGA</li> <li>• S106 offsite play eqpt Children Leas &amp; Play areas</li> </ul> <p>Other S106 applications.</p> |

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| Recommendations –             |
| Agree date for online meeting |

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| Submitted to the office by: | Martin Langsdon |
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## T&F Group and Working Group Record and Recommendations

|   |  |
|---|--|
| Name of Task & Finish Group                               | Road Safety & Parking  |
| Parent Committee  | Full Council   |
| Date of Meeting   | 3 <sup>rd</sup> April for April FC Meeting   |
| Members of Group<br><i>including any co-opted members</i> | Phil Bailey (Lead)<br>Cliff Morris<br>Martin Langsdon<br>Jon Dorey<br>Colin Heinink<br>Richard Shepherd<br>Jeremy Stubbs |
| In Attendance (meeting commenced at 10:30)                | Sarah Peberday (Clerk)<br>Phil Bailey (Lead)<br>Martin Langsdon (10:45)<br>Richard Shepherd (10:55)                      |

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| <b>Brief Summary of Meeting</b>  |
| <p>The group met to discuss the outcome of the Parish Partnership award made by NCC, STC were awarded the following –</p> <ol style="list-style-type: none"> <li>1. Footway improvements and give way markings – Sheringham High Street (outside Carousel Amusements – 50% Contribution £4650 (total cost £9300).</li> <li>2. Gateway Signage – Station Rd Sheringham – 50% Contribution £2780 (total cost £5560)</li> <li>3. £2000 contribution towards retrospective Highways benches costs.</li> </ol> <p>Pending result of SAM2 camera decision.</p> <p>The Clerk confirmed the paperwork for the benches contribution had been submitted to NCC. But that public consultation was recommended to obtain feedback from the public and traders on the schemes described in 1 &amp; 2.</p> <p>The Consultation would mirror the methods used for the Putting Green consultation and the Pavilion. The opportunity of feedback from the APM would also be utilised. The Clerk agreed to explore which monies the project would have budget allocated from as the Highways improvements were not a statutory function and budget had not been considered in the precept.</p> <p>Consideration given to the exact location of the gateway needed to continue access to the loading bay.</p> |
| <b>Recommendations –</b>   |
| <ol style="list-style-type: none"> <li>1. To note the summary above and recommendations:</li> </ol> <p>Recommendations –</p> <ol style="list-style-type: none"> <li>a. A 4 week consultation process to open from agreement at Full Council.</li> <li>b. Phil Bailey to liaise with Experience Sheringham.</li> </ol>  |

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## T&F Group and Working Group Record and Recommendations

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| <p>c. Feedback from the public and consultation results to be reported to full council for agreement.</p> |
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| Submitted to the office by: |
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| Sarah Peberday on behalf of Phil Bailey |
|---|

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## T&F Group and Working Group Record and Recommendations

|   |   |
|---|---|
| Name of Task & Finish Group                               | Meadowland Burial Task and Finish Group               |
| Parent Committee  | Full Council  |
| Date of Meeting   | Report to Full Council 16 <sup>th</sup> April 2024    |
| Members of Group<br><i>including any co-opted members</i> | Madeleine Ashcroft<br>Martin Langsdon<br>Sue Brisbane |
| In Attendance   | N/A   |

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| Brief Summary of Meeting   |
| Recommendations –  |
| Meadowland Burial T & F group to meet asap to review feasibility study and agree next steps. |

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| Recommendations –             |
| Agree date for online meeting |

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| Submitted to the office by: | Martin Langsdon |
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## T&F Group and Working Group Record and Recommendations

|   |   |
|---|---|
| Name of Task & Finish Group                               | Community Thank You Task & Finish Group                                 |
| Parent Committee  | Full Council  |
| Date of Meeting   | 08.04.24  |
| Members of Group<br><i>including any co-opted members</i> | Cllr. Sue Brisbane<br>Cllr. Martin Langsdon<br>Hazel Beazley (co-opted) |
| In Attendance   | Cllr. Sue Brisbane<br>Cllr. Martin Langsdon<br>Hazel Beazley (co-opted) |

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| <b>Brief Summary of Meeting</b>   |
| Nominations were reviewed and recommendation of nominations agreed to propose to Full Council.  |
| <b>Recommendations –</b>  |
| <ol style="list-style-type: none"> <li>1. All nominations cited in the verbal report to Full Council on 16<sup>th</sup> April 2024 be approved to receive Community Thank You certificates and invited to a presentation at the Annual Town Meeting on 30<sup>th</sup> April 2024.</li> <li>2. STC Office team to follow Community Award Scheme Policy and related GDPR Policy to complete administrative process including issuing of notifications/invitations, follow up actions and preparation of certificates.</li> </ol> |

|                             |              |
|-----------------------------|--------------|
| Submitted to the office by: | Sue Brisbane |
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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                    | 16                |
|-----------------------|-------------------------|-----------------------------|---------------------|-----------------------|-----------------------|-----------------|------------------|-----------|---------------------|----------|-----------------|---------------------|------------------|--------------|-----------------------|-------------------|
| 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 | APM          | 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     | 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                  | Stubbs                  | Ratcliffe                   | Ashcroft            | Bailey                | Heinink               | Ratcliffe       | Ratcliffe        | Langsdon  | Ratcliffe           | Bailey   | Brisbane        | Langsdon            | Brisbane         | Ratcliffe    | Ashcroft              | Langsdon          |
| Councillor            | Brisbane                | Ashcroft                    | Bailey              | Langsdon              | Stubbs                | Shepherd        | Dorey            | Ashcroft  | Brisbane            | Morris   | Ratcliffe       | Morris              | Co-opt Beazley   | Brisbane     | Ashcroft              | Ashcroft          |
| Councillor            | Dorey                   | Dorey                       | Brisbane            | Dorey                 | Langsdon              | Kime            | Vacant           | Stubbs    | Kime                | Shepherd | Pegnall         | Co-opt Beazley      | Langsdon         | Langsdon     | Brisbane              | Langsdon          |
| Councillor            | Kime                    | Co-op Farrow                | Kime                | Heinink               | Pegnall               | Co-op Sanders   | Co-op Austin     | Bailey    | Co-op Oliver        |          | Langsdon        |                     | Co-opt Beazley   | Stubbs       | Bailey                | Brisbane          |
| Councillor            | Ratcliffe               | Co-op Padfield              | Ratcliffe           | Morris                |                       | Co-op McClaren  | Co-op Roseby     |           | Co-Op Seal          |          |                 |                     |                  | Dorey        |                       |                   |
| Councillor            | vacant                  | vacant                      | Stubbs              | Shepherd              |                       |                 | Co-op Duxbury    |           | Co-Op Reid          |          |                 |                     |                  | Ashcroft     |                       |                   |
| Councillor            |                         |                             |                     | Stubbs                |                       |                 | Co-op Withington |           |                     |          |                 |                     |                  |              |                       |                   |

## Welcome to the Sheringham District Councillors Team report for April 2024 - Cllrs Bailey, Heinink and Withington



### **NNDC News**

#### **Bin Day Changes**

[Link to more information about bin changes from the 8th April](#)

#### **Why are we making these changes ?**

Serco, working with North Norfolk District Council, has identified further changes to the existing collection routes are required. Due to the success of services the number of trade waste and garden waste customers has grown considerably requiring greater capacity and the purchase of further vehicles. NNDC are making these changes to ensure that the bin collections are as efficient as possible and to minimise carbon emissions.

These changes, timed with the closure of the previous waste disposal site, where the district's household waste is taken before being transported to the processing facility, will improve the efficiency of the routes, reduce the distances bin trucks are travelling, and, therefore, our carbon footprint across the district. These changes also accommodate new homes being built in the area now and into the future.

#### **What changes are taking place?**

##### **Recycling and household bin collections**

Around 90% of people will have a change to their recycling and household waste collection day, or the order in which your bin colours are collected may change. Even if your bin day and collection order stay the same, it may be collected at a new time.

### **Garden bin collections**

Around 85% of residents who subscribe to garden waste collections will have a change to their collection day or week, and even if your bin day stays the same, it may be collected at a new time.

Before the 28<sup>th</sup> March leaflets were posted to everyone to explain these changes.

If you have yet to receive one by this date, you can [check your bin collection online](#), request by email at [norfolkwaste@serco.com](mailto:norfolkwaste@serco.com) or call **0330 1099 220 from Tuesday 2 April**.

### **Missed bins**

Please check that it is the right day for your bin to be collected. If it is and we haven't collected your bin **by 6pm**, please check the [bin announcement page](#) before reporting a [missed collection](#).

Please put out your bin for collection on the assigned day. If your bin is not out for collection when the crew visits your area, we cannot return until the next scheduled collection day. We will record any bins that are not collected on our onboard computers.

### **Remember to place your bins out by 7am.**

#### Assisted bin service

Your assisted bins service will continue as normal but please make sure your gates are unlocked etc on the new collection day

If you or a neighbour require an assisted bin service [Register for the Assisted bin service here](#).

## **Cromer Pier wins National Pier of the Year**



### **North Norfolk District Council and Cromer Pier are delighted to hear that the iconic landmark has won Pier of the Year 2024.**

This is the third time Cromer Pier has won the award since the National Piers Society formed in 1996, with wins in 2000 and 2015.

Openwide Coastal, the Council's partners have run the Pier since 2004, providing a mixture of productions, live music, and comedy and a restaurant, bar & café and a gift shop.

Over the past two years, the Council has invested over £2m into Cromer Pier, supporting this vital asset by improving the bar side facilities with a refurbishment of the Pavilion Bar, improved toilet facilities including accessible toilets and extensive substructure works to futureproof the Pier for years to come.

Cromer Pier is a vital asset in North Norfolk's cultural and tourism offering, which is often dubbed 'the jewel in the crown'.

#### **Leader of the Council and Cromer ward member Cllr. Tim Adams said:**

"This is a wonderful 123rd birthday present for Cromer Pier, recognising the scale of investment that has or is due to take place, with the bar, structure, and in future with the dressing rooms. It also comes during a year when the Seafront is



seeing major investment in sea defences, which will be a spectacle itself.

We are delighted with this award, which reflects the dedication of our own Property Services Team, Openwide Coastal with their unique offer, and all who contribute to the Pier in many ways.

We are so lucky to be in the position we are with our Pier, with so many other towns nationally having struggled to maintain their own."

**Tim Wardley, Chairman of the National Pier Society said:**

"I am delighted that Cromer Pier has again been voted the prestigious ' Pier of the Year' award by our members. A most worthy winner, Cromer demonstrates the very best in public/private partnership providing a unique and popular visitor experience.

North Norfolk District Council are to be applauded for their continued investment to ensure the pier remains in good structural condition with excellent visitor facilities, while Openwide bring their vast entertainment and leisure experience to ensure the highest quality visitor attractions, including the world's only full season pier theatre variety show. The success of this combination is one of the main reasons cited by our members for their votes.

The pier theatre, one of only five still open in the country is a major tourist attraction and the pier contributes greatly to the Norfolk coastal tourism economy attracting visitors from the UK and world over. Congratulations to Cromer and I look forward to visiting the pier for the official award ceremony on opening night of the summer show".

**New Green Energy funding Awarded to NNDC and the council progress further with reducing carbon emissions across the NNDC estate.**

Victory Swim and Fitness Centre will be the next leisure centre in North Norfolk to have solar paneling (PVs) installed, following confirmation of a grant from Sport England.

£174,725 was awarded to North Norfolk District Council from the Government's



Swimming Pool Support Fund (SPSF), a capital works fund stream available to local authorities to improve the energy efficiency of public leisure centres.

The aims of the fund are to reduce the energy consumption of facilities and support a transition to environmental and financial sustainability.

Energy generated at Victory will help reduce reliance on the national grid and lower running costs for the facility, which is run by the Council's leisure operator, Everyone Active.

**Cllr. Adam Varley, portfolio holder for Net Zero and Climate said:**

"This is fantastic news and the funding is welcome as we continue to decarbonise our estate.

In bringing renewable solar energy to Victory [Swim and Fitness Centre] we will be able to generate our own power and reduce the carbon footprint of the facility."

**Stuart Jardine, Everyone Active's contract manager, said:**

"It is great news that these investments will reduce the centre's carbon footprint going forward. Everyone Active is proud to work alongside the Council, as part of our Net Zero Strategy, to help achieve our company's Net Zero ambitions."

As part of the Council's Net Zero aims, a programme of decarbonisation and investment in renewable energies has taken place across its estate.

## Sheringham District Cllrs Team Report

Recent capital projects to decarbonise include around £500,000 for the development of a solar car port at The Reef.

