

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

DEREHAM TOWN COUNCIL

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10th September 2026

To All Members of the Finance and Governance Committee

Councillors P Duigan, S Green, A Greenwood, R Jamieson, L King & 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 15th September 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.

A G E N D A

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 and approve grant applications.
4. To review the Small Grants policy.
5. Review expenditure against budget

6. To review annual subscriptions.
7. To consider issues arising from requests for partnership funding from principal authorities.
8. To consider and make recommendations with-regards-to funding the costs of car parks.
9. Update on Balanced Score Card progress.

Dereham Town Council
Finance and Governance Committee

15th September 2026

Agenda Notes

3. To consider Grant Applications.

Applications enclosed

4. To review grants policy.

The policy is reviewed annually – one suggestion put forward for discussion is whether applications should demonstrate that they have applied to Awards For All before they apply to the Town Council.

5. To review expenditure against budget

The net position report is enclosed with the following comments/explanations.

Cost centre	Code	Comment
Administration	5. Photocopier/printers.	Old photo copier was no longer supported for spare parts. It was at least 15 years old. New copier purchased.
Civic	95. Civic expenses	£6,000 election fees.
Grants	122. General (receipts)	£25,599 Breckland Pride grant.
Norwich Street Properties	165. 62 Rental Income	Tenant paid 1 st quarter's rent before April, without being invoiced!
Staff Costs	243 Admin Spare	Maternity cover
Street furniture	105 General repairs	£1,000 repairing footfall counters.

6. To review annual subscriptions.

A schedule of annual subscriptions is enclosed, the two significant are the National Association of Local Councils (NALC) and Employmentor, which provides advice on legal issues relating to employment of staff. Employmentor provides quick responses to queries, there is an option to try a pay as and when we need advice rather than pay a subscription.

7. To consider issues arising from requests for partnership funding from principal authorities.

The Town Council is increasingly asked to contribute towards activities of other local authorities for activities which the Town Council is not responsible for, examples include:

1. £20k to Breckland Council to refurbish Queen Mothers Garden – Granted.
2. £4K requested to carry out road safety survey along Norwich Road.
3. £25k Street wardens – requested Breckland Council.
4. £50k Heritage regeneration - request on the way. Breckland Council.

At both County and District level, it has been stated informally the 'parish and town council can increase their council tax as much as they like' in the sense that they should contribute to County and District projects. Certainly from talking to other larger Councils from other parts of the Country, principle authorities are viewing town councils as a source of funding.

There are a number of issues;

- 1) These are often not made at a time in the financial cycle when they have been budgeted for.
- 2) The offer to working in partnership does not always feel like a partnership. The Council is invited to contribute money but not contribute to identifying the issues that need resolving or the possible range of interventions.
- 3) The Council has a duty to ensure that the public money it holds is spent well, provides good value for money and the level of expenditure is commensurate with the public benefit. The issues is with some areas such as community safety and road safety, these are complex and specialist areas of policy sometimes involving multiple agencies and or specialist technical expertise. The Town Council may not have the knowledge of some of these areas to be able to easily asses whether the funds being requested represents good value for monet?
- 4) The Town Council ends up supporting activities it is not responsible for, which the principle councils have identified as their priority, but the principle authorities do not necessarily reciprocate and support priorities the Town Council has identified.

8. To consider and make recommendations with regards to funding the costs of car parks.

While the Council did increase Council tax last year to account for some of the costs of car parks, no decision has been made on charging or not charging. This report has been prepared on the basis that there is no income apportioned to the carpark maintenance, because the Council has not made a decision of whether to charge or not charge. There is always the option, if charging is introduced, to reduce the pressure on council tax future years, if charging covers all the costs.

Likewise if any savings in the Council's budgets are identified, Council Tax could go down.

Basic Principle.

A basic principle of fairness is that everybody should pay for what they use, unless there is a significant saving to be made by people working collectively, sharing the risk (NHS), or where charging the user would result in significant harm.

Where services like libraries, parks and leisure centres are funded centrally and not used by everybody, these services are there and available for everybody to benefit from if they wish to. Car parks are different because somebody can only enjoy the benefit of a car park if they actually have the use of a car.

While the car parks were within Breckland Council's control, and being funded out of general taxation, all households in the District contributed, both town and rural parishes.

Now the car parks have come under Dereham Town Council's responsibility, the choice is whether only Dereham residents pay for the car parks or whether the costs are covered by those who actually use the car parks, both Dereham residents and residents of rural parishes.

The most significant costs of owning the car parks are the non-domestic rates (NDR) and the resurfacing costs. To estimate accurately the cost of resurfacing might be in 10 – 20 years time, is almost impossible, but for the time being £150,000 a year to cover NDR, routine maintenance and long term resurfacing costs is a reasonable starting point.

If the £150,000 a year is drawn solely from Dereham Council tax payers, it would add £25 a year to a band D property, other bands detailed below.

Band	Amount
A	£17
B	£20
C	£22
D	£25
E	£31
F	£36
G	£42

VAT – for the time being, VAT can be recovered if the Council pays for the car parks from Council Tax. This however could change between now and the next major resurfacing, so it is a risk the Council should be aware of. The Council will always be able to recover VAT if people are charged to park.

