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

10th February 2026

An ORDINARY MEETING of Sheringham Town Council will take place on **Tuesday 17th February 2026** at Sheringham Community Centre at **7.00pm** and the following business will be transacted. All Members are summoned to attend. Members of the press and public are welcome.

MBarron

Michelle Barron
AGENDA

1.	**APOLOGIES** To receive and approve apologies and reasons for absence.
2.	**DECLARATIONS OF INTEREST and DISPENSATIONS** With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests as required. The Clerk has received and approved dispensation requests for all Councillors.
3.	**APPROVAL OF MINUTES** a) To approve and sign the minutes of the ordinary meeting of Full Council held on Tuesday 20th January 2026 as a true and accurate record.
4.	**OPEN MEETING** Public participation: Members of the public will be invited to speak and/or question the Town Council on issues relating to this agenda or raise issues for future consideration. The period of time designated for public participation at a meeting in accordance with the Council's Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair of the meeting.
5.	**MAYORS REPORT** To receive a report from Cllr Brisbane.
6.	**GRANT APPLICATION** To consider a Grant Application from the organisation Playing for Cake, for the sum of £1,725
7.	**REPORTS FROM COUNTY AND DISTRICT COUNCILLORS** To receive reports from County and District Councillors.
8.	**COMMITTEE, WORKING GROUP MEETINGS, TASK & FINISH GROUPS AND NOMINATED REPRESENTATIVES ON OUTSIDE ORGANISATIONS** a) No Task and Finish Group or Working Group reports were received in advance of the meeting. The Clerk to provide an update on the process going forward. b) To receive updates from representatives of outside organisations.

9.	**FINANCE AND ACCOUNTS** a) To consider and approve the invoices for payment. b) To note the invoices approved for payment outside of the meeting by the Clerk using delegated powers. c) To note the direct debit and debit card payment listings. d) To note the current bank balances and investment position.
10.	**RESOLUTION TRACKER** To receive a briefing on the new Action Tracker for Sheringham Town Councillors and officers.
11.	**POLICIES** a) To consider and approve the revised Standing Orders for Sheringham Town Council. b) To consider and approve the revised Financial Regulations for Sheringham Town Council
12.	**DATA PROTECTION & HEALTH AND SAFETY** To note the Data Protection update. A Health and Safety Update will be provided at the March meeting.
13.	**OTTERNDORF GREEN** *a)* To receive and consider feedback from the Clerk and Cllr Brisbane following the resolution made at the extraordinary meeting on 15th January 2026: *That Councillor Brisbane and The Town Clerk take forward and explore the designs, liaising with NNR, Save our Shelter, other stakeholders and professionals as required, and bring feedback on feasibility and costs to Sheringham Town Council for consideration as soon as possible.*
14.	**COUNCILLOR VACANCY** To note that Councillor Pegnall has ceased to be a councillor after a long period of non-attendance. Electoral services have been informed, and the vacancy advertised.
15.	**COUNCILLOR CO-OPTION** To consider co-option of the following applicants in accordance with the STC co-option policy. a) Miss Amanda Sellick b) Mr Robert Jackson
16.	**COUNCILLOR CO-OPTION TO STC COMMITTES** a) To consider a request from Cllr Ian Kime to join the Assets Committee. b) To consider a request from Cllr Ralph Smith to join the Assets Committee. c) To consider a request from Cllr Langsdon to join the Sports Provision Advisory Board following the resignation of Jeremy Stubbs.
17.	**DATE OF NEXT MEETING** The date of the next Full Council meeting is currently scheduled for Tuesday 17th March 2026.

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An ordinary meeting of Full Council was held on:
Tuesday 20th January 2026 at 7.00pm
at the Sheringham Community Centre and was attended by the following:

Chair: Cllr Brisbane

Councillors: Dorey, Langsdon, Jolley, Worboys, Farrow, Ratcliffe, Ashcroft

In Attendance:

Clerk/Minutes: Michelle Barron

ITEM	MINUTE	ACTION
2025/26-FC/118	**1. APOLOGIES**	
	It was RESOLVED to accept apologies for Cllrs Bailey and Heinink.	
2025/26-FC/119	**2. DECLARATION OF INTEREST and DISPENSATIONS**	
	With reference to items on the agenda members are reminded of their responsibility to declare interests and to update their Register of Interests as required. The Clerk has received and approved dispensation requests for all Councillors. No interests were declared.	
2025/26-FC/120	**3. APPROVAL OF MINUTES**	
	It was RESOLVED to approve the minutes of the ordinary meeting of Full Council held on Tuesday 18th November 2025 as a true and accurate record. Cllr Langsdon and Jolley abstained as they were not present at the meeting. It was RESOLVED to approve the minutes of the extraordinary meeting of 9th December 2025 as a true and accurate record. It was RESOLVED to approve the minutes of the extraordinary meeting of 15th January 2026 as a true and accurate record.	
2025/26-FC/121	**4. OPEN MEETING**	
	The three members of the public were present for the co-option, which is item 11.	

2025/26-FC/122	**5. IT PROVIDER**	
	The Office Manager explained that she has completed a detailed review and her report was circulated to councillors. She provided a summary on the advantages and disadvantages of each option evaluated. It was RESOLVED to proceed with provider B for IT provision as recommended by the Office Manager, subject to the Office Manager negotiating	
2025/26-FC/123	**6. REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**	
	No District or County Councillors were present and no reports submitted.	
2025/26-FC/124	**7. COMMITTEE, WORKING GROUP MEETINGS, TASK & FINISH GROUPS AND NOMINATED REPRESENTATIVES**	
	The minutes of the Planning Committee Meeting held on 3rd December 2025 were noted. The minutes of the Assets Committee Meeting held on 2nd December 2025 were noted. It was RESOLVED to agree to the recommendations made at the Employment Committee meeting on 13th January 2026. Cllr Worboys against, Cllr Dorey abstain.	
2025/26-FC/125	**8. FINANCE AND ACCOUNTS**	
	It was RESOLVED to approve the invoices for payment. The invoices approved for payment outside of the meeting by the Clerk using delegated powers were noted. The direct debit and debit card payment listings were noted. The current bank balances and investment position were noted.	
2025/26-FC/126	**9. BUDGET**	
	The report and recommendations for updates to the budget were considered. Consideration of grant funding was discussed. 1. It was RESOLVED to continue with the cemetery pavilion project, moving additional funds from the Meadowland Burial capital reserve. 2. It was RESOLVED to proceed with the recommendation for the air conditioning and heating. 3. Councillors agreed that there was going to be a cost to Otterndorf Green and this was unknown at present. In light of this and other costs it was RESOLVED to increase the precept and that a general contingency fund be created. It was RESOLVED to approve the budget for 2026-2027 with the amendments agreed above.	

	It was RESOLVED to approve the precept request for 2026-2027 at a figure of £437,294.56. An increase of 4% on last year.	
2025/26-FC/127	**10. COUNCILLOR VACANCY**	
	It was noted that Councillor Stubbs has resigned from his position as Councillor, electoral services have been informed, and the vacancy was advertised. Thanks were noted to Councillor Stubbs for his service and particularly work as Chair of Assets.	
2025/26-FC/128	**11. COUNCILLOR CO-OPTION**	
	The co-option of the following applicants in accordance with the STC co-option policy were considered. a) Katie Hart b) Ralph Smith c) Ian Kime It was RESOLVED to co-opt Katie Hart as a Councillor for Sheringham Town Council It was RESOLVED to co-opt Ian Kime as a Councillor for Sheringham Town Council. It was RESOLVED to co-opt Ralph Smith as a Councillor for Sheringham Town Council.	
2025/26-FC/129	**12. MEMORIAL GARDEN PATHWAYS**	
	The report and recommendations on Memorial Garden pathways were considered. It was RESOLVED to proceed with Tender 3 for the Memorial Garden Pathways, and that the work is inspected by a competent person, and that guarantees are clarified. It was RESOLVED that section 2 is paused.	
2025/26-FC/130	**13. DATE OF NEXT MEETING**	
	The date of the next Full Council meeting is currently scheduled for Tuesday 17th February 2026.	