The Council's leisure centres are some of the biggest energy users in our estate – it is important to minimise their running costs as well as reducing their carbon emissions which make a considerable impact on the Council's carbon footprint.

Initial scheme plans are for a 240 kWp capacity system with an estimated annual generation of 188,000 kWh, saving 35 tCO<sub>2</sub> a year.



Like the solar carport at The Reef, these solar panels are expected to produce about a third of the centre's annual electricity demand.

The Council recently received confirmation of funding from the Department of Levelling Up, Housing & Communities (DLUHC), where £9.875m will be invested into building new facilities for the Fakenham Leisure & Sports Hub Facility.

As part of the Levelling Up investment into the facility at Fakenham, an allocation has been made for carbon reduction measures.





## **HAZ North Walsham Comes to the end with the regeneration of Black Swan Loke**



Black Swan Loke has opened following transformational works to turn a derelict and un-used yard into a community garden, providing a safe and level access from the public car park to the market place

North Norfolk District Council purchased the site in March 2021 as part of the High Street Heritage Action Zone (HSHAZ), in partnership with Historic England,

## Sheringham District Cllrs Team Report

with a view to turning it into an attractive communal walkthrough.

The 12-week programme of works, delivered by the Council's contractors Malcolm Abbs Ltd., turned the area from an overgrown vacant yard area into a new open space with gardens and a walkthrough. The plot was previously the woodworking yard of a furniture maker.



Over 77% of materials used have been recycled; wood panelling along the walls is made from decommissioned timbers from the Cromer Pier decking and the glass detailing is light casing reclaimed from the Council's demolished public toilets.

### **Tony Calladine, East of England Regional Director for Historic England said:**

Last time I was here, looking at this space, it was nothing like this - it wasn't a place anyone would want to walk through, but what a transformation. It's a place you really want to come to.

It will help people who come into town and spend money, one of the things it's doing here is showing that the historic environment is a catalyst for regeneration.



North Walsham has done it wonderfully with a great partnership with the local authority and working together and with the community. I think we've made a big difference in North Walsham and I hope it continues."



# Sheringham District Cllrs Team Report



## Repairs to Marble Arch

Repairs to the surface of the upper arch indicated that there were some potential issues with the concrete sub structure. Initial investigations revealed that a comprehensive engineering survey of the sub structure was needed as there are indications of concerns for the concrete lower layers. The building and the area have been sealed off and the engineering survey has been completed. A work plan is in place, procurement is underway. Work will start shortly. Signage is in place indicating where the nearest toilets are and liaison has taken place with the RNLI in regard to access to the Lifeboat Station.

## Sheringham Play Parks

**Cooper Road** Requests for volunteers for a Cooper Road Active Space Community Group has gone out and is being established. A new constitution will be developed shortly and then plans and the community engagement can be



considered prior to seeking funding. Anyone who would like to be a community member of this group and has enthusiasm, skills or relevant knowledge is encouraged to be part of this.

## Sheringham District Cllrs Team Report

Please contact Cllr Colin Heinink: [colin.heinink@north-norfolk.gov.uk](mailto:colin.heinink@north-norfolk.gov.uk)

### The Leas Playpark

The Design and company have been agreed and a purchase ticket authorised. The design chosen was produced by HAGS and is a bespoke plan for this special location. The design is accessible and includes opportunities for accessible play and is suitable for a range of ages. Central to the scheme is a conceptual climbing boat. This has been stylised to reflect a RNLI lifeboat. HAGs will also be making a donation to the RNLI. It is hoped that there will be sufficient funding in the budget to improve the play surface to also improve accessibility. The intention is for this play park to be in place and open in time for the main holiday season.

### Sheringham Age Friendly Community Pilot

The photography competition was a great success and in particular provided a useful resource for the pilot generating many positive age related images. The winners are shown below and were exhibited at Sheringham Library as part of the National positive aging week.

Winners!!!!







[Find out more about the scheme here](#)

## Healthier Sheringham Leads Cllr Withington and Cllr Bailey

Following Sheringham Helps the Environment Network are working together to support each other under the Healthier Sheringham umbrella and sustainable Sheringham . They are supporting the St. Andrews Church Climate change Event on the 20<sup>th</sup> April

The Creative Arts group have also met and expanded the group. Planning for the Sheringham Creative Festival is underway. Dates agreed are 13<sup>th</sup> -16<sup>th</sup> June although there is an additional event on the 8<sup>th</sup> June linked to the festival. This is an Artist led curated festival and focusses on a multidisciplinary approach to creativity and wellness. This first year will be a smaller event to gather data and evidence in order to grow this into a more substantial event in 2025. Next year the event will be in May, partnering with the National Creativity and Wellbeing week, and Norfolk Creativity, along with other local arts events.

The festival will:





## Sheringham District Cllrs Team Report

- showcase our broad and strong creative base in Sheringham,
- provide inspiration for people to take part and try new ideas,
- help to raise local aspiration in regard to creative lifestyles and employment opportunities,
- use creativity to generate social transformation
- support local artists to research, develop and grow and be more sustainable
- support the local economy in terms of health and wellbeing but also tourism and strengthening the business base of creatives across the town.

### Blue Flag Beaches – Awaiting the inspections and outcomes.

All six applications have been submitted to Keep Britain Tidy for our beaches, and this year NNDC have applied for four Blue Flags (the welcome return of East Runton because of improved water quality) and two Seaside Awards. We now await the announcement as to whether these Blue Flags are awarded. It is anticipated we will receive the outcome in Mid May

### Dog Fouling Campaign

We have had reports of dog fouling in the Greenland's Park area and Campion Way as well as the Boulevard. As a result, we have reported to Environmental Health and are providing posters for people to display in their gardens and verges to encourage people to pick up, bag it and bin it. Please contact us if you would like one. The campaign has been extended to the area near the primary School following further complaints. Reports have also been submitted to the Environmental Health Team. Anyone requiring posters can contact Cllrs Bailey or Heinink



**Sheringham District Cllrs Team Report**

**Sheringham District Cllr Team – Casework**

**Ongoing Casework 2024**

| Highways and parking                           | Housing    | Environment and Environmental Health Issues | NNDC Assets and planning   | Other  |
|--|------------|---|--|--|
| <b>April 2024</b>                              |            |   |  |  |
| Supporting Experience Sheringham with Car Park | 2 homeless | Toilet closure                              | Esplanade Planning meeting and consultation responses from residents   |  |
| <b>March 2024</b>                              |            |   |  |  |
|  |            |   | Planning enforcement query<br>Shannoeks-query<br>Query re The Granary application<br>Concessions x2<br>Sauna Box query<br>Leas toilets | Local business support x3<br>Sheringham Sports Association-funding opportunities |

Sheringham District Cllrs Team Report

| February 2024   |  |   |  |  |
|---|--|---|--|--|
| <p><b>Road Signs</b></p> <p><b>Beeston Road</b></p> <p><b>Zig Zag line query</b></p> <p>Waterbank Road query – closure and access limitations-ongoing</p> <p>Flooding Cromer Road – Discussions with Anglia Water ongoing</p> | <p>Domestic Abuse- ongoing support</p>   | <p>Alley way cleaning-continue to check</p> <p><b>Dog Fouling Boulevard, Campion Way – Dog fouling campaign initiated</b></p>                 | <p>4x concessions requests and business support</p> <p>Hooks Hill potential TP enforcement – stopped continue to check</p> <p>Community Hall accessibility</p> | <p>SEND support</p> <p>Community funding for new fathers</p>   |
| <b>December 2023 and January 2024</b>   |  |   |  |  |
| <p><b>Roadworks issues – town centre</b></p> <p><b>Potholes x2</b></p> <p>Cycle parking</p> <p><b>Incorrectly sited street lamp (NCC)</b></p>   | <p><b>2x No fault evictions housing obtained privately by Cllrs.</b></p> <p>3 no fault evictions support given-temporary Accommodation offered</p> | <p><b>Waste dumping</b></p> <p><b>Additional black bin needed</b></p> <p><b>Flytipping</b></p> <p><b>Dead seal on the beach – removal</b></p> | <p><b>Cliff road application-approved</b></p> <p><b>Air source heat pump application retail-withdrawn</b></p>  | <p><b>Dog needing fostering-rehomed</b></p> <p><b>Blue badge application</b></p> <p><b>Benches x2</b></p> <p><b>Community food store – referral x2</b></p> |

**Sheringham District Cllrs Team Report**

|                        |  |  |  |  |
|------------------------|--|--|--|--|
| <p><b>Resolved</b></p> | <p>Domestic Abuse awaiting housing</p> | <p>Flooding Childs Way Lusher close and Uplands Park, Alexandra Road De Morley Garth Heath Road</p> <p><b>Highways have checked the diverts on Holway road and these have now been dug out again .</b> Scheme for pedestrian crossing run off being considered – ongoing discussions with Highways</p> <p>Beeston Bump and Skelding Hill path repairs- due for completion in the Autumn 2024</p> |  | <p><b>Hot meal needs- elderly – ACNN Meals on Heel</b></p> |
|------------------------|--|--|--|--|

## Sheringham District Cllrs Team Report

### Local Cllr

### Attendance/Training/Briefings – not previously mentioned

Experience Sheringham

Healthy Aging Alliance Meeting

North Norfolk collaboration Meeting – Headway

Collaboration meeting MND

NNDC budget meetings

NNDC Development Committee

NNHWP Older People working Group

North Norfolk Dementia working Group ICB

Overview and Scrutiny

Development committee

Health and Wellbeing Board-

Integrated Care Partnership

ICP Health and Wellbeing Board

UKSPF Local Partnership Meeting

NNHWP and the Wensum Dementia Project

SPLENDID Research Project

Leas Play park

Norfolk and Suffolk Culture Board

Norfolk Arts Executive committee

## How to access support for Sheringham Residents

### Helping Residents to find help and support

As STC staff and councillors, community organisations and residents reading the District Cllr report this information will help you to direct members of our community to the right support and contacts.

With the rising cost of living proving very difficult for people in North Norfolk, **North Norfolk District Council** have been looking to find ways to support our residents.

IT Housing and Benefits have put all the information together about accessing funding and support in one place. NNDC Help Hub as well is available to all as well.

If you are part of a community group and act as signposting or support those in need. Please share this information with your organisation, clients or community. As District Cllrs we will always refer people through who are in need and do so regularly.

**Follow the links below for information** 

Change of circumstances online form:

<https://www.north-norfolk.gov.uk/>

<https://www.north-norfolk.gov.uk/proj.../advice-and-support/>

**The Help Hub** is also an important and useful point to connect with for further support via the social prescribers if you are supporting residents or local organisations. Residents can also self-refer

**The North Norfolk Help Hub is a partnership of organisations that work together to offer practical support, advice, and guidance.**

At times, we all need a little help and support dealing with issues or problems in our life that are hurting our physical, mental, social or financial wellbeing. Getting help as soon as possible can prevent things from getting worse.

The Health and Communities Team are part of the North Norfolk Help Hub. They can provide advice and support with:

- abuse and exploitation, including domestic abuse.
- benefits
- carer support
- employment
- financial advice
- home adaptations and assistive technology
- housing conditions

- learning
- local opportunities for leisure interests
- long term health condition management
- mental wellbeing
- social isolation
- substance misuse
- wellbeing

### **Early Intervention Team**

North Norfolk District Council's Early Intervention Team are working to help residents across the District who are threatened with homelessness.

It is never too early to get help and the Early Intervention Team provides support for individuals and families across North Norfolk with housing-related issues and will work to address the problem.

The team try to do this at an early stage before the individual or family become homeless and ideally before a significant risk of homelessness arises. They are part of the Council's Housing Options team and work closely with other services to identify those in need and provide support and advice.

If you or someone you know are having problems which make it difficult at home, such as:

- Rent arrears or other debt worries
- Arguments at home or relationship breakdowns
- Changes to your household
- Changes to your health

### **The Early Intervention Team can help**

If you or someone you may know is threatened with homelessness, the Early Intervention Team can help and assist you by:

- Talking through some options, you may have to help yourself.

## Sheringham District Cllrs Team Report

- Try to help keep you in your current home where possible.
- Work with you to secure alternative accommodation.

Where possible, the Council aims to make sure residents remain in their current homes by helping at an early stage, the Early Intervention Team will seek to understand your current situation and help to resolve your situation.

The most important thing you can do is contact the Early Intervention Team on 01263 513811 or email [early.intervention@north-norfolk.gov.uk](mailto:early.intervention@north-norfolk.gov.uk) as soon as possible.

### **How to get support**

If you are aged 18 and over and need help or support, please contact the Health and Communities Team Duty Line.