Car ownership.

The level of car ownership has another impact on fairness, i.e. why should people who do not own a car have to pay through their Council Tax for a service they cannot use?

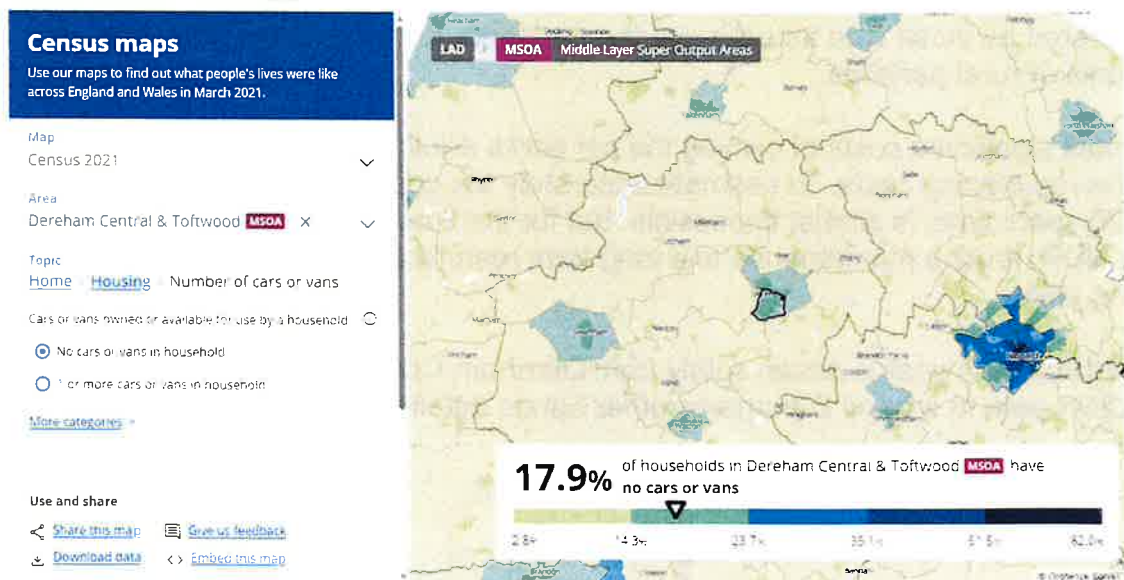
If car parks are funded out of Council Tax, then households who may not be able to afford a car will be subsidising more wealthy people including those in rural parishes.

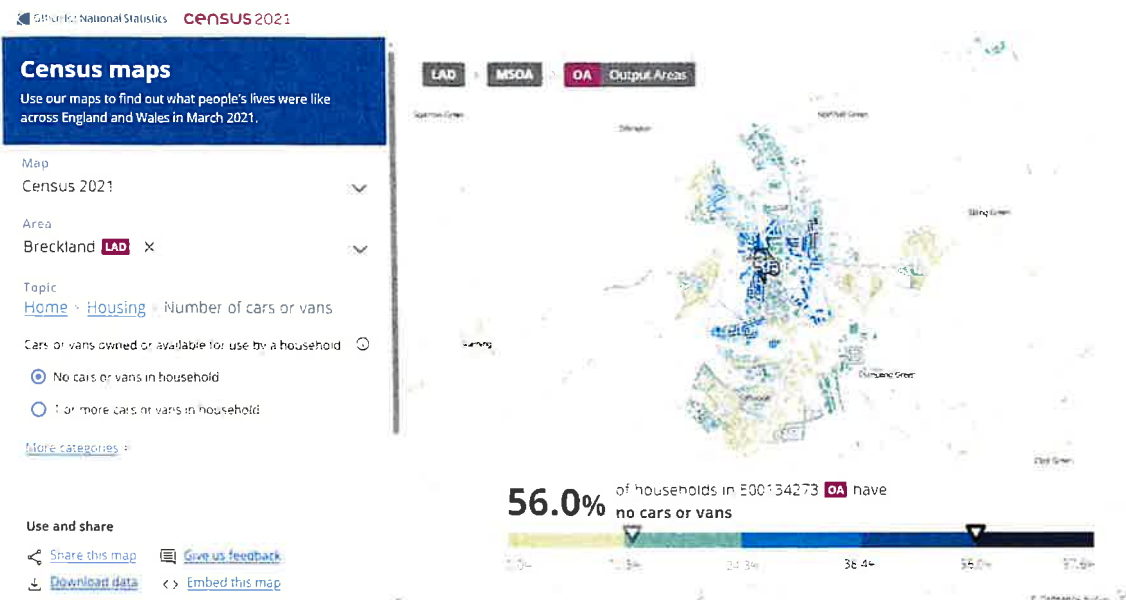
How many people in Dereham do not own a car?

This is actually much higher than expected. According to the 2021 Census there are at least 17% of households with no cars or vans, in Toftwood it is 17%. In the central areas of Dereham it can be as high as 56%, these areas correspond with the areas of highest deprivation. Is it fair that households in the most deprived areas of Dereham with no cars pay for car parks, they cannot use; while people living in more affluent areas and rural parishes do not pay?

