*NOTE: In the case of non-members, this agenda is for information only

DEREHAM TOWN COUNCIL

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26th November 2026

To All Members of the Finance and Governance Committee
Councillors S Green, A Greenwood, P Duigan, R Jamieson, L Monument & P Morton.

Dear Councillor
You are hereby summoned to attend the next meeting of the **Finance & Governance Committee** to be held **Dereham Memorial Hall** on **Tuesday 1st December 2026 at 7pm** to consider the items on the Agenda below.

Yours faithfully

A N Needham

Mr A N Needham
Town Clerk

Members requiring further information, or with specific questions, are asked to raise these with the appropriate officer at least two working days before the meeting. If the information requested is available, this will be provided, and reported to Council.

AGENDA

1. To receive apologies for absence.

2. Declaration of Interest.
   In accordance with the Localism Act 2011, Members are asked at this stage to declare any Disclosable Pecuniary Interests or Other Registerable Interests; as defined by the Code of Conduct adopted by the Council. Councillors shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of those interests. Failure to disclose any Disclosable Pecuniary interests or to knowingly give false or misleading information is a criminal offence under section 34 of the Localism Act 2011.

3. To consider Grant Applications.

4. Review expenditure against budget.

5. To receive mid-year reports from the internal auditor and year end comments from external auditor.

6. To consider budget estimates for 2027/28.

7. To review four-year projects and capital budget.

8. To review Standing Orders.

9. To consider options for purchasing a new van.

10. To discuss how to approach requests for partnership funding from other authorities.

11. To decide information required from Breckland Council on the Dereham Heritage Regeneration project.

Dereham Town Council

Finance and Governance Committee

Agenda Notes — 1 December 2026

3. To consider grant applications

Applications are enclosed.

4. To review expenditure against budget

The nine-month net position report is enclosed. Comments and explanations are set out below.

Cost centre	Code	Comment
Administration	5. Photocopier/printers	The old photocopier was no longer supported for spare parts and was at least 15 years old. A new copier has been purchased.
Assembly Rooms	Rates	Some rooms are still vacant.
Banking	Premier	Earmarked reserves have been placed in a 12-month higher-interest account. Interest will be paid at the end of the fixed period.
Countryside Park	Grants	Grants are waiting to be drawn down.
Civic	95. Civic expenses	£6,000 election fees.
Grants	122. General (receipts)	£25,599 Breckland Pride grant.
Play and Open Spaces	Contract maintenance	The estimate was based on the anticipated adoption of two areas of open space from developers. These adoptions have not taken place, and the dry summer resulted in less grass cutting.
Staff Costs	243 Admin Spare	Maternity cover.
Street Furniture	105 General repairs	£1,000 repairing footfall counters.

5. To receive mid-year reports from the internal auditor and year end comments from external auditor.

The internal auditor's report is attached. The Council had previously agreed to appoint a different internal auditor for next year. On contacting a number of internal auditors, all were fully committed. In consultation with the Chairman of Finance, we asked other auditors to place Dereham Town Council on their reserve list, in case they ever have spare capacity, rather than continue to search over a much wider geography.

The external auditor raised an issue with the Asset Register, mainly relating to the installation of the new play areas. Some play areas were partially finished at year end 2025; the asset was not placed on the Asset Register until the project was completed and handed over to the Town Council. However, because some expenditure had been made before year end, the asset should have been included on the Asset Register. One bus shelter had also been left off the Asset Register. These matters are now corrected.

6. To consider annual estimates for 2027/28

Referendum principle

While there has been no suggestion that this Government intends to extend the referendum principle to parish and town councils, any principle for 2027/28 will not be known until just before Christmas. Unless an early election is called, the next General Election will probably be in May 2029, so it is not anticipated that the referendum principle will be introduced before an election.

The annual estimates for 2027/28

The estimates are enclosed. These are estimates rather than budgets, and generally cover matters where there is little choice: electricity needs to be paid for, and if something breaks it needs fixing. Where something breaks and there is a choice as to whether the item is fixed, replaced or upgraded, the options are brought back to Councillors.

These estimates have been prepared based on previous estimates and year ends. Because of the referendum principle, staff costs are estimated at the top of pay scales, pay has been based on a 2% pay award for 2027/28, and the Clerk's costs have been adjusted to reflect job evaluation. The 'Admin spare' has not been apportioned out to other Administration codes at the time of writing.

A new set of estimates has been included for the cost of operating the car parks, both in the annual revenue estimates and in the projects and capital budget. The capital cost of resurfacing is based on £53,000; Councillors may agree a different amount.

Councillors need to agree a recommendation on the annual estimates. The precept will need to be agreed once the decision on car park funding has been taken.

7. To review five-year projects and capital budget

The budgets are enclosed; changes since the Council last reviewed them are highlighted in yellow. In reviewing these areas, Councillors should be mindful of two areas where the Council may wish to start accumulating additional funds.

(i) Assembly Rooms refurbishment

This is one of those horizon projects: at some point in the future the Assembly Rooms will need internal refurbishment. It could be 40 or 50 years since any significant work was carried out. The internal plumbing in the Assembly Rooms is iron pipework, and this is showing corrosion at some joints. The wiring is of an age, and some cabling had to be replaced a few years ago when the insulation failed. There is no disabled access to the first floor, which limits the functionality of the building and its rental potential. Dereham Town Council's office accommodation is quite cramped and less than ideal, and any further expansion in staff could not be accommodated in the current office. The building is currently an asset to the town, but its potential is not being fully exploited.

While there are some funds, around £80,000, in the Headborough Account, this will not go far. The Council currently has £45,000 in an earmarked reserve for major refurbishments and will be adding £30,000 a year towards this fund.

The Council could wait until the loans for the Memorial Hall refurbishment are paid off in 2036, and then take out another loan to pay for the Assembly Rooms. Together with accumulated funds, this loan would bring funds available for the project up to around £1.8 million.

The question is whether the project can wait until 2036. Bringing the project forward means less time to accumulate funds, and there would need to be some sort of 'bridging' arrangement to cover the period between taking out a loan and the end of the Memorial Hall loan repayments.

For example, if the Council wanted to refurbish in 2030 rather than 2036, it would need to accumulate around £300,000 in 'bridging' funding for a £1.5 million project.

Councillors have often spoken about how they would like to see the Assembly Rooms refurbished into a building which is both functional and engenders civic pride, and there is also a need for the Town Council office space to expand in the near future. Giving this matter some consideration now would help a future Council.

There is no doubt that at some point in the future the Assembly Rooms will need refurbishing. It may not be appropriate to add something to the precept at this point in time, but it may be appropriate to recognise that the building will need works in the reasonably near future and to consider applying any underspend at the end of the financial year to the earmarked reserve.

(ii) Refurbishing and new play equipment

There is currently £31,000 in earmarked reserves for new play areas and the refurbishment of existing play areas. £34,000 is budgeted to be added to this reserve year on year. Given the number and range of the Town Council's play areas, along with additional play areas being adopted from developers, this figure feels on the low side.

Adding the value of the play areas the Council has installed over the last 10 years, plus an estimated value for the play areas adopted or about to be adopted, and then dividing this by 20 years, gives a figure nearer £60,000 a year to cover replacement in future years.

Again, if the Council is looking to put money aside for the next skate park, this would require an additional £10,000 a year.

The Council could consider this as part of the precept setting or, as with the Assembly Rooms, allocate a proportion of any underspend at year end to build up this reserve.

8. To review Standing orders.

Standing orders enclosed.

9. To consider options for purchasing a new van

The current van is 13 years old and starting to become unreliable. Issues are repeatedly arising with particulate filters in the exhaust system becoming clogged. Repairs were carried out recently, but the problems have reoccurred. The filters regenerate themselves during long drives at higher speeds; the issue with the Town Council's van is that it rarely goes over 25 mph and never out of third gear. The mechanic's advice is to drive it to Swaffham once a week to clear the filters, which does not feel like a good use of resources, and now might be the time to look at a replacement.

Previously, when WW Rent a Van was operating, the Council could pick up a newish, high-mileage van which we knew had been well maintained. Given that the Council's van does very few miles in a year, a high-mileage newish van was a better strategy than a low-mileage old van.

£7,000 has been set aside for a new Transit, which would typically purchase a 10-year-old van with 90,000 miles on the clock.

The Council did resolve to consider low-carbon options when decisions such as this were made. E-Transit vans are available, but none are yet old enough to be priced at the £7,000 budget. The cheapest E-Transits are around £15,000, which is typically a 4-year-old vehicle with 40,000 miles. The range on an E-Transit is 120 miles, and the batteries have an 8-year warranty.

There would be the cost of installing an EV charging point, around £1,000; the savings on fuel might be around £700–800 a year.

Councillors are being asked to consider whether to continue with diesel vans or take the electric option.

10. To discuss how to approach requests for partnership funding from other authorities.

The Council is being asked to consider a £50,000 contribution to the Breckland Heritage Regeneration Project. These are levels of funding which the Town Council is not used to considering and can, as with the Street Warden funding request, relate to a subject matter where the Council has limited knowledge and understanding. The same might apply to the example of Norfolk County Council requiring the Town Council to fund road safety surveys (it is believed that NCC have now removed this requirement).

A distinction between different applications for funding could be whether what is being applied for is more related to a statutory function of the requesting authority or a discretionary function. In the case of road safety measures, this is a County Council duty; with regard to street wardens, crime and antisocial behaviour are duties for the Police and Breckland Council.

The Heritage Regeneration project is a discretionary function.

As a starting point, the Council's position could be that it will only consider partnership funding with other authorities to support their discretionary activities rather than their statutory functions. If the Town Council starts funding statutory functions, it could start to distort the democratic process.

There is also the issue of how the Council deals with applications. When the Town Council receives requests for funding from community organisations, the application is in writing. Sometimes groups attend a public meeting and are able to answer questions, but this is not very common. All application discussions and decisions are open to the public and made in public.