#### **Call:**

01263 516353

#### **Email:**

[social.prescribing@north-norfolk.gov.uk](mailto:social.prescribing@north-norfolk.gov.uk)

[Apply-for-housing-benefit-and-council-tax-support](#)

[Manage-your-benefits-claim-online](#)

Further information regarding financial hardship, community support and access to mental health support, domestic abuse and violence support, is available on Cllr Withington's new website and blog. [Click here to view](#)

### **Early Help Hub**

#### **Financial Support**

The Early Help Hub has also produced a **comprehensive list of financial support available for** community support organisations to direct people to. This has been shared in the community via organisations such as Healthier Sheringham to their partners and those working on projects with NNDC and the ICB



## Sheringham District Cllrs Team Report

Please contact us if you are aware of people who need financial support as a result of the Cost of living Crisis

General help is available here

[https://www.north-norfolk.gov.uk/costofliving?fbclid=IwAR3FBNeKCC0sE7jrutGsG0qvHjY\\_dF0QoA3UbHREph9Qu\\_YE6ibpHYu3VMU](https://www.north-norfolk.gov.uk/costofliving?fbclid=IwAR3FBNeKCC0sE7jrutGsG0qvHjY_dF0QoA3UbHREph9Qu_YE6ibpHYu3VMU)

The Household support fund application form is also live on the website

<https://north-norfolk.apply4.online/Account/Login?ReturnUrl=%2FRequests%2FQuickSchemeLink%2F543BPM>

[www.norfolk.gov.uk/covidwintersupport](http://www.norfolk.gov.uk/covidwintersupport)

Cllr Liz withington can also issue food parcel vouchers through the North Norfolk foodbank (previously known as the Cromer Foodbank. This change is to reflect that the foodbank serves across the North Norfolk district. )

[cssheringham@gmail.com](mailto:cssheringham@gmail.com) She is also able to support through the Salvation Army foodbank and Community Food Club as well.

Energy Vouchers are also available for those in need and in fuel poverty.

We can also support with referrals to the Norfolk Assistance Scheme and Norfolk Household Fund

**Anglia Water** also have an Extra Care Support system to help with difficulties with paying bills and for those worried about the finances you can contact them online in the link below or telephone 08001693630

[Link to Anglian Water Extra Care Support](#)

**Warm Homes grant available after successful bid**

North

Norfolk District Council, as part of the [Norfolk Warm Homes Consortium](#), has been successful in a bid for £3.85 million of government grant to provide energy efficiency improvement works to homes occupied by low-income households within Norfolk.

The grant is aimed at supporting low income residents to reduce their energy bills and increase the thermal comfort of their homes through a subsidy towards increasing the energy efficiency of their property. NNDC have appointed Energy Officer Dulcie Walsh to help ensure those eligible for the scheme are able to access these important funds to reduce living costs. The Energy Officer will identify suitable properties and support owner-occupiers and landlords with applications for improvement works. Our aim is to ensure we maximize take-up for North Norfolk residents.

**For homeowners**, if your gross household income is £30,000 or less the grant will cover the cost of the works.

**For landlords**, you could get a two-thirds subsidy for works to improve the energy efficiency of your property (if your tenants are on gross household incomes of £30,000 or less)

This grant is currently aimed at those who are off the main gas grid. The grant will go towards the cost of works to better insulate your home, which can include loft cavity wall and external wall insulation if your property is suitable.

## Sheringham District Cllrs Team Report

Also available under the scheme, properties can benefit from low carbon energy by replacing an inefficient heating system with a renewable air source heat pump.

[For more information click here](#)

### Support for our local businesses:

The full list of guidance for local businesses can be found on [North Norfolk District Council's Support and Advice for Businesses webpage](#).

The new Invest North Norfolk Scheme and additional business funding is available here

<https://www.north-norfolk.gov.uk/projects/invest-north-norfolk/>

Further advice is also available [Click here](#)

### Other useful Contact numbers and links :

1. Emergency highways number -out of hours 03448008009 for fallen trees blocking roads etc
2. [Report a problem with potholes, pavements, hedges, salt bins, trees](#) to Norfolk County Council
3. Planned Roadworks in Norfolk <https://one.network/>
4. **SERCO** - missed bins/public toilets/ - 03301099220
5. [Report Fly tipping](#)

6. **Order a new bin** Contact Customer Services at Serco

**Telephone:** 0330 109 9220

**Opening Hours:** Monday to Thursday 8.30am to 5pm and Friday 8.30am to 4.30pm

**Email:** [norfolkwaste@serco.com](mailto:norfolkwaste@serco.com)



## Sheringham District Cllrs Team Report

7. **Assisted bin delivery** due to age or disability Contact Business Waste & Recycling

**Telephone:** 01263 516189

**Email:** [cleansing@north-norfolk.gov.uk](mailto:cleansing@north-norfolk.gov.uk)



**If you find a seal in distress** and in need of emergency assistance you can contact any of the following agencies.

British Divers Marine Life Rescue: 01825

765546

RSPCA: 0300 1234 999

Friends of Horsey Seals: 07706 314514

### Get in touch with NNDC

Use our online form to give NNDC feedback, or ask a question about any of our services.

[Contact us](#)

### Live web chat

Chat with one of our Customer Services Advisors by clicking the green web chat link at the bottom right of the screen. This will appear when advisors are available.

### Call us

**Telephone:** 01263 513811

**Out of hours:** 01223 849782

**Sheringham District Cllrs Team Report**

**Telephone and office opening hours**

Monday, Tuesday and Thursday from 8.30am to 5pm  
 Wednesday from 10am to 5pm  
 Fridays from 8.30am to 4.30pm

**Please don't hesitate to get in touch with us your District Cllr Team in Sheringham for further information on this report or if we can help with any issues.**

**Cllr Phil Bailey**

**Correspondence address:**

North Norfolk District Council  
 Holt Road  
 Cromer  
 Norfolk  
 NR27 9EN

**Email:**



**Correspondence address:**

North Norfolk District Council  
 Holt Road  
 CROMER  
 Norfolk  
 NR27 9EN

**Email:** [colin.heinink@north-norfolk.gov.uk](mailto:colin.heinink@north-norfolk.gov.uk)

**Mobile:** 07970298625



**Correspondence address:**

NNDC Offices  
 Holt Road  
 Cromer  
 NR27 9EN

**Bus. phone:** 07905 292897

**Email:** [liz.withington@north-norfolk.gov.uk](mailto:liz.withington@north-norfolk.gov.uk)

**Mobile:** 01263 802778



## Sheringham District Cllrs Team Report

Cllrs Phil Bailey, ColinHeink and Liz Withington on Fb  
@withington\_liz on twitter  
Lizwithington1 on Instagram  
[www.lizwithington.mycouncillor.org.uk](http://www.lizwithington.mycouncillor.org.uk)

To keep up to date with the latest NNDC news and North Norfolk activity follow North Norfolk District Council on FB or click on on FB or click on the link below to go directly to the website  
[North Norfolk District Council](#)

Twitter @northnorfolkdc

**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  
**VAT Number:**  
GB892228601

**Website:**  
www.fuzion.cloud



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**Invoice Number:** 1624  
**Customer Reference:** CUST-713050  
**Invoice Date:** 01/04/2024  
**Due Date:** 15/04/2024  
**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<br>01/04/2024 to 30/04/2024 | 1        | 25.00      | 20.00%   | <b>25.00</b> |
| Business Line Rental - 01263820303<br>01/04/2024 to 30/04/2024 | 1        | 13.50      | 20.00%   | <b>13.50</b> |
| Business Line Rental - 01263822952<br>01/04/2024 to 30/04/2024 | 1        | 13.50      | 20.00%   | <b>13.50</b> |

|                      |       |                  |       |              |       |
|----------------------|-------|------------------|-------|--------------|-------|
| <b>Amount Ex VAT</b> | 52.00 | <b>Total VAT</b> | 10.40 | <b>Total</b> | 62.40 |
|----------------------|-------|------------------|-------|--------------|-------|

**Due Date:** 15/04/2024

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.



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](mailto:invoices@fcbs.co.uk)

## Invoice To

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

**Invoice No** 262161  
**Invoice Date** 02/04/2024  
**Order No**  
**Account No** SHE005  
**Page No** 1/1

| Description   | Unit amount | Quantity | Net amount |
|---|-------------|----------|------------|
| <b>Model No</b> MX2651<br><b>Serial No</b> 95062630<br><b>Black</b><br><b>Online via website</b><br>Reading at 02/04/2024 is 45,083<br>Reading at 01/03/2024 was 44,197<br>Free usage |             |          |            |
| <b>Location</b><br>Sheringham Town Council, Council Community Centre, Sheringham, Sheringham, NR26 8NP.   |             |          |            |
|   | 0.00000     | 886      | 0.00       |
| <b>Colour</b><br><b>Online via website</b><br>Reading at 02/04/2024 is 48,962<br>Reading at 01/03/2024 was 48,354<br>Usage  |             |          |            |
|   | 0.05431     | 608      | 33.02      |

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

|                          |                      |     |       |
|--------------------------|----------------------|-----|-------|
| <b>BACS Payments To:</b> | <b>Net Total</b>     | GBP | 33.02 |
| Sort Code: 20-73-26      | <b>Tax Total</b>     | GBP | 6.60  |
| Account No: 20358568     | <b>Invoice Total</b> | GBP | 39.62 |

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



**ALS Lawns & Fencing**  
9 North Walsham Road  
Trunch  
Norfolk  
NR28 0PL  
alslawnsandfencing@gmail.com  
VAT Registration No.: 374974446

**ALS Lawns & Fencing**  
Lawns, Sheds, Hedges, Fencing & Landscaping



For a FREE Quotation CALL  
07788822684 or 01263 721125

## VAT Invoice

### INVOICE TO

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

**INVOICE NO.** 1415

**DATE** 03/04/2024

**DUE DATE** 03/05/2024

**TERMS** Net 30

| DATE       |                     | DESCRIPTION                                     | VAT        | QTY | RATE   | AMOUNT |
|------------|---------------------|---|------------|-----|--------|--------|
| 02/04/2024 | <b>Lawn Cutting</b> | Cutting of verges in and around Sheringham Town | 20.0%<br>S | 1   | 975.00 | 975.00 |

---

|                    |                  |
|--------------------|------------------|
| SUBTOTAL           | 975.00           |
| VAT TOTAL          | 195.00           |
| TOTAL              | 1,170.00         |
| <b>BALANCE DUE</b> | <b>£1,170.00</b> |

Payment Details  
Sort code 60-15-54  
Account No 73354090  
Cheques made payable to ALS Lawns and Fencing

# TAX INVOICE

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

**Invoice Date**  
6 Apr 2024

**Invoice Number**  
21701

**Reference**  
N/A

**VAT Number**  
340767986

Norfolk Alarms Limited  
63 North Park  
Fakenham  
Norfolk  
NR21 9RG

| Description   | Quantity | Unit Price | VAT              | Amount GBP      |
|---|----------|------------|------------------|-----------------|
| Sites Covered: Sheringham Town Council  | 1.00     | 0.00       |                  | 0.00            |
| Replaced five Emergency light panels and one fully enclosed batten strip light<br>Job W1856 - Emergency Lighting, | 1.00     | 871.83     | 20%              | 871.83          |
|   |          |            | Subtotal         | 871.83          |
|   |          |            | TOTAL VAT 20%    | 174.37          |
|   |          |            | <b>TOTAL GBP</b> | <b>1,046.20</b> |

## Due Date: 6 May 2024

Please forward a cheque for the above amount payable to Norfolk Alarms Ltd

Or (preferred)

Make a transfer to Lloyds BACS Details:-

Lloyds  
Norfolk Alarms Limited  
Sort Code – 30-90-90  
Account Number – 40583568

Thank you for your custom.



[View and pay online now](#)



# PAYMENT ADVICE

To: Norfolk Alarms Limited  
63 North Park  
Fakenham  
Norfolk  
NR21 9RG

**Customer** Sheringham Town Council  
**Invoice Number** 21701

**Amount Due** **1,046.20**  
**Due Date** 6 May 2024

**Amount Enclosed**

Enter the amount you are paying above

# TAX INVOICE

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

**Invoice Date**  
6 Apr 2024

**Invoice Number**  
21702

**Reference**  
N/A

**VAT Number**  
340767986

Norfolk Alarms Limited  
63 North Park  
Fakenham  
Norfolk  
NR21 9RG

| Description  | Quantity | Unit Price | VAT              | Amount GBP    |
|--|----------|------------|------------------|---------------|
| Sites Covered: Sheringham Town Council   | 1.00     | 0.00       |                  | 0.00          |
| Replaced faulty fire alarm sounder strobe in kitchen following service<br>Job W1857 - Fire Alarm System, | 1.00     | 98.41      | 20%              | 98.41         |
|  |          |            | Subtotal         | 98.41         |
|  |          |            | TOTAL VAT 20%    | 19.68         |
|  |          |            | <b>TOTAL GBP</b> | <b>118.09</b> |

## Due Date: 6 May 2024

Please forward a cheque for the above amount payable to Norfolk Alarms Ltd

Or (preferred)

Make a transfer to Lloyds BACS Details:-

Lloyds  
Norfolk Alarms Limited  
Sort Code – 30-90-90  
Account Number – 40583568

Thank you for your custom.