2021 Census

Office for National Statistics **census2021**





What might a fair charge be for each user group?

Annual cost - £150,000 (it may end up being less, but this figure does not include admin and management costs)

Considering the main groups of users i.e. short term shoppers (up to 3hrs), medium term workers (3-10hrs), long term residential parking (up to 24hrs).

Onward travel, - the survey of people parking for work at Cherry Tree carpark identified 8 people who parked for onward travel out of 93 people who parked between 06:00 and 09:00.

Residential Parking?

This could be considered on the basis of what value it would add to a property if the Council provided off-road parking. As the reason for providing car parking is to provide a public service, not income generation, it is more appropriate to look at cost recovery.

If all the car parks were solely used for residential parking then each parking space would have an annual cost of $\frac{£150,000}{629 \text{ parking space}} = £238.50$ (say £240 with admin fee). While this would be a big increase for those that benefit from residential parking, the rental value of people's properties will reflect the fact that there is no parking provided.

North Norfolk has the option of an annual 24hr permit in some car parks. Their charge is £285 for such a permit; £240 would therefore be more reasonable than North Norfolk.

How many residential parking permits might be needed?

Only looking at Cherry Tree and Cowper Road car parks, the 2016 survey seems to indicate a total of between 100 and 140 cars parked over night. A visual count at 06:00 on the 1st August 2026 identified 130 vehicles parked overnight for Cherry Tree and Cowper Road.

Workers and volunteers?

If residential parking for 24/7 is £240 then a worker might stay for 10 hrs a day (some will be less) for up to 5 days; $\text{£}240/365 \text{ day} / 24 \text{ hrs} = \text{£}0.028/\text{hr} \times 10\text{hrs a day} \times 5 \text{ days a week} \times 52 \text{ weeks per year} = \text{£}72.80 \text{ per year}$.

There could be an option to have various permits to suit part-time works and volunteers who are unlikely to be volunteering 37 hours a week.

Possible annual permit costs for different hours and different number of days (excluding admin charge)

daily hours	Days per week				
	1	2	3	4	5
10	£15	£29	£44	£58	£73
8	£12	£23	£35	£47	£58
5	£7	£15	£22	£29	£36

If a volunteer is driving 0.5 of a mile to volunteer in the Town Centre one day a week for 7 hours they will need an 8 hour permit, it will cost them £0.55 to drive and using the above rates, £0.22 per day to park.

How much space is needed for workers and volunteers?

There are around 200 vehicles that stay for more than 5 hrs during a weekday so either park to work (volunteer) or onward travel.

How much income might be derived from Residential parking and worker/volunteer parking?

Say 140 residential parking @ £240 = £33,600.

Say 200 worker permits @ say £60 = £12,000

Total £45,600 of the total budget of £150,000; leaves £104,400 from short term shoppers.

How much space is needed for residential and workers parking vs short stay shoppers?

It would make the car parks more attractive to shoppers if short-stay parking was reserved closest to the shops and long stay at the rear. How much space is needed for shoppers is a question to be determined. Short-stay parking would be permitted in the long-stay area but not visa versa.

The amount of space set aside for short stay and long stay would need to be managed over time as the use of the car parks evolves.

Shoppers

As the Council has said that it did not want to use the car parks for profit, the income from workers and residential parking has been fairly estimated on cost recovery, so shoppers only need to contribute to the £104,400 shortfall.

How many shoppers are there? From the 2016 survey there are around 1,800 cars that enter and park each day and stay for less than 3 hrs. Of this 1800 daily visits; how many individuals is this? If the Council is issuing season tickets it would be helpful to understand whether there are only 1,800 individuals who ever use the car parks, in order to know if a permit system is viable.

From the survey carried out by the Town Council in 2025 (860 responses) 20% reported visiting monthly, 45% visited weekly and 30% visited twice weekly. Assuming this sample is reasonably reflective of the whole population, this gives a total number of individuals who use the car parks at around 9,818.

If 9818 permits were issued then each annual permit would need to be £104,400 / 9818 = £10.63 [say £15 with admin charges].

Properties with private rights.

There will be a number of property owners neighbouring the car parks with private rights over the car parks to access their properties, but no right to park.

Separate permits will need to be issued manually so that these properties do not get charged for parking when they are parking on their own land, but crossing the car park to get to their land.

There should still be a charge for this. While the Council cannot charge a fee for exercising the right it can charge a fee to cover a fair proportion of the maintenance of the route to their property.

What would such a fair and reasonable charge be? As has been found from the car park at the Recreation Ground the administration alone can cost £30 per year per household.

It might be fair and reasonable to charge the same as short term shoppers, say £15 per year and see how the administration costs work out; but this would not give the right to park. If these property owners wished to park, then they would need to pay the parking fees.

Buses/ bin lorries and HGVs.

These movements, while low volume in comparison to cars, contribute significantly to damage of the surface. according to the Campaign for Better Transport, HGVs are 160,000 times more damaging to the roads than cars. So while the numbers are low, these larger vehicles could be causing more damage than all the car movements combined. The ANPR is capable of identifying different classes of vehicle.

