

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

DEREHAM TOWN COUNCIL

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4th June 2026

Dear Councillor

You are hereby summoned to attend the next meeting of **Dereham Town Council** which will be held at the Memorial Hall, Dereham on **Tuesday 9th June 2026** at **7.30pm** 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

Adjournment for Public Speaking - meeting to be adjourned for up to 15 minutes maximum to take questions from members of the public or to allow County and District Councillors to give a report and answer questions.
3. To receive announcements.
4. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting** held on **Tuesday 12th May 2026**.
5. To receive from the Chairman, confirm as correct and sign the minutes of the **Annual Town Council meeting** held on **Tuesday 19th May 2026**

6. **Personnel**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Personnel Committee meeting held on Tuesday 26th May 2026.**
- b) To discuss any matters arising and vote on any recommendations listed below.

There were no recommendations.

7. **Finance**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Finance Committee meeting held on Tuesday 2nd June 2026.**
- b) To discuss any matters arising and vote on any recommendations listed below.

To consider grant applications.

The Committee recommended that a grant of £750 be awarded to the Dereham Cricket Club towards improvements to insulation and new flooring.

To review income against expenditure to 31st March 2026

The Committee recommended that there no longer be a specific budget line for CAB and that the budget allocated be rolled into the General grant budget for 2026/27

**To review Financial and Operational Risk and Risk Register.
These were reviewed.**

The Committee recommended that the Local Government Resource Centre be approached to conduct a thorough review of the Financial and Management Risk Assessment.

To review Internal Auditors Terms of Reference.

The Committee recommended that the Local Government Resource Centre be approached to conduct a thorough review of the Internal Auditors Terms of Reference.

To appoint Internal Auditor.

The Committee recommended that Mr R Goreham be appointed internal Auditor for 2026/27 and that a different internal auditor be appointed from 2027/28.

To review Financial Regulations and Investment Policy.

The Committee recommended that the Local Government Resource Centre be approached to conduct a thorough review of the Financial Regulations to check that they are compliant with current legislation and guidance.

8. To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.
9. To appoint Councillor A Keats to the Personnel Committee.
10. Update on transfer of Car Parks
11. Skate Park Project update on estimated costs
12. To consider supporting Dereham Town Football Club – S106 funding drawdown
13. To review Annual Return for 2025/26 section 1 Annual Governance Statement
14. To review Annual Return for 2025/26 section 2 Accounting Statement.

Dereham Town Council

Full Council

9th June 2026

Agenda Notes.

10. Update on transfer of Car Parks.

There are two outstanding issues, while they are not necessarily a 'deal breaker', Councillors are being made aware before the transfer is completed.

Issue one – the requirement for any successor to enter into a deed of covenant with Breckland Council. Dereham TC's solicitor feels this is a bit onerous and sent the following message to Breckland's solicitors.

I am still not clear why your client requires a deed of covenant and restriction on title to ensure a restrictive covenant binds successors. A restrictive covenant would automatically bind future owners without the need for a deed of covenant and therefore, I cannot see any benefit to your client in receiving a deed of covenant. In addition, the restriction on title would unnecessarily blight our client's title after completion – any successor would automatically be bound by the restrictive covenant contained in 11.14 of the Transfer.

Therefore, a restriction on the title and requirement for a deed of covenant seem to be overly onerous. Can you please clarify why your client feels they are necessary? I appreciate this might be a form of transfer your client has spent money agreeing but it still does not seem to be relevant to the circumstances and covenants involved.

Breckland's solicitors response:

Thanks for this. It's a policy decision that has been taken to ensure that Breckland are fully complying with the terms of their delegated authority to enter into the transaction. I'd reiterate that your client is being given a number of prominent town centre car parks by Breckland.

Issue two – Adverse possession of part of Cherry Tree Car park.

There are two properties at the rear of the carpark which will have gained adverse possession over part of the title. A request has been made to remove these from the transfer on the basis that this was a problem created by Breckland Council's negligence, it would therefore be right for Breckland to bear the cost of resolving the problem by formally transferring the title to the properties that have possession.

Breckland Council have refused to remove these areas from the title being transferred.

Comment.

Neither of these issues are significant, but Issue Two would incur legal costs and time in the future.

11. Skate Park Project update on estimated costs.

An initial design went out to consultation, as part of that consultation there was extensive engagement with users and potential users.

Other than a small number of amendments the initial design was well received. There were however a core of experienced skaters who had ongoing discussions with the designers around some features which they feel are essential. It was not possible to incorporate everything these skaters were looking for, but amendments were prepared which incorporated some of these feature without compromising the needs of other users and potential users, particularly new and less confident users and people with disabilities.

This redesign involved an increase in the overall footprint and complexity of design.

In February the Council approved an additional £20,000 to cover the estimated additional costs of the extended design. This increase brought the total budget up to £270,000.