[View and pay online now](#)



# PAYMENT ADVICE

To: Norfolk Alarms Limited  
63 North Park  
Fakenham  
Norfolk  
NR21 9RG

**Customer** Sheringham Town Council  
**Invoice Number** 21702

**Amount Due** **118.09**  
**Due Date** 6 May 2024

**Amount Enclosed** \_\_\_\_\_  
Enter the amount you are paying above

# Norfolk Association of Local Councils

County Hall,  
Martineau Lane,  
Norwich NR1 2UF



Sheringham Town Council  
Sarah Peberday

## INVOICE

Invoice No **1597**  
Account No 2060685  
6 April 2024  
Due 5 May 2024

| Item Details  | NET      | VAT  |
|---|----------|------|
| Annual Subscription 2024/25   |          |      |
| Norfolk ALC Membership fee  | 725.97   | 0.00 |
| National ALC fee  | 465.92   | 0.00 |
| <b>Notes:</b><br>PLEASE CONTACT - admin@norfolcalc.gov.uk - IF<br>PAYMENT WILL BE LATER THAN THE DUE DATE.<br><br>Invoices for additional services (i.e. IT, Payroll etc)<br>will be sent separately in due course. |          |      |
| <b>SUB TOTAL</b>  | 1,191.89 |      |

VAT Registration Number 249372187

**TOTAL £** **1,191.89**

BACS PAYMENT - Please use the invoice number as the reference and use the bank details below -

Account name - Norfolk Assoc of Local Councils - Sort code - 09-06-66 - Account number - 41067941

CHEQUE PAYMENT - Please write the invoice number on the back of the cheque and send to the address shown below

# INVOICE

Matthew Codling  
The Gables The Street  
Upper Sheringham  
NR26 8AD

Bill To:

Sheringham Town Council  
Sheringham Community Centre  
Holway Road  
NR26 8NP

Invoice Date : 07/04/2024

Due Date : 28/04/2024

| # | Item Details  | Qty | Rate         | Amount          |
|---|---|-----|--------------|-----------------|
| 1 | fertilizer and seed products                          | 1   | 526.250      | 526.25          |
| 2 | scarifier hire  | 1   | 50           | 50.00           |
| 3 | mow both putting greens before fertilizer application | 2   | 35           | 70.00           |
| 4 | fuel and thatch disposal                              | 1   | 40           | 40.00           |
| 5 | labour  | 1   | 350          | 350.00          |
|   |   |     | Sub Total    | 1036.25         |
|   |   |     | <b>Total</b> | <b>£1036.25</b> |

## Payment details

Please make payment to account MR M Codling Sort Code-20-03-26Account no -93445909

## Terms & Conditions

Please make the payment by the due date.contact tel no 07542366316

Approved by Project officer

AAW

# 34

# ECI East Coast Insulations

East Coast Insulations Ltd  
Unit A, Munnings Court  
Harfreys Road  
Harfreys Industrial Estate  
Great Yarmouth  
NR31 0LS  
Tel : 01493 745111  
Email : accounts@eastcoastinsulations.co.uk

## INVOICE

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

|                  |              |
|------------------|--------------|
| Invoice No       | 21264        |
| Invoice Date     | 08/02/2024   |
| Estimate No.     | 21712CB      |
| Job No.          | 14794        |
| Client Order No. | Mel Ashcroft |

VAT Reg No: 127519117

| Service | Description | Amount |
|---------|-------------|--------|
|---------|-------------|--------|

SURVR+D Re: Asbestos Survey to :- Asbestos Surveys To X6 Sites In Sheringham.

To supply Surveyor and equipment to carry out a Refurbishment/Pre-Demolition Surveys, full access sampling and identification survey (Pre-demolition/Major Refurbishment Surveys). Full written report to be issued on completion. Surveys to x6 properties as per list provided.


3. Henry Ramey Upcher Shed (1875) /  
Shell Gallery (1890) / Craft shop (1900)  
Fisherman's slope, NR26 8JT

395.00

SURVR+D 6. Station Approach Putting green hut  
Station Approach, NR26 8QY

150.00

These items were not on original invoice dated 2/2/24 - invoice was mistakenly not sent to STC by ECI in February.

LLOYDS BANK   
**Lloyds Bank Commercial Finance**  
Our Sales accounts are now being factored by Lloyds Bank Commercial Finance Limited (As Agent for LBCF Limited and Alex Lawrie Receivables Financing Limited) to whom the benefit of this account has been assigned and to whom all cheques should be made payable.  
This account can only be discharged by payment to Lloyds Bank Commercial Finance and not to any other party.  
Cheques should be sent to them at:  
**P.O. BOX 10484, HARLOW, CM20 9GY**  
To assist them with identification please state on your payment advice both our name and the invoices you are paying.  
BACS payments should be sent to Sort Code 30-00-00, Account Number 00232793 and the remittances sent by email to [BACS.Rams@lloydsbankof.co.uk](mailto:BACS.Rams@lloydsbankof.co.uk) or by fax to: 01295 252019

|               |   |        |
|---------------|---|--------|
| Sub Total     | £ | 545.00 |
| VAT           | £ | 109.00 |
| Invoice Total | £ | 654.00 |

Specialists in Asbestos Surveys, Removal Treatment - All types of Industrial Insulation Services  
Offshore Work - Sheet Metal - Insulation Sales - Free Estimates and Advise  
[www.eastcoastinsulations.co.uk](http://www.eastcoastinsulations.co.uk)



Son Bott Expenses.

Fast Lane-

Spark Plug for  
lawn mower.

Fast Lane

01263 823338  
VAT 997 9442 37

12/03/2024 17:41 01  
000000#6401 CLERK 01

|          |       |
|----------|-------|
| VAT      | *4.99 |
| SUBTOTAL | *4.99 |
| TAX1 ST  | *4.99 |
| VAT 1    | *0.83 |
| NET 1    | *4.16 |
| ITEMS    | 10    |
| CASH     | *4.99 |



# **K** **KARL HARPER** **GROUNDWORKS**

5 Childs Way, Sheringham, Norfolk, NR26 8TX

Mobile: 07912 865530

868

## INVOICE

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

14<sup>th</sup> March 2024

For the digging, lining and filling in of the following  
grave;

|          |            |       |
|----------|------------|-------|
| 14/03/24 | WHITEHOUSE | £ 250 |
|----------|------------|-------|

**TOTAL     £ 250**

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 # **3842**

Invoice Date **15 Mar 2024**

Job Reference # **Plumbing.**

**PAYMENT DUE**

**JOB ADDRESS**

The Sheringham Allotments, Weybourne Road  
Sheringham  
NR26 8HF

| DESCRIPTION  | UNITS | UNIT PRICE | VAT    | AMOUNT (GBP)   |
|--|-------|------------|--------|----------------|
| 9-2-24. To attend to burst water main, carry out repairs as per our attached job sheet 2132. JL/TT/PF<br>JL 4.5 hrs<br>TT 4.5 hrs<br>PF 1.0 hr | 1.00  | £442.50    | £88.50 | <b>£531.00</b> |
| Stop valve & liners.   | 1.00  | £33.69     | £6.74  | <b>£40.43</b>  |

**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.

**NOTES**

**BANK DETAILS**

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

Total excl. VAT £476.19  
VAT Total £95.24

**Total £571.43**

Amount Due (GBP) **£571.43**



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

# Invoice

Whilst we aim to keep our costs down and at the same time maintain the quality of our work, external inflationary pressure makes it necessary for us to apply a price increase to your service agreement.

Initial Washroom Hygiene  
Rentokil Initial, Ebony House, Castlegate Way, DY1 4TA  
**Invoice & Payment Queries : tel. 0203 697 3062**  
For Service Call Branch : tel. 0800 028 5525  
email : Ssc-queries-uk@rentokil-initial.com

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

**Invoice Number** 60440856  
**Tax Point Date** 15/03/2024  
**Account Number** K58/00892312/0001

| Service Period 01/04/2024 - 31/03/2025  | Tax Rate % | Tax Value | Nett                     |
|---|------------|-----------|--------------------------|
| <b>Premises: 1 Contract: C/01013921</b>   |            |           |                          |
| SHERINGHAM TOWN COUNCIL.<br>SHERINGHAM COMMUNITY CENTRE<br>HOLWAY ROAD<br>SHERINGHAM<br>,<br>NR26 8NP<br>Order No: Sally Gill |            |           |                          |
| 1 34L MEDI,B:WHIT,L:BLUE,FOOT OP,LNR  | 20.00      | £53.31    | £266.53                  |
| 7 MINI SLIMLINE HYG UNIT,B:BLUE,L:BLUE  | 20.00      | £47.43    | £237.17                  |
| 1 Signature Lite FHU White Manual-Liner   | 20.00      | £6.16     | £30.80                   |
| Waste Transfer Charge   | 20.00      | £7.00     | £35.00                   |
| <b>** Your invoice is due for payment on 01/05/2024 **</b>  |            |           | Nett £569.50             |
|   |            |           | VAT £113.90              |
|   |            |           | <b>Total Due £683.40</b> |

**\*\*IMPORTANT UPDATE\*\* - We can now offer eBilling to all our customers. Why not do your bit for the environment? Register today at [www.initial.co.uk/ebilling/](http://www.initial.co.uk/ebilling/) or call your eBilling team on 0800 783 2899.**

Initial Washrooms Hygiene  
Registered in England No. 301044, Compass House Crawley West Sussex RH10 9PY . VAT Registration G.B. 209 9189 33.

## Remittance Advice

**Account Number:** 00892312    **Tax Point Date:** 15/03/2024  
**Invoice Number:** 60440856    **Amount Due:** £683.40

Our payment experience is shared with leading UK Credit Reference agencies. Delays in invoice payment could seriously affect your credit rating.

For ease of allocation please provide your bank account details. Account Number \_\_\_\_\_ and sort code \_\_\_\_\_

### 3 Easy Ways to Pay

- ➔ To pay by Credit / Debit card or to set up a Direct Debit please call us on : 0203 697 3062
- ➔ Pay by BACS to :Barclays Bank PLC, 1 Churchill Place, London, E14 5HP  
Sort Code : 20-00-00 Bank Account Number : 33583457  
Please email your remittance advice to : Rpc-credman-uk@rentokil-initial.com
- ➔ Pay by cheque: Please make cheques payable to Rentokil Initial UK Ltd & send with this remittance  
To : Rentokil Initial, Ebony House, Castlegate Way, DY1 4TA



SLCC Enterprises  
Collar Factory, Suite 2.01  
112 St. Augustine Street  
Taunton  
Somerset  
TA1 1QN  
Tel: 01823 253646  
Email: [finance@slcc.co.uk](mailto:finance@slcc.co.uk)  
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

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

Invoice

|              |            |
|--------------|------------|
| Invoice No   | SD386-1    |
| Invoice Date | 21/12/2022 |
| Reference    |            |

| Quantity | Description                             | Unit Price | Net Amt | VAT % | VAT    |
|----------|---|------------|---------|-------|--------|
| 1        | February 2022 Job Advert - Gold Package | £319.00    | £319.00 | 20.00 | £63.80 |

Pay by BACS to Unity Trust Bank  
Sort Code: 60-83-01  
Account No: 20290997  
Please make cheques payable to:  
SLCC ENTERPRISES LTD

|                  |         |
|------------------|---------|
| Total Net Amount | £319.00 |
| Total Tax Amount | £63.80  |
| Invoice Total    | £382.80 |

Payment Due: 21/01/2023

**REMITTANCE**

*Detach and return with payment*

|                  |                         |
|------------------|-------------------------|
| Invoice Number:  | SD386-1                 |
| Client:          | Sheringham Town Council |
| Date:            |                         |
| Amount Enclosed: |                         |

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code: 60-83-01, Acc No: 20290997, Ref: SD386-1

SLCC Enterprises  
Collar Factory, Suite 2.01  
112 St. Augustine Street  
Taunton  
Somerset  
TA1 1QN  
Tel: 01823 253646  
Email: [finance@slcc.co.uk](mailto:finance@slcc.co.uk)  
VAT Reg No: 891 7527 83