Buses

From observation there are four classes of buses which use the Cherry Tree car park. Konnect bus use the bus bay as a place to park between services. Private buses bring people in from parishes, often on a Friday. And occasionally football supporters coaches stop for refreshments on the way to Norwich football matches. And it is used for a pick up point for coach outings. The Konnect buses sitting empty provide no benefit to the town centre, other buses are bringing shoppers, into Dereham. Possibly charge a high tariff, but with the option to purchase a cheaper tariff if the coach is bringing in shoppers.

Bin lorries serving private businesses.

Depending on how long they take, they may not register to be charged. But they are causing damage to the surface so, probably should be charging something.

HGVs

It is not known how frequently this occurs, but there have been occasions where HGVs have used the Cherry Tree car park to park overnight. These are probably not providing much of a benefit for Dereham Town centre so could be charged a very high tariff to discourage them or be or banned.

Bin storage and bottle banks.

There are a number of commercial bins stored on car park land. Provided these are not preventing cars from parking, these should be licenced. – If the bin lorries are paying a fee then there is probably no need to charge to place bins in a sensible location, but there will be a cost associated with preparing a licence.

Bottle banks – Breckland Council have bottle banks located on the Cowper Road car park. Breckland Council derive an income from these bottle banks and they potentially take up a parking space, so should be charged. Would suggest £500 per bottle bank per year.

Pay as you use.

For the permit system to work, there would need to be a pay to use system. This would be a pay on return rather than buying a ticket on entry. This means that a driver does not have to decide how long they plan to stay at the time they park.

Breckland Council's proposed tariffs (see below) could form the basis of the pay as you go tariff. Individuals can then decide whether either pay as you go or purchasing a permit is most cost effect/ most convenient for them.

	1 hours	2 hours	3 hours	4 hours	All day	Sunday
Attleborough	£0.60	£1.00	£1.40	£1.80	£3.00	£1.00
Dereham	£0.80	£1.20	£1.60	£2.00	£3.20	£1.20
Swaffham	£0.60	£1.00	£1.40	£1.80	£3.00	£1.00
Thetford	£1.00	£1.50	£1.80	£2.30	£3.80	£1.50
Watton	£0.50	£0.80	£1.00	£1.50	£2.50	£1.00

Estimated number of visits for a permit to be cost effective to the individual:

User type	Number of visits
Residential Parking	80 days
Workers and volunteers (5 days 10 hours	22 days
Shoppers (say 2 hours)	12.5 times.

Payment methods.

While it is true that modern systems of paying car parking requires the use of smart phones and apps, which some people may not feel comfortable with; having the option of an affordable annual permit means that if somebody does not have the technology then they can ask somebody to help them purchase an annual pass.

What if my phone doesn't work when I need to pay? - systems are set up so that people have a 3 days to pay the parking fee before FPNs are issued. So if you park, and your phone has no signal, you can pay when you get home or the following day.

Households with more than one car.

It is possible through the permit system to register more than one car on a single permit, this would mean that there should not be two cars in the car park at the same time.

Could Dereham residents pay a lower tariff than other residents?

This would be possible, tariffs could be set lower to Dereham postcodes, if the Council wished to. The justification for different tariff rates could be that Dereham residents are taking on the risks and paying for the cost of electricity.

Could there be a free period? – a free period is difficult because around 55% of all visits are for less than 1 hour. Such a free period would mean that other people are paying much more for their parking.

In Summary:

The Council has a choice of either paying for the car parks from Council Tax applying the following burden to only Dereham residents, whether they own a car or not.

Band	Amount
A	£17
B	£20
C	£22
D	£25
E	£31
F	£36
G	£42
H	£50

Or introduce parking charges so that only people who use the car parks pay for the car parks. If this was done via a tariff system then

- Residential parkers around 140 people, would pay - £240 per year
- Workers and volunteers around 200 people, would pay up to £73 per year
- Shoppers around 9800, people would pay £15 per year.
- People with private rights will pay £15 per year.

Under a tariff system (as opposed to paying £25 through Council Tax) the vast majority of Dereham residents will be better off, but around 240 will be worse off (half of workers are from outside Dereham).

If funded through Council Tax then around 17% of Dereham households (around 1000 properties) with no car or van, would be worse off and paying for something they can not use.

Using the permit system; the car parks would effectively remain free at the point of use.

If the Council decided to introduce charging, it may wish to adjust suggested tariffs downwards for the first 3 years until it has a better understanding of how the car parks are used and what the annual maintenance is. After 3 years of using ANPR technology, it will have access to a significant amount of accurate data and will be in a better position to accurately apportion costs.

Management if charging is introduced.

In terms to day to day management, charging provides the simplest solution. There are companies that specialise in providing this service for private land and local authorities. The Council would set the charging policy then lease the car parks to these specialist companies for a period of, typically 3 years. The companies would cover the costs of day to day maintenance through income generated from charges and FPNs. The Council might receive something like 100% of net income and 20% of PCNs.

The companies install their equipment at their cost. This is the simplest from the Town Council's perspective it also enables ANPR to be used which is a significant saving on ticketing.

Management if Charging is not introduced.

This would depend on how the Council wished to approach it. If the status quo is maintained that is the easiest solution, but then the car parks are not being managed. There could be a time when all parking spaces could be occupied by town centre residential properties with no room for shoppers if no management takes place.