The Clerk has been steering the application from Breckland Council for the Heritage Project so that all Councillors see the same information in writing at the same time, and so that all discussions, and certainly the decision, are made in public.

This approach seems to have caused some friction with Breckland Council, who in some circumstances prefer informal presentations, with no written information beforehand and no members of the public able to attend.

There are circumstances where informal briefings might be appropriate, but it is felt that where the Council might be expected to commit significant resources at some point, all discussions should be open and in the public domain, with a written details available before the meeting.

This item is not necessarily for forming any clear conclusions, but rather to explore the issues.

11. To decide information required from Breckland Council on the Dereham Heritage Regeneration project

To agree the information Councillors need to receive from Breckland Council in order to consider any application for a funding contribution towards the Dereham Heritage Regeneration project.

A detailed application has not yet been submitted, but a meeting has been scheduled for 15 December to consider the application.

The Council rarely considers grant applications of such magnitude, and there is no established process.

This agenda item is to establish the kinds of questions Councillors would like to see addressed as part of an application. This should help ensure that applicants present all the information needed well before the meeting.

It is understood that the project comprises the following components (these may have changed).

Dereham Town Council does not have powers to provide funding to private individuals to refurbish their properties, so the Town Council's contribution will be limited to community engagement, wayfinding and core costs.

Initial details of the kinds of activities the Town Council will be contributing towards are set out below, from Breckland officers.

Community Engagement

The community engagement programme is an essential part of ensuring the success and ownership of the project by local people. This will help secure a sense of local pride and understanding of the heritage assets. This work will be developed from the Swaffham – A Historic Market Town project which was recognised by national awards for both the partnerships developed and the work engaging young people.

Young People

The project will also look to get vital cultural experience to hard-to-reach young people. Our current work with Norfolk & Norwich Festival has allowed young people to develop their skills and independence in a creative way, linking them to the historic centre and helping to give them to develop links to the town centre. The work NNF leads on encourages young people to develop confidence and creative ambition. With the work so rooted in place, it also encourages CYP to explore identity whilst considering heritage, surrounding environment and their future. Young people in Breckland do not have a wide range of cultural experiences and it is fantastic to be able to develop opportunities with them. NNF's Festival Connect and Create team uses a Theory of Change to demonstrate how it's programmes and methodology helps sustain the regional socially-engaged artistic ecology. Their Theory of Change demonstrates how locating socially-engaged artistic practice at the centre of the work can improve regional wellbeing and social cohesion.

Cultural Events

The project will look to fund cultural events in the Market Place area. We will look to form a local consortium of volunteers and community groups to support the design and running of these events. These will enliven the Market Place, drive footfall and encourage the use of the town by local people and visitors. These events will also be an opportunity to advertise the project and ensure it is well understood by the public.

Heritage Skills

Heritage skills will be a key part of the project. This will work with landlords, residents and young people to pass on essential building repair and maintenance skills which are being lost. Key partners in this will be SPAB and heritage contractors such as Messenger and Cliveden Conservation, all who have previously run skill courses for adults and young people. We will look to develop our relationships with Volunteer It Yourself and BOOST to aim to get vital work experience to young people currently out of work and those seeking to gain meaningful work experience. We will further develop our relationships with local schools and the College of West Anglia to ensure the project can reach local young people interested in the building trade to get them additional experience working on heritage projects.

From a Town Council perspective, Councillors need to be content that the level of public benefit is commensurate with the level of funding provided by the Town Council. Councillors are therefore being asked to consider what matters they would like detailed in any application to enable them to make such a judgement.

Some thoughts are set out below.

1. There was a comprehensive wayfinding project completed a few years ago; how will the new project add to this?
2. Have the Dereham Heritage Trust been involved in the preparation?
3. Nearly every town has a corn hall, but Dereham is unique in having a Holey Well and an Anglo-Saxon saint. Will the Well and the Town's Saint play a role in the project?
4. What does community engagement mean? How many people will be involved? What will they do? Who will be involved? When? How often?
5. How will the project be sustained after the funding ends, or will the activities end when the funding ends?

If the Council can be clear with regard to the information it requires, this should speed the whole process up when the application is made.

12. To decide information required on funding for youth provision in Dereham

To agree the information Councillors would like to receive with regard to supporting a funding application for youth provision in Dereham.

In July 2026 the Council agreed, in principle, to support the setting up of some sort of youth hub. This was subject to a detailed business plan coming forward. Councillors are being asked to consider what they feel would be needed within any business plan to help assess whether the benefit of any funding is commensurate with the level of funding provided.

Project ideas are currently being developed, so it is expected that as the proposal starts to become more detailed, a concept plan will be presented to Councillors. Councillors can then state what further information they would like to see in the business plan. A staged process feels appropriate and it enables the people developing the project to understand what Councillors are looking for. The stages could be:

i. Councilors provide details of what they would like to see in any concept plan.
ii. Concept plan presented – Councillors provide details of what they would like to see in the final business plan.
iii. Councillors consider the business plan and funding application.

At this meeting, Councillors are being asked to consider what information they would like to see addressed in any concept plan for a youth hub. This could be:

1. What are the issues the Hub is trying to address?
2. How do you know it is an issue?
3. How many young people are affected by the issues identified?
4. What other organisations are already working with young people on these issues? Why are they unable to provide the support needed?
5. How do you know what you are providing will address the issues identified?
6. How will success be measured?
7. How will the project be made sustainable in the long term?

DEREHAM TOWN COUNCIL

APPLICATION FOR SMALL GRANT

NOTES TO THE APPLICATION FORM

- If you need assistance completing any aspect of the form or wish to discuss your eligibility please contact the Town Clerk
- Please complete the form clearly and fully in BLACK ink and BLOCK CAPITALS
- You are advised to keep a copy of the completed form.
- After completing the form please send it to the address on the next page
- If successful, grant funding is paid via bank transfer

PLEASE COMPLETE ALL THE QUESTIONS ON THIS FORM

Name of organisation: Dereham Walkers are Welcome

What are the main activities of your organisation:

- monitoring rights of way within Dereham, addressing any problems directly or indirectly
- publicising the rights of way within Dereham through free published leaflets and guides
- leading regular walks open to all

What are you requesting funding for:

Production of a further leaflet (matching two already produced) setting out a walk within the town taking in points of interest that may otherwise be overlooked. Leaflets will be free to all wanting them; they will be available in the Library, through Dereham Walkers are Welcome and at any other outlets we can secure. Price quoted was as at 26 October 2026 and may slightly increase.

How will the Dereham Community benefit from this funding:

- increased awareness and understanding of the town, hopefully leading to increased desire to support it
- encouraging users of the leaflet to spend time, and perhaps money, in the town

How much total funding do you need: £345 for 5000 leaflets

How many Dereham residents will benefit from this grant: unknown, but as many as possible

How much funding are you requesting from Dereham Town Council: £345

How much funding are you requesting from other sources or providing yourself:

none

If other funding has not been confirmed, what would happen if you did not receive all the funding requested from these other sources:

We would seek funding from Dereham Heritage Trust and aboutDereham; if neither were available, depending on the shortfall, a reduced print run or abandonment of the project

Start in the Market Place. Face towards the War Memorial and use the pavement on the right (on the opposite side to the market and car parking area). Walk ahead past the War Memorial then cross the road at the traffic lights. The one way road on your right is Theatre Street.



David Fisher built a theatre in Dereham in 1816, which became the base for the Norwich Theatre Company. During WWI the theatre was used as a canteen, but by 1935 it was almost derelict and restoration work was carried out. In 1977, a group of doctors acquired the building and demolished it, replacing it with the current GP surgery.

To the right of Theatre Street is Hill House (currently called NR19). Note the blue plaques on the wall, for Sir John and Lady Ellenor Fenn.



Hill House was the 18th century home of Sir John and Lady Fenn and both played a very full part in the welfare of our town. John discovered, translated and published one of the most notable publications of his time: the Paston Letters. Both John and Ellenor were great supporters of St Nicholas' Church and improved the facilities for those who bathed at St Withburga's Well.

Retrace your steps back across the road and then cross to the right towards the Assembly Rooms using the next set of traffic lights.



Built in 1756 at a cost of £400 on the site of the old Market Cross and Bishop's Prison, this building was used for assemblies and entertainment. A picture of King George III was presented to the town by Viscount Townshend in 1766 and housed in the main Assembly Room. In 1861 Rev Armstrong records in his diary that his daughter Helen was taken to her first ball at the Assembly. In 1894, Dereham Urban District Council was formed and the Assembly Rooms became their offices. It was also used as a Court House for many years. The building is owned by the Headborough Estate and is now home to Dereham Town Council.

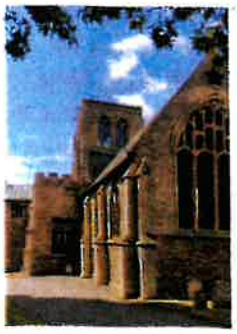


Turn right along the pavement to note the milestone outside The George Hotel. Then turn back and cross into the parking area outside the Post Office. This is Quebec Street. Go down here to the end of the road, turning right into Church Street. Pass *The Romany Rye*, named after the book written by George Borrow, once a Dereham resident.



Borrow was born in East Dereham to parents Thomas and Ann. "Pretty, quaint Dereham, thou pattern of an English town" is a quotation from Lavengro, *one of George Borrow's most notable books. Others include* The Bible in Spain *and* The Romany Rye, *after which the present pub is named.*

At the bottom of Church Street, continue into the churchyard, keeping to the left of St Nicholas' Church - itself well worth a visit.



St Nicholas' Church has been central to the history of the town. The church is believed to be built on earlier foundations, and has been a place of worship for over 850 years. It has many interesting features including a stained glass window depicting the poet William Cowper and a rare Seven Sacrament Font. The separate Bell Tower was built between 1515 and 1525. Made of flint and dressed stone with four stages interspersed by string courses, the walls are over 3 metres thick to support the weight of the eight bells. The bells were remounted in a steel frame in 1957: the oldest bell dates from 1753. The Bell Tower was used as a holding prison during the Napoleonic Wars.