SLCC Enterprises Ltd

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

Invoice

|              |            |
|--------------|------------|
| Invoice No   | SD387-1    |
| Invoice Date | 21/12/2022 |
| Reference    |            |

| Quantity | Description                               | Unit Price | Net Amt | VAT % | VAT    |
|----------|---|------------|---------|-------|--------|
| 1        | February 2022 Job Advert - Silver Package | £118.00    | £118.00 | 20.00 | £23.60 |

Pay by BACS to Unity Trust Bank  
Sort Code: 60-83-01  
Account No: 20290997  
Please make cheques payable to:  
SLCC ENTERPRISES LTD

|                  |         |
|------------------|---------|
| Total Net Amount | £118.00 |
| Total Tax Amount | £23.60  |
| Invoice Total    | £141.60 |

Payment Due: 21/01/2023

**REMITTANCE**

*Detach and return with payment*

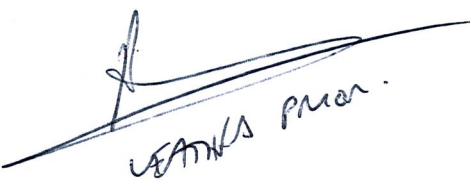
|                  |                         |
|------------------|-------------------------|
| Invoice Number:  | SD387-1                 |
| Client:          | Sheringham Town Council |
| Date:            |                         |
| Amount Enclosed: |                         |

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code: 60-83-01, Acc No: 20290997, Ref: SD387-1

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

Date & tax point: 26 March 2024  
VAT registration no.: GB104911405  
Your ref.:  
Our ref.: CC/AWS/JTK/SHE345/1  
Invoice no.: **201453**

| Professional Charges   | Fees      | Disbursements  | VAT rate | VAT    |
|--|-----------|--|----------|--------|
| <b>Data Protection Advice</b>  |           |  |          |        |
| To our professional fees incurred in connection with various commercial and employment advice since December 2023.                         | 1,000.00  |  | 20.0     | 200.00 |
| <b>Leathes Prior additional expenses:</b>  |           |  |          |        |
| <b>Disbursements paid to third parties:</b>  |           |  |          |        |
| <b>WITH COMPLIMENTS</b>  | 1,000.00  | 0.00   |          | 200.00 |
|    | 1,000.00  | <b>Fees</b>  |          |        |
|  | 0.00      | <b>Disbursements</b>                                     |          |        |
|  | 200.00    | <b>VAT</b>   |          |        |
|  | £1,200.00 | <b>Total</b>   |          |        |
|  | £0.00     | <b>Less paid on account</b>                              |          |        |
| Payment is now due. Interest will be charged on any invoice which remains unpaid one month from delivery at the rate referred to overleaf. | £1,200.00 | <b>Balance due (for methods of payment see overleaf)</b> |          |        |



## **METHODS OF PAYMENT**

1. By bank transfer quoting the invoice number as the reference.

Bank: Barclays Bank Plc  
Account Name: Leathes Prior  
Sort Code: 20-62-61  
Account Number: 73537315

IBAN: GB10BARC20626173537315  
Swift/BIC Code: BARCGB22

2. By online payment at <https://www.leathesprior.co.uk/make-a-payment>
3. By most credit/debit cards at our office or by telephone.
4. By cheque, payable to Leathes Prior, delivered by hand or post to our office at 74 The Close, Norwich NR1 4DR. Please write the invoice number on the reverse of the cheque.

## **INFORMATION ABOUT THIS INVOICE WHERE IT RELATES TO NON-CONTENTIOUS BUSINESS**

1. If you have any queries about this invoice please let the person handling your work know as soon as possible.
2. You may be entitled to have our charges reviewed by the Court (this is called 'assessment'). The procedure is set out in sections 70, 71 and 72 of the Solicitors Act 1974 and in parts 47 and 67 of the Civil Procedure Rules 1998.
3. The Solicitors' (Non-Contentious Business) Remuneration Order 2009 article 5 provides for interest to be charged on this invoice at the expiry of one month from delivery. Interest is currently charged at the rate of 8% per annum.

# INVOICE

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

**Date**  
26 March 2024

**Invoice Number**  
INV-0987

**Client Order No.**

Mackhouse Landfill Solutions  
Kingston House  
The Street  
Woodton  
Bungay  
Norfolk  
NR35 2LZ

Richard: 07900072880  
Jason: 07825745354

## Steps

Job No: **J000585**

| Costs                   | Quantity | Rate              | Amount          |
|-------------------------|----------|-------------------|-----------------|
| Beeston Regis Bridge    | 1.00     | 2,650.00          | 2,650.00        |
| Additional Contribution | 1.00     | 250.00            | 250.00          |
|                         |          | Subtotal          | 2,900.00        |
|                         |          | VAT               | 580.00          |
|                         |          | Total             | 3,480.00        |
|                         |          | <b>Amount Due</b> | <b>3,480.00</b> |

**Due Date: 25 April 2024**

Company Registration No 10550947  
VAT Registration No 264 0978 81

---

## Payment advice

Mackhouse Landfill Solutions  
Kingston House  
The Street  
Woodton  
Bungay  
Norfolk  
NR35 2LZ

|                        |                         |
|------------------------|-------------------------|
| <b>Customer</b>        | Sheringham Town Council |
| <b>Invoice Number</b>  | INV-0987                |
| <b>Amount Due</b>      | 3,480.00                |
| <b>Due Date</b>        | 25 April 2024           |
| <b>Amount Enclosed</b> |                         |

---

Enter the amount you are paying above

Bank Details:  
Account No: 59558733  
Sort Code: 53-50-73

# 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. 02288

Invoice Address: (If different from site address)

sheringham community centre  
 Holway Road  
 sheringham  
 NR26 8MP

Company/Customer Name: .....

Site Address: .....

Sheringham community centre  
 Holway Road  
 Sheringham  
 NR26 8MP

Order Number: ..... Invoice Date: 26/3/24

Description of Work Undertaken: .....

To attend on site to undertake excavation around sinkhole to investigate cause, upon excavation found old brick built tank which had been filled in when decommissioned but not compacted which over time has settled causing the sinkhole. Advised and shown all findings to John Bott while on site.

Recommendation: Advised customer to leave tank exposed to allow ~~soil~~ soil, stones etc in tank to completely settle to determine how much Ballast/Aggregate will be required to fill to ground level.

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

The above mentioned work authorised by: John Bott 01263 822213 Guaranteed:  Yes  No

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

Signature: *J. Ashcroft* Print Name: MEL ASHCROFT

Engineers Name: M Gray

|                               |                  |
|-------------------------------|------------------|
| Date Work Undertaken: 26/3/24 | Time Hours: ✓    |
| Time on Site: Priced Job      | Time off Site: ✓ |

Cost £ 495.00 VAT £ 99.00 Total £ 594.00

Payment Received: Cash:  Cheque:  Card:  Account:

Account Customers Terms: 28 Days Bills By return Please

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. 02288

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

Total £ 594.00

**S D SIMMONS**

**Window & Office Cleaning Specialist**

7 Cedar Grove Sheringham NR26 8PU

Tel: 01263 821717

Town Council

29/03/2024

Town Clock

5 Clean inside and out Total £50.00

7 Bus Stops Total £70.00

Total £120.00

Yours Faithfully

*S. Simmons*

Credit Note



Sheringham Town Council

Diamond Jubilee Lodge  
Woodview Road  
Hellesdon  
Norwich  
NR6 5QB

clerk@SheringhamTownCouncil.gov.uk

finance@hellesdon-pc.gov.uk

Phone: 01603 301751

Fax:

Vat Reg Number:324246774

Invoice No:2772

Invoice Date:31/03/2024

Customer A/c No:STC001

Customer Ord No:

Delivered By:

| Code                 | Item Description  | Disc % | Qty | Qty Unit | Unit Price | Total Price | VAT    | %   |
|----------------------|---|--------|-----|----------|------------|-------------|--------|-----|
| Credit invoice 2672: |   |        |     |          |            |             |        |     |
|                      | Provision of LANTRA training 7th & 8th March 2024 Safe Operation of tractor driving- novice |        | 1   | Each     | -390.00    | -390.00     | -78.00 | 20% |
|                      | LANTRA registration Safe Operation of Tractor Driving- Novice                               |        | 1   | Session  | -50.00     | -50.00      | -10.00 | 20% |

Payment Due: 31/03/2024

Net -440.00

VAT -88.00

Gross -528.00

Sheringham Town Council

Barclays Bank PLC  
Hellesdon Parish Council  
Sort code 20-62-68  
Account number: 90472077

AA

#874

INVOICE

HELLESDON PARISH COUNCIL

Sheringham Town Council

Diamond Jubilee Lodge  
Woodview Road  
Hellesdon  
Norwich  
NR6 5QB

finance@hellesdon-pc.gov.uk

Phone: 01603 301751

Sent email asking for revised invoice

Vat Reg Number:324246774

Invoice No:2672

Invoice Date:31/01/2024

Customer A/c No:STC001

| Item Description   | Disc % | Qty  | Qty Unit | Unit Price | Total Price | VAT   | %   |
|--|--------|------|----------|------------|-------------|-------|-----|
| Provision of LANTRA training 22/02/2024 Turfcare machinery engines                           |        | 1.00 | Each     | 125.00     | 125.00      | 25.00 | 20% |
| LANTRA registration Turfcare machinery engines   |        | 1.00 | Session  | 65.00      | 65.00       | 13.00 | 20% |
| Provision of LANTRA training 7th & 8th March 2024 Safe Operation of tractor driving - novice |        | 1.00 | Each     | 390.00     | 390.00      | 78.00 | 20% |
| LANTRA registration Safe Operation of Tractor Driving - Novice                               |        | 1.00 | Session  | 50.00      | 50.00       | 10.00 | 20% |

Payment Due: 01/03/2024

Net 630.00

VAT 126.00

Gross 756.00

- Credit Note 528.00

Sheringham Town Council

Barclays Bank PLC  
Hellesdon Parish Council  
Sort code 20-62-68  
Account number: 90472077

To Pay 228.00





34-40 Station Road, Sheringham  
 Norfolk, NR26 8RQ  
 Tel: 01263 823258

**Invoice 739143**

Tax Point/Date 31/3/2024  
 Our Order Ref 1269105  
 Due Date 30/4/2024  
 Order Ref  
 Order Ref 2

**Invoice To : SHERI001**

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

**Supplied to: SHERI001**

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

| Product   | Description  | Qty | Price Net | Value | Vat % |
|---|--|-----|-----------|-------|-------|
| <b>Open Order Collection: 54176 Dated: 20/3/2024 Assistant: karl</b>                    |  |     |           |       |       |
| FA10P   | M10 x 38mm ZP Flat Repair Washers (4pk)<br>Hardware Washers Repair Washers | 1   | 0.94      | 0.94  | 20.00 |
| FA10P   | M10 x 38mm ZP Flat Repair Washers (4pk)<br>Hardware Washers Repair Washers | 1   | 0.94      | 0.94  | 20.00 |
| 03493224  | 8mm ZP NUTS & WASHERS 20/POLYBAG C/W                                       | 1   | 2.44      | 2.44  | 20.00 |
| M8X75CUPSQEACH  | M8 X 75 CUP SQ HEX BOLT EACH   | 6   | 0.30      | 1.80  | 20.00 |
| M8X130CUPSQEACH   | M8 X 130 CUP SQ HEX BOLT EACH  | 3   | 0.38      | 1.14  | 20.00 |
| <b>Open Order Collection: 54283 Dated: 26/3/2024 Your Ref: clock Assistant: matthew</b> |  |     |           |       |       |
| KEY1  | Yale Cylinder key  | 2   | 2.92      | 5.84  | 20.00 |

**VAT Analysis**

20.0% 13.10

|                    |              |
|--------------------|--------------|
| <b>Total Net</b>   | <b>13.10</b> |
| <b>Total VAT</b>   | <b>2.62</b>  |
| <b>Total Gross</b> | <b>15.72</b> |

VAT No. 104 7915 78

All goods remain the property of BLYTH & WRIGHT until paid for in full



# 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**  
 31 Mar 2024  
**Account Number**  
 STC001  
**Invoice Number**  
 INV-13814  
**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     | 12.39      | 12.39      |
| Support Services              |  |          |            |            |
| RMM-PREMIUM                   | ITnorwich RMM for Workstations                                     | 27.00    | 5.00       | 135.00     |
| ITMM-FOUNDATI<br>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         | 884.25          |
|        |   |          | TOTAL VAT 20%    | 176.85          |
|        |   |          | <b>TOTAL GBP</b> | <b>1,061.10</b> |