The concept design has now gone through detailed design with preparation of a bill of quantities and detailed costs. These costs are now in excess of the original estimated despite value-engineering taking place to try and bring the costs back to budget.

The contractors have been honest and confessed that in trying to accommodate the wishes of particular groups, they hadn't fully appreciated how this fully impacted the costs. It is not only the volume of concrete but the complexity of the design which has increased costs along with increase in costs due to energy cost increases.

The revised costs are set out in the schedule attached, but in essence; from the original tender scheme the volume of concrete has increased by 11% and the costs have increased by 11%. The overall cost is now £278,864 which is a 3% (£8,864) increase on the current allocated budget.

The only realistic option to reduce costs would be to remove the pump track, but this would impact on the parks ability to cater for less experienced riders.

Councillors are being asked to consider allocating an additional £8,864 to the project or consider removing the pump track or considering a redesign.

12. To consider supporting Dereham Town Football Club – S106 funding drawdown

Dereham Town Football Club (DTFC) has requested Dereham Town Council's support to access S106 monies held by Breckland Council.

DTFC have been developing a strategy to increase usage of the existing facilities. Part of the strategy includes:

- 1) Installing a bore-hole and irrigation system. This will enable the pitches to be over-seeded and maintained in the closed summer months, so that the pitches are in the best condition possible at the beginning of the season. (est £30,000)
- 2) Purchase tractor and equipment. This will enable interventions such as aeration and fertiliser application to be carried out at the optimum time rather than when contractors are available. Other sports clubs in Dereham could also benefit from this equipment being located centrally. (est £20,000)

- 3) Upgrading to LED flood lighting – This will provide savings in energy costs, the improvements will also include enabling the lights to turn and illuminate the pitches at the rear, which then enables evening training during winter months. (est £30,000)
- 4) Some minor improvements to the changing facilities and parking. (est £15,000)

The total cost of these improvements will come to £100,000, DTFC will apply to the Premier League's Stadium fund for £70,000 and would like to draw down £30,000 of S106 monies as match funding.

DTFC have, over the last few months, been establishing links with Dereham Saints, with the aim that the clubs complement each other (flyer enclosed).

Councillors are being asked to support Dereham Town Football Club in drawing down £30,000 of S106 funding, which would lever in a £70,000 of additional funding and increase the amount of sports the club is able to accommodate.

Project Dereham Skatepark 1439
 Title 3. Breakdown of estimated costs
 Stage Tender
 Date 29/10/2025
 Author EH

New design m2 418
 Old design m2 375
 Difference m2 43
 Additional m3 6.45
 Price per m3 of concrete £ 190



No	Description	Price	% increases	£ Difference	New price	Notes
1	Consultation (minimum 2 sessions) inc reporting	£ 3,250.00	20%	£ 650.00	£ 3,900.00	Additional meetings, evening working and phone calls
2	Creation of 3D concept design	£ 5,000.00	25%	£ 1,250.00	£ 6,250.00	Complete re-design charged at half original cost
3	Topographical survey	£ 420.00	0%	£ -	£ 420.00	
4	Construction drawings	£ 2,850.00	0%	£ -	£ 2,850.00	
5	Services searches	£ 200.00	0%	£ -	£ 200.00	
6	Project Management - H&S & CDM Compliance	£ 31,500.00	5%	£ 1,575.00	£ 33,075.00	
7	Creation of Detailed Design Engineering Dwgs	£ 4,500.00	10%	£ 450.00	£ 4,950.00	
8	Preliminaries (site setup, mobilisation, plant, machinery, welfare)	£ 16,800.00	10%	£ 1,680.00	£ 18,480.00	
9	Demolition of existing + processing	£ 8,610.00	0%	£ -	£ 8,610.00	
10	Groundworks & Drainage	£ 42,000.00	15%	£ 6,300.00	£ 48,300.00	Larger park requires 9% or 58m2 greater dig out (accounting for overdig)
11	Steelworks	£ 10,500.00	15%	£ 1,575.00	£ 12,075.00	Structural + coping increases. Price in this area have risen steeply too.
12	Concrete	£ 73,500.00	22%	£ 16,170.00	£ 89,670.00	43m2 / 7m3 additional concrete
13	Ancillary items (seating, bins, sign)	£ 7,434.00	0%	£ -	£ 7,434.00	
14	ROSPA Post installation inspection	£ 500.00	0%	£ -	£ 500.00	
15	Launch Event	£ -	0%	£ -	£ -	
Total (excluding VAT)		£ 207,064.00		£ 29,650.00	£ 236,714.00	

Pump Track		Price	% increases	£ Difference	New price
No	Description				
1	Deliver in-situ beginners concrete Pump track to BSEN 14974	£ 42,150.00			£ 42,150.00
Total Price (excluding VAT)		£ 249,214.00	11%	£ 29,650.00	£ 278,864.00

no changes applied here, inflation accepted.