Meeting closed at 20.50

Chair …………………………………………………… Date: ………………………………

Playing for Cake

07771 605188
tina@playingforcake.uk
11 Caxton Close
Beeston Regis
NR26 8SU

22nd January 2026

Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham NR26 8NP
clerk@sheringhamtowncouncil.gov.uk

Dear Sheringham Town Council

Please find a completed application form for a grant to restart a Youth Choir in Sheringham comprising 22 community singing and music-making sessions at Sheringham Little Theatre and St Peter's Church Hall for young people aged between 9 and 18 years. We are committed to delivering this project which has been developed in close consultation with the Little Theatre and members of its pilot youth choir, and with experienced singing teachers / choir leaders and local schools.

All sessions will be fun, highly social and participatory. The sessions facilitate engagement with the music and with others in the group. Positive feedback from previous sessions include participants telling us about benefits experienced such as improved mood, feeling more confident, feeling less isolated or lonely, new friendships and peer-support networks and improved vocal quality/ability to communicate. From previous sessions we also see participants going on to join other local community groups as participants or volunteers. Many of our participants have come to rely on our sessions to alleviate loneliness and lift their spirits.

We will vary the content of sessions each week to provide, we hope, something for everyone and we will bring in different session leaders including the Sheringham Shantymen, Sheringham Ukelele Band, Shanty Sirens (which contributes to these groups' sustainability too). We aim to provide all our sessions regardless of participants' ability to pay, taking a 'suggested donation' fee per session only. Proceeds from these donations go back into PfC's core funds to help run more sessions, purchase props or equipment or meet annual core costs (such as insurance).

Please find a copy our accounts, as requested, produced to the end of October 2024.

Beneficiaries/participants that live within the Sheringham area equate to an estimated 90%. The management team comprises 8 people, 7 of whom are Sheringham residents; and we have a further 4 Sheringham-based volunteers.

As previously stated, our sessions are suitable for all abilities; we have no restrictions on access to our services. I can also confirm we are happy to comply with the Town Council's Equal Opportunities Policy. We also have our own Equity, Diversity and Inclusion, Environmental, Safeguarding, Child Protection, Volunteering and Data Protection policies.

To aid your decision-making, I have included a full breakdown of the actual costs (below) associated with this project. If the Town Council felt unable to fund all costs, we would be grateful if you would consider part-funding (picking out selected costs to an amount the committee felt appropriate/possible). We are making ongoing fundraising efforts to make this project possible and sustainable; however our unrestricted funds are limited so there is a real risk that, without this grant, the proposed series of 22 sessions will not go ahead.

Item Description and actual/estimated costs	**Unit cost**	**Qty**	**Total**
Choir Leader fees	£100	22	£2,200
Backing recordings/arrangements	£50	8	£400
Song Books	£10	4	£40
Printing lyrics/song sheets	£0.10	400	£40
T-shirts – contribution to subsidise t-shirts for Choir Members			£200
Venue hire Little Theatre	£25	17	£425
Venue hire St Andrew's	£125	1	£125
Venue hire St Peter's	£24	5	£120
PfC admin/insurance/publicity (15% of project costs)			£465.75
		PROJECT TOTAL:	**£4,015.75**

If anything isn't clear or you have any queries at all, please do let me know. Thanks as always for your time, consideration and support!

Yours sincerely,

Dr Tina Blaber
Founder and Trustee on behalf of Playing for Cake

Sheringham Town Council

Grant Awarding Policy and Procedure

Introduction to Policy

A grant is any payment or gift made by the Town Council to an organisation for specific purpose that will benefit the Town, or its residents and which is not directly controlled or administered by the Town Council.

The law required that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or any part of it, or some of it" and "the direct benefit should be commensurate with expenditure". Similar considerations will apply when considering application for other grants.

Policy

The Town Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Town by:-

- Providing a service
- Enhancing the quality of life
- Improving the environment and promoting the Town in a positive way

The Town Council will NOT award grants to:-

- Private individuals
- Commercial Organisations
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide
- "Upward funders". i.e. Local groups where fund-raising is sent to a central HQ for redistribution
- Political parties
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief

The list is not exclusive and may be added to at the Council's discretion.

Only one application for a grant will be considered from any organisation in any 12 month period.

Ongoing commitments to award grants in future years will not be made, a fresh application will be required each year, and this will be at the discretion of the Council.

Grants will not be made retrospectively.

Application Procedure

Organisations requesting financial assistance may submit applications at any point in the financial year, these applications will be brought to the Finance & Governance Committee and/or Full Council at the earliest opportunity.

In order for the funding to be considered -

- A completed application form and letter
- Copies of their last year end accounts.
- The number or percentage of members that belong to the organisation and that live within the Sheringham area or the number of beneficiaries who reside in the Sheringham area (end of grant evidence will be requested)
- Details of any restrictions placed on who can use/access their services.
- Confirmation (on the application form) that it agrees with the Town Council's Equal Opportunities Policy or give details of their own policy
- Confirmation of, and details, that an active Youth Policy is being pursued
- Where appropriate, safeguarding policies and procedures

Organisations will normally be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

For grant requests for projects costing over £3,000 the Town council will require that the organisation has robust tendering regulations e.g. obtaining a minimum of three tenders. The Town Council reserves the right to request proof of the tender process. Projects notified and included in the Town Councils budget will only have the funds release on completion of the work.

Whilst the Town Council would not normally consider applications for Capital Projects, any such application will require a more substantial case with supporting evidence of community benefit. For these grants, the Council will expect to see some form/evidence of other third party/match funding. For such projects, please make an appointment to discuss the project brief with The Clerk before submitting an application.

All grants awarded will be subject to bespoke conditions, with a requirement to report at the end of the project or at agreed milestones.

Assessment Procedure

At the Town Council's specific annual budgeting meeting an amount for funding will be set aside for all grant applications. Allocation of these funds will be the decision of Sheringham Town Council, as will any specific reporting or spending requirements which are requested as part of the awards process.

Any amount included within the budget for an application amount does not guarantee an award: a decision upon an award will remain for approval by Sheringham Town Council at the appropriate meeting.

Once the grants budget is exhausted, the Town Council will only consider emergency requests for assistance, and generally only from other organisations with whom it has close links.

Each application will be assessed on its own merits. However, to ensure as fair a distribution as possible of available funds, the Town Council will take into account the amount and frequency of any previous awards, and the geographical spread within the Town. Due account may also be taken of the extent to which funding has been sought or secured from other sources or fundraising activities.

The Town Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate, or meeting the objectives of the Council.

Nothing contained herein shall prevent the Town Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

Successful Applications

A grant award must only be used for the purpose stated within the application and any supporting statements. It can also only use the funding to benefit as a minimum the number of members/participants they have stipulated will benefit as residents of Sheringham (North/South).

If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies or unexpended part of such monies must be returned to the Town Council. The Town Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from Sheringham Town Council. Where appropriate, Sheringham Town Council may require a notice to be affixed.

Where equipment is gifted to an organisation, Sheringham Town Council requires that it be insured and maintained at the expense of the user.

Sheringham Town Council
Twixt Sea and Pine

Sheringham Town Council

Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk to Sheringham Town Council, clerk@sheringhamtowncouncil.gov.uk

Name of Organisation/Group	Playing for Cake (PfC)
How long have the group/organisation been in place?	Founded in October 2016
Contact Details Position within Organisation Telephone Email	Dr Tina Blaber 11 Caxton Close, Beeston Regis NR26 8SU Founder and Trustee 07771 605 188 tina@playingforcake.uk
Is your organisation a registered charity?	Yes
If yes, charity number	1205912
Project for which grant is required (a covering letter is also required). This should provide a breakdown of the spending of the funds requested from STC)	Sheringham Youth Choir A programme of 22 singing sessions for the benefit of young (i.e. aged between 9 and 18 years) Sheringham residents, with a focus on physical and/or mental health and wellbeing, improving socialisation, confidence and developing musicianship and creativity. The Choir will meet at Sheringham Little Theatre with some sessions in St Peter's Church Hall when the theatre is unavailable.
Total Cost	£4,015.75
Have any funds been requested from other sources?	Yes - £2,290.75 in total £425 is committed in kind from Sheringham Little Theatre £1,100 (50%) is committed in kind from PfC session leaders £200 is expected from participant subs £465.75 is committed from PfC funds £100 (50% of costs) is expected from Choir Members' contribution to t-shirts
If the funding is awarded partially/declined will the project continue?	To some extent. We will deliver as many sessions as possible with the funding we have but the benefits are significantly improved with consistent/regular sessions.
What is the length of the project?	8 months
What is the sustainability of the project once funding has expired/been spent?	Realistically, to keep the Youth Choir going, we will always require some external funding because we aim to keep member subscriptions/donations towards running costs minimal for participants, thus increasing accessibility across our communities. PfC is continually making appeals to a wide range of sources and works hard to negotiate best value for money e.g. we have negotiated a reduced (from £100) session leader fee to £50 per session and use of the Little Theatre free of charge. We will ask for a voluntary