Go beyond the church and cross the grass to the area surrounded by low iron railings. This is St Withburga's Well.

left to reach the railway station on your left. The main base of the railway, it has a small museum and a tea room, which may be open even on days when no trains are running.



The Mid-Norfolk Railway is a heritage railway operating a seasonal service between Dereham and Wymondham, alongside a varied programme of special events throughout the year, including the hugely popular Polar Express™ Train Ride during November and December. Beyond Dereham, the line extends north towards North Elmham and County School, with the route having once continued further into Norfolk. Although this section of the railway is currently little used, there are long-term ambitions to restore and reopen more of this historic route.

You need to cross the road here to get into Morrison's car park, but it is not an easy crossing unless traffic is very light. You can either go back to the traffic lights (turn right with the station behind you) or turn left and cross at the pelican crossing near the Leisure Centre. Once across the road, go through the car park, keeping towards the right of the parking area. Morrison's occupies what was once the very busy manufacturing site of Hobbies. *Hobbies was an internationally renowned business that made fret saws and woodworking kits from a wooden music box to a full size glider that could be flown! It ceased in the 1970s.*



Leave the car park through a pedestrian only exit onto Norwich Street. More or less opposite you is the Memorial Hall. *Originally Elvin Coachworks (remember Elvin Road earlier?), the Memorial Hall is a fine example of late 18th Century/early 19th Century factory architecture. It was originally owned by the Elvin family who were manufacturers and repairers of landaus, broughams, dogcarts, carriages and coaches. Since then, it has been used as a cinema and a swimming pool (which is still there, under the floor!). It is now owned and managed by Dereham Town Council. An extensive refurbishment was carried out in 2010.*

Continue along Norwich Street, crossing ahead at the traffic lights. A little way further, on your left, is a pedestrian entry (Chapel Walk); down here on the right is the Ellenor Fenn Garden, a 'pocket park', created and named in memory of Ellenor Fenn of Hill House. *Ellenor Fenn was a champion of what subsequently became known as child centred education. She wrote under many pseudonyms, such as Mrs Teachwell and Mrs Lovechild; her books aimed to educate the very young. She died in 1813.*

Go through the garden and turn right down Wright's Walk. This is named after J J Wright, motor engineers, based on High Street at the bottom - at a time when it took two way traffic. At High Street, turn left but just before reaching the Library, turn right down Wakes Lane (it has no name plate), a pedestrian route through to St Withburga Lane. Turn right. Ahead of you is Bishop Bonner's Cottage Museum (open Fridays and Saturdays, May to September) but before reaching the Museum, turn right by Meeting Point and go up into the car parking area to reach the entrance, on your left, into Queen Mother's Garden. Go through here - pausing to enjoy this oasis in the centre of the town - and emerge back into Church Street, almost opposite *The Romany Rye.*



To finish, turn right up Church Street to the top, noticing the town sign depicting St Withburga over the exit (for traffic) from High Street. You are back in the Market Place.





Withburga, the youngest daughter of Anna, King of East Anglia, came to Dereham in 654, where she founded a small nunnery and with a few nuns settled here. A house was built for the nuns where they cared for the sick and the poor. A church was being erected but the nuns were starving. The story is that the Virgin Mary appeared to Withburga in a dream telling her "to send two of her maids to the stream each morning. There two does will stand and be milked. This will continue for as long as needed." This was done and there was milk, cheese and butter for all. When Withburga died she was buried near the church and pilgrims visited. Later, Withburga's coffin was relocated to a shrine in the church. The coffin was opened and astonishingly Withburga appeared 'whole and uncorrupted as on the day she was buried'. Eventually the Abbot of Ely decided that Withburga, a Royal Princess, should be buried at Ely Cathedral with her sisters. Realising that Dereham would not want to part with their Saint, the Abbot arranged for her remains to be stolen one night and taken to Ely. The empty grave filled with a spring of clear water and pilgrims then visited to pray and drink the water.

Turn around before leaving the churchyard and see if you can find the gravestone marking the remains of Jean de Narde - it's one of the three nearest to the Well.
In 1799, Jean de Narde was a French soldier imprisoned in the Bell Tower. He escaped to hide in a nearby tree. It is believed that, because of a language problem, he didn't understand his captors' orders and he was shot dead. In 1857, the vicar of Dereham, Rev Benjamin Armstrong, erected a memorial gravestone.

Go back towards the church and follow the path downhill and out of the churchyard into Old Becclesgate. Cross the pelican crossing to go a few yards up Sandy Lane before turning right into Elvin Road. Remember the name 'Elvin' - you will encounter it again later. Walk to the top of Elvin Road, then turn left into Quebec Road.



Follow the road uphill to approach Dorrington House Care Home on the right. On your side of the road, note that there are houses numbered 37a and 37b, between numbers 37 and 39. These houses were built on the site of a post mill, one of four windmills in Dereham at one time. (One of these, Fendick's Mill, still exists and is open from time to time, together with an adjacent coffee shop.)

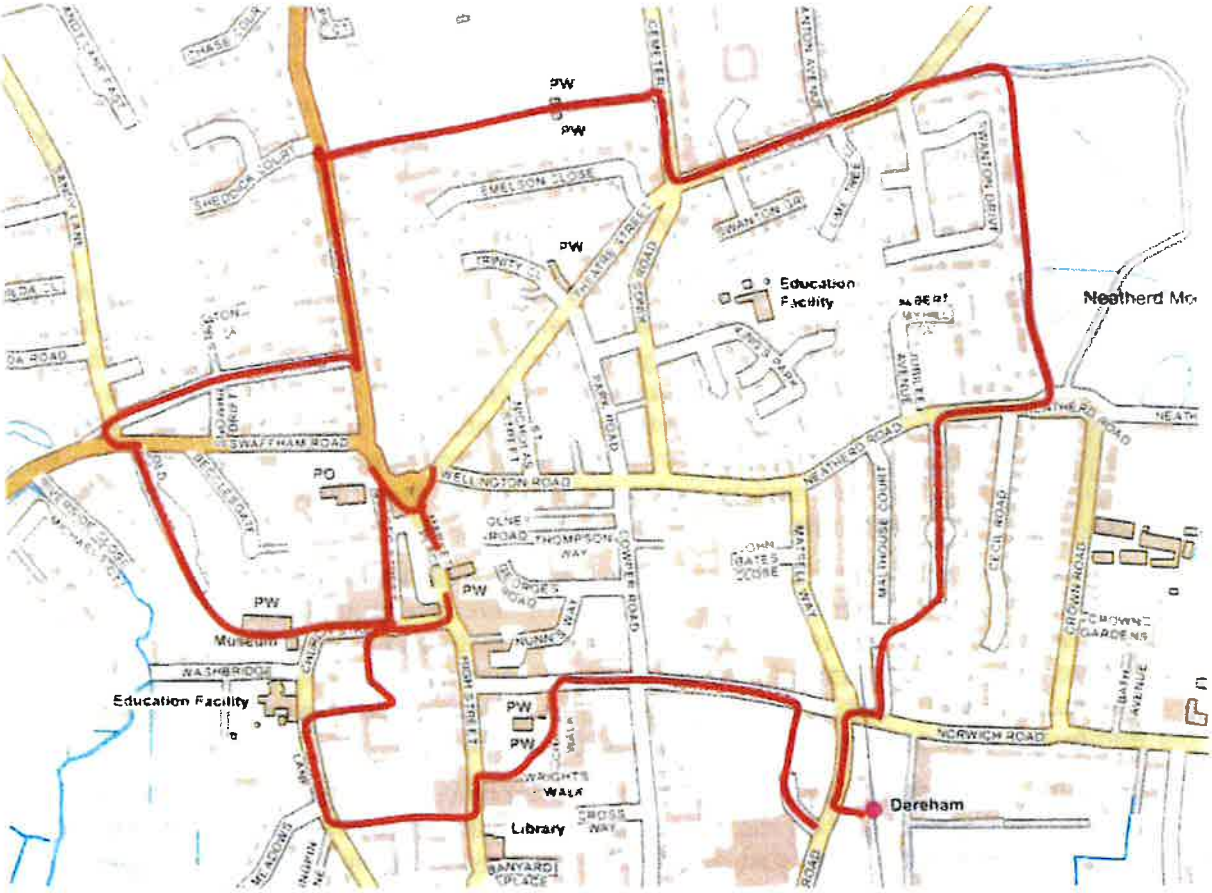
Cross Quebec Road into the car park for Dorrington House and enter the path on the left. This leads you to and through the old Dereham Cemetery and past the two fine chapels to the road. Turn right down Cemetery Road then left into Swanton Road, keeping on the left side of the road. Ahead you will see the crossing gates for the railway line. Cross the railway line then the road; where the road swings to the left, continue ahead along a track. After the end of the houses on your right and immediately after a barrier, turn right to go down by the back fences of the houses on your right. Unlike the rest of the walk, this has a grass surface and may be muddy. You are on the edge of The Neatherd, a large area of common land, much valued and used by Dereham residents and visitors.



The obvious feature of The Neatherd is a large open grass space, but this is surrounded by many pockets of land open to the public, some being made into a country park where the emphasis is more on the wildlife.

After passing through a barrier, you will come out onto a section of tarmac leading down to Neatherd Road. Turn right here and cross to the other side. Turn left down Gordon Road (the second on the left); at the bottom, there is a pedestrian only route on the right that leads through to Norwich Road, near the level crossing. Cross the road and the railway, then turn

Discovering
DEREHAM



This is a short (under 3 miles) walk past some of the many points of interest in Dereham. It will take you past a number of plaques and wayfinding signs carrying more information - see our companion leaflet *Dereham Town Trail*.