Notes

Our re-design is driven by the wishes of the local core skaters, who requested additional street features, mini-ramp and level change, and for those features to be aligned in sequence which required a totally revised footprint. To facilitate these changes, the park had to grow by 48m2 which equates to a price increase of 11% or £29,650. Whilst the majority of this increase is accounted for in simple materials and labour required for a larger park with more features, it does also reflect a small increase due to fuel price rises and general inflation (caused by the oil crisis / iron war) with is driving raw materials and transport far beyond standard construction inflation.

All prices include profit, overheads, labour and MGMT.
 All prices exclude VAT
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DEREHAM TOWN COUNCIL

12th May 2026

At a meeting of the **Full Council** held on **Tuesday 12th May 2026** in the Memorial Hall at **7.30pm**.

Present: Councillors R O'Callaghan (Chairman), P Duigan, Z Flint, A Greenwood, A Keats, H King, L King and P Morton.

Also in attendance: T Needham (Town Clerk), J Barron (Deputy Town Clerk) and G Snow (Town Council Officer).

204. **To receive apologies for absence.**

Apologies for absence were received from Councillors C Coleman and R Jamieson

205. **Declaration of Interest.**

There were no declarations of interest.

The meeting was adjourned

There was no public speaking.

The meeting resumed

206. **To receive announcements.**

16th April 2026 - High Sheriff of Norwich
23rd April 2026 - North Norfolk District Council Civic Reception
1st May 2026 - Mayor opening of Bishop Bonners Cottage
8th May 2026 - Hunstanton Mayors Civic Reception

207. To receive from the Chairman, confirm as correct and sign the minutes of the **Full Council meeting held on Tuesday 14th April 2026.**

Proposed by Councillor R O'Callaghan, the minutes of the Full Council meeting held on Tuesday 14th April 2026 were agreed and signed.

208. **Heritage & Open Spaces**

- a) To receive from the Chairman, confirm as correct and sign the minutes of the **Heritage & Open Spaces Committee meeting held on Tuesday 28th April 2026.**

Proposed by Councillor P Duigan, the minutes of the Heritage & Open Spaces Committee meeting held on Tuesday 28th April 2026 were agreed and signed.

- b) To discuss any matters arising and vote on any recommendations listed below.

To receive a report from the Community Access Warden.

It was agreed that Mr K Hawkins email a link or documentation regarding audits on local paths and Rights of Way to the Town Council Office, which would then be shared on the Town Council website and Social Media channels as information changed.

To consider supporting FWAG in investigating wetland habitat creation on part of the countryside park.

It was agreed to support FWAG in applying for funding and conducting a feasibility study for a wider wetland habitat. Proposals, following the feasibility, would be brought back to committee.

209. **Recreation**

a) **To receive from the Chairman, confirm as correct and sign the minutes of the Recreation Committee meeting held on Tuesday 28th April 2026.**

Proposed by Councillor Z Flint, the minutes of the Recreation Committee meeting held on Tuesday 28th April 2026 were agreed and signed.

b) **To discuss any matters arising and vote on any recommendations listed below.**

To consider including a new rule to the Allotment Tenancy Agreement regarding planting trees on an allotment plot.

It was agreed that a new rule be added to the Allotment Tenancy Agreement stating that any new fruit trees must be planted at least 3m in from any plot boundary and must be of dwarf fruit stock. This new rule would not be implemented until after the next Recreation Committee Meeting so Councillors can consider any objections received before proceeding.

To consider drawing down section 106 funding for sport provision to improve facilities at Dereham Saints Football Club.

It was agreed that the Council draw down 106 money for Dereham Saints in order for them to improve sports provision at the club by providing:

- 1) New porta-cabin type changing facilities and club house.
- 2) Verti draining – and overseeding this should improve drainage and permit greater use of the pitches.
- 3) Permanent ball retention system – which will provide greater flexibility with regards to pitch orientation and prevent balls entering private gardens.

210. **To receive and adopt the list of accounts paid, the Financial Statement and list of accounts to be paid.**

Proposed by Councillor R O'Callaghan, the list of accounts paid, the Financial Statement and list of accounts to be paid were agreed.

211. **To propose that, in the light of the response received to the Clerk's email, that the Police and Crime Commissioner be asked to attend a future Council meeting to explain how the Police can prevent future occurrences of traveller encampment, so that local taxpayers are not left with the bill for eviction / clean up.**

Councillors agreed that the Police and Crime Commissioner be asked to attend a future Council meeting to explain how the Police can prevent future occurrences of traveller encampment, so that local taxpayers are not left with the bill for evecton/clean up.

212. **To receive any updates/reports from members of the Council who are County or District Councillors.**

Councillor R O'Callaghan gave an update on an incident in St Nicholas Churchyard that occurred the previous evening. He went on to say that the Police seem to be dealing with any issues that arise in the town, it is the courts that don't seem to be holding on to or convicting the culprits.