If the Council wanted manage and control parking, i.e. short stay and long stay areas, there will be a cost to this, it may be covered by Fixed Penalty Notices (FPNs), but may not be.

If the Council wished to go down the non-charging route then further discussions would need to be had with potential providers.

Survey of long stay workers.

This survey was carried between 06:00 and 09:00 on the 3rd September at Cherry Tree Carpark.

93 people were surveyed, around 50% were non-Dereham residents, of those 62 parked to work, 8 for onward travel (e.g. bus to Norwich) and 17 for other reasons.

Respondents were asked if the Council were to introduce charging what total daily charge might cause them to change their behaviour and park elsewhere.

Most said that they didn't want charging introduced, but 21 people did mention a figure which ranged from £0.50 per day to £5.00 per day. Most (11) people gave a range of between £1.00 and £3.00.

If tariffs are introduced, as suggested above, the daily charge would be
 $\pounds 73/5\text{days}/48\text{ weeks} = \pounds 0.30\text{ per day.}$

The survey identified that 17 vehicles (18% of all workers) parked during the survey time were post office workers the post office has a car park.

9. Update on Balanced Score Card Progress.

With the certainty around housing allocations within Dereham due to the Reg 19 stage of the Local Plan; it has now been possible to progress the project to address the shortfall in open space and sports pitches in the south of Dereham.

At the moment it is quite a struggle to keep on top of the most urgent matters – One part time member of staff is now able to take on an additional 6 hrs. per week, which is budgeted for, would be helpful to extend her contract.

Dereham Town Council
Finance & Governance Committee Meeting
Tuesday 15th September 2026

	Amount of grant applying for	Total cost	Reason for Grant	Comment
Dereham Theatre Company	£500	£536.40	Dereham Theatre Company is requesting funding towards the purchase of portable card payment machines that can operate independently without requiring connection to a volunteer's personal phone.	
Dereham Cycle Exchange	Depending on what Breckland Council will fund. If successful then the shortfall of £820.65, but anything over this would not be wasted.	£3320.65	A commercial gazebo, tools, stands and clothing to identify volunteers for safeguarding, visibility and building trust with young people for the outreach/engagement project. They hope to establish regular pop-ups in Dereham Town Centre as part of their engagement days and importantly, collaborate with other local groups supporting youth wellbeing in Dereham. They also work from their hub offering drop-in sessions for young people, parents and guardians. They aim to offer an inclusive, welcoming environment where everyone feels supported and able to access their services without unnecessary barriers or exclusions.	
Norfolk Accident Rescue Services	£1000	£1900	They are seeking funding to create a small welfare and reflection garden at the Dereham Headquarters for the benefit of the volunteer	

			crew. The volunteers regularly attend traumatic incidents including serious road traffic collisions, cardiac arrests, major medical emergencies and other life-threatening situations. Following these incidents, they often return to base to restock equipment, complete paperwork or debrief before returning home. Currently there is no outdoor space where volunteers can quietly sit, reflect and decompress. Although the welfare garden will be created for volunteers, the benefits will be felt throughout the Dereham Community. NARS is based in Dereham and provides enhanced emergency medical care to people across the town and the wider Norfolk area.	
Cowper Memorial Congregational Church	£500	£500	Setting up of a small Museum for William Cowper and the restoration of the William Cowper Stone at the front of the church in the market place. The vision is to open a small Heritage Museum within the church for tourists and residents. Having tourists visit the Heritage Museum will be a great benefit to the local businesses in Dereham and will be a wonderful addition to the town. A tours of 20+ has already taken place with plans for more in the future which they aim to take place on a market day which will be a boost for the local economy.	



Dereham Town Council

Application for Small Grants Policy

Dereham Town Council approves a budget each year for the purpose of allocating **small** grants to local organisations and community groups. **To ensure best use of the budget available, the Council will not normally award more than £1,000 in any year to any organisation.**

Eligibility – must comply

The following criteria **must** be met for a group to be considered for a grant:

- The group must be a charity, voluntary or community organisation (not for profit). Individuals and businesses are not eligible for grant funding.
- The group must have a formal Constitution/Terms of Reference and a bank account
- Retrospective grant applications will not be considered.

Purpose of Grants

Applications will be considered for any activity which will be of benefit to some or all of the residents of Dereham or to improve the environment in Dereham. The level of the grant must be commensurate to the benefit gained.

The grant should be towards the cost of events or purchases required for a group and not for running/everyday costs unless it is running costs to assist a new organisation become established. The Town Council will consider any eligible application but where funding is oversubscribed, will prioritise the following:

- Assisting and supporting youth organisations
- To support train and equip people who volunteer as youth leaders

The Council will not give grants for the following:

- Groups or individuals attending events which will give 'experience' but not a recognised syllabus/training e.g. gap year or other activities which may be seen as a holiday.
- Application from larger publicly funded organisation e.g. other councils, NHS, schools etc.
- School activity e.g. school trip, sports tour, show etc.– however this does not preclude applications for activities taking place on school premises affiliated to a school but with its own constitution, provided that it can be demonstrated to be outside normal school hours & not part of the normal school curriculum.
- Countrywide/countywide groups; unless there is a clear and direct benefit to some residents in Dereham. i.e. the grant is for a specific project or activity in Dereham.