	contribution of £2 per participant per session (but no individual will be excluded if they are unable to pay). Consistent, ongoing sessions, to build up a core group of participants, is key to sustainability. Experience shows that stop-start delivery means having to start from scratch to build up the group.
Amount requested from Sheringham Town Council	£1,725
What date will the funds be required?	March 2026
Please detail the consultation process/assessment that has been carried out with Sheringham residents to ascertain the need for the item/project. Please also state the results of the consultation.	In response to demand, in 2024-25 the Little Theatre initiated a Youth Choir to run alongside its youth drama groups. Sadly, and despite a strong start, the choir members slowly dwindled because the young people struggled with the choir leader's choices of music and "teaching" approach. Nonetheless, a core group of young people, including one regular PfC volunteer, Attia, asked for the choir to be restarted. The Little Theatre subsequently approached PfC. After several meetings with Attia (representing the rest of the choir), we agreed to restart the Choir with a more inclusive approach to the choice of songs and with the young people taking a much more active role in the direction the choir takes. The Head of Sheringham High School (where there is currently no school choir) has also welcomed our plans and will signpost students to us. Thus we know that there is a need for a Youth Choir in Sheringham. Parents of Primary School aged children have also been in touch to register. Positive feedback from the most regular participants at PfC sessions includes them telling us about benefits experienced such as improved mood, feeling more confident, feeling less isolated or lonely, new friendships and peer-support networks and improved vocal quality/ability. There is a growing body of evidence of the ways in which singing and music-making can benefit young people and their learning, which we are confident will apply to our members!
How will Sheringham/its residents benefit from the grant?	There is no Youth Choir in Sheringham and opportunities for primary, high school and sixth form students to come together outside formal education settings are few and far between. Our sessions will be fun and lively and offer a wide variety of musical styles and genres, with guest session-leaders, to maximise engagement and enjoyment. The young people will be encouraged to take ownership of the group, choose what they sing and lead some of the sessions with support from PfC musicians. The Youth Choir will be included in PfC sessions where appropriate/possible to increase inter-generational activities thus encouraging understanding, respect and appreciation between generations. The Youth Choir will also be performing at local community events. First performances include a spot at one of our weekly, Wednesday community 'Singing for Health, Wellbeing and Fun' sessions at the Hub and a PfC concert during the Creative Sheringham Festival in May 2026. This will be a concert to celebrate PfC's groups, participants and their journeys since joining.

	PfC sessions also encourage movement, which helps participants gain confidence and increase physical exercise. By reducing feelings of isolation and loneliness, and building peer support networks, PfC actively motivates people to join other local community groups and activities. This enhances the quality of life for all in Sheringham and improves sustainability for our communities.
Which, and how many, Sheringham residents will benefit from the grant? (demographics/locations)	The Choir is aimed at children and young people from Sheringham and surrounding villages aged 9 – 18 years. Each session has the capacity to engage with 40 young participants who will be led by 3 Sheringham-based choir leaders / Singing for Health Practitioners plus up to 7 local PfC volunteers. Members of the Choir will be invited to perform for 50 or so regular participants at a PfC session in The Hub in February half-term and at a PfC Community Concert in St Peter's Church as part of Sheringham Creativity Festival in May 2026, where the audience is expected to be in the region of 120. Other local groups – e.g. the Sheringham Shantymen, Sheringham Ukulele Band and Shanty Sirens (numbering approx. 40) – will also be invited as guests to some Choir sessions. The family and friends of Choir Members will also benefit from the improved confidence and social skills of their loved ones. Thus the total number of beneficiaries should be well in excess of 350.
What environmental considerations have been made/benefits resulting from this project, considering the Climate Emergency announced by Sheringham Town Council	We have an environmental policy (available on request) which outlines the measures that we take to minimise the environmental impact of our work including lift-sharing, minimising print, reusing and recycling in all our activities.
If successful, what date(s) will you report to STC on the outcomes of the project.	December 2026

Playing for Cake.uk

Singing and music-making for better health and wellbeing

PLAYING FOR CAKE

UNAUDITED TRUSTEES' ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 OCTOBER 2024

CONTENTS Page

The trustees present their annual report together with the financial statements for the year 01/11/2023 to 31/10/2024.

SECTION A: REFERENCE AND ADMINISTRATION DETAILS

Charity name

Playing for Cake

Registered charity number

1205912

Charity's principal address

37 Alexandra Road, Sheringham, Norfolk NR26 8HU

Names of the trustees who manage the charity

Dr Tina Blaber (Founder)
Elizabeth Brown (deceased 24/04/2024)
Jodie Claxton
Terence Cooke
Jamie Fisher
Richard Grieve (appointed 01/10/2024)

Management committee members

The management committee was dissolved on 02/04/2024 by the trustees because two members became trustees and two members attend trustee meetings in an advisory capacity.

Bank

Lloyds Bank plc, PO Box 800, Tredegar Park, Newport, South Wales NP10 8SB

Independent examiner of the accounts

Jonathan Saunderson, Little Mount, Links Road, Mundesley, Norwich NR11 8AT

SECTION B: STRUCTURE, GOVERNANCE AND MANAGEMENT

• GOVERNING DOCUMENT

Playing for Cake (PfC) adopted a Charity Commission Foundation Model Constitution for a Charitable Incorporated Organisation (CIO), whose only voting members are its trustees, on 3 October 2023. This came into effect at confirmation of PfC's charity registration on 27/11/2023. There were no subsequent changes to the governing document.

• APPOINTMENT OF TRUSTEES

Apart from the first charity trustees, every trustee must be appointed for a minimum term of two years and must be elected under the terms of the constitution. In selecting individuals for appointment as trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration and governance of PfC.

• ORGANISATIONAL STRUCTURE AND DECISION MAKING

The trustees meet quarterly. A register of interests is maintained, and "declarations of interest" is a standing agenda item at the beginning of trustee meetings.

The trustees exercised the option, under the terms of the constitution, not to appoint the officers of chair, secretary and treasurer. Trustees chair meetings in rotation. A treasurer is not needed at present because there is a Financial Administrator, who also takes minutes at trustee meetings, negating the need for a secretary.

PfC does not directly employ anyone but does engage individuals to provide professional services on a self-employed basis. These are:

- Rosie Glasgow, Financial Administrator.
- Tina Blaber, Singing for Health Development Officer.
- Daniel Spencer, Media and Comms Manager.
- Roberta Wood, Monitoring and Evaluation.
- Tina Blaber, Nicky Childerhouse, Saffron Summerfield and Jane Wells as regular session leaders.
- Other choir leaders/music groups/Singing for Health (S4H) practitioners as session leaders/ support musicians on a session-by-session basis.

The engagement of trustees (namely Tina Blaber) to provide professional services was considered appropriate under the terms of PfC's Policy for the Control and Monitoring of Private Benefits which states:

The charity may engage the professional services of its trustees and connected persons provided:

a. The goods or services are entirely necessary for the charity to meet its objects.
b. The goods or services required go above and beyond any that could be reasonably expected of a voluntary trustee because they require a very large time commitment and/or specialist skills for example leading specific Singing for Health groups.
c. The trustee or connected person is the most appropriate person to provide the goods or services by virtue of qualifications, knowledge, experience, skills and track record.

d. The trustees have adequately considered the pros and cons of engaging someone who is not a trustee or connected person to provide goods or services.

Where trustees or connected persons are engaged to provide goods or services, the charity will:

a. Evaluate payment terms and conditions annually.
b. Issue a letter of engagement which clearly states expectations and responsibilities and provides all parties with a point of reference to enable impartial review by the trustees.
c. Require the trustee or connected person in question to absent themself from the discussion and abstain from the vote.

It was further agreed that Tina Blaber would be paid at the same rate as all other Singing for Health practitioners for the delivery of sessions and at the same rate as administrative professionals for development work.