Councillors discussed drafting a letter to the public to state that Dereham Town Council are aware of and recognise the unrest in the Town. That, although law & order are not Dereham Town Council's responsibility, they are working with and holding the relevant authorities to account.

It was agreed that T Needham, R O'Callaghan and Z Flint work together to write this up.

Chairman

DEREHAM TOWN COUNCIL

19th May 2026

At the Annual Town Council Meeting held on Tuesday 19th May 2026 at the Memorial Hall, Dereham at 7.30pm.

Present: - Councillors Z Flint (in the chair), P Duigan, S Green, R Jamieson, L King, P Morton and R O'Callaghan.

Also in attendance were Town Clerk T Needham, Deputy Town Clerk J Barron and District and County Councillor A Webb.

1. **To appoint the Town Mayor for the year 2026-2027.**

Councillor R O'Callaghan proposed Councillor Z Flint, seconded by Councillor L King, there were no further nominations. It was put to the vote and agreed that Councillor Z Flint serve as Town Mayor for the year 2026 – 2027.

Councillor Z Flint took the chair.

2. **To receive the Town Mayor's Declaration of Acceptance of Office.**

Councillor Z Flint read and signed the Declaration of Acceptance of Office.

3. **To appoint the Deputy Mayor for the year 2026-2027.**

Councillor Z Flint proposed Councillor S Green, seconded by Councillor P Duigan, there were no further nominations. It was put to the vote and agreed that Councillor S Green serve as Deputy Town Mayor for the year 2026 – 2027.

4. **To receive the Deputy Mayor's Declaration of Acceptance of Office.**

Councillor S Green read and signed the Declaration of Acceptance of Office.

5. **Declaration of Interest**

There were no declarations of interest.

6. **To receive apologies for absence.**

Apologies for absence were received from Councillors A Brooks, C Coleman, A Greenwood, H King and A Keats.

7. **Outgoing Town Mayor's address.**

Fellow councillors, officers of Dereham town council and most importantly residents of Dereham and Toftwood.

It is with a massive sense of gratitude, a sprinkle of sadness (and a bit of relief) that I am before you tonight to conclude my year of service, as your Mayor. This past year has flown by much faster than I could have imagined.

It has been a whirl wind of engagements, ceremonies, and most importantly, meaningful connections, it has been a huge privilege to serve as the first citizen of our fantastic town.

Whether it has been opening the new Nova training facility on Yaxham road, opening fates at Independence matters on Rashes Green, laying the wreath for Dereham Town Council-and the people of Dereham and Toftwood, at the Cenotaph on Remembrance Sunday or opening Bishop Bonners cottage for the coming season, the warmth and resilience of our people has been a constant revelation and inspiration to me.

During my local engagements, I have witnessed firsthand the incredible spirit of our local volunteers, business owners, and community groups, you are the heartbeat of Dereham.

I also would like to make a special mention to our town council officers and staff. To the officers and the entire team, thank you, without you, Dereham would not function, your tireless work behind the scenes goes unnoticed by most, you are the linchpin that holds everything together, I certainly would not have managed my diary without Kayleigh's help..

Whilst my time as your Mayor has come to an end, my commitment to our town does not stop here, we are a town of immense possibilities, I know we have bright future ahead of us.

It has been the honour of my life to represent you, I wish my successor every success if the year to come, my advice? Accept every invitation, and enjoy it.

8. To receive tributes to outgoing Mayor.

Councillor Z Flint thanked Councillor R O'Callaghan for all his support, commitment and humour over the year and said that he will be a hard act to follow.

Councillor P Morton said that Councillor R O'Callaghan had been a splendid Mayor who impressed people with his friendly nature and congratulated him on his year.

Councillor L King congratulated Councillor R O'Callaghan on maintaining friendly relations with staff, councillors and the public. She continued by saying that had been a Mayor worthy of our town and had seen all sorts of things, she finished by congratulating and thanking him.

Councillor P Duigan thanked Councillor R O'Callaghan for all his hard work and being friendly with everyone.

Councillor R Jamieson said that he appreciated Councillor R O'Callaghan being so welcoming and taking him on board when he first joined the council.

Councillor S Green thanked Councillor R O'Callaghan for been a great ambassador for the town, always being cheerful and keeping the meetings on track.

9. **To receive announcements.**
There were no announcements.

10. **To agree membership of Committees.**

Proposed by Councillor Z Flint seconded by Councillor L King it was agreed that the committee members stated below remain the same with the exception of the Personnel Committee where Councillor R Jamieson stood down from Personnel and was replaced by Councillor R O'Callaghan.