Application Process

Applications should be made by completing the Application for Small Grants Form and sending it to Dereham Town Council, Assembly Rooms, Quebec Street, Dereham NR19 2DJ

Applications are accepted at any time of the year and will be considered at the next Finance Meeting (these are held four times a year) and ratified at the following Full Council Meeting. Applicants will be informed of the decision shortly after this meeting.

Conditions

1. Council would not normally consider more than one grant application from a group within a twelve month period, unless there are unforeseen exceptional circumstances.
2. An acknowledgement on receipt of the grant is required.
3. If brochures, leaflets or handouts are produced we require an acknowledgement of our grant to be included in this along with the Town Council crest (which we will forward to you).
4. Prior approval of the Town Council is required for any change of purpose of the grant. The Town Council reserves the right to reclaim any grant not being used for the purpose specified on the application form.
5. Where an organisation requests a grant and that organisation serves a wider area than the parish boundary of Dereham, evidence should be produced to demonstrate that applications have been made to all the parish councils within their catchment.
6. All applications must show how the grant will be used to benefit the people of Dereham or the environment in Dereham.
7. Where the grant is conditional on other funding being secured, the grant will be held until other funding is confirmed. The grant will however only be held until the end of that financial year, after which a new application will need to be made.
8. For grant applications over £500 the applicant should demonstrate that they have looked at obtaining match funding from other funding sources.

Where an organisation requests funding exceeding £500 for the purchase of equipment or improvements to premises, the application should include or be accompanied by copy estimates or itemised information regarding the prices of proposed purchase.

These are all judgements and for each one, the Council can ask for whatever evidence it deems necessary, in order to satisfy the above.

Review: This policy was adopted by Dereham Town Council at its meeting on Tuesday 13th August 2013 and will be reviewed on a yearly basis.

This policy was reviewed at the Council's Finance and Governance meeting in September 2025.

Dereham Town Council

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

Cost Centre Name**ADMINISTRATION**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Postage				1,500.00	130.50	1,369.50
2	Stationery			8.32	1,500.00	176.54	1,331.78
3	Telephone				1,000.00	341.19	658.81
4	IT & Support				4,500.00	696.86	3,803.14
5	Photocopier/printers				800.00	5,998.27	-5,198.27
6	Publications/subscriptions				8,000.00	3,694.23	4,305.77
7	Furniture/equipment				1,000.00		1,000.00
8	Insurance				35,000.00	34,551.07	448.93
9	Audit Fees				2,300.00	85.00	2,215.00
10	Conferences				800.00		800.00
11	Staff Expenses				500.00	183.15	316.85
13	Legal Fees				19,000.00	5,150.00	13,850.00
14	Training				2,500.00	63.00	2,437.00
15	Precept		1,279,676.00	639,838.00			-639,838.00
213	Etling View Legal Fees						
268	Mobile Phones				2,000.00	626.77	1,373.23
			1,279,676.00	£639,846.32	80,400.00	£51,696.58	-611,126.26

ALLOTMENTS

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
16	Machinery & Equipment				700.00		700.00
17	Water - Cem Road				520.00		520.00
18	Water - CL 1				600.00		600.00
19	Water Dumpfield				500.00	166.89	333.11
20	Water - Scarning				400.00	140.99	259.01
21	Water - Southend				500.00	435.00	65.00
22	Water - Toftwood				500.00	213.00	287.00
23	Refund Deposits						
25	Repairs & Main			33.28	4,944.00	1,781.58	3,195.70
26	Fuel Recharge						
27	Rent		8,000.00				-8,000.00
28	Investment- Nat Savings						
286	Scribe						
290	Mowing				1,500.00	1,150.50	349.50
			8,000.00	£33.28	10,164.00	£3,887.96	-1,690.68

ASSEMBLY ROOMS

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
54	Heat				8,500.00	1,165.06	7,334.94
55	Light				3,000.00	485.24	2,514.76
56	Rates				10,000.00	8,189.48	1,810.52
57	Water				500.00	111.00	389.00
58	Cleaning				1,600.00	229.98	1,370.02
59	Refuse Collection				1,000.00	90.75	909.25
60	Fire Protection				850.00	221.00	629.00
61	General Repairs				2,500.00	1,151.35	1,348.65
65	Rental Income		12,000.00	4,379.00			-7,621.00
			12,000.00	£4,379.00	27,950.00	£11,643.86	8,685.14

BANKING

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
135	Premier		35,000.00	4,901.82			-30,098.18
136	Current			12.19	900.00	103.24	808.95
137	Wages & Petty Cash				200.00	73.75	126.25
138	National Savings						
139	VAT Refund						
180	Public Works Loan Board				179,481.00	80,556.50	98,924.50
221	CCLA		4,500.00	1,202.74			-3,297.26
262	Card Payment Machines/T				3,000.00	481.44	2,518.56
			39,500.00	£6,116.75	183,581.00	£81,214.93	68,982.82