There are currently 33 volunteers involved in both the development and delivery of our activities and the day-to-day running of PfC. This includes 5 trustees, 13 people who regularly help out at sessions, and 15 members of Sheringham Ukulele Band who deliver sessions in local care homes and other community settings, responding to requests that PfC does not have the capacity to meet.

SECTION C: OBJECT AND ACTIVITIES

• OBJECT

The charitable object of Playing for Cake is: for the public benefit to advance health and relieve sickness of people of all ages and abilities primarily in (but not limited to) North Norfolk by providing community singing, music-making and creative activities which promote proven mental, physical and social health and wellbeing benefits and, by extension, provide support for family, friends and carers, including through the provision of online resources.

• MAIN ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO THIS OBJECT

In fulfilment of this purpose, PfC provides public benefit by:

1. Promoting better health and wellbeing for people of all ages and abilities to assist in the healing of mind, body and spirit.
2. Helping people with a range of physical, mental, emotional and social health conditions to alleviate symptoms and better manage a specific condition and/or general health and wellbeing.
3. Assisting the recovery of people who are sick, convalescent, disabled or infirm and providing support and comfort to them and/or their carers.
4. Facilitating social interaction and helping people to gain confidence, through improved peer-support networks, to participate more fully in society.
5. Contributing to the vibrancy, sustainability and quality of life of our local communities through improved health and wellbeing and increased social and cultural opportunities.
6. Advancing the collective knowledge and understanding of the benefits of participation in creative activities to health and wellbeing, specifically, but not exclusively, in the relief of those with Parkinson's, Dementia, Alzheimer's and lung disease.

PfC strives to achieve these benefits by:

- Providing fun, interactive and participatory community-based singing, music-making and other creative opportunities for all ages and abilities in accessible locations.

- Encouraging participants to increase physical activity using the voice, movement, percussion and/or props as appropriate using established Singing for Health techniques.
- Injecting targeted exercises/techniques into activities as appropriate to help people improve or manage specific health conditions.
- Working with health care professionals and community group leaders to design tailored creative activities that can help with specific health needs or goals.
- Providing supported volunteering opportunities relating to all aspects of running the organisation as well as for delivering sessions.
- Supporting participants to take ownership of their group by contributing to the organisation of sessions, for example by undertaking small local acts of fundraising, organising refreshments, helping to count donations, meeting, greeting and welcoming (especially new) people.
- Fundraising to keep activities affordable for participants (wherever possible pay what you can) whist being able to pay experienced and qualified Singing for Health practitioners at the appropriate level, reimbursing volunteer expenses and operating as a going concern.
- Building and developing links with relevant local, regional and national organisations and partnerships, such as the North Norfolk Healthy Ageing Project, by attending meetings, networking and sharing experiences, participant feedback and evaluations of our activities.
- Providing online sessions (as capacity allows) and/or resources for the benefit of the wider public.

SECTION D: MAIN ACHIEVEMENTS AND ACTIVITIES OF THE CHARITY

One of the most significant achievements of 2023-24 was income generation. In addition to the steady stream of donations we collected from our participants and groups, which are invaluable to continuing our activities when grant-funding ends, we also successfully secured grants from a range of charitable trusts and local government. Perhaps the most impactful of these was five-year funding from the National Lottery Community Fund to "embed, build and sustain Singing for Health across the North Place *(note[1])*". This grant started in May 2024 and is very much in line with our key focus in 2023-24, which was organisational development to ensure a sustainable future for PfC by:

1. Building organisational capacity.
2. Improving governance.
3. Strengthening financial resilience.
4. Enhancing our profile and reputation.
5. Facilitating the ongoing delivery of S4H services.
6. Monitoring and evaluating our work.
7. Encouraging younger people to get involved.

1. Building organisational capacity

Over the years, the demand for our services has been steadily increasing. With only one S4H practitioner trained across all strands of our work, Tina Blaber, and limited funds to pay the appropriate rate for her professional services, we were unable to respond to many requests and relied heavily on her, and other musicians', willingness to deliver sessions in kind or well below the industry standard rate of pay. The administrative burden of managing, promoting and evaluating the organisation had also increased, and the volunteers who were doing this essential work were stretched to the limit. Starting in 2023, it became a priority to secure funding to:

a) Engage appropriately qualified and experienced specialists in financial management, fundraising, governance, marketing and communications, monitoring and evaluation, and project development and management.
b) Recruit, train, mentor and engage appropriate community musicians and choir leaders to start to lead some of our S4H sessions.

a) Engage appropriately qualified and experienced specialists

In July 2023, a grant from the Love Norfolk Fund (administered by Norfolk Community Foundation) enabled us to recruit an experienced Financial Administrator, Rosie Glasgow, for 6 hours per week for 46 weeks. She quickly started to alleviate much of the administrative, financial, fundraising and governance burden, giving PfC session leaders and volunteers more time for session planning (to ensure quality and diversity) and networking (to spread the word and develop new and existing partnerships). Her contract expired in May 2024 but retaining the post for five years for 8 hours per week was embedded into the National Lottery grant proposal. A new contract was agreed with Rosie in May 2024.

In May 2024, another grant from the Love Norfolk Fund enabled us to recruit a specialist Media and Comms Manager, Daniel Spencer, for 7 hours per week for 48 weeks from July 2024. Daniel has quickly become an integral member of the PfC management team, and his knowledge and expertise has proved to be invaluable in helping us maintain and build our reputation, develop our online profile, improve our press and media relations, recruit more volunteers and reach out to more participants. A priority for the trustees in 2024-25 will be securing funds to retain Daniel's services when his contract expires.
The National Lottery grant enabled us to engage a S4H Development Officer for 1 year. Tina Blaber, as PfC's Founder, our principal advocate over the years and the person most informed about, and experienced in, developing and delivering our S4H services, was the obvious choice for undertaking much of this work including:

- Scheduling and booking session leaders.
- Networking/partnership building/exploring opportunities for co-production with other local community groups and developing new projects/services.
- Recruiting and supporting emerging session/song-leaders and participants wanting to develop their skills.
- Improving engagement with young people.
- Co-ordinating activities at community events.
- Encouraging, recruiting and mentoring other S4H practitioners.
- Developing content for delivery of tailor-made sessions (e.g. for Parkinson's UK, Stroke support groups, etc) and standards of practice for other PfC session leaders to follow.
- Exploring the feasibility of delivering online sessions and S4H training courses.

More recently, to provide resilience by ensuring we do not become over-reliant on one individual, other new PfC session leaders (see 1.b) have started to represent PfC at various health, social care and community meetings, networking events, conferences and local community events.

The National Lottery grant has also enabled us to engage a Monitoring and Evaluation Consultant, Roberta Wood, who is assisting with the development of participant and volunteer feedback forms and other means of gathering evidence of the health and wellbeing benefits of our work.

b) Recruit, train, mentor and engage appropriate community musicians and choir leaders

Early in the year, we started working with two potential new session leaders, Stuart Paterson (based in Norwich) and Nicky Childerhouse (based in South Norfolk). Both began shadowing Tina Blaber at Singing for Breathing (S4B) sessions and we supported Nicky to complete the *Sing to Beat Parkinson's* training and Stuart the *Voice Basics: Foundations for Singing for Well-Being* training. Sadly for us, Stuart started a new job in January 2024 and so was unable to commit to any further work; but Nicky went on to become a key member of the PfC team.

Thanks to bursaries from Asthma + Lung UK (A+LUK), we supported Nicky, along with another very experienced community musician, Saffron Summerfield (based in North Norfolk), to complete *The Musical Breath: Singing for Lung Health* training in Spring 2024. Nicky now leads the North Walsham S4B group and, with funding from Awards for All, set up and piloted two new S4B groups in South Norfolk.

Since completing her training, Saffron began leading the Sheringham S4B group, has led and/or supported at Singing for Health, Wellbeing and Fun (SFHWF) at The Hub, a song-writing workshop for YESU family support centre and S4B sessions in Fakenham. She will be working in partnership with Tina Blaber to deliver a series of sessions for Stroke survivors, which have been commission by the Queen Elizabeth Hospital Stroke Unit in King's Lynn. Saffron has also started to represent PfC at the regular Healthier Sheringham, Creative Sheringham and North Norfolk Community Hub meetings, and at several one-off networking/conference events: NNDC PositiviTea event at The Reef in Sheringham; a Cultural Diversity/Funding event facilitated by Essex Cultural Diversity Project for artists and organisers of arts/wellbeing events in Norfolk and Suffolk; and Power Up – Amplifying Creative Energy in the East organised by the Norfolk & Suffolk Culture Board at St George's Theatre in Great Yarmouth.