Committees

Plans

Responsible for considering and commenting on all building plans submitted for comment by Breckland Council

All Councillors

Committee Cycle A:

Heritage & Open Spaces

Responsible for; open spaces, Bishop Bonner's Cottage, Windmill, Street Furniture, Town Sign, Explosive Store, Closed Churchyard

Councillors A Brooks, A Greenwood, P Duigan, Z Flint, R Jamieson and P Morton.

Recreation

Responsible for; allotments, transfer of Play Areas, grass cutting & ground maintenance

Councillors A Brooks, A Greenwood, P Duigan, Z Flint, R Jamieson and P Morton.

Committee Cycle B:

Markets & Buildings

Responsible for; Assembly Rooms (inc office furniture) Memorial Hall, Fleece Meadow, Markets.

Councillors S Green, H King, L King, C Coleman, A Keats and R O'Callaghan.

Social & Welfare

Responsible for; War Memorial, Dereham Community Car Scheme, Twinning, Cemetery (inc Lodge, Chapel, trees, paths & roads), Barwell Court toilets, Christmas Tree and Christmas lights, Communications and Events.

Councillors S Green, H King, L King, C Coleman, A Keats and R O'Callaghan.

Other Committees/Working Parties

Finance & Governance

Responsible for; Grants, Audits, Accounts, Budgets

Councillors H Clarke, S Green, A Greenwood, L King, R Jamieson and P Morton.

Personnel Committee

Responsible for; Wage Reviews, Appraisals, Interviewing for staff

Councillors Z Flint, S Green, R Jamieson, H King and L King.

The Mayor and Deputy Mayor are ex-officio members of all Committees (subject to Standing Order 42).

11. To confirm representatives for outside bodies (normally appointed for 4 years) and to receive a brief report.

Proposed by Councillor Z Flint, seconded by Councillor P Duigan it was agreed that the committee members stated below remain the same.

- (a) **Trustees of Charities:**
Aaron Williamson's Charity
Councillors Z Flint and P Morton.

Dereham Relief In Need Charities
Councillors Z Flint and P Morton.

East Dereham Educational Charity Trust.
Councillors Z Flint and P Morton.

- (b) **Representation on other bodies:**

Citizens Advice Bureau.
Councillor A Brooks

Civil Emergency Member (to liaise with Breckland Council Emergency Officer)
Councillor P Duigan

12. **To fix the dates and times of Council, Plans and Committee meetings.**
The dates and times of Council, Plans and Committee meetings were agreed up to the Heritage & Open Spaces and Recreation Committee meetings on the 27th July 2027.

13. **To confirm Civic Sunday date 30th August 2026 and Bowls Match Friday 14th August 2026.**

The Mayor, Councillor Z Flint announced that her Civic Sunday will be held on the 30th August 2026 and the annual bowls match would be held on Friday 14th August 2026.

Chairman

DEREHAM TOWN COUNCIL

At a meeting of the **Personnel** Committee held on Tuesday 26th May 2026 at Dereham Memorial Hall.

Present Councillors H King (Chairman), Z Flint, and L King.

Also present: Councillors A Keats, P Morton and Town Clerk- Tony Needham.

1. To receive apologies for absence.

Apologies for absence were received from Councillors S Green and R O'Callaghan.

2. Declaration of Interest.

There were no declarations of interest.

3. To elect a Chairman.

Councillor L King proposed Councillor S Green; seconded by Councillor Z Flint; there were no other nominations. It was agreed that Councillor H King be appointed Chairman of the Personnel Committee 2026/27

4. To elect a Vice Chairman.

Councillor L King proposed Councillor Z Flint; seconded by Councillor H King, there were no other nominations. It was agreed that Councillor Z Flint be appointed Vice Chairman of the Personnel Committee 2026/27

5. Exclusion of press and public

Proposed by H King, it was agreed pass a resolution to exclude the press and public on the grounds that the business being transacted is confidential and publicity would be prejudicial to the public interest.

6. Update on staffing matters

The Clerk updated the Committee on recent changes to staffing and recruitment in the light of one member of staff returning from maternity leave and another member of staff beginning maternity leave in July.

7. To review and discuss the report prepared by the Local Government Resource Centre (LGRC) regarding Job evaluations, future staff structure, recruitment and succession planning.

The Clerk introduced the report and explained the background and how the initial consideration given to establishing a facilities managers position evolved into concluding that transiting the Deputy Clerk's role into a Deputy Clerk and projects officer would be the most effective.

8. To consider recommendations contained within the LGRC report and how to apply those recommendations.

The Committee were broadly in favour of the transition of the Deputy Clerk's role to include projects and servicing two standing committees. The recognised that such a change particularly with the Clerk and Deputy attending all meetings that both the Clerk and Councillors would need to be disciplined to ensure that the Deputy is leading on their committees.

While the consultant's report included a new part-time Finance Officer, the Clerk advised that it would be prudent to wait until other changes had been made before considering the need for this additional post.