For more about Dereham's history, contact Dereham Heritage Trust email contact@derehamheritagetrust.org.uk or phone 01362 694886

Dereham Heritage Trust



DerehamHeritageTrust.org.uk

Dereham WaW

DerehamWaW.org.uk

aboutDereham Partnership

about Dereham

aboutDereham.org

Dereham Town Council

Dereham Town Council

Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

ADMINISTRATION

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
1	Postage				1,500.00	597.00	903.00
2	Stationery			8.32	1,500.00	319.82	1,188.50
3	Telephone				1,000.00	682.35	317.65
4	IT & Support				4,500.00	1,788.86	2,711.14
5	Photocopier/printers				800.00	5,998.27	-5,198.27
6	Publications/subscripti				8,000.00	6,825.23	1,174.77
7	Furniture/equipment				1,000.00		1,000.00
8	Insurance				35,000.00	34,657.63	342.37
9	Audit Fees				2,300.00	2,185.00	115.00
10	Conferences				800.00	136.22	663.78
11	Staff Expenses				500.00	183.15	316.85
13	Legal Fees				19,000.00	8,640.00	10,360.00
14	Training				2,500.00	63.00	2,437.00
15	Precept		1,279,676.00	1,279,676.00			
213	Etling View Legal Fees						
268	Mobile Phones				2,000.00	1,371.97	628.03
			1,279,676.00	**£1,279,684.32**	**80,400.00**	**£63,448.50**	**16,959.82**

ALLOTMENTS

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
16	Machinery & Equipmer				700.00		700.00
17	Water - Cem Road				520.00	1,331.81	-811.81
18	Water - CL 1				600.00	1,018.58	-418.58
19	Water Dumpfield				500.00	600.07	-100.07
20	Water - Scarning				400.00	140.99	259.01
21	Water - Southend				500.00	871.00	-371.00
22	Water - Toftwood				500.00	426.00	74.00
23	Refund Deposits					30.00	-30.00
25	Repairs & Main			33.28	4,944.00	3,229.88	1,747.40
26	Fuel Recharge						
27	Rent		8,000.00	7,743.88			-256.12
28	Investment- Nat Savinç						
286	Scribe						
290	Mowing				1,500.00	1,480.50	19.50
			8,000.00	**£7,777.16**	**10,164.00**	**£9,128.83**	**812.33**

ASSEMBLY ROOMS

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
54	Gas Charges				8,500.00	1,343.75	7,156.25
55	Electricity				3,000.00	1,038.99	1,961.01
56	Rates				10,000.00	13,744.48	-3,744.48
57	Water				500.00	269.00	231.00
58	Cleaning				1,600.00	766.63	833.37
59	Refuse Collection				1,000.00	183.69	816.31
60	Fire Protection				850.00	433.00	417.00
61	General Repairs				2,500.00	3,647.10	-1,147.10
65	Rental Income		12,000.00	7,928.50			-4,071.50
			12,000.00	**£7,928.50**	**27,950.00**	**£21,426.64**	**2,451.86**

BANKING

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
135	Premier		35,000.00	11,400.29			-23,599.71
136	Current			12.19	900.00	238.38	673.81
137	Wages & Petty Cash				200.00	666.40	-466.40
138	National Savings						
139	VAT Refund						

180	Public Works Loan Boa			179,481.00	99,299.31	80,181.69
221	CCLA	4,500.00	3,462.50			-1,037.50
262	Card Payment Machine			3,000.00	1,209.11	1,790.89
		39,500.00	**£14,874.98**	**183,581.00**	**£101,413.20**	**57,542.78**

BISHOP BONNERS COTTAGE

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
82	Repairs				550.00		550.00
83	Electricity-Tower				1,000.00	417.79	582.21
85	Rent		1.00	1.00			
			1.00	**£1.00**	**1,550.00**	**£417.79**	**1,132.21**

Car Parks

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
296	Council Tax					39,475.25	-39,475.25
298	Repairs					370.00	-370.00
						£39,845.25	**-39,845.25**

CEMETERY & CY

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
30	Water/Rates				11,000.00	10,352.43	647.57
31	Electricity				1,700.00	773.55	926.45
32	Hire of Machinery				250.00	80.00	170.00
35	Machinery & Equipmer				2,500.00	896.82	1,603.18
36	Fuel				1,000.00	86.93	913.07
37	General Repairs				3,000.00	2,443.11	556.89
38	Lodge		12,672.00	6,336.00		720.45	-7,056.45
40	Trees				3,500.00		3,500.00
41	Burial Fees		30,000.00	27,639.41			-2,360.59
44	Investments - Nat Savi						
45	Closed Churchyard				750.00		750.00
194	Lodge Repairs				1,500.00	45.00	1,455.00
209	New Cemetery Fund		12,000.00	5,387.49			-6,612.51
254	Telephone Charges				700.00	422.77	277.23
256	New Cemetery Maint				3,000.00	34.98	2,965.02
269	Refuse Collection				2,000.00	2,154.54	-154.54
279	Grounds Maintenance				10,000.00	5,933.66	4,066.34
			54,672.00	**£39,362.90**	**40,900.00**	**£23,944.24**	**1,646.66**

CHURCHYARD

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
276	Repairs				750.00	103.63	646.37
					750.00	**£103.63**	**646.37**

CIVIC

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
93	Mayors Allowance				840.00	124.18	715.82
94	Members Expenses				650.00		650.00
95	Civic Expenses				3,900.00	6,857.83	-2,957.83
97	Photos/Engraving				25.00	70.00	-45.00
100	Petty Cash						
212	Mayors Events				2,550.00	1,300.00	1,250.00
224	Councillor Training				1,800.00		1,800.00
					9,765.00	**£8,352.01**	**1,412.99**

Country Park

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
271	Countryside Park		15,000.00		20,000.00	3,719.79	1,280.21
283	Woodland Grant					645.00	-645.00

			15,000.00		20,000.00	£4,364.79	635.21

DEREHAM COMMUNITY CAR			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
129	Mileage Costs			5,040.00	5,000.00	3,189.45	6,850.55
130	Other Costs				500.00	78.51	421.49
				£5,040.00	5,500.00	£3,267.96	7,272.04

ETLING GREEN			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
116	Conservation				2,900.00		2,900.00
					2,900.00		2,900.00

GRANTS			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
122	General			25,559.00	16,000.00	2,425.00	39,134.00
260	Heritage Trust				1,000.00	1,000.00	
289	Dereham Saints S106		69,150.00	69,150.00	69,150.00	35,862.00	33,288.00
			69,150.00	£94,709.00	86,150.00	£39,287.00	72,422.00

MARKETS			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
47	Electricity				1,500.00		1,500.00
49	Rent		12,000.00	5,733.36		173.59	-6,440.23
50	Promotion					317.12	-317.12
			12,000.00	£5,733.36	1,500.00	£490.71	-5,257.35

MEMORIAL HALL			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
68	Gas				12,000.00	3,624.24	8,375.76
69	Electricity				30,000.00	10,869.97	19,130.03
70	Water				700.00	750.97	-50.97
71	Rates				10,000.00	3,626.00	6,374.00
72	Refuse Collection				2,000.00	1,491.59	508.41
73	Cleaning			50.97	3,000.00	2,866.31	184.66
74	General Repairs			1,500.00	20,500.00	15,195.54	6,804.46
75	PRS				2,700.00		2,700.00
76	Fire Protection/Mainter				8,525.00	942.09	7,582.91
77	Licence				180.00		180.00
78	Hire fees		56,000.00	33,334.32		2,368.76	-25,034.44
181	Telephone Charges				1,250.00	705.08	544.92
183	Bar Income		21,000.00	16,706.50			-4,293.50
193	Bar Expenditure				13,000.00	10,419.63	2,580.37
			77,000.00	£51,591.79	103,855.00	£52,860.18	25,586.61

NEATHERD MOOR/ABBOTS FIELD			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
112	Conservation				500.00	71.20	428.80
					500.00	£71.20	428.80

NORWICH ST PROPERTIES			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
164	Repairs						
165	62 Rental Income		5,000.00	1,250.00			-3,750.00
166	58 Rental Income		8,000.00	4,448.00			-3,552.00
292	58 Repairs			330.00	3,000.00	3,455.84	-125.84

		13,000.00	£6,028.00	3,000.00	£3,455.84	-7,427.84

PETTY CASH REIMBURSEMENTS			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
173	Petty Cash Reimburse					300.00	-300.00
						£300.00	-300.00

PLAY & OPEN SPACES			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
226	Contract Maintenance				50,000.00	19,324.24	30,675.76
227	Play Equipment Mainte				15,000.00	1,494.07	13,505.93
228	General Maintenance				6,000.00	2,752.98	3,247.02
229	Inspections				1,000.00	1,344.60	-344.60
233	Rent for Toftwood			3.00	1,527.00	1,587.05	-57.05
236	Rent for Rugby Field		1.00				-1.00
242	Tree Work				9,000.00		9,000.00
247	New Trees				1,900.00	291.37	1,608.63
			1.00	£3.00	84,427.00	£26,794.31	57,634.69

PROJECTS AND CAPITAL			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
199	Building Repairs				12,000.00	11,788.62	211.38
240	New Projects				15,000.00	14,286.00	714.00
266	Parish Partnership						
274	Cem Lodge Capital Re						
275	New Play Area project						
277	Sports Pitches						
282	Cherry Lane						
288	Skatepark				279,000.00	162,345.27	116,654.73
294	Bishop Bonners Cottag				2,000.00	1,225.00	775.00
295	Assembly Rooms				45,000.00	7,041.84	37,958.16
297	Memorial Hall				20,000.00	13,185.95	6,814.05
					373,000.00	£209,872.68	163,127.32

RECREATION GROUND			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
87	Light				1,700.00	420.89	1,279.11
88	General Repairs				5,000.00	165.07	4,834.93
89	Water				200.00		200.00
91	Tennis Courts		2,300.00	3,658.11			1,358.11
189	Refuse Collection				2,500.00		2,500.00
201	Rental Income		1,000.00	1,232.94		25.00	207.94
291	Tennis Court Reapirs				3,000.00	1,759.22	1,240.78
			3,300.00	£4,891.05	12,400.00	£2,370.18	11,620.87