Jane Wells was instrumental in the early days of PfC when it was formed as a CIC. She stepped back for several years but, since October 2024, has been leading the second session of the month at the SFHWF group in North Walsham. Jane volunteers at the North Norfolk Stroke Support Group and we hope that links can be made here when capacity allows.

More recently, we have recruited several more session leaders/support musicians:

- Suzanne Williams is particularly interested in Singing for the Brain for people with Alzheimer's and dementia. She has supported at several sessions for the North Walsham Dementia Support Group in Cameo Café and is representing PfC at the North Norfolk Dementia Working Group organised by Norfolk County Council Adult Social Care and Norfolk Community Health and Care.
- Alisha Hart has delivered, jointly with Greg Powles, their *Songs of the 60's in 60 Minutes* set at Cameo Café and at The Hub. Alisha has also led solo sessions at The Hub and for the SFHWF group in North Walsham where, it is hoped, she will regularly lead the first session of the month from November 2024.
- Emma Ewins is particularly experienced and interested in work with young people and children. She led our Halloween and Bonfire Night session at The Hub in October 2024 and we hope that she will organise a PfC fundraising Ceilidh in spring 2025.
- Sky Carver and Linds Bestwicke are both highly experienced community musicians who are interested in developing their practice to include Singing for Breathing.

Thanks to the National Lottery funding and a bursary from A+LUK we are supporting Alisha, Emma, Linds and Sky to complete *The Musical Breath: Singing for Lung Health* 2024 autumn course; and there are several others who have expressed an interest in our work, with whom we continue to develop a relationship.

Integral to capacity building has been our ability, since May and the start of the Lottery grant, to pay a small fee to musicians who support session leaders, principally (but not exclusively) Amanda Crofts. Feedback suggests that it is particularly beneficial to new session leaders to be supported by an experienced PfC person who knows the dynamics of the group and the appropriate S4H methods, which are very different to those of a sing-along. It is also crucial that we maintain support for and communication with session leaders, especially those who work a fair distance from our administrative base in Sheringham. Our regular participants have commented that they like to see a familiar face and that sessions can be more engaging when there are support musicians providing instrumental back-up. For PfC, it is invaluable to have someone, who knows our expectations, at sessions to feedback to the management team to ensure a consistent standard is maintained across all our services.

For all these reasons and more, Tina Blaber hosted a dynamic meeting in September 2024, which brought together all the afore-mentioned practitioners. Most were meeting for the first time, so this was invaluable in learning about all their different experiences and interests. The meeting also provided a platform for sharing ideas and practice and emphasising the importance of techniques to maximise the health and wellbeing benefits of singing. It was because of this gathering that several people offered to start attending meetings, and that Linds and Alisha confirmed their booking for *The Musical Breath* training. A follow-up meeting is planned for Spring 2025.

Consolidating our relationship with Sheringham Ukulele Band (SUBs) is another way in which PfC built organisational capacity. A SUBs representative is now invited to attend all trustee meetings, the group has a SUBs@playingforcake email address, and a pop-up banner bearing the logos of both groups and a dedicated page on the PfC website have been developed (demonstrating that SUBs is an integral part of PfC). SUBs doing *Sing-along-a-SUBS* gigs under the PfC banner in local care homes and at events like Sheringham Carnival alleviates pressure on our session leaders, thus allowing us to respond to more requests for our services. PfC providing governance for SUBs means that its members can concentrate on playing and performing, which in turn strengthens the group's viability. At the PfC trustee meeting in October 2024, the SUBs representative stated that "the group has gone from strength-to-strength with six gigs booked before the end of 2024 and plans to start a Beginner's Ukulele Group in the pipeline."

Central to building organisational capacity was recognising the essential role that our many volunteers play in all aspects of the development and delivery of our activities. Whilst all these people contribute to the whole PfC team, they are scattered across the county and tend to be associated with one particular group. This has meant that many involved had never had the opportunity to meet; that is until the PfC Social! Some 30 people - trustees, session leaders, support musicians, volunteers, SUBs members and postholders - came together on 13 August 2024 in St Peter's Hall in Sheringham for an evening centred on getting to know PfC and one another. All came armed with food and drink for a pot-luck table and PfC thanked all involved by providing a glass of prosecco on arrival. Short presentations were given my Daniel Spencer and Tina Blaber, and Roberta Wood talked about the importance of evaluation and tested out some ideas. The gathering concluded with a sing-along-a-SUBs session to consolidate this relationship. The evening was a great success on many levels and, in consequence, the PfC AGM in February 2025 will be an event along similar lines.

2. Improving governance

A systematic review of policies and work on an appropriate governing document (constitution) began in June 2023. This resulted in PfC having policies in place for: conflicts of interest and loyalty, the control and monitoring of private benefits, rates of pay for connected persons (i.e. trustees or people connected to them who are engaged to provide goods and/or services over and above that which should be reasonably expected of them) of data protection, equity, diversity and inclusion, internal financial controls, the allocation of reserve funds, safeguarding, and volunteering. We also demonstrated our commitment to minimising our carbon footprint by adopting an environmental sustainability policy in October 2023. There is a timetable in place to ensure that all these policies are reviewed on a rolling programme and at least annually. A health and safety policy is not required by law, however PfC is mindful of our duty of care and has procedures in place to minimise risk and ensure the health, safety and wellbeing of all involved in the delivery of our activities (trustees, volunteers, session leaders, support musicians and those engaged to provide professional services on a self-employed basis). Alongside this, PfC developed robust and appropriate financial management systems, controls and procedures. This work ensured we achieved charitable status as a CIO on 27/11/2023 and could register with HMRC for Gift Aid, which was confirmed on 06/03/2024.

3. Strengthening financial resilience

Improved governance and organisational capacity were instrumental in strengthening PfC's financial resilience and sustainability.

In the first half of the year, when funding for the continuation of groups was running low, the Financial Administrator worked with the trustees to shape and submit a steady stream of grant applications. This resulted in £37,325 (excluding the National Lottery) in grant aid (a 53% increase on the total for the 2022-23 financial year of £17,365). This was despite the closure of several local government funding streams (e.g. the Active Norfolk Fit Together Fund and the North Norfolk District Council Arts and Culture Fund), but was aided greatly by achieving CIO status, which gave us access to those charitable trusts and foundations which will only consider applications from registered charities.

During this same period, countless hours were spent on shaping our National Lottery proposal. Our efforts were rewarded in April 2024, when we received an offer from the National Lottery Community Fund of £193,237 over 5 years from May 2024 to April 2029. The impact of this funding is enormous; but there are restrictions on how the grant may be spent and, to continue to receive payments, we must show that we have secured £77,380 in match funding (equating to £15,476 per year) over 5 years.

The funding is restricted for S4H practitioners, the Financial Administrator, a marketing strategy and website development, insurance and accountancy, 50% of travel/mileage expenses, monitoring and evaluation, publicity and training costs, and 40% of venue hire costs. It does not cover organisational costs/overheads (such as printing, postage, stationery, web hosting and domain fees, subscriptions), other session costs (refreshments, course materials (songsheets/props), the remaining 50% of travel/mileage, monitoring/evaluation, publicity and training costs or 60% of venue hire. This is where earned and unrestricted income from donations and commissioned services/sales play a crucial part.

As stated, this security of funding for 5 years has enabled us to engage professionals to provide organisational/management services and to recruit and train new S4H practitioners to deliver sessions. This in turn has allowed us to commit to the ongoing delivery of sessions for our core groups in North Norfolk. Consistent and high-quality delivery on an ongoing and regular basis has helped us to retain our regular participants and attract new beneficiaries, whose donations are critical to the sustainability of groups. Participant donations have, and will continue to, contribute greatly to the match-funding required for most grant applications and, as unrestricted income, will enable us to continue to operate when grant funding ends. Charity status has also enabled PfC to register with HMRC to claim 25% on all eligible donations, which is also unrestricted income.