- The Clerk left the meeting while the Committee discussed job evaluation for the Clerk's post.
- The Clerk was invited back to the meeting to discuss expectations.
- The Clerk left the meeting again to allow for further discussions.

The Committee resolved to seek further advice with regards to a specific proposal. It would then consider the matter again in light of the advice received. Councillor H King would contact LGRC with the specific proposal.

The meeting closed with no further business transacted.

Chairman

DEREHAM TOWN COUNCIL

2nd June 2026

At a meeting of the **Finance & Governance Committee** held on **Tuesday 2nd June 2026** at the Memorial Hall.

Present: Councillors S Green (Chairman), P Duigan, A Greenwood, R Jamieson & P Morton.

Also present: Councillor A Keats and Town Clerk T Needham.

1. **To receive apologies for absence.**
Apologies for absence were received from Councillor L King.

2. **Declaration of Interest.**
There were no declarations of interest.

3. **To elect a Chairman.**

Councillor P Duigan proposed Councillor S Green, seconded by Councillor P Morton; there were no other nominations. It was agreed that Councillor S Green be appointed Chairman of the Finance & Governance Committee 2026/27.

4. **To elect a Vice Chairman.**

Councillor P Duigan proposed Councillor A Greenwood, seconded by Councillor S Green; there were no other nominations. It was agreed that Councillor A Greenwood be appointed Vice Chairman of the Finance & Governance Committee 2026/27.

Councillor A Greenwood joined the meeting.

5. **To consider grant applications.**

The Committee recommended that a grant of £750 be awarded to the Dereham Cricket Club towards improvements to insulation and new flooring.

6. **To review income against expenditure to 31st March 2026**
The Committee reviewed the income and expenditure with explanations and raised the following questions which could not be answered at the meeting.

Additional questions	Comment following the meeting
122 General – grant income £2,360	£360 RBL returning Grant not spent. £2,000 from Friends of Memorial Hall.
57- Electricity (Markets)	These are metered supplies, 4 years ago the expenditure was nearer £2,000 this has been reducing each year; possible due to less usage by traders.
106 Other new street furniture. Receipt of £17,958.	This represents a grant from NCC for bus shelters. This should have been transferred to

	an earmarked reserve to purchase bus shelters. This has now been done with balances adjusted accordingly.
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The Committee requested that:

- a) Publications and subscriptions be reviewed at the next finance and Governance meeting.
- b) That cash deposits be reviewed to optimize interest payments.

The Committee recommended that there no longer be a specific budget line for CAB and that the budget allocated be rolled into the General grant budget for 2026/27.

7. **To review 4-year project and capital.**

The 4-year project and capital budget was reviewed and confirmed changes since last review

8. **To review Internal Audit Plan.**

The internal Audit Plan was reviewed; the committee agreed to review the investment Strategy be reviewed at the same time as the Financial Regulations.

9. **To review Financial and Operational Risk and Risk Register. These were reviewed.**

The Committee recommended that the Local Government Resource Centre be approached to conduct a thorough review of the Financial and Management Risk Assessment.

With regards to Operational Risk 10 – it was recommended that both NPTS and Norfolk ALC be considered as providers of whole Council training and induction and that two sessions be arranged one session soon after election and another 6 months later.

10. **To review Internal Auditors Terms of Reference.**

The Internal Auditors Terms of Reference was reviewed.

The Committee recommended that the Local Government Resource Centre be approached to conduct a thorough review of the Internal Auditors Terms of Reference.

11. **To appoint Internal Auditor.**

Being Satisfied that Mr R Goreham is sufficiently independent of both Councillors and staff and is suitably experienced:

The Committee recommended that Mr R Goreham be appointed internal Auditor for 2026/27 and that a different internal auditor be appointed from 2027/28.

The reason for the recommendation is that; while Mr Goreham has provided excellent service and is highly recommended as an Internal Auditor, the Committee felt there would be benefit and merit in bringing an alternative perspective to the internal audit.

12. To review Year end Documents

The following documents were reviewed.

- a) To review Internal Auditor's Report.
- b) To receive all bank reconciliation
- c) To review borrowing and CCLA investments
- d) To review movement to and from reserves
- e) To review income and expenditure account
- f) To review explanation of variances
- g) To review balance sheet
- h) To review AGAR section 1 Annual Governance Statement
The Committee noted that with regard to Assertion 10. work to the website has improved its accessibility for visually impaired. Work would continue with Community Car Scheme pages being prioritised and the Council would look to identify visually impaired individuals who could test the website and identify areas for improvement.
- i) To review AGAR section 2 Accounting Statement

13. To review Financial Regulations and Investment Policy.

The Financial Regulations and Investment Policy were reviewed.

The Committee recommended that the Local Government Resource Centre be approached to conduct a thorough review of the Financial Regulations to check that they are compliant with current legislation and guidance.