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Dereham Town Council
Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name**BISHOP BONNERS COTTAGE**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
82 Repairs				550.00		550.00
83 Electricity-Tower				1,000.00	181.77	818.23
85 Rent		1.00	1.00			
		1.00	£1.00	1,550.00	£181.77	1,368.23

CEMETERY & CY

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
30 Water/Rates				11,000.00	5,088.40	5,911.60
31 Electricity				1,700.00	295.70	1,404.30
32 Hire of Machinery				250.00		250.00
35 Machinery & Equipment				2,500.00		2,500.00
36 Fuel				1,000.00		1,000.00
37 General Repairs				3,000.00	1,325.96	1,674.04
38 Lodge		12,672.00	3,168.00		104.65	-9,608.65
40 Trees				3,500.00		3,500.00
41 Burial Fees		30,000.00	11,400.52			-18,599.48
44 Investments - Nat Savings						
45 Closed Churchyard				750.00		750.00
194 Lodge Repairs				1,500.00		1,500.00
209 New Cemetery Fund		12,000.00	4,132.98			-7,867.02
254 Telephone Charges				700.00	182.85	517.15
256 New Cemetery Maint				3,000.00	34.98	2,965.02
269 Refuse Collection				2,000.00	838.33	1,161.67
279 Grounds Maintenance				10,000.00	2,978.50	7,021.50
		54,672.00	£18,701.50	40,900.00	£10,849.37	-5,919.87

CHURCHYARD

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
276 Repairs						

CIVIC

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
93 Mayors Allowance				840.00	124.18	715.82
94 Members Expenses				650.00		650.00
95 Civic Expenses				3,900.00	6,363.33	-2,463.33
97 Photos/Engraving				25.00		25.00
100 Petty Cash						
212 Mayors Events				2,550.00		2,550.00
224 Councillor Training				1,800.00		1,800.00
				9,765.00	£6,487.51	3,277.49

Country Park

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
271 Countryside Park		15,000.00		20,000.00	3,032.29	1,967.71
283 Woodland Grant					95.00	-95.00
		15,000.00		20,000.00	£3,127.29	1,872.71

DEREHAM COMMUNITY CAR

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
129 Mileage Costs			4,500.00	5,000.00	1,287.45	8,212.55
130 Other Costs				500.00	32.51	467.49
			£4,500.00	5,500.00	£1,319.96	8,680.04

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Dereham Town Council

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

Cost Centre Name**ETLING GREEN**

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
116 Conservation				2,900.00		2,900.00
				2,900.00		2,900.00

FLEECE MEADOW

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
287 General Maintenance						

GRANTS

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
122 General			25,559.00	11,000.00	750.00	35,809.00
260 Heritage Trust				1,000.00	1,000.00	
289 Dereham Saints S106			69,150.00	69,150.00	3,200.00	135,100.00
			£94,709.00	81,150.00	£4,950.00	170,909.00

MARKETS

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
47 Electricity				1,500.00		1,500.00
49 Rent		12,000.00	2,913.32		173.59	-9,260.27
50 Promotion					197.03	-197.03
		12,000.00	£2,913.32	1,500.00	£370.62	-7,957.30

MEMORIAL HALL

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
68 Gas				12,000.00	1,635.50	10,364.50
69 Electricity				30,000.00	5,327.72	24,672.28
70 Water				700.00	371.17	328.83
71 Rates				10,000.00	1,811.00	8,189.00
72 Refuse Collection				2,000.00	608.99	1,391.01
73 Cleaning				3,000.00	449.18	2,550.82
74 General Repairs			1,500.00	20,500.00	6,332.61	15,667.39
75 PRS				2,700.00		2,700.00
76 Fire Protection/Maintenance				8,525.00		8,525.00
77 Licence				180.00		180.00
78 Hire fees		56,000.00	17,109.52		1,068.76	-39,959.24
181 Telephone Charges				1,250.00	240.16	1,009.84
183 Bar Income		21,000.00	7,310.59			-13,689.41
193 Bar Expenditure				13,000.00	5,659.37	7,340.63
		77,000.00	£25,920.11	103,855.00	£23,504.46	29,270.65

NEATHERD MOOR/ABBOTS FIELD

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
112 Conservation				500.00	11,859.82	-11,359.82
				500.00	£11,859.82	-11,359.82

NORWICH ST PROPERTIES

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
164 Repairs						
165 62 Rental Income		5,000.00				-5,000.00
166 58 Rental Income		8,000.00	1,698.00			-6,302.00
292 58 Repairs				3,000.00	3,455.84	-455.84

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Dereham Town Council
Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

13,000.00 £1,698.00 3,000.00 £3,455.84 -11,757.84

PETTY CASH REIMBURSEMENTS

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
173 Petty Cash Reimbursemer					300.00	-300.00
					£300.00	-300.00

PLAY & OPEN SPACES

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
226 Contract Maintenance				50,000.00	12,299.50	37,700.50
227 Play Equipment Maintenanar				15,000.00	777.30	14,222.70
228 General Maintenance				6,000.00	1,498.30	4,501.70
229 Inspections				1,000.00		1,000.00
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	216.38	1,683.62
		1.00	£3.00	84,427.00	£16,378.53	68,050.47