We are particularly proud of the fact that no one is excluded from benefiting from our activities by continuing the practice, throughout the year, of delivering sessions on a "pay what you can afford" basis, with a suggested voluntary donation of £5. Participant donations account for 24% of our project delivery costs; so thank you to all who have consistently put coins into our coffers!

Participant donations are voluntary but, the better the experience, the more people are inclined to put money in the donation bucket and/or to bring their friends and family to sessions. The larger the group and the greater the quality of experience, the bigger the collection. The same applies to referrals and the direct commissioning of our services e.g. from the NHS and affiliates.

In short, participant donations (and Gift Aid on them), referrals and commissioned services/sales are the best way to secure a sustainable future for PfC. In 2023-24 we have been able to start to build up unrestricted funds, allocated to the continuation of specific groups/projects, to ensure their continuation in the longer term.

4. Enhancing our profile and reputation

Again, this has been facilitated by broadening our pool of session leaders (to make sure we are represented at key meetings and events) and by the appointment of Daniel Spencer as our Media and Comms Manager. Despite having only been in post since July 2024, Daniel has made huge strides into raising our profile by:

- Promoting, coordinating the attendance list and attending/documenting our PfC social.
- Providing support with the development of evaluation graphics and forms.
- Going through the PfC social media channels and website to compile a list of keywords which will improve our Google ranking.
- Setting up a TikTok account.
- Adding videos to the Singing for Breathing webpage.
- Working on messaging and social media strategies.
- Developing sliders for sessions at The Hub.
- Creating a new abridged logo.
- Taking possession of all the footage and photos to begin cataloguing.
- Designing and organising print of the roll-up banner for SUBs.
- Finding contact details for the PCNs and GP surgeries in Norfolk to get posters/literature into GP surgeries.
- Getting an article in the GP Newsletter.
- Getting our wellbeing groups onto the Parkinson’s UK register/website.
- Designing a poster for the NW group and creating a template for posters for other groups.
- Preparing a post for Everyone Active social media about the new S4B group in Fakenham.
- Facilitating a fun and interactive session for trustees, volunteers and session leaders to get to the heart PfC values and to aid with messaging and marketing.

As stated above, and particularly in the latter 6 months of the year since the start of the National Lottery funding, we worked hard in 2023-24 to make sure we had a presence at a broad range of local and regional meetings and events, giving presentations to promote our work where appropriate. Since starting to record this activity in May 2024, we have attended/met with:

- Parkinson's UK event at Holt Community Centre
- Pulmonary Rehabilitation Group meetings in Spooner Row, South Norfolk
- North Norfolk Stroke Support Group, Sheringham
- Sing Your Heart Out Anniversary Big Sing, Swanton Morley Village Hall
- Age Concern North Norfolk, Sheringham

- Sam Seaton, Norfolk County Council Children's Services
- Care & Refresh Café at The Hub, Sheringham Little Theatre
- Jane Gosine, a professor in musicology who is also developing singing for health groups in Canada
- Paula Prince, Sheringham Carnival Committee
- Singing for Health Network Webinar: the ageing voice and for people with chronic health conditions
- Healthier Sheringham meetings
- NNDC PositiviTea event at The Reef, Sheringham
- Fakenham Leisure Centre
- Elaine Emms, Parkinson's Local Advisor East of England, Parkinson's UK
- Cultural Diversity/Funding event facilitated by organised by Essex Cultural Diversity Project for artists and organisers of arts/wellbeing events in Norfolk and Suffolk.
- North Norfolk Community Hub meetings at NNDC
- Creative Sheringham meetings
- Everyone Active, Everyone Healthy event at North Walsham High School
- North Walsham Mother's Union
- North Norfolk Dementia Working Group meetings organised by Norfolk County Council Adult Social Care & Norfolk Community Health & Care
- North Norfolk Community Hub meetings at NNDC
- Power Up – Amplifying Creative Energy in the East organised by the Norfolk & Suffolk Culture Board at St George's Theatre, Great Yarmouth

This work is essential in:

- Keeping PfC plugged in to local and national thinking.
- Sharing experiences and practice.
- Contributing to the growing body of evidence of the benefits to health and wellbeing of participation in community music and singing.
- Establishing and maintaining relationships and connections.
- Promoting and raising aware of our work.

As in previous years, we found that word of mouth and networking were our most effective marketing tools. In addition to the above work, the following methods were also used to promote PfC and its activities:

- Website at playingforcake.uk and links from the websites of Tina Blaber and Cutting the Mustard.
- News media: interview on BBC Radio Norfolk.
- Branding: ensuring session leaders are supplied with a PfC t-shirt.
- Social media: we are building a presence and have:
    - 369 Facebook followers (328 in 2022-23)
    - 3 Linked In followers (0 in 2022-23)
    - 0 Tik-Tok 0 followers (0 in 2022-23)
    - 17 Instagram followers (0 in 2022-23)
    - 36 X followers (36 in 2022-23).
- Newsletter: 1 edition was sent to our mailing list of 141 subscribers (112 in 2022-23).
- Printed material: we have a general PfC leaflet and routinely do short print runs of A5 leaflets and A4 posters for our various sessions.

- Other: PfC is listed in the Healthier Sheringham local directory, which has been delivered to every household in Sheringham via the local free paper and is also available online. PfC is also featured in the North Norfolk Healthy Ageing Programme (NNHAP) directory.

A marketing strategy is under development to determine the most effective means of reaching our target markets with the most efficient use of resources. Rebranding PfC and a website overhaul are options under discussion.

5. Facilitating the ongoing delivery of S4H services

PfC delivered 151 sessions in 2023-24 (an 84% increase on the 82 sessions in 2022-23). Our S4H services fell into 5 main strands of work:

a) Singing for Breathing
b) Singing for Health, Wellbeing & Fun!
c) Tailored Sessions for Health and Support Groups
d) Community Engagement
e) Online Resources

a) Singing for Breathing (S4B)

Our S4B sessions comprise songs tailored around breathing exercises using established A+LUK and *The Musical Breathing* techniques to help strengthen support muscles and better manage symptoms of diagnosed lung conditions such as COPD, asthma and long COVID. PfC promotes these sessions as "Singing for Breathing" to encourage inclusivity; stressing that participants do not need a referral or diagnosis to attend; and that the primary aims of the courses are to improve participants' breathing habits, and their general health and wellbeing, by helping them to learn techniques to help manage breathlessness and adopt better breathing habits for everyday life.

Thanks to funding from the National Lottery (both the Community Fund and Awards for All), we were able to sustain and develop our existing S4B groups in Sheringham and North Walsham, pilot two new groups in South Norfolk (in Long Stratton and Attleborough), and start a new group (in response to demand from local Community Connectors and Fakenham Leisure Centre managed by Everyone Active and extending our partnership with them). We delivered **81 S4B sessions** in total:

- 29 sessions in Sheringham (ongoing into November and due to resume in January 2025)
- 28 sessions in North Walsham (ongoing into November and due to resume in January 2025)
- 09 sessions in Attleborough in South Norfolk (finished)
- 13 sessions in Long Stratton in South Norfolk (ongoing into Nov and due to resume in Jan 2025)
- 02 sessions in Fakenham (ongoing into Nov with continuation determined by demand/feedback)

In response to low numbers at the South Norfolk groups, with the same participants fluctuating between the two groups, the trustees decided (at their meeting on 1 October 2024) to merge the groups, and thus extend the offering in one location (i.e. the funding for the three remaining scheduled Attleborough sessions was diverted to extend the Long Stratton programme by three weeks).

b) Singing for Health, Wellbeing & Fun! (SFHWF)

Our SFHWF sessions are general, community sessions where everyone can come together to gain the broader set of physical, social, mental and emotional health benefits that singing and music-making with others can provide, including to:

- Improve general physical and mental health and wellbeing.
- Increase physical activity.
- Reduce stress/anxiety and manage depression.
- Reduce social isolation and loneliness.
- Build new friendships and peer-support networks.
- Feel motivated and confident to go on to join other community/physical/social activities.

48 SFHWF sessions in total were delivered in Sacred Hearts Hall in North Walsham and The Hub at Sheringham Little Theatre. These sessions are open to all ages and abilities, and we stress that people are welcome to attend simply because they enjoy music-making with others. This provides our groups with a broad mix of people, which in turn enriches the experience for all.