Chairman

DEREHAM TOWN COUNCIL
Payments To Be Made
Council Meeting 9th June 2026

Payments to be made
Cheques

Direct Debits & Bank Transfers

Transfer to Wages & Petty Cash		£35,000.00		£35,000.00
Fuel Genie		£178.76	£35.75	£214.51
Bank Charges		£33.20		£33.20
Lacons	(Bar Stock Mem Hall)	£425.08	£85.02	£510.10
O2	(Mobile Charges DCCS, Staff & Town Clerk)	£194.98	£39.00	£233.98
E.ON	(Feeder Pillars, New Cem)	£353.03	£17.65	£370.68
YU Energy	(MH Electric)	£2,135.33	£427.07	£2,562.40
British Gas	(Barwells Toilets, MH & Assembly Rooms)			
Anglian Water	(Southend & Scarning Allotments & Recreation Ground)			
Public Works Loan Board		£27,698.01		£27,698.01
Charge Card		£619.22		£619.22
Technology Centre	(IT Support)	£136.00		£136.00
BT	(Telephone/Broadband Cemetery, Barwell Court & MH)	£180.18	£36.04	£216.22
Anglia Technology	(Office Phonenumber)	£163.71	£32.74	£196.45
Breckland Council	(Bin collection MH)	£208.16		£208.16
Auditoria Services	(Arm for seating at Memorial Hall)	£150.00	£30.00	£180.00
Technology Centre	(M365 Business & Exchange Online)	£95.60	19.12	£114.72
PCC of St Nicholas Church	(Annual Rent for Playing Field School Lane)	£1,587.05		£1,587.05
Darren Gibson	(Market Rent Refund)	£59.04		£59.04
ESPO	(Toilet roll and mop Heads)	£164.25	£32.85	£197.10
Jewsons	(Cemetery & Allotments & Parks parts)	£64.92	£12.98	£77.90
Andrew Clarke	(Market Rent Refund)	£49.98		£49.98
Cherrie Bennett	(Market Rent Refund)	£39.97		£39.97
Sash Windows	(Deposit for repairs to windows at 58 Norwich Street)	£1,583.67	£316.73	£1,900.40
Thane CS	(Artificial Grass for Cemetery)	£333.00	£66.60	£399.60
Norman Wenn	(Skip for Allotment Waste)	£275.00	£55.00	£330.00
Reflex Theatre	(MH Deposit Refund)	£250.00		£250.00
Vernon Hill	(Neatherd Moor Seed Drilling)	£612.50	£122.50	£735.00
Zink Construction	(Supply and install new release valve)	£465.00	£93.00	£558.00
TC Farnell Clarke	(Monthly Payroll)	£157.00	£31.40	£188.40
Chasing the Spirit Paranormal Investig	(MH Deposit Refund)	£50.00		£50.00
PFM Intelligence	(Footfall Counter call out)	£341.00	£68.20	£409.20
Breckland Council	(By-Election Costs - December)	£6,278.35		£6,278.35
Canon	(Office Printer)	£140.08	£28.02	£168.10
Robin Goreham	(Internal Auditor)	£85.00		£85.00
J&C Joel	(MH Stage Curtains)	£3,384.40	£676.88	£4,061.28
R Ashelford	(Community Car Driver)	£109.10		£109.10
D Cliff	(Community Car Driver)	£37.60		£37.60
R Meredith	(Community Car Driver)	£104.80		£104.80
J Poll	(Community Car Driver)	£236.75		£236.75
Fire and Fork	(Market Rent Refund)	£24.60		£24.60
Dereham Decorating Supplies	(MH Paint)	£105.84		£105.84

Payments in blue have already been made

DEREHAM TOWN COUNCIL
Financial Statement 01.05.26 - 31.05.2026

Council Meeting 9th June 2026

Receipts		Payments	
Markets	£0.00	payments listed below	£114,837.88
Burials	£0.00		
MH Bar	£763.85		
Hire of MH	£0.00		
Assembly Rooms	£544.00		
Allotments/Misc	£7.00		
BACS (Hire of MH)	£5,824.73	Current a/c	£60,894.89
BACS (<i>Rent for Cemetery Lodge</i>)	£1,056.00	Less cheques NP	0
BACS (<i>Rent for 58 Norwich Street</i>)	£158.00		£60,894.89
BACS (<i>Rent for 62 Norwich Street</i>)	£0.00		
BACS (<i>Precept</i>)	£0.00		
BACS (<i>Burials</i>)	£876.00	Premier acc	£2,257,638.68
BACS (<i>Market Rent</i>)	£791.77		
BACS (Tennis Court Hire)	£288.75		
BACS (Amberol Refund)	£1,360.32		
BACS (<i>Bar Card Payments</i>)	£2,573.55		
Interest (Premier a/c)	£1,859.27		
Balance BF	£2,417,268.21		
	£2,433,371.45	balance to be CF	£2,318,533.57
			£2,433,371.45