### Due Date: 28 Apr 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.

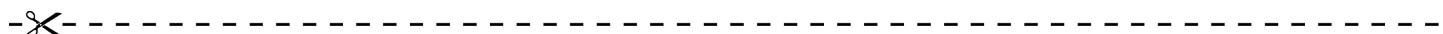
#### \*\* PAYMENT OPTIONS \*\*

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-13814               |
| Amount Due      | <b>1,061.10</b>         |
| Due Date        | 28 Apr 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**  
31 Mar 2024

**Account Number**  
STC001

**Invoice Number**  
INV-13852

**Reference**  
LABOUR

**VAT Number**  
231623049

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

| Item                                    | Description                  | Quantity | Unit Price | Discount | Amount GBP    |
|---|------------------------------|----------|------------|----------|---------------|
| LAB-ADHOC                               | Remote Support in March 2024 | 4.4167   | 69.50      | 20.00    | 286.96        |
| Subtotal (includes a discount of 20.00) |                              |          |            |          | 286.96        |
| TOTAL VAT 20%                           |                              |          |            |          | 57.39         |
| <b>TOTAL GBP</b>                        |                              |          |            |          | <b>344.35</b> |

## Due Date: 28 Apr 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.

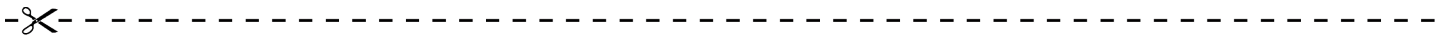
### \*\* PAYMENT OPTIONS \*\*

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-13852

**Amount Due** **344.35**  
**Due Date** 28 Apr 2024

**Amount Enclosed**

Enter the amount you are paying above



# INVOICE

**Invoice No. INV127**

31 March 2024

Oddfellows Community Hall (Sheringham) Ltd.  
4 Lifeboat Plain, Sheringham NR26 8BG  
E: info@oddfellowshall.co.uk  
T: 07879-698107

## Bill To:

Sheringham Art (peter.ratcliffe@sheringhamtowncouncil.gov.uk)  
2 The Rise Sheringham NR26 8QA

Event Date: March 27th, 2024  
Time: 12:30 pm - 2:30 pm  
Event: Mural Opening

|            |       |
|------------|-------|
| Venue Hire | 20.00 |
|------------|-------|

|                         |               |
|-------------------------|---------------|
| <b>Total Amount Due</b> | <b>£20.00</b> |
|-------------------------|---------------|

---

## How to pay this invoice

We can accept payment by bank transfer (BACS) or cheque

Bank Transfer: Sort Code: 20-03-26 Account: 93021858

Cheques made out to Oddfellows Hall Ltd can be sent to: 4 Lifeboat Plain, Sheringham, Norfolk NR26 8BG

NB: Please ensure that payments reference either your organisation name or invoice number so that receipts can be accurately applied.

**WORKING LAW**  
SOLICITORS



# INVOICE

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

Date: 31 March 2024

Invoice No: 98911

|                                 |                  |
|---------------------------------|------------------|
| <b>PROFESSIONAL FEES</b>        |                  |
| For advice on employment issues | £2,000.00        |
| <b>EXPENSES/DISBURSEMENTS</b>   |                  |
|                                 |                  |
| <b>TOTAL</b>                    | <b>£2,000.00</b> |

Please make payment to the following account:  
Working Law Solicitors  
HSBC  
Sort Code: 40-18-42  
Account No: 61273167

Your attention is drawn to the important notice overleaf.

The Garden House, Cromer Road, Sidestrand, Norfolk, NR27 0LT  
**T:** 01263 576607 **E:** sallydavenport@workinglawsolicitors.co.uk  
**W:** www.workinglawsolicitors.co.uk

If you are unhappy with the amount of the bill you have the right to complain about it. Complaints should be addressed to Sally Davenport in the first instance and I will provide you with a copy of Working Law Solicitors' formal complaints handling procedure on request. If I do not resolve the matter to your satisfaction you have a right to make a complaint to the Legal Ombudsman, PO Box 6806, Wolverhampton WV1 9WJ. Any complaint to the Legal Ombudsman must normally be made within 6 months of the last contact you have with Working Law Solicitors and within 12 months of the act/omission about which you are complaining. You can obtain further information about these time limits from the Legal Ombudsman. You may also be entitled to apply to the court for an assessment of the bill under part III of the Solicitor's Act 1974.



07778 #8.



**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

24/25 financial year.

Creditor Adjustment - Net Figure

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

| PLEASE PAY BY | AMOUNT  | INVOICE DATE |
|---------------|---------|--------------|
| 15/04/2024    | £675.00 | 16/03/2024   |

**INVOICE NO. 23900**

**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

**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](http://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](mailto: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.

|                         |         |
|-------------------------|---------|
| <b>Sub-Total ex VAT</b> | £562.50 |
| <b>VAT @ 20 %</b>       | £112.50 |
| <b>Total inc VAT</b>    | £675.00 |
| <b>Amount Applied</b>   | £0.00   |
| <b>Balance Due</b>      | £675.00 |

**How To Pay**

INVOICE NO. 23900



**Mail**

Detach this section and mail cheque to:

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

**NAME:** Sheringham Town Council      **DUE DATE:** 15/04/2024      **AMOUNT DUE:** £675.00

**Direct Deposit**

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



# DRAFT INVOICE

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

**Invoice Date**  
19 Dec 2023

**Invoice Number**  
INV-906

**Reference**  
Sports Pavilion H&S  
System

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      |
|---|----------|------------|------------------|-----------------|
| <p>To advise and work with STC as the Project Lead to produce a Health and Safety Policy and a Risk Management System for the Sports Association who operate the Sports Pavilion. (I would require access to any existing documentation that already exists which might assist with the implementation of the new documentation).</p> <p>It is estimated that 1 day would be required to visit the Sports Pavilion to carry out an audit of the premises in regard to Health &amp; Safety. At this visit also meet with the Project Officer to establish the full brief on the specific requirements.</p> <p>After the visit, develop the documents (these will be in word/excel format, pdf and if required in paper format provided in a folder) email documents to Project Officer. Arrange to meet again with the Project Officer via teams/zoom or in person if preferred, to explain the implementation requirements of any procedures of the management system.</p> <p>Proposed timeframe:</p> <p>Initial visit to Sports Pavilion and meeting with Project Officer - Wednesday 8th November 2023 10:00am meet at STC Community Centre in first instance.</p> <p>Produce audit report, email documents to Project Officer - 14th November 2023.</p> <p>Produced H&amp;S Policy and documents as agreed from audit, email documents to Project Officer and SSA Trustees Thursday 14th December 2023.</p> <p>Final meeting to discuss documents arranged for 18th January 2024 at Sheringham Community Centre.</p> | 1.00     | 2,275.00   | 10.00%           | 2,047.50        |
| Total quote for above Includes any travel costs.<br>Applied STC's discount of 10%   |          |            |                  |                 |
|   |          |            | INCLUDES NO VAT  | 0.00            |
|   |          |            | <b>TOTAL GBP</b> | <b>2,047.50</b> |

**Due Date:**

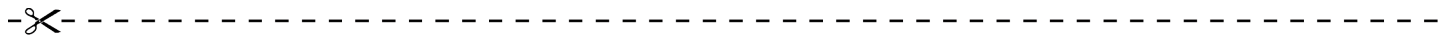
Pay by BACS

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

|                        |                                       |
|------------------------|---------------------------------------|
| <b>Customer</b>        | Sheringham Town Council               |
| <b>Invoice Number</b>  | INV-906                               |
| <b>Amount Due</b>      | <b>2,047.50</b>                       |
| <b>Due Date</b>        |                                       |
| <b>Amount Enclosed</b> | _____                                 |
|                        | Enter the amount you are paying above |

**P30**

# Employer's Payslip 2023/24

MONTH 12 (ENDING 5 APRIL, 2024)

## Employer Details

|                           |                         |
|---------------------------|-------------------------|
| Employer name             | Sheringham Town Council |
| Employer PAYE reference   | 531 / S3269             |
| Accounts Office reference | 531PE00122032           |

## Income Tax

|  |                    |
|--|--------------------|
| Gross tax                                    | £2,696.60          |
| Received from HMRC to refund tax             | £0.00              |
| Gross CIS deductions                         | £0.00              |
| CIS deductions suffered                      | £0.00              |
| Gross Student + Postgraduate Loan deductions | £0.00              |
| <b>Net Income Tax</b>                        | <b>1</b> £2,696.60 |

## National Insurance Contributions

|   |                    |
|---|--------------------|
| Employee National Insurance Contributions           | £859.53            |
| Employer National Insurance Contributions           | £1,477.05          |
| Statutory Maternity Pay recovered                   | £0.00              |
| Statutory Maternity Pay NIC compensation            | £0.00              |
| Statutory Paternity Pay recovered                   | £0.00              |
| Statutory Paternity Pay NIC compensation            | £0.00              |
| Statutory Adoption Pay recovered                    | £0.00              |
| Statutory Adoption Pay NIC compensation             | £0.00              |
| Statutory Shared Parental Pay recovered             | £0.00              |
| Statutory Shared Parental Pay NIC compensation      | £0.00              |
| Statutory Parental Bereavement Pay recovered        | £0.00              |
| Statutory Parental Bereavement Pay NIC compensation | £0.00              |
| Received from HMRC to pay Statutory Pay             | £0.00              |
| Employment Allowance claim                          | £0.00              |
| Apprenticeship levy                                 | £0.00              |
| <b>Net National Insurance Contributions</b>         | <b>2</b> £2,336.58 |

## Year to Date

|  |                |
|--|----------------|
| Amount due in previous periods                         | £47,761.23     |
| Amount paid in previous periods                        | £47,761.23     |
| Adjustment   | £0.00          |
| <b>Shortfall amount carried forward to this period</b> | <b>3</b> £0.00 |

## Amount Due

**1 + 2 + 3** **£5,033.18**

## Paid

Payment reference ID 3M94W92XEiSk8XPBQ6Wz

Sold by Sounds Wholesale Ltd

VAT # GB558717696

Invoice date / Delivery date 09 April 2024

Invoice # INV-GB-2087738835-2024-51139

Total payable £24.77

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

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

| Billing address  | Delivery address   | Sold by   |
|--|--|---|
| Sarah Peberday<br>SHERINGHAM COMMUNITY CENTRE<br>HOLWAY RD<br>SHERINGHAM, NR26 8NP<br>GB | Sarah Peberday<br>SHERINGHAM COMMUNITY CENTRE<br>HOLWAY RD<br>SHERINGHAM, NR26 8NP<br>GB | Sounds Wholesale Ltd<br>Unit 6 Appleby Glade Ind Est<br>Ryder Close<br>Swadlincote, DE11 9EU<br>GB<br>VAT # GB558717696 |

## Order information

Order date 09 April 2024  
Order # 203-7005923-1761123

## Invoice details

| Description  | Qty | Unit price<br>(excl. VAT) | VAT rate | Unit price<br>(incl. VAT) | Item subtotal<br>(incl. VAT) |
|--|-----|---------------------------|----------|---------------------------|------------------------------|
| HP Papers,White,RH98112 Printer Paper, Office A4 Paper, 210x297mm,<br>80gsm, 5 Ream Carton, 2500 Sheets - FSC Certified Copy Paper<br>ASIN: B00DUCH35A | 1   | £20.64                    | 20%      | £24.77                    | £24.77                       |
| Shipping Charges   |     | £0.00                     |          | £0.00                     | £0.00                        |

Invoice total **£24.77**

| VAT rate | Item subtotal<br>(excl. VAT) | VAT subtotal |
|----------|------------------------------|--------------|
| 20%      | £20.64                       | £4.13        |
| Total    | £20.64                       | £4.13        |





Receipt / Tax Invoice #341835  
Mar 12, 2024

**SHIPPING ADDRESS**

Mel Ashcroft  
Sheringham Town Council  
Sheringham Community Centre  
Sheringham Town Council  
NR26 8NP  
NR26 8NP  
United Kingdom  
Tel. 01263 822213

**CUSTOMER**

Mel Ashcroft  
Sheringham Community Centre  
NR26 8NP  
NR26 8NP  
United Kingdom

**PAYMENT METHOD**

Visa (8015)  
Due on ()

**SHIPPING METHOD**

DPD Free Delivery  
15502410275457

**ITEMS**



Unbleached Toilet Roll  
Bamboo / 48 Rolls  
SKU: 5060782540014

**PRICE**

£35.99

**QTY**

1

**ITEM TOTAL**

£35.99

Subtotal £35.99

Shipping £0.00

GB VAT % 20.0% £6.00

**TOTAL (GBP) £35.99**

Total paid £35.99

Thank you for shopping with us!