STAFF COSTS			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
				£4,938.42	492,992.00	£277,287.02	220,643.40

STREET FURNITURE			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
102	Flower Baskets			1,360.32	2,800.00	4,982.97	-822.65
103	War Mem Gen Maint				355.00	164.67	190.33
104	Electricity				2,500.00	2,471.57	28.43
105	Gen Maintenance				3,000.00	2,173.45	826.55
106	Other New SF			3.48	3,200.00	5,001.47	-1,797.99
107	Dog Waste Bins				1,000.00		1,000.00
109	Christmas Lights/Tree				13,000.00	100.00	12,900.00
				£1,363.80	25,855.00	£14,894.13	12,324.67

TOILETS

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
167	Electricity				1,500.00	607.41	892.59
169	Cleaning			3.50	7,000.00	1,975.45	5,028.05
170	Repairs			7.00	12,000.00	4,926.84	7,080.16
171	Water				250.00	112.39	137.61
285	Broadband					463.65	-463.65
				£10.50	**20,750.00**	**£8,085.74**	**12,674.76**

VAN

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
131	Fuel				1,500.00	1,143.44	356.56
132	Repairs				1,500.00	2,579.78	-1,079.78
133	Road tax				340.00	362.50	-22.50
232	New Vehicle (Tractor)				1,000.00		1,000.00
					4,340.00	**£4,085.72**	**254.28**

VICARAGE MEADOW

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
119	Conservation				1,100.00	1.00	1,099.00
					1,100.00	**£1.00**	**1,099.00**

WINDMILL

Code	Title	Bal. B/Fwd.	Receipts Budget	Receipts Actual	Payments Budget	Payments Actual	Current Balance Budget
124	General Maintenance				7,000.00	141.78	6,858.22
					7,000.00	**£141.78**	**6,858.22**

NET TOTAL	**1,583,300.00**	**£1,523,937.78**	**1,600,329.00**	**£915,710.33**	**625,256.45**

DEREHAM TOWN COUNCIL
Internal Audit Mid Term Review & Report
(as required by section 151 of the Local Government Act 1972)
Financial Year Ended 31st March 2027
(undertaken 17th November 2026)

I have, in the presence of Mrs Jillian Barron (Deputy Town Clerk) undertaken a mid term internal audit review as requested.
Mr Tony Needham (Town Clerk) acts as the Responsible Finance Officer for the council.
Ms. Zoe Flint is presently Chair of the Council (Town Mayor).
I would like to thank Jillian for providing me with all the information required to carry out this audit and for her hospitality.

Date of appointment of internal auditor
The appointment was made at the Full Council meeting of June 9th 2026 (Item 20).

Details / Date of previous audit
The full Internal Audit review was carried out in May this year.
No formal recommendations were made.
External Auditor remarks: None.

Progress on preparation of Annual Budget and Precept setting
The Council is on course to deliver its 2027/28 Annual Budget and precept setting.
Recommendations will be made by the Finance committee in December 2026 and deliberations will culminate in the delivery and approval of the final Budget, as approved by Full Council, in January 2027.

Any changes in accounting and/or governance procedures (since April this year)
None.

A brief sampling of payments / invoices
I was given access to the Council's Receipts and Payments folder for October 2026. I undertook a brief sampling and cross referenced these to the monthly Statement of Accounts.

Discussion regarding efficacy of the Council's key policies
Jillian and I discussed, in particular, the Council's Financial Regulations. These were reviewed at the Full Council meeting of June 9th 2026 when a decision was made to enlist the help of the Local Government Resource Centre. This will provide the Council with an assurance that the Regulations remain robust and fit for purpose.
I also inspected the Council's Audit Plan for 2026/27 which provides a memorandum of key events in the Council's calendar (including a review of the Assets register; a review of how the Council reports expenditure against Budget; and a review of internal audit terms of reference).

Any significant changes to the Assets Register (since April this year)
The Council has recently taken over responsibility for three town car parks (Cherry Tree, Cowper Road and Becclesgate).
This represents a significant new challenge for the Town Council and discussions about how best to proceed with future funding, and other aspects of the car parks, are ongoing.
In addition, the skateboarding park and BMX track (on the Recreation Ground) are currently being upgraded. This will result in improvements to amenity value.

Other relevant matters discussed
Jillian and I discussed two noteworthy changes which appear in the Smaller Authorities' Practitioners Guide (2026/27 edition).
These relate to:
(a) new digital portal preparation whereby smaller authorities can submit their AGAR data electronically via a digital portal. This will become mandatory under Proper Practises by 2028/29;
(b) Application Period relating to financial years commencing on or after 1st April 2026 with proper practises in Sections 1 and 2 applied for the financial year ending 31st March 2027.
Jillian will be discussing these changes with Mr. Needham in due course.

Conclusions & Any Recommendations
I suggested that a standardisation of councillors' email addresses could potentially improve security for the Council's internal communications.
The changes (outlined above) in the Practitioners' Guide may represent an ideal opportunity to introduce some changes to the Council's digital applications.

The governance and accounting management of this council continues to be of a high standard.
Tony and Jillian, in conjunction with their colleagues, make a good and effective team as the senior administrative staff.

I remain satisfied that this busy council is functioning well and is fully discharging its legal and statutory responsibilities.

I look forward to returning next year to undertake a full internal audit review.

ROBIN GOREHAM

(Internal Auditor) 17th November 2026

Dereham Town Council

Revenue Estimates 2027/28

Nb. Shading denotes income

Cost Centre & Name

1 ADMINISTRATION

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Postage	£1,227	£1,500	£843	£1,000
Stationery	£1,381	£1,500	£897	£1,000
Telephone	£1,089	£1,000	£1,305	£1,300
IT and support	£2,974	£4,500	£2,480	£4,500
Photocopier printers	£791	£800	£808	£800
Pubs & Subs	£8,056	£8,000	£6,138	£7,000
Furniture/equipment	£841	£1,000	£0	£1,000
Insurance	£37,806	£35,000	£32,883	£35,000
Audit fees	£2,255	£2,300	£2,255	£2,300
Conferences	£0	£800	£800	£800
Staff expenses	£458	£500	£69	£250
mobile phones	£1,912	£2,000	£2,097	£2,000
Payroll	£1,620	£2,300	£2,116	£2,300
Legal fees	£6,720	£19,000	£3,554	£15,000
training	£461	£2,500	£218	£2,500
Precept	**£1,168,362**	**£1,279,676**	**£1,279,676**	**£1,296,183**
Balance	£1,100,771	£1,196,976	£1,223,213	£1,219,433

2 ALLOTMENTS

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Machinery and Equip	£378	£700	£0	£350
Water - cemetery site	£517	£520	£799	£600
Water - CL1	£12	£600	£1,039	£800
Water Dumpfield	£129	£500	£322	£500
Water Scarning	£214	£400	£357	£400
Water Southend	£427	£500	£939	£800
Water Toftwood	£84	£500	£204	£500
Refund deposits	£40	£0	£40	£0
Repairs & Main	£4,832	£4,944	£5,600	£5,000
Mowing	£0	£1,500	£387	£1,500
Rent	**£8,561**	**£8,000**	**£8,651**	**£8,500**
Balance	£1,928	-£2,164	-£1,036	-£1,950

3 CEMETERY and CY

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Water/Rates	£10,318	£11,000	£10,459	£11,000
Electricity	£638	£1,700	£1,131	£1,000
Hire of machinery	£0	£250	£0	£250
machinery & equip	£1,250	£2,500	£2,455	£2,500
Fuel	£441	£1,000	£330	£500
General repairs	£2,064	£3,000	£4,435	£3,500
Lodge	**£0**	**£12,672**	**£6,037**	**£12,672**
Trees	£1,644	£3,500	£0	£3,500
Burial fees	**£35,643**	**£30,000**	**£33,070**	**£32,000**
Closed CY	£0	£750	£0	£750
lodge repairs	£3,755	£1,500	£0	£1,500
New Cemetery Fund	**£12,553**	**£12,000**	**£11,367**	**£12,000**
telephone charges	£606	£700	£741	£400
New cemetery maintenance	£260	£3,000	£133	£1,000
Refuse Collection	£2,679	£2,000	£4,790	£4,000
Grounds Maintenance	£11,758	£10,000	£7,098	£10,000
Balance	£12,783	£13,772	£18,902	£16,772

4 MARKETS

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Electricity	£559	£1,500	£136	£250
Rent	**£12,923**	**£12,000**	**£12,669**	**£12,500**
Balance	£12,364	£10,500	£12,533	£12,250

5 ASSEMBLY ROOMS

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Heat	£8,918	£8,500	£4,833	£5,000
Light	£2,975	£3,000	£2,050	£3,000
Rates	£9,368	£10,000	£9,369	£14,000
Water	£2,583	£500	£109	£200
Cleaning	£1,662	£1,600	£1,797	£1,700
Refuse collection	£987	£1,000	£545	£700
Fire protection	£852	£850	£213	£300
General repairs	£3,159	£2,500	£4,925	£3,500
Rental income	**£12,912**	**£12,000**	**£8,968**	**£8,968**
Balance	-£17,592	-£15,950	-£14,873	-£19,432

6 MEMORIAL HALL MEMORIAL HALL

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Gas	£12,950	£12,000	£9,516	£10,000
Electricity	£23,555	£30,000	£20,331	£25,000
Water	£486	£700	£749	£750
Rates	£9,231	£10,000	£11,826	£12,000
Refuse Collection	£2,276	£2,000	£3,065	£3,000
Cleaning	£3,112	£3,000	£3,068	£3,000
General repairs	£54,774	£20,500	£56,587	£30,000
PRS	£2,739	£2,700	£3,650	£3,700
Telephone	£1,174	£1,250	£1,158	£1,250
Maintenance contracts	£8,528	£8,525	£16,722	£9,000
Licence	£180	£180	£180	£180
Hire fees	**£62,803**	**£56,000**	**£65,836**	**£63,000**
Bar income	**£23,099**	**£21,000**	**£28,338**	**£25,000**
Bar expenditure	£13,232	£13,000	£17,822	£17,000
Balance	-£46,335	-£26,855	-£50,500	-£26,880