19 twice monthly sessions in North Walsham, ongoing throughout the year with a break in August, were regularly attended by an average of 15 participants. The first of the month were delivered by Tina Blaber; the third of the month by Jane Wells.

29 sessions at The Hub in Sheringham, attended on average by 21 participants were delivered weekly during term-time, after school to facilitate engagement with families, children and young people. A total of 18 sessions were delivered from Oct 2023-April 2024 and 7 from Sept-Oct 2024. In response to both participants and Sheringham Little Theatre, and as a new initiative to maintain momentum, we continued to provide 4 monthly sessions between May and Aug 2024. All these sessions took a different, café-style, drop-in approach. To facilitate diversity and provide a range of musical genres (with the intention of providing something for everyone), sessions were led by established PfC session leaders and support musicians, as well as a broad range of our new session leaders and other local community musicians and groups including:

- Sheringham Shantymen
- Cromer and Sheringham Brass Band
- Natasha Hood of Sing Your Heart Out
- Kit Bottomley (a 13-year-old emerging talent)
- Sheringham Ukulele Band
- Ervin Munir from Rock the Lobster
- Helen McDermott of TV fame
- Saffron Summerfield
- Alisha Hart and Greg Powles (of Radio North Norfolk fame)
- Emma Ewins

c) Tailored Sessions for Health and Support Groups

In addition, PfC delivered **13 tailored sessions** for 4 groups which provide support for people living with specific health conditions and their carers:

- 7 sessions for North Walsham Dementia Support Group in Cameo Café in North Walsham regularly attended by 18 participants.

- 4 sessions for Supporting Women Activities Network (SWAN) in Stalham (a support group for ladies with mental health issues run by sufferers for sufferers) with 6-8 participants.
- 1 session for the North Walsham Parkinson's Support Group
- 1 song-writing workshop for the YESU family support centre as part of Sheringham Creativity.

d) Community Engagement

PfC and/or SUBs delivered **9 sing-along sessions** for:

- St David's Nursing Home in Sheringham (x5)
- Age Concern Day Services in Sheringham (x1)
- Dorrington House Care Home in Wells-next-the Sea (x1)
- Sheringham Carnival (x2)

This is important work in reaching out to the wider public who may not be aware of our services or how they could improve their quality of life.

e) Online Resources

On our website we provide links to information about the benefits of singing for particular health conditions including research, literature, evidence of people's own experiences and participant feedback from our own sessions. There are also links to health support groups, other local singing and music-making groups, and online videos so people can practice at home. This, and delivery of online sessions to people who are unable to attend our face-to-face sessions, is an area of work we hope to develop.

6. Monitoring and evaluating our work

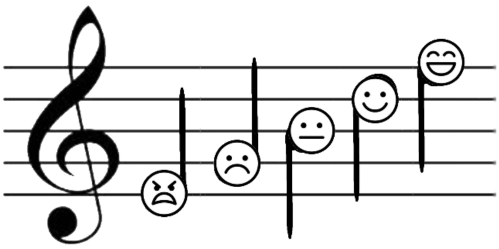
We evaluated our spring 6-week S4B courses in Sheringham and North Walsham using our old format forms from 12 respondents who completed both the beginning and end of course forms. 33% of these respondents had a diagnosed lung condition and 10 of the 12 were new to S4B. It is worth noting that it can take time for the S4B techniques to make a difference. As with any exercises and techniques, the longer sustained, the more benefits become noticeable. Thus, the improvement of new participants is slower than those who have been before, and the longer the course, the greater the impact. Nonetheless the results were largely positive:

- 100% felt their goals for attending had been achieved.
- 67% felt they understood their breathing habits better; 33% reported no change.
- 67% (8 people) felt more confident about managing episodes of breathlessness; 25% (3 people) felt the same; 8% (1 person) felt less confident.
- 58% felt the quality of their speaking and/or singing voice had improved; 42% felt the same.
- 58% felt their confidence had improved; 42% felt this hadn't changed (but most of these had high confidence levels at the start of the course).
- 58% indicated attendance had alleviated feelings of loneliness and/or isolation (the other 42% may not experience these feelings but this data was not captured so it's hard to draw a conclusion).
- 42% indicated attendance had relieved anxiety/depression (the other 58% may not experience these feelings but this data was not captured so it's hard to draw a conclusion).
- 67% had increased social circles/friendships/peer support networks.
- 83% felt motivated to join other community groups.
- 100% expressed a wish for S4B groups to continue.

Some of the comments were:

Friendly people and Nicky is brilliant! Helped at home to continue with the exercises.
Helped with better breath control and have passed on some of the exercises…
… I am less short of breath going up stairs/slopes/hills.
… has helped me to be more aware of my breathing which is helpful in handling stress & anxiety.
Have found sessions relaxing relieving stress.
I really look forward to this group. I don't remember which day it is but when we have the drive coming here I remember. I have started making new friends who speak to me here and also when my carer takes me out and about in Sheringham. I feel more relaxed and more able to cope with my life after the session (a dementia sufferer).
I have noticed a big improvement in my breathing!
I was left with a cough after bronchitis years ago and it has helped a lot with that.

As stated, the National Lottery grant has enabled us to engage a Monitoring and Evaluation Consultant, Roberta Wood, who is assisting with the development of feedback forms and other means of gathering evidence of the benefits of our work. A specific feedback form for volunteers is under development. The new course trial forms, which use the recognised Warwick and Edinburgh scale to track wellbeing impacts, were given out to participants when sessions restarted in September 2024 after the summer break, and we will collate the data at the end of the term in December. For The Hub sessions, and one-off activities, we have developed a simple postcard to obtain a snapshot of how people felt on arrival and at the end of the session, using this image:



7. Encouraging younger people to get involved

We are proud of the fact that two of our trustees are under 30 years and that 70% of the new session leaders recruited are of working age (30-55 years).

We have also started to build strong links with Sheringham Little Theatre, in particular with the Youth Choir. We have been working with the theatre to develop partnership grant applications with Norfolk Music Hub for the delivery of intergenerational community music initiatives in the town, some outreach in care homes and some based at the theatre.

We have recently recruited a member of the Youth Choir to attend all The Hub sessions to:

- Meet and greet participants.
- Help the session leaders to set up.
- Putting out our literature, percussion instruments, etc.
- Handing out evaluation cards and encouraging people to fill them in.
- Shaking the donations bucket!
- Helping to clear up at the end.

This is a very new role and, if all goes well, there is the potential for taking on more responsibility such as collating the evaluation data and getting involved in the scheduling of sessions.

We have also engaged a music student from the Creative College in Norwich, with a background in business studies, to compile spreadsheets to record evaluation feedback. He and a couple more of the students have expressed an interest in getting more involved in our work.

Promising meetings and conversations have been had with two arms of Norfolk County Council (NCC) Children's Services: the early help and family support team and the team that supports children in and/or leaving care.

Perhaps the most exciting news is that we have received a grant from the Sheila Ann Day Fund (administered by Norfolk Community Foundation) for Saffron Summerfield, who is accredited to deliver the Trinity College Bronze Arts Award, to work with a group of to 10 young people (aged 11-25 years) to:

- Learn new skills and develop their musicianship.
- Meet new people and share their experiences
- Improve self-esteem and confidence
- Learn about Singing for Health and community/participatory music-making (understanding that this is an alternative career path)
- Acquire a Bronze Arts Award which will improve access to job/volunteering prospects and going on to further education
- Engage with PfC groups who tend to be of an older demographic.

Work has just begun on recruiting participants via local schools, music groups, YESU family support centre and contacts at NCC Children's Services, with a focus on those who are:

- interested in music but not able/wanting to go through formal grades etc
- disengaged students, children in/leaving care, possibly home schooled and children who are neurodiverse.

SECTION E: FUTURE PLANS

Our plans are centred on continuing, effectively and efficiently, to embed and build high quality, fit-for-purpose S4H services across Norfolk. By providing PfC with the capacity, resilience and resources (financial and human), we will ensure a sustainable future for PfC and become an exemplar of what can be achieved through community partnership for the benefit of residents' health and wellbeing.