Cheques issued

DD Banking Payment

Lacons	£2,106.06
Lloyds Charge Card	£1,172.14
ATOS Fuel Genie	£190.04
Breckland Refuse Collection	£623.06
British Telecom	£288.20
British Gas	£1,037.09
Anglian Water	£362.36
E.ON	£2,660.39
ATEL	£196.49
Technology Centre	£136.00
Tfr to Wages & PC	£35,000.00
Bank Charges	£33.20
02 (Mobile Phone Charges)	£233.98
Public Works Loan Board	£43,128.28
Cardnet	£159.26
Npower	£0.00
YU Energy	1668.07
	£88,994.62

Internet & DD Banking Payments

Barbara Lawrence	£100.00
Dereham Heritage Trust	£1,000.00
BlackDawg Vermin	£420.00
Local Government Resource Centre	£1,380.00
Norfolk FWAG	£162.00
Attlebridge Concrete	£906.00
Apostle	£585.25
Paramount Fire	£265.20
Environment Agency	£71.20
Crook Power Washing	£1,759.22
TMA Bark Supplies	£1,771.20
Creative Arts East	£50.00
CLM Fitness	£50.00
Online Playground	£777.48
NALC	£2,507.45
TC Farnell Clarke	£188.40
Shred Station	£38.04
BGM Norfolk LTD	£780.00
R Ashelford	£97.45
D Cliff	£57.90
J Poll	£54.55
PHS Group	£143.40
Zink Construction	£517.99
Smith Jewellers	£50.00
Ray O'Callaghan	£124.18
Mole Country Stores	£19.90
N Powell-Smith	£168.76
Amberol	£1,360.32
Dereham Decorating Supplies	£104.06
Kevin Richardson	£5,149.00
Jewsons	£253.49
ESPO	£222.06
Surelock Security	£402.00
Rentokil	£1,015.59
Travis Perkins	£6.00
Auditoria Services	£180.00
Technology Centre	£114.72
PCC of St Nicholas Church	£1,587.05
Sash Windows	£886.80
Norman Wenn	£330.00
Zink Construction	£186.60



Customer Services: 0345 602 2042
www.lloydsbank.com

1 JUN 2026

Your Business Charge Card Statement of Account

Account number	
Business limit	£2,500
Statement date	24 May 2026

Account Information

Please quote your Business Charge Card account number noted above in all correspondence.

We'll take your Direct Debit payment from your Lloyds Bank account on 04/06/26.

Date	Reference	Name	Previous Balance £	Amount £
05/05/26		PREVIOUS BALANCE	1,172.14	
24/05/26		DIRECT DEBIT PAYMENT - THANK YOU MR A N NEEDHAM		1,172.14 CR 619.22
Total Balance				£619.22

Cardholder Name:
Card Number:
Card Limit: £2,500

Tran Date	Enter Date	Reference	Description	Merch Code	Amount £
02/05	04/05	MT261240321000010	Indeed IEI26-01381889	Dublin IRL 07361	183.15
07/05	08/05	MT261280252000010	Argos	MILTON KEYNES GBR 05311	99.99
07/05	08/05	MT261280287000010	YOURPARKINGSIGN	POOLE ENG 05046	224.71
10/05	11/05	MT261310541000010	AMZNMktplace*NH8E06PK4	LONDON GBR 05999	39.68
15/05	18/05	MT261380252000010	Vistaprint	Venlo NLD 07399	41.98
15/05	18/05	MT261380252000010	Argos	MILTON KEYNES GBR 05311	17.99
19/05	20/05	MT261400279000010	SP START SAFETY UK	WORCESTER LND 05211	11.72
Total					£619.22

- 02/05 - Indeed - Advert for Maternity Cover - £183-15
- 07/05 - Argos - Mobile Phone £99-99
- 07/05 - Yourparkingsign - Market Parking Signs - £224-71
- 10/05 - Argos - Drain unblocker, Microfibre Cloths, Green protectors £39-
- 15/05 - Vistaprint - Business Cards - £41-98
- 15/05 - Argos - Wall Charger - £17-99
- 19/05 - Start Safety - Anti-Rotational Sign Clips £11-72

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices** can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

Dereham

www.derehamtowncouncil.info

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

25/11/2025

28/05/2026

ROBIN GOREHAM

Signature of person who carried out the internal audit

Robin Goreham

Date

28th May 2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Dereham

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	<input checked="" type="checkbox"/>		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.derehamtowncouncil.info

Section 2 – Accounting Statements 2025/26 for

Dereham

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,732,875	1,906,581	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	1,168,362	1,229,107	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	536,967	531,737	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	400,196	429,145	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	179,482	179,285	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	951,945	1,185,194	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,906,581	1,873,800	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,965,547	1,879,331	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	11,681,355	12,161,332	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	2,256,072	2,159,073	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

08/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Dereham

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date