8 BISHOP BONNERS COTTAGE

Code	Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
	Repairs	£612	£550	£201	£550
	Electricity (Church Tower)	£849	£1,000	£757	£800
	Rent	**£1**	**£1**	**£1**	**£1**
	Balance	-£1,460	-£1,549	-£957	-£1,349

9 RECREATION GROUND

RECREATION GROUND

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Light	£597	£1,700	£732	£800
General repairs	£6,317	£5,000	£8,031	£6,000
tennis courts repair	£198	£3,000	£3,488	£3,000
Water	£1,200	£200	£195	£200
Tennis Courts	**£2,388**	**£2,300**	**£550**	**£2,000**
Rent	**£923**	**£1,000**	**£1,138**	**£1,000**
Refuse collection	£2,966	£2,500	£757	£0
Balance	-£7,967	-£9,100	-£11,515	-£7,000

10 CIVIC

CIVIC EXPENSES

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Mayors Allowance	£559	£840	£764	£850
Members expenses	£0	£650	£184	£650
Councillor training	£0	£1,800	£140	£1,800
Civic Expenses	£5,224	£3,900	£12,829	£4,000
Mayor's events	£62	£2,550	£0	£2,550
Photos/Engraving	£0	£25	£306	£25
Balance	-£5,845	-£9,765	-£14,223	-£9,875

11 STREET FURNITURE

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Flower baskets	£2,910	£2,800	£2,790	£2,800
War Mem Gen Maint	£112	£355	£786	£500
Electricity	£2,637	£2,500	£3,964	£3,500
Gen maint	£2,696	£3,000	£1,073	£3,000
Other new SF	£2,958	£3,200	£1,934	£3,200
Dog waste bins	£0	£1,000	£0	£1,000
Christmas lights /tree	£11,712	£13,000	£14,480	£14,000
Balance	-£23,025	-£25,855	-£25,027	-£28,000

12 NEATHERD MOOR/ABBOTS F

350

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Conservation	£483	£500	£8,517	£500
Balance	-£483	-£500	-£8,517	-£500

13 ETLING GREEN

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Conservation	£2,232	£2,900	£2,779	£2,900
Balance	-£2,232	-£2,900	-£2,779	-£2,900

14 VICARAGE MEADOW

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Conservation	£3,091	£1,100	£1,079	£4,000
Balance	-£3,091	-£1,100	-£1,079	-£4,000

15 GRANTS

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
General	£8,049	£15,500	£8,660	£15,000
Heritage Trust	£1,000	£1,000	£1,000	£1,000
Balance	-£9,049	-£16,500	-£9,660	-£16,000

16 WINDMILL

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
General maintenance	£1,950	£7,000	£7,000	£7,000
Balance	-£1,950	-£7,000	-£7,000	-£7,000

17 DEREHAM COMMUNITY CAR

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Mileage costs	£4,439	£5,000	£6,176	£6,000
Other costs	£268	£500	£326	£500
Balance	-£4,707	-£5,500	-£6,502	-£6,500

18 VAN VAN

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Fuel	£942	£1,500	£860	£1,000
Repairs	£1,325	£1,500	£405	£1,500
Road tax	£337	£340	£347	£350
Tractor	£930	£1,000	£0	£1,000
Balance	-£3,534	-£4,340	-£1,612	-£3,850

19 BANKING

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Premier	**£35,159**	**£35,000**	**£20,000**	**£20,000**
Current	£701	£900	£531	£600
Wages and Petty Cash	£167	£200	£500	£500
PWLB	£179,481	£179,481	£179,285	£179,285
CCLA	**£4,939**	**£4,500**	**£4,434**	**£4,500**
Card Machines	£2,745	£3,000	£2,114	£2,500
Balance	-£142,996	-£144,081	-£157,996	-£158,385

20 STAFF COSTS Staff Costs

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Management total	£151,757	£184,345	£155,806	£201,594
Outside total	£117,461	£132,215	£126,306	£144,183
Admin total	£107,826	£154,039	£120,222	£155,484
Memorial Hall total	£18,391	£21,743	£23,011	£23,000
Balance	-£395,435	-£492,342	-£425,345	-£524,261

21 NORWICH STREET PROP'

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
58 Repairs	£5,500	£3,000	£0	£3,000
62 Rental Income	£5,000	£5,000	£7,306	£7,306
Rental Income 58	£8,552	£8,000	£8,485	£8,485
Balance	£8,052	£10,000	£15,791	£12,791

22 TOILETS

Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
Electricity	£8,522	£1,500	£1,201	£1,500
Cleaning	£6,822	£7,000	£4,287	£5,000
Repairs	£10,436	£12,000	£10,472	£12,000
Water	£200	£250	£208	£250
Broadband			£528	£530
Balance	-£25,980	-£20,750	-£16,168	-£19,280

23	PLAY AND OPEN SPACES	Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
		Contract maintenance	£26,009	£50,000	£15,719	£50,000
		Play equip' maintenance	£10,550	£15,000	£3,124	£15,000
		General maintenance	£4,545	£6,000	£21,616	£6,000
		Inspections	£0	£1,000	£1,260	£1,300
		Tree work	£2,330	£9,000	£7,221	£9,000
		New trees	£5,613	£1,900	£2,393	£2,000
		Rent Rugby	**£1**	**£1**	**£1**	**£1**
		Rent Toftwood	£1,497	£1,527	£1,534	£1,565
		Balance	-£50,543	-£84,426	-£52,866	-£84,864

24	Countryside Park	Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
		Countryside Park	**£21,158**	**£15,000**	**£5,578**	**£15,000**
		Countryside Park	£24,363	£20,000	£11,507	£20,000
		Balance	-£3,205	-£5,000	-£5,929	-£5,000

	Car Parks	Title	Year End 2024/25	Estimate 2026/27	Year end 2025/26	Proposed estimate
		Income				**£0**
		Bin emptying				£1,248
		Drain and Gulley cleaning				£1,000
		Road Sweeping £500 for 2 hre visit				£2,000
		Winter treatment				£4,580
		Electrical Inspections 5 yearly				£300
		Electricity				£3,000
		Lamp repairs				£1,200
		Strimming grounds maintenance				£315
		Tree works				£250
		Tree inspections				£250
		EV charger repairs				£2,000
		Line markings				£2,400
		Repairs general				£6,000
		Non Domestic Rates				£65,791
		Balance				-£90,334

income (exc precept)	**£234,474**		**£232,933**
Precept	**£1,279,676**		**£1,296,183**
total income	**£1,514,150**		**£1,529,116**
Gross revenue expenditure	**£1,158,579**		**£1,285,230**
Gross capital and Projects expenditure	**£355,571**		**£243,886**
Total expenditure	**£1,514,150**		**£1,529,116**

4 year Projects and Capital
November 2026

		2026-2027	2027-28	2028-29	2028-29	2029-30
	Income					
1	Revenue budget surplus	£355,571	£243,886	£243,886	£243,886	£243,886
	Less Funds for Play and Building Repairs					
	Building capital repairs	£80,034	£83,236	£86,565	£90,028	£93,629
	Play equipment	£32,354	£33,649	£34,995	£36,394	£37,850
	Income less funds for buildings and play. Total **(a)**	£243,182	£127,002	£122,326	£117,464	£112,407
	Expenditure ** move to revenue budget at budget setting					
1	Countryside Park	£14,613	£14,905	£15,203	£15,507	£15,817
2	Swanton Road Open Space	£3,000	£5,000	£5,000	£5,000	£5,000
3	Orbit open space	£0	£0	£0	£0	£0
4	Westfield Road open space	£0	£0	£0	£0	£0
5	Etling view play space**					
6	Etling view extension open space	£4,000	£4,000	£4,000	£4,000	£4,001
7	Old Becclesgate play area**	£0	£0	£0	£0	£0
8	Sandy lane Girling Road**	£0	£0	£0	£0	£0
10	Revenue budget inflation risk	£6,341	£6,468	£6,598	£6,729	£6,864
11	Additional open space	£32,279	£32,925	£33,584	£34,255	£34,940
12	Advice to acquire additional open spa	£30,000				
13	Van	£6,000				
	Youth Work Provision	£10,000				
14	Walking and Cycling	£10,000	£10,000	£10,000	£10,000	£10,000
15	Major refurbishment TC Assets.	£30,000	£30,000	£30,000	£30,000	£30,000
	Mem Hall Solar panels					
	Carpark future maintnenace	£33,000	£33,000	£33,000	£33,000	£33,000
	Car park future maintenace	£20,450	£21,064	£21,064	£21,064	£21,064
12	Tree survey	£3,000	£4,000	£4,000	£4,000	£4,000
13	Election charges	£10,000	£30,000	£0	£0	£0
	Total (b)	£212,684	£191,362	£162,448	£163,555	£164,686
	Additional expenditure					
	New Projects and Parish Partnership. (available budget)	£20,000	£20,000	£20,000	£20,000	£20,000
	Breckland Heritage Project	£0	£10,000	£20,000	£20,000	
	Norwich Road - Road safety	£4,000				
	Other Projects					
	Neighbourhood Plan	£19,693				
	Commemoration Grants	£5,869				
	delegated services'*	£25,914	£26,432	£26,961	£27,500	£28,050
	Total (c)	£75,476	£56,432	£66,961	£67,500	£48,050
d	Opening balance	£980,812	£622,869	£505,312	£398,230	£284,638
e	Totals (a+d-b-c)	**£935,835**	**£502,077**	**£398,230**	**£284,638**	**£184,309**
f	Balance from Buildings and Play	-£312,965	£3,235	-£0	-£0	£0
	Closing balance /Reserves (e+f)	**£622,869**	**£505,312**	**£398,230**	**£284,638**	**£184,309**
	Annual budget surplus (d-e)	-£44,977	-£120,792	-£107,082	-£113,591	-£100,329
	Target reserves	£491,260	£510,911	£531,347	£552,601	£574,705
	Difference between reserves and target.	£131,609	-£5,598	-£133,117	-£267,963	-£390,396
	Monthly Net revenue (precept)	£106,640	£106,640	£106,640	£106,640	£106,640
	Revenue Reserves in Months	4.90	3.80	2.80	1.73	0.79