Our priorities for the 2024-25 financial year will be to:

1. Plan and deliver singing, music-making and other creative health and wellbeing sessions consistently in Sheringham, North Walsham and South Norfolk, as well as other locations in Norfolk where there is a need and/or demand.
2. Secure funding to retain Daniel Spencer as our Media and Comms Manager.
3. Ensure we retain the interest and commitment of all our session leaders by continuing to support, mentor and train them, and providing assurance that we can pay appropriately and sustainably for a sufficient period of time, including for representing PfC at meetings and events.
4. Respond to demands for the development of new services from health/social care professionals (e.g. local Pulmonary Rehabilitation groups and the Stroke Unit at QEH in King's Lynn) working towards a greater number of commissioned and privately funded sessions/services over time.

5. Meet the increasing demand for our services from care homes and other local health and carer support groups.
6. Improve engagement with young people through links with Sheringham Little Theatre's youth choir and drama groups, the Creative College, schools and youth groups, and by enabling emerging talent to lead songs and sessions in a safe and supported environment.
7. Continue to work with SUBs by promoting their work, supporting their ambition to set up a beginner's group and offering them sing-along sessions where appropriate.
8. Capitalise on the opportunities to promote our work to the wider public by participating in the plethora of local carnivals, festivals and other community events.
9. Improve the online resources we offer/signpost on our website, contributing to the growing body of evidence of proven health benefits and low-cost, quality interventions that can help reduce health and social care system pressures.
10. Build on our relationship with Everyone Active to explore opportunities to embed S4B in their other North Norfolk sports facilities in Cromer and Stalham.
11. Develop a marketing strategy to determine the most effective means of reaching our target markets and allocate sufficient resources to its delivery. Key elements will be a commitment to producing regular printed and/or electronic newsletters, improving our presence on social media, and commissioning high quality images/videos. Rebranding PfC and a website overhaul are options under discussion.
12. Organise our online resources in a user-friendly and cohesive way. Building capacity for the delivery of online sessions for people who are unable to come to our groups is also important. We are also mindful of the possibility of a COVID (or similar) resurgence. Whilst we think another lockdown unlikely, widespread illness in the community would stop many of our participants attending in-person sessions.
13. Maintain where possible "a pay what you can" principle with a suggested voluntary donation.
14. Develop a welcome pack for volunteers and support new and existing volunteers to take greater ownership of their groups (to build their confidence and commitment and to help them participate more fully in society) by having more responsibility for some of the organisational duties.
15. Raise awareness of PfC with local business, exploring the feasibility of offering corporate away day/team building type services.

SECTION F: FINANCIAL REVIEW

• FINANCIAL RISK MANAGEMENT, OBJECTIVES AND POLICIES

The existing policy for internal financial controls was reviewed in October 2024. This covers all aspects of how PfC handles its money and aims to help all the individuals involved to:

1. Protect the charity's assets, including its money, and maximise its resources.
2. Make informed decisions about the charity's financial position.
3. Meet their legal duties, for example to manage the charity's resources responsibly.
4. Identify and manage risks with the charity's finances and assets.
5. Keep good quality accounting records.
6. Prepare timely and relevant financial information.
7. Make sure its financial reporting complies with the relevant legal requirements.

The purpose of the policy is to:

1. Facilitate good management of PfC's finances to enable successful delivery of our charitable object.
2. Protect both the charity and the individuals involved from any appearance of impropriety thereby securing its reputation and public confidence.
3. Ensure PfC's financial viability contributing to the morale and trust of the individuals involved.

Reserves Policy

The trustees are responsible for ensuring that Playing for Cake (PfC) is financially robust and has the financial resources needed to deliver its plans and meet its commitments. To secure financial resilience and a sustainable future for PfC, the trustees have identified the need to build up unrestricted funds to provide for both planned and unexpected expenditure and have implemented a Reserves Policy as follows:

Wherever possible, participant donations will be held as restricted funds to continue sessions/groups at which the donations were collected when grant-funding comes to an end and for as long as the donations allow, in fulfilment of PfC's commitment to participants and session leaders. This equates to £2,381 at 2023-24 year-end.

In addition, Playing for Cake will endeavour to create a Project Fund to enable projects to continue when grant funding has ended. This equates to £1,650 at 2023-24 year-end.

Playing for Cake will hold a Reserve Fund equivalent to a minimum of 6 months (or 50%) of organisational and governance costs of the charity, excluding specific grant-funded projects. This equates to £896 at 2023-24 financial year-end. The reserves will be built up from unrestricted income.

Unrestricted funds held on 31 October 2024 are therefore:

Reserve funds		896.00
Project funds		1,650.00
General funds		1,798.80
	Total	**4,344.80**

Responsibility for this policy and its implementation lies with the Financial Administrator and ultimately with the trustees. This policy will be reviewed regularly, at least every 6 months, and updated as required.

• KEY FINANCIAL PERFORMANCE INDICATORS

Restricted funds are those which may only be used for the specific purpose/project for which they were given. These are usually grants but also include the income and expenditure for SUBs and the remaining funds available to them and participant donations from sessions/groups at which donations were collected. Unrestricted funds are those which can be used for any purpose in furtherment of the charity's object, namely earned income from sales and participant donations (where not received for a specific ongoing project).

Total income increased by 183% from £23,607 in 2022-23 to £66,791 in 2023-24.

The allocations for unrestricted income were:

- £191 (0.3%) from grants and donations (7% in 2022-23)
- £1,213 (1.8%) from sales (5% in 2022-23)
- £1,612 (2.4%) from charitable activities (3% in 2022-23)

The allocations for restricted income were:

- £56,603 (84.7%) from grants and donation (67% in 2022-23)
- £385 (0.6%) from sales (0% in 2022-23)
- £6,787 (10.2%) from charitable activities (18% in 2022-23)

Combined restricted and unrestricted income allocations were:

- £56,794 (85%) from grants and donations (£17,629 in 2022-23)
- £1,598 (2.4%) from sales (£1,077 in 2022-23)
- £8,399 (£12.6%) from charitable activities (£4,901 in 2022-23)

This demonstrates:

1. A greater level of success in securing grants for our activities which is positive; but conversely illustrates how dependent PfC was/is on external funding to deliver our core charitable activities. The trustees will be considering other options for income generation (such as direct commissioning) to reduce PfC's reliance on grant aid to sustain its services on an ongoing and regular basis.
2. A 71.4% increase in income from our charitable activities (which mainly comes from the "pay what you can afford" collections at our sessions) which is to be expected given the 84% increase (from 82 to 151 sessions) in service delivery.
3. A 48% increase in income from sales compared to last financial year.

Total expenditure increased by 163% from £16,463 in 2022-23 to £43,259 in 2023-24.

The allocations for unrestricted expenditure were:

- £1,054 (2.5%) on core organisational costs (4% in 2023-24)
- £0 (0%) on charitable activities (0% in 2023-24)
- £13 (0%) on cost of sales (6.5% in 2023-24)
- £423 (1%) on governance (0% in 2023-24)

The allocations for restricted expenditure were:

- £16,564 (38.3%) on organisational costs (11% in 2023-24)
- £24,755 (57.2%) on charitable activities (78.5% in 2023-24)
- £135 (0.3%) on cost of sales (0% in 2023-24)
- £315 (0.7%) on governance (0% in 2023-24)

Combined restricted and unrestricted income allocations were:

- £17,618 (40.8%) on core organisational costs (£2,507 in 2023-24)
- £24,755 (57.2%) on charitable activities (£12,903 in 2023-24)
- £148 (0.3%) on cost of sales (£1,053 in 2023-24)
- £738 (1.7%) on governance (£0 in 2023-24)

This demonstrates:

1. A significant increase in organisational costs. This is to be expected, however, given the creation of several new grant-funded posts to support the development and long-term sustainability of PfC and the additional administrative burden of accurate monitoring and evaluation for reporting to funders.
2. A 52% increase in expenditure on service delivery for the public benefit. The per session delivery cost remained at £164.
3. A significant decrease in cost of sales which is due to the fact that most delivery costs of sessions at Cameo Café, care homes and SWAN have been covered by grant income.

The overall position is that PfC made an operating surplus of £1,526 and carries forward £4,345 unrestricted funds for core costs and to allocate to projects when needed. Restricted funds held at year end are £29,557. The allocations for these restricted funds are shown in Note 9 of the financial statements.

• GOING CONCERN

After making appropriate enquiries, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, they continue to adopt the going concern basis in preparing the