PROJECTS AND CAPITAL

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
199 Building Repairs						
240 New Projects						
266 Parish Partnership						
274 Cem Lodge Capital Repair						
275 New Play Area project						
277 Sports Pitches						
282 Cherry Lane					198.30	-198.30
288 Skatepark						
					£198.30	-198.30

RECREATION GROUND

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
87 Light				1,700.00	228.26	1,471.74
88 General Repairs				5,000.00	151.85	4,848.15
89 Water				200.00		200.00
91 Tennis Courts		2,300.00	2,083.31			-216.69
189 Refuse Collection				2,500.00		2,500.00
201 Rental Income		1,000.00	333.50			-666.50
291 Tennis Court Reapirs				3,000.00	1,759.22	1,240.78
		3,300.00	£2,416.81	12,400.00	£2,139.33	9,377.48

STAFF COSTS

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
140 Town Clerk				97,871.00	23,772.03	74,098.97
141 Deputy Clerk				61,474.00	14,974.20	46,499.80
142 MH Caretaker				39,375.00	9,160.62	30,214.38
143 Outside Casual				7,000.00	1,209.64	5,790.36
148 Admin Sophie				15,750.00	3,234.67	12,515.33
196 Peter/Cleaning Toilets				4,759.50	1,062.42	3,697.08
205 Bar Staff				17,728.00	4,383.59	13,344.41
223 Admin Kayleigh				27,626.00	7,723.18	19,902.82
243 Admin Spare				31,500.00	3,188.88	28,311.12
252 GP/B				35,896.00	9,096.06	26,799.94
257 HMRC payment not proce-						
258 Employment Allowance						
259 Admin Tracey				35,067.00	8,529.54	26,537.46
261 Admin Gina				44,096.00	11,114.52	32,981.48
263 Declan				4,015.00	1,130.12	2,884.88
264 Expenses						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Dereham Town Council

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

Cost Centre Name

267 Payroll Costs	1,700.00	314.00	1,386.00
272 Pension Adjustment			
278 Jonathan	39,375.00	9,400.08	29,974.92
280 Facilities Manager	25,000.00		25,000.00
281 Cleaning AR		1,139.94	-1,139.94
284 Admin Holly			
293 Ian Knight (Cleaning Barw	4,759.50	3,140.59	1,618.91
	492,992.00	£112,574.08	380,417.92

STREET FURNITURE

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
102 Flower Baskets			1,360.32	2,800.00	2,643.62	1,516.70
103 War Mem Gen Maint				355.00		355.00
104 Electricity				2,500.00	1,258.03	1,241.97
105 Gen Maintenance				3,000.00	1,163.62	1,836.38
106 Other New SF			3.48	3,200.00	1,310.47	1,893.01
107 Dog Waste Bins				1,000.00		1,000.00
109 Christmas Lights/Tree				13,000.00		13,000.00
			£1,363.80	25,855.00	£6,375.74	20,843.06

TOILETS

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
167 Electricity				1,500.00	304.40	1,195.60
169 Cleaning			3.50	7,000.00	940.13	6,063.37
170 Repairs			7.00	12,000.00	150.69	11,856.31
171 Water				250.00		250.00
285 Broadband					149.97	-149.97
			£10.50	20,750.00	£1,545.19	19,215.31

VAN

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
131 Fuel				1,500.00	438.12	1,061.88
132 Repairs				1,500.00	98.00	1,402.00
133 Road tax				340.00		340.00
232 New Vehicle (Tractor)				1,000.00		1,000.00
				4,340.00	£536.12	3,803.88

VICARAGE MEADOW

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
119 Conservation				1,100.00		1,100.00
				1,100.00		1,100.00

WINDMILL

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
124 General Maintenance				7,000.00		7,000.00
				7,000.00		7,000.00

NET TOTAL	1,514,150.00	£802,612.39	1,221,579.00	£354,597.26	155,444.13
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Dereham Town Council
Listing of Payments for Cost Centre 1
(Between 01-04-2025 and 31-03-2026)

Cost Centre		ADMINISTRATION									
Code Number		6 Publications/subscriptions									
Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
49	09/04/2025			General		Annual Subscription	Scribe	S	950.00	190.00	1,140.00
93	17/04/2025			General		Domain Name Renewal	WIX	Z	20.78		20.78
147	14/05/2025			General		Annual Subscription	NALC	Z	2,389.20		2,389.20
194	19/05/2025			General		Annual Subscription	WIX	Z	216.00		216.00
580	13/08/2025			General		Parish Online Subscription	Dereham Town Council	S	350.00	70.00	420.00
604	15/08/2025			General		Data Protection Registration	ICo	Z	73.00		73.00
814	15/10/2025			General		Domain Name Renewal	Radiks	S	130.00	26.00	156.00
917	12/11/2025			General		Employmentor	Leathes Prior	S	1,750.00	350.00	2,100.00
1108	18/12/2025			General		Annual Subscription	Canva	Z	260.00		260.00
Subtotal for Code:							Publications/subscriptions		£6,138.98	£636.00	£6,774.98
Subtotal for Cost Centre:							ADMINISTRATION		6,138.98	636.00	6,774.98
TOTALS.....									£6,138.98	£636.00	£6,774.98