Delegated services*
Possible additional staff
Maintaining the Neatherd

Building Capital Repairs

	2026-27	2027-28	2028-29	2029-30
from P&C	£80,034	£83,236	£86,565	£90,028
Memorial Hall - lights, sound etc.	£20,000			
Bishop Bonner + Thatch	£10,000	£30,000		
Neatherd Track contribution		£20,000		
Memorial Hall Roof			£70,000	£43,000
Memorial Hall heating control systems				
Assembly Rooms external decoration	£40,000			
Assembly Rooms Internal decoration	£6,000			
Windmill provisional	£25,000			
Barwell Toilet doors		£15,000		
Town sign		£15,000		
Cemetery Lodge	£23,000			
Other	£0	£0	£16,565	£47,028
Closing Balance	-£33,966	£3,236	-£0	-£0

Play equipment

	2026-27	2027-28	2028-29	2028-30
from P&C	£32,354	£33,649	£34,995	£36,394
New Play (north Dereham)				
Skate Park	£279,000			
Recreation Ground Play Dereham				
Refurbish play area	£32,354	£33,649	£34,995	£36,394
Closing Balance	-£279,000	-£0	-£0	£0

Cumulative	-£312,965	£3,235.17	-£0.46	-£0.43

DEREHAM TOWN COUNCIL

STANDING ORDERS

MEETINGS

1. Meetings of the Council shall be held on the 2nd Tuesday of each month in the Memorial Hall, Norwich Street, Dereham at 7.30 pm unless the Council otherwise decides at a previous meeting. Regular Committee Meetings meet on the 4th Tuesday. Other meetings of the Council will be held on some other Tuesday.

   1a) No committee meetings will be in August.

2. **The Statutory Annual Meeting**
   (a) In an election year shall be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council and
   (b) In a year which is not an election year shall be held on the third Tuesday in May.

3. **Acceptance of Code of Conduct**
   In an election year all Councillors shall execute Declarations of Acceptance of Code of Conduct in the presence of a proper officer previously authorised by the Council to take such a declaration, before the annual meeting commences. Any councillor who is unable, through illness or absence to do so prior to the Annual Meeting shall be required to execute a Declaration of Acceptance of Code of Conduct prior to participating in the first Council or Committee meeting which that councillor is able to attend.

CHAIRMAN OF MEETING

4. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting. The chairman's decision shall be final at any meeting.**

PROPER OFFICER

5. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk:

   (a) To receive declarations of acceptance of office.
   (b) To receive and record notices disclosing pecuniary interests.
   (c) To receive and retain plans and documents.
   (d) To sign notices or other documents on behalf of the Council.
   (e) To receive copies of bye-laws made by a District Council.
   (f) To certify copies of bye-laws made by the Council.

(g) To sign summons to attend meetings of the Council.
(h) To keep proper records for all Council meetings.

In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk. In the absence of the Clerk, the officer acting in place of the Clerk shall have delegated powers of the proper officer and such other delegated powers as may be considered necessary by the Council.

5.1 That no meeting of the Council shall take place without a suitably qualified officer acting as Clerk. To advise the Council and ensure that a proper record is kept of any decisions made.

QUORUM OF THE COUNCIL

6. Six members shall constitute a quorum at full Council meetings - see Standing Order No. 47 for quorum for committee meetings.

7. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of a Registered Disclosable Pecuniary or other declared prejudicial interest falls below the quorum the meeting shall be adjourned. The business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Mayor may fix.

VOTING

8. Members shall vote by show of hands, or, if at least two members so request, by signed ballot.

9. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request may be made before or after the vote but in any event before moving on to the next business.

10. (1) Subject to (2) and (3) below, the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote whether or not he gave an original vote.

(2) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Mayor and Vice-Mayor until the end of their term of office he may not give an original vote in an election for Mayor.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

ORDER OF BUSINESS

11. **At each Annual Meeting the first business shall be:**
    - **(a) To elect a Town Mayor (Chairman).**
    - **(b) To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.**
    - **(c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.**
    - (d) To decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be received.
    - (e) To elect a Deputy Mayor (Vice-Chairman).
    - (f) To appoint representatives to outside bodies.
    - (g) To appoint Committees.
    - (h) To consider the payment of any subscriptions falling to be paid annually.
    - (i) To inspect any deeds and trust instruments in the custody of the Council:

    and shall thereafter follow the order set out in Standing Order 14.

12. **At every meeting other than the Annual Meeting the first business shall be to appoint a Chairman if the Mayor and Deputy Mayor be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or, if not then received, to decide when they shall be received.**

13. In every year not later than the end of March staff will be given appraisals to assess their entitlement to any increment on their pay scale. (Staff contracts are linked to a national scheme for pay and conditions, so as conditions are altered at a national level the contracts will automatically be updated and the council notified of any changes) (See Standing Order 37 below)

14 After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:

    - (a) To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
    - **(b) After consideration to approve the signature of the minutes by the person presiding as a correct record.**
    - **(c) To deal with business expressly required by statute to be done.**
    - (d) To dispose of business, if any, remaining from the last meeting.
    - (e) To receive such communications as the person presiding may wish to lay before the Council.

(f) To receive and consider reports and accuracy of minutes and to consider approval of any recommendations from Committees.
(g) To receive and consider reports from officers of the Council.
(h) To authorise the sealing of documents.
(i) To authorise the signing of orders for payment.
(j) To answer questions from Councillors.
(k) To consider resolutions or recommendations in the order in which they have been notified.
(l) Any other business specified in the summons.

15. A motion to vary the order of business on the ground of urgency:
(a) may be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
(b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

16. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice **in writing** of its terms and had delivered the notice to the Clerk not later than Wednesday in the week before the next meeting of the Council.

17. The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in order in which it was received and shall enter it in a book which shall be open to inspection by every member of the Council.

18. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move the said motion at some later meeting or that he withdraws it.

19. If a resolution or recommendation specified in the summons is not moved either by the member who gave the notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

20. If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, be placed before such Committee or to such other Committee as determined by the Clerk in consultation with the proposer; unless the Chairman of the Council and the Chairman of the relevant committee, considers it to be a matter of urgency, then they may allow it to be dealt with at the next Full Council meeting.

20a

Not a standing order but being trialled for a period – to be reviewed and if necessary included as a standing order at a later date.

1) All reports for consideration should be prepared by an officer, if a Councillor suggests that the Council should do something new, the item will be placed on a committee agenda.
2) If the matter is quite straight forward, incurs minimal cost and minimal risk, it can be dealt with by the committee, without further steps.
3) If it is something which, which has risk and resource implications and therefore needs more consideration and it is something which the committee wishes to pursue further, then the committee may decide to 'commission' a report.
4) The report will be prepared by the Clerk in consultation with the proposing Councillor. The report should briefly set out the proposal, risk, costs, opportunities and potential issues. The report would be a First Step Report and not a thorough report.
5) If, after receiving the first step report, the committee still feel it is something that it might want to consider pursuing at a later date, it will place the report on the list of potential work streams. When Councillors then decide to select the next work stream, there will be a better understanding of some of the issues for each item under consideration.
6) Progress on work streams will be updated in a written report committee which the work stream sits within.

21. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

22. Resolutions dealing with the following matters may be moved without notice:-

(a) To appoint a Chairman of the meeting.
(b) To correct the Minutes.
(c) To approve the minutes.
(d) To alter the order of business.
(e) To proceed to the next business.
(f) To close or adjourn the debate.
(g) To refer a matter to a Committee.
(h) To appoint a Committee or any members thereof.

(i) To adopt a report.
(j) To authorise the sealing of documents.
(k) To amend a motion, resolution or recommendation.
(l) To give leave to withdraw a motion or resolution or an amendment.
(m) To extend the time limit for speeches.
(n) To exclude the public. (See order 80 below.)
(o) To silence or eject from the meeting a member named for misconduct. (See order 32 below.)
(p) To give the consent of the Council where such consent is required by these Standing Orders.
(q) To suspend any Standing Order. (See order 78 below.)
(r) To adjourn the meeting.

QUESTIONS

23. A member may ask the Chairman or the Clerk any question concerning the business of the Council, provided at least 24 hours' notice of the question has been given to the person to whom it is addressed before the meeting begins.

24. No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions from the Councillors.

25. Every question shall be put and answered without discussion.

26. A person to whom a question has been put may decline to answer. If the meeting wishes to consider questions or comments from the public the meeting shall be adjourned. The time allowed for public speaking will be 15 minutes unless otherwise agreed by Council before public speaking commences. The protocol for public speaking shall be annexed to these Standing Orders.

RULES OF DEBATE

27. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman of the meeting.

28. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.

(b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of

the debate.

(c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.

(d) No speech by a mover of a resolution shall exceed five minutes, and no other speech shall exceed three minutes except by consent of the Council.

(e) An amendment shall be either:-
- (i) To leave out words.
- (ii) To leave out words and insert or add others.
- (iii) To insert or add words.

(f) An amendment should not have the effect of negating the motion before the Council. Where an amendment is proposed to a resolution and the proposer or seconder of the original motion feels that the amendment would negate that motion, they can demand that the original motion be put to the vote before any proposed amendment be put to the vote. If the motion falls, then a new motion can be proposed incorporating the amendment.

(g) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

(h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

(i) The mover of a resolution or amendment shall have the right of reply, not exceeding three minutes.