**Naked Sprout®**

VAT Number: 357165385  
hello@nakedsprout.uk  
nakedsprout.uk

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

**Paid**

Payment reference ID j6P99RlxUoyollnuaKQ4  
Sold by AKA Technologies Ltd

|               |                          |
|---------------|--------------------------|
| Receipt date  | 13 March 2024            |
| Receipt #     | DOC-825307655-2024-10739 |
| Total payable | £4.03                    |

For customer support visit [www.amazon.co.uk/contact-us](http://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**

AKA Technologies Ltd  
43 Sparrows Herne  
Basildon, Essex, SS16 5HW  
GB

**Order information**

Order date 12 March 2024  
Order # 203-0466354-5245151

**Receipt details**

| Description   | Qty                  | Item subtotal |
|---|----------------------|---------------|
| 12PA 8 Chisel Tipped Highlighters<br>ASIN: B08CXXCCP6 | 1                    | £4.25         |
| Shipping Charges                                      |                      | £1.12         |
| Promotions  |                      | -£1.12        |
|   | <b>Item subtotal</b> | <b>£4.25</b>  |
| Funded by Amazon                                      |                      | -£0.22        |
|   | <b>Total payable</b> | <b>£4.03</b>  |

## Paid

Payment reference ID j6P99RlxUoyollnuaKQ4  
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 13 March 2024  
Invoice # GB41PYVG9AEUI  
Total payable £9.92

For customer support visit [www.amazon.co.uk/contact-us](http://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 12 March 2024  
Order # 203-0466354-5245151

## Invoice details

| Description   | Qty | Unit price<br>(excl. VAT) | VAT rate | Unit price<br>(incl. VAT) | Item subtotal<br>(incl. VAT) |
|---|-----|---------------------------|----------|---------------------------|------------------------------|
| Bostik Blu Tack, Multipurpose Reusable Adhesive, Clean, Safe & Easy to Use, Non-Toxic, Handy Size, Colour: Blue<br>ASIN: B0001OZI70 | 1   | £0.92                     | 20%      | £1.10                     | £1.10                        |
| Ecover Pine & Mint Toilet Cleaner, 5L<br>ASIN: B002K5TDQU   | 1   | £7.79                     | 20%      | £9.35                     | £9.35                        |
| Shipping Charges  |     | £1.87                     |          | £2.25                     | £2.25                        |
| Promotions  |     | -£2.31                    |          | -£2.78                    | -£2.78                       |

Invoice total £9.92

| VAT rate     | Item subtotal<br>(excl. VAT) | VAT subtotal |
|--------------|------------------------------|--------------|
| 20%          | £8.27                        | £1.65        |
| <b>Total</b> | <b>£8.27</b>                 | <b>£1.65</b> |

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](http://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



## Paid

Payment reference ID j6P99RlxUoyollInuaKQ4

Sold by PUKKA PADS 2000 LIMITED

VAT # GB723494626

Invoice date / Delivery date 13 March 2024

Invoice # INV-GB-1404262865-2024-22080

Total payable £11.33

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

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

| Billing address  | Delivery address   | Sold by  |
|--|--|--|
| Sarah Peberday<br>SHERINGHAM COMMUNITY CENTRE<br>HOLWAY RD<br>SHERINGHAM, NR26 8NP<br>GB | Sarah Peberday<br>SHERINGHAM COMMUNITY CENTRE<br>HOLWAY RD<br>SHERINGHAM, NR26 8NP<br>GB | PUKKA PADS 2000 LIMITED<br>312 Bournemouth Road, Branksome<br>Poole, BH14 9AP<br>GB<br>VAT # GB723494626 |

## Order information

Order date 12 March 2024  
Order # 203-0466354-5245151

## Invoice details

| Description   | Qty | Unit price<br>(excl. VAT) | VAT rate                     | Unit price<br>(incl. VAT) | Item subtotal<br>(incl. VAT) |
|---|-----|---------------------------|------------------------------|---------------------------|------------------------------|
| Pukka Pad B5 Project Book with 10 Repositionable Dividers for Organization – 400 Perforated Pages of 80GSM Paper – 200 Sheet Notebook for School, Office, and Home – White, 190 x 250mm<br>ASIN: B09GP3H4SM | 1   | £9.92                     | 20%                          | £11.91                    | £11.91                       |
| Shipping Charges  |     | £0.93                     |                              | £1.12                     | £1.12                        |
| Promotions  |     | -£0.93                    |                              | -£1.12                    | -£1.12                       |
| <b>Item subtotal</b>  |     |                           |                              |                           | <b>£11.91</b>                |
| Funded by Amazon  |     |                           |                              |                           | -£0.58                       |
| <b>Total payable</b>  |     |                           |                              |                           | <b>£11.33</b>                |
|   |     | VAT rate                  | Item subtotal<br>(excl. VAT) | VAT subtotal              |                              |
|   |     | 20%                       | £9.92                        | £1.99                     |                              |
| Total   |     |                           | £9.92                        | £1.99                     |                              |

# TESCO

Sheringham Cromer Rd Superstore  
Any questions please visit  
[www.tesco.com/store-locator](http://www.tesco.com/store-locator)  
VAT Number: GB 220 4302 31

|   |  |       |
|---|--|-------|
| 1 | Tesco British Semi Skimmed Milk 568 ml, 1 Pint | £0.90 |
| 1 | Granulated Sugar 1kg                           | £1.09 |
| 1 | Nescafe Original Instant Coffee 300g           | £5.99 |

---

|        |       |
|--------|-------|
| TOTAL: | £7.98 |
| Card   | £7.98 |

---

|                          |      |
|--------------------------|------|
| Clubcard points earned:  | 7    |
| Clubcard points balance: | 1747 |

---

|                     |                |
|---------------------|----------------|
| Visa Debit          |                |
| AID:                | A0000000031010 |
| Number:             | *****8015      |
| Pan sequence no:    | 00             |
| Authorisation code: | 047139         |
| Merchant:           | 26284805       |



SUIR-1WV6-203C-R7XQ

---

14/03/2024 13:51 Store: 6816 Checkout: 074

## Paid

Payment reference ID 2K2YPRzrAf7IP4V3xhd

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 | 18 March 2024 |
| Invoice #                    | GB41TZPNQAEUI |
| Total payable                | £16.33        |

For customer support visit [www.amazon.co.uk/contact-us](http://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 18 March 2024  
Order # 203-4922638-0984358

## Invoice details

| Description   | Qty | Unit price<br>(excl. VAT) | VAT rate | Unit price<br>(incl. VAT) | Item subtotal<br>(incl. VAT) |
|---|-----|---------------------------|----------|---------------------------|------------------------------|
| Esselte A4 Lever Arch Files, Blue, 3 File Folders, 624291, Dos 75mm<br>ASIN: B00KVES412 | 1   | £9.45                     | 20%      | £11.34                    | £11.34                       |
| Shipping Charges  |     | £4.16                     |          | £4.99                     | £4.99                        |

**Invoice total** £16.33

| VAT rate     | Item subtotal<br>(excl. VAT) | VAT subtotal |
|--------------|------------------------------|--------------|
| 20%          | £13.61                       | £2.72        |
| <b>Total</b> | <b>£13.61</b>                | <b>£2.72</b> |

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](http://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

NALC  
The Bloomsbury Building  
10 Bloomsbury Way  
London  
WC1A 2SL  
United Kingdom

**Invoice To:**

Sheringham Town Council  
Sheringham Town Council, Community Centre  
Holway Road  
Sheringham  
NR26 8NP  
United Kingdom

**Invoice From:**

NALC  
The Bloomsbury Building  
10 Bloomsbury Way  
London  
WC1A 2SL  
United Kingdom

VAT: GB233410214

Ticketing by

**eventbrite**

535 Mission Street, 8th Floor  
San Francisco, CA 94105  
USA

## VAT Invoice

**Invoice Number: 9189433359**

Please quote invoice number for payment and correspondence.

**Invoice Date: 18 Mar 2024**

Event: 635390870197

Dear Sheringham Town Council,

Thank you for your order.

| Item Description                 | Unit Price (net) | Quantity | Sub-Total (net) | VAT  | Sub-Total (gross) |
|----------------------------------|------------------|----------|-----------------|------|-------------------|
| NALC member (card payments only) | £32.68           | 1        | £32.68          | 20 % | £39.22            |

Charged to: Visa - XXXX-XXXXXX-8015

Date of Purchase: 18 Mar 2024 - 11:02

Time of Supply: 27 Mar 2024 - 12:00

Total (net): £32.68

Plus VAT 20 %: £6.54

**Invoice Amount: £39.22**

Eventbrite, Inc., on behalf of the organiser, charged £39.22 for "RECONNECTING COMMUNITIES THROUGH COMMUNITY TRANSPORT" (Wednesday, 27 March 2024) to your credit/debit card. The invoice amount will appear on your credit/debit card as "EB \*RECONNECTING COMMU" in the next few days.

Thank you,  
NALC

Eventbrite is not the seller of the goods or services that this invoice relates to and acts only as a limited commercial agent on behalf of NALC. Your payment of the amounts set forth on this invoice that are processed by Eventbrite pays the debt you owe to NALC for the amounts concerned. NALC is obliged to provide the goods or services purchased whether or not they have yet received the funds from Eventbrite. However, in carrying out its duties as limited commercial agent of NALC, Eventbrite assumes no liability for any acts or omissions or otherwise in respect of NALC.

NALC  
The Bloomsbury Building  
10 Bloomsbury Way  
London  
WC1A 2SL  
United Kingdom

**Invoice To:**

Sheringham Town Council  
Sheringham Town Council, Community Centre  
Holway Road  
Sheringham  
NR26 8NP  
United Kingdom

**Invoice From:**

NALC  
The Bloomsbury Building  
10 Bloomsbury Way  
London  
WC1A 2SL  
United Kingdom

VAT: GB233410214

Ticketing by

**eventbrite**

535 Mission Street, 8th Floor  
San Francisco, CA 94105  
USA

## VAT Invoice

**Invoice Number: 9189445059**

Please quote invoice number for payment and correspondence.

**Invoice Date: 18 Mar 2024**

Event: 770186537667

Dear Sheringham Town Council,

Thank you for your order.

| Item Description                 | Unit Price (net) | Quantity | Sub-Total (net) | VAT  | Sub-Total (gross) |
|----------------------------------|------------------|----------|-----------------|------|-------------------|
| NALC member (card payments only) | £32.68           | 1        | £32.68          | 20 % | £39.22            |

Charged to: Visa - XXXX-XXXXXX-8015

Date of Purchase: 18 Mar 2024 - 11:04

Time of Supply: 26 Jun 2024 - 12:00

Total (net): £32.68

Plus VAT 20 %: £6.54

**Invoice Amount: £39.22**

Eventbrite, Inc., on behalf of the organiser, charged £39.22 for "UNLEASHING THE POWER OF LOCAL COUNCILS TO TACKLE THE CLIMATE EMERGENCY" (Wednesday, 26 June 2024) to your credit/debit card. The invoice amount will appear on your credit/debit card as "EB \*UNLEASHING THE POW" in the next few days.

Thank you,  
NALC

Eventbrite is not the seller of the goods or services that this invoice relates to and acts only as a limited commercial agent on behalf of NALC. Your payment of the amounts set forth on this invoice that are processed by Eventbrite pays the debt you owe to NALC for the amounts concerned. NALC is obliged to provide the goods or services purchased whether or not they have yet received the funds from Eventbrite. However, in carrying out its duties as limited commercial agent of NALC, Eventbrite assumes no liability for any acts or omissions or otherwise in respect of NALC.



# Invoice No. A17016860726

Quote this reference for enquiries

**Customer:**

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

**Invoice Summary:**

Our Reference: 0324A17016860726  
Customer Number: 12689070046  
Your Reference: N/A  
Credit Card: \*\*\*\*8015  
Customer Credit: £0.00  
PayPal: £0.00  
Other: £0.00  
Order Date: 18/03/2024  
Tax Point Date: 18/03/2024

| Your Order |                           |     |            |           |            |                |        |        | VAT Breakdown |       |
|------------|---------------------------|-----|------------|-----------|------------|----------------|--------|--------|---------------|-------|
| Product    | Description               | Qty | Unit Price | Sub Total | Discount % | Discount Value | Gross  | Net    | VAT Applied   | VAT % |
| 620HY      | 20bar 18V Pressure Washer | 1   | 249.99     | 249.99    | 0.00       | 0.00           | 249.99 | 208.32 | 41.67         | 20.0  |

**Sub total** 249.99

0.00 £249.99 £208.32 £41.67

**Total Paid:** £249.99

**Returns/Cancellation Policy**

If you have any questions regarding the return of an item, please call us on 03330 112 112.

**Unwanted items Under 30 Days**

You can cancel your order and return items to your nearest store or call us on 03330 112 112 to arrange a free collection. If your item was delivered directly from one of our approved suppliers please visit our supplier help page on Screwfix.com to see your returns options. Please ensure goods are returned unused and in a saleable condition with their original packaging. Certain items are excluded including goods that are made to measure, cut or mixed to your requirements, and used macerators, toilets or water pumps. These are marked in our catalogue or online.

**Faulty Items under 30 Days**

Return items to your nearest store with your invoice, or call us on 03330 112 112 to arrange a free collection. We will offer you an exchange or refund. If the item has already been installed, please call 03330 112 112.

**Faulty Items over 30 Days**

Check if the manufacturer offers a helpline, repair or warranty service. If there is no warranty or repair service please call us on 03330 112 112. Depending on the circumstances, we may either offer a repair or where this is not possible will replace the item with the same or an equivalent model.

**General**

Please return items with all components and any promotional extras. Remember to drain any fuel or oil from products before returning them. You cannot return unwanted boilers where the product box/packaging has been opened. For items over 1m in length or 2kg in weight please call 03330 112 112 for further advice. If your product is powered by lithium batteries please return your purchase to a branch due to changes in the road transport regulations. WEEE is taken back free of charge in any Screwfix store on a one-for-one, like-for-like basis. Waste batteries are taken back free of charge in any Screwfix store. All WEEE and waste batteries must be recycled and should not be placed in household waste. If you have ordered an electrical item for home delivery and would like to return your old like-for-like, please call 03330 112 112 or email online@screwfix.com within 28 days to arrange collection. For products delivered directly from our suppliers, please call 03330 112 112. Full details of our returns policy can be found at [www.screwfix.com/returns](http://www.screwfix.com/returns).

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Reg No. 3006378 Registered in England Vat No: 232 5555 75  
Telephone: 03330 112 112 24 hours a day 7 days a week Online: [www.screwfix.com](http://www.screwfix.com)  
Full terms and conditions can be found at [www.screwfix.com/termsandconditions](http://www.screwfix.com/termsandconditions)

**OUTSIDE REPRESENTATIVE REPORT - SHERINGHAM CARNIVAL ASSOCIATION (SCA) COMMITTEE  
(FOR SHERINGHAM TOWN COUNCIL MEETING OF TUESDAY 16<sup>th</sup> APRIL 2024)**

On Monday 25<sup>th</sup> March I attended a meeting of the SCA committee and report the following:

Planning for the Viking Festival 2024 scheduled for the weekend of Saturday 13<sup>th</sup> April continues. SCA have requested permission to place a wood-made 'Odin' figure outside the Town Clock and this has now been done.

The contingency for a waterlogged commons is to use The Leas.

The Community Centre has been booked by the SCA as a contingency venue for Vikings to use on Saturday afternoon as a changing facility before the main parade.

There has been a general tidy-up in the carnival shed and outside the shed.

The PA system in The Lobster has been removed and this limits the use of the town-wide PA system. Graham Denes to investigate and determine alternative options.

I did not attend the meeting on Monday 8<sup>th</sup> April but I understand from Mr McClean it was about finalising Viking Festival details.

Cllr. Peter Ratcliffe  
STC Representative on Sheringham Carnival Association  
Wednesday 10<sup>th</sup> April 2024

**OUTSIDE REPRESENTATIVE REPORT - EXPERIENCE SHERINGHAM  
(FOR SHERINGHAM TOWN COUNCIL MEETING OF TUESDAY 16<sup>TH</sup> APRIL 2024)**

Mr Paul Richmond as kindly provided the following report to update Council about recent work by Experience Sheringham:

Experience Sheringham are organising a business networking meeting (open to any organisation or business in the town, do not have to be members) on Wednesday 15<sup>th</sup> May from 6 pm to 8 pm at the Little Theatre Hub, with light refreshments and pay-as-you-go bar.

Topics for the 15<sup>th</sup> include:

- Results of a business survey on the need for a banking hub offering a cash facility in the town
- Grants and training available to businesses
- Update on Chamber / ES planned activities
- Feedback from the floor

On Friday 12<sup>th</sup> April Mr Richmond is seeing representatives of the District Council regarding permission to install welcoming town map signs in the car parks.

Cllr. Peter Ratcliffe  
Tuesday 10<sup>th</sup> April 2024



## **Report for STC - SDSA Meeting 8.4.24 - CH**

- Discussion around issues with Wave regarding utilities bills. The association is continuing to try and resolve this.
- NNDC are rebating 75% of SDSA's business rates.
- Duncan Baker is donating £1800 as part of his marathon running for North Norfolk charities.
- The association discussed options for ground maintenance including seeding and mowing.
- The SDSA may need to look at its fee structure for user groups in a challenging economic climate.
- Committee members are to promote STC's consultation about the club house.
- The association is looking at updating its health and safety policies. A meeting is scheduled for the 18th.
- There was a discussion about applying for Section 106 monies.
- Committee members considered options for curtains or blinds at the clubhouse following a request from a user group.

Cllr Heinink  
10.4.24

## **TOWN MAYORS' ANNOUNCEMENTS FOR FULL COUNCIL MEETING TUESDAY 16<sup>th</sup> APRIL 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:

On Saturday 30<sup>th</sup> March, I attended with Cllr. Brisbane the Ladybirds Easter Bonnet Parade. The parade was kindly supported by the SCA.

After working on refurbishing the Sheringham town sign Cllr. Jon Dorey and Mr Terry Read delivered the restored the sign to its location outside the Post Office. On Tuesday 2<sup>nd</sup> April it was the subject of a rededication service attended by councillors and members of Sheringham Experience Sheringham, (formerly Sheringham Chamber of Trade), and included some who attended the original dedication service in 1977. The Rev. Christian Heycocks blessed the sign as part of the service.

I would bring to council attention the need to reimburse Cllr. Dorey with his reasonable costs for the work, and that council supports the cost of a small plaque to record the rededication of the sign. Thanks must also go to Mr Malcolm Abbs who offered his services to aid the re-installation of the sign back to its plinth.

(See attached photos below the report.)

I have been invited to attend a meeting on Monday 15<sup>th</sup> April with representatives of NNR, NNDC, NCC and Duncan Baker about the provision of an improved travel hub for bus services on Station Approach. I will provide a verbal report to FC on Tuesday 16<sup>th</sup> April.

Councillor Peter Ratcliffe  
Chair and Mayor of Sheringham Town Council  
Wednesday 10<sup>th</sup> April 2024



Mr. Joe Parriss unveils and hands over the Sheringham town sign to Mr. Chic Denis during yesterday's ceremony.

## Sign carves a bit of jubilee history

A jubilee gift to Sheringham — a carved wooden town sign — was officially unveiled yesterday.

The sign, carved from iroko wood and bearing the town crest, has been provided by the Sheringham and District Chamber of Trade through members' donations of about £300.

It was unveiled by chamber chairman, Mr. Joe Parriss, who handed it over to the town council chairman, Mr. Chic Denis.

Accepting the gift on behalf of the council, Mr. Denis said: "It is something this town can be proud of. It is another example of self-help in the town."

The sign, which has been placed outside the Post Office in the town centre, was carved by Mr. Joe Dawes, of Saxthorpe.

### ENGRAVED

It was designed by architectural designer, Mr. Bob Lord. The brass plate was engraved by Mr. William Buddrell and the Sheringham Development Company provided the base.

The unveiling ceremony was attended by members of the chamber of trade, town councillors and the public.



April 2024

# CLERK REPORT

## APRIL 2024 UPDATE

- Staffing and resource challenges, utilisation of Bank Staff and Contractors to undertake urgent works, incomplete tasks and day to day Cemetery Care (Bins/Checking facilities)
- Staff have received a copy of the Health & Safety Policy Pack and have signed the declarations (2 outstanding)
- Training webinars attended –
  - Reconnecting Communities through Community Transport
- Outstanding – Funding Assistant & Casual Caretaker interview

- Duncan Baker organising meeting with NNR, concerns re valuation v NNR wishes
- Purchase of Station Approach ongoing
- Working with Scribe on Launch of Civicly application (we will receive 50% reduction for “life” and free for first year.

All Norfolk Clerks

Please see details below of an exciting new initiative, where Norfolk clerks have the opportunity to be involved in the pilot scheme.

Kind regards

Neil Watson

Secretary

Norfolk SLCC

### **Introduction from Andrew Maliphant**

*I am writing in my capacity as chair of the Great Collaboration, a networked service to gather and share good practice in local climate action (please see summary below) that is being supported by SLCC.*

*As part of this, we are going to run a pilot in East Anglia to support more climate action on the ground while testing ways of keeping initiatives going in the longer term.*

*We are very keen to be in touch with local councils who would like to be part of the pilot, not just with delivery and sharing good practice on the ground, but also with helping us to plan and then broadcast the overall approach.*

*Our next steering group meeting for the pilot is on April 10th. I would be most grateful if you would contact me either via [office@greatcollaboration.uk](mailto:office@greatcollaboration.uk) or by calling me on 07772 053778.*

*Andrew Maliphant*

**INTRODUCTION TO THE GREAT COLLABORATION**



There is a great deal of climate action already happening at parish and town council level, and by community groups, but the good practice needs to be shared more widely.

Three things can help us with this:

- **Framework** – an easily-searched data base of actions that can happen at the local level (sometimes referred to as “making the climate jungle more navigable”!)
- **Network** – exchanging good practice and requests for guidance amongst and between local councils and their local action groups.
- **Joined-up work** – effective partnership working not just horizontally at local level but also vertically from local places up through higher-tier local authorities to Government.

Our starting point is the Great Collaboration website [www.greatcollaboration.uk](http://www.greatcollaboration.uk) that allows people to choose from 60 climate actions and register by postcode their involvement or intentions. The website also allows local councils to gather information based on those postcodes to have an idea of what is or isn't happening in their council area.

This process has been piloted successfully for over two years by the Herefordshire Green Network who have developed the website and have been supporting a network officer to give talks to Herefordshire parishes. The Place-Based Initiative Ltd has taken over the website and we will extend its use nationally while adding in the collective actions open to councils and community groups. There will also be a digital map of what is already happening by parish area.

Communication is the key to the next steps, and our aim is to:

- gather information from local councils and groups as to their information requirements.
- develop a county-based network for sharing good practice locally and nationally.
- incorporate these elements in a web-based portal that enables two-way exchanges.
- contact national bodies and funders to advise and support the initiative going forwards.

We have started this process by organising free weekly sessions with speakers on special topics followed by a wider discussion, and everyone is welcome! You can join these sessions via this link <https://us02web.zoom.us/join/9zz1Dj>.

Please contact us via [office@greatcollaboration.uk](mailto:office@greatcollaboration.uk) if you would like to:

- help us to develop new guidance and case studies, maybe sharing your own good practice.
- offer to be a point of contact for a particular type of action or expertise - whether climate or environmental action, nature recovery or supporting biodiversity
- support regular communication between ourselves and local communities.

Dealing with climate change to improve the future of our families and communities is now more important than ever. Let us work on this together – we look forward to hearing from you!

## **GREAT COLLABORATION EAST ANGLIA PILOT**

**Due to begin Spring 2024**

### **Purpose**

The purpose of the Great Collaboration pilot is to develop and implement plans for connecting and increasing climate action in East Anglia that continue into the future.

## **Deliverables**

- Local introductory events
- Training events in climate action, including “Train the Trainer”.
- New climate action plans and projects by parish
- New climate emergency centres
- New and extended climate networks.
- New climate adviser posts.
- Increased interface with the Great Collaboration as the go-to resource for town and parish councils and the community groups in their area to both share and gain information about how to deliver local climate action.

## **Activities**

The pilot team will:

- hold regular meetings, either in person or via Zoom
- gather professional advice and information on good climate action practice.
- liaise with professionals and service providers as required.
- make common cause with partner organisations.
- gather funding information to inform both pilot and local funding bids.
- agree and implement a communication and engagement strategy for involving local parishes and their communities.
- actively support and promote the development of new networks, advisers, and climate emergency centres.

- annually request, collect and review data on carbon savings from each council, community and sports group who have engaged with pilot.

## Location

The Great Collaboration pilot will operate within the counties of:

- Cambridgeshire with Peterborough (combined authority)
- Essex
- Norfolk
- Suffolk