(j) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment or on an amendment, or on a point of order, or in personal explanation, or to move a closure.

(k) A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.

(l) A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion and no member may speak upon it after permission has been asked for its

withdrawal unless such permission has been refused.

(m) When a resolution is under debate no other resolution shall be moved except the following;

(A) debate may continue

(i) To amend the resolution.
(ii) That a member named be not further heard.
(iii) That a member named do leave the meeting.
(iv) To exclude the public and press.

(B) If the resolution be carried, no further debate may take place

(i) To proceed to the next business.
(ii) To adjourn the debate.
(iii) That the question be now put.
(iv) That the resolution be referred to a Committee
(v) To adjourn the meeting.

29. Members do not need to rise to speak unless the Chairman in consultation with the Clerk decide that is the numbers of public present are such, that it would be more effective to do so. In any case, the Chairman shall direct Members at the beginning of the meeting to stand when speaking.

30. (a) The ruling of the Chairman on a point of order or on the admissibility of a personal experience shall not be discussed.

(b) Members shall address the Chairman.

(c) Whenever the Chairman rises during a debate all other members shall be seated and silent.

CLOSURE

31. At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such a motion is seconded the Chairman shall put the motion but, in the case of a motion "to put the question", only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after the right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

DISORDERLY CONDUCT

32. (a) **All members must behave in the manner required by the Code of Conduct adopted by the Council, a copy of which is annexed to these Standing Orders.**

(b) No member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or to bring it into contempt or ridicule.

(c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) or (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

(d) If either of the motions mentioned in paragraph (c) is disobeyed the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHTS OF REPLY

33. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

34. A member may, with the consent of his seconder, move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

35. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least four members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.

(b) When a special resolution or any other resolution moved under the

provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

36. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

37. If, at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No. 68.)

RESOLUTIONS ON EXPENDITURE

38. (a) All expenditure shall comply with specified conditions in Financial Standing Orders.

(b) Any resolution which is moved otherwise than in pursuance of a recommendation of the Finance Committee (or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chairman:

(i) substantially increase the expenditure upon any service which is under the management of the Council or

(ii) reduce the revenue at the disposal of any committee, or

(iii) which would involve capital expenditure.

Shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council. Any committee affected by the proposed resolution shall consider whether it desires to report thereon; and the Finance Committee shall in any event consider the financial aspect of the matter and report theron to Council.

EXPENDITURE

39. (a) All payments shall be made as specified in Financial Regulations.

SEALING OF DOCUMENTS

40. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

(b) The Council's Common Seal shall alone be used for sealing documents.

The seal shall be applied by the proper officer in the presence of two members who sign the document as witnesses.

COMMITTEES AND SUB-COMMITTEES

41. The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision in that behalf:-

(a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.

(b) may subject to the provisions of Order 35 above at any time dissolve or alter the membership of a committee.

(c) Subject to Standing Order 42 and excluding the Car Scheme Appointment Committee and the Planning Committee, standing committees shall comprise of up to 6 members.

42. The Mayor and Deputy Mayor shall be members of every Committee with full voting rights.

43. Every Committee shall at its first meeting after the annual meeting of the Council in any year elect a Chairman and (if so desired) a Vice-Chairman for the year who shall each serve, being a member of the Committee, until the beginning of the first meeting of the Committee in the following year.

44. The Chairman of a Committee or the Chairman of the Council may summon an additional meeting of that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

45. Every Committee may appoint sub-Committees for purposes to be specified by the Committee.

46. The Chairman and Vice-Chairman of the Committee shall be members of every sub-Committee appointed by it unless they signify that they do not wish to serve.

47. Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a sub-Committee, the quorum of a Committee or sub-Committee shall be three of its members.

48. The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to Committee and sub-Committee meetings.

49. The Council shall have a committee for considering the appointment of Community Car Scheme Drivers with criminal convictions; to be called the 'Car Scheme Appointment Committee' The Committee shall have specific responsibility for considering the appointment of drivers who have criminal convictions, to the Community Car Scheme. This Committee will have delegated authority to make decisions in its own right. In order to maintain confidentiality, the committee shall be made up of three councillors, with no other councillor being permitted to be present (unless invited by the Chairman of the committee to observe for training purposes). The Committee shall comprise the Chairman of Personnel (or their substitute from that committee), Chairman of Social and Welfare (or their substitute from that committee) and the Mayor or Deputy Mayor. If neither the Mayor nor Deputy Mayor is able to attend then the Chairman of the Personnel Committee shall nominate a third member from either the Personnel or Social and Welfare Committees. Only the Councillors on that committee shall receive any confidential reports. With regards to Standing Orders for Committees; Standing Order 42 and 45 shall not apply to the Car Scheme Appointment Committee.

WORKING GROUPS

50. (1) The Council may create Working Groups, whose name, and number of members and the bodies to be invited to nominate members shall be specified.

(2) The Clerk shall inform the members of each Working Group of its terms of reference.

(3) A Working Group may only make recommendations and give notice thereof to a Committee or Sub-committee of the Council.

(4) An Working Group may consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES

51. Members of Committees and sub-Committees entitled to vote shall vote by show of hands, or, if at least two members so request, by signed ballot.

52. The Chairman of a Committee or a sub-Committee shall in the case of an equality of votes have a second or casting vote.

53. Any member of a Committee of Council may (save where expressly excluded in Standing Orders) arrange for a substitute in the event of that member being unable to attend that Committee. The absentee must (with the exception of any Working Group member who is not a member of the Council) appoint as his substitute another member of the council. Normally at least one day's notice should be given to the Town Clerk or the appropriate officer of the Council, but in special cases a shorter notice may be given with the consent of the meeting. This Order does not apply to the Car Scheme Appointment Committee.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

54. A member who has proposed a resolution which has been referred to any Committee of which he is not a member, may explain his resolution to the Committee but shall not vote.

55. (a) Any member of the Council shall be entitled to attend any meeting of a Committee or sub-Committee to which he/she has not been appointed and shall be allowed to speak but not vote at such meetings.

(b) Any member of the Council who attends any meeting of a Committee or Sub-Committee shall be entitled to remain at any such meeting not with-standing the exclusion of the public and the press regardless of the item under consideration.

ACCOUNTS AND FINANCIAL STATEMENT

56. (a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council as specified in Financial Standing Orders.

(b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised

by the Committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Mayor or Deputy Mayor of the Council.

(c) All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.

57. The Responsible Financial Officer shall supply to each member of every ordinary meeting a statement of receipts and payments as specified in Financial Standing Orders.

ESTIMATES

58. (a) The Council shall approve written estimates for the coming financial year at its meeting at the end of the month of December as specified in Financial Standing Orders.

(b) Any Committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than end of November.

INTERESTS

59. (a)If a member has a Disclosable Pecuniary Interest or other Registerable Interest as defined by the Code of Conduct adopted by the Council then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest.

60. If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the meeting during consideration of the item to which the interest relates.

61. A member who has declared a Pecuniary Interest must not participate in discussions relating to that agenda item and shall leave the meeting until the Next Business is to be considered.

62. The Clerk shall hold a copy of the Register of Member's Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and/or as required by statute.

63. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is

related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.

64. The Clerk shall make known the purport of Standing Order 63 to every candidate.

CANVASSING AND RECOMMENDATIONS BY MEMBERS

65. (a) Canvassing of members of the Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.

(b) A member of the Council or of any Committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

66. Standing Orders Nos. 62, 63 and 64 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

67. A member may for the purpose of his duty as such (but not otherwise) inspect any document in possession of the Council or a Committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

68. **All Minutes kept by the Council and by any Committee shall be open for the inspection of any member of the Council.**

UNAUTHORISED ACTIVITIES

69. Unless authorised to do so by the Council or the relevant Committee or sub Committee, no member of the Council or of any Committee or sub-Committee shall in the name of or on behalf of the Council:

(a) Inspect any lands or premises which the Council has a right or duty to inspect; or

(b) issue orders, instructions or directions to employees of the council or the council's contractors.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

70. **The public shall be admitted to all meetings of the Council and its Committees** and sub-Committees, **which may, however, temporarily exclude the public** by means of the following resolution:

To pass a resolution to exclude press and public from the meeting on the grounds that the business to be transacted is confidential and publicity would be prejudicial to the public interest.

If a person's advice or assistance is needed they may be invited (by name) to remain after the exclusion resolution is passed.

71. At all meetings of the Council the Chairman may at their discretion prior to or at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

72. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

73. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he or she be removed from the Council Chamber.

CONFIDENTIAL BUSINESS

74. (a) No member of the Council or of any Committee or sub-Committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the Committee or the sub-Committee as the case may be.

(b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any Committee or sub-Committee of the Council by the Council.

LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

75. A notice of each Council meeting shall be sent together with an invitation to attend to the County Councillor for each Dereham division and to the District Councillor or Councillors for

each Dereham ward.

76. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Council or Planning Authority shall be transmitted to the County Councillor for the relevant Dereham division or to the Planning Authority Councillor for the relevant Dereham ward as the case may require.

PLANNING APPLICATIONS

77 The Clerk shall notify all Councillors by e-mail of each planning application received giving the location and its Local Planning Authority reference number and inviting councillors to respond with their comments. Where there are no comments or a majority of councillors respond stating that they have no objections to an application (by the date specified in the email) the Clerk in his discretion may notify the Local Planning Authority of this along with a summary of any comments made and omit the application from the next plans committee agenda, PROVIDED that this shall not apply to any major or contentious planning applications, which shall always be put before the plans committee for full consideration.

STANDING ORDER ON CONTRACTS

78 Standing Orders as contracts shall be as defined in the Financial Standing Orders and Regulations.

CODE OF CONDUCT ON COMPLAINTS

79. The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to Breckland Council's Monitoring Officer for consideration.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

80. Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item or business.

81. A resolution permanently to add, vary, or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

STANDING ORDERS TO BE GIVEN TO MEMBERS

82. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to comply with the Code of Conduct adopted by the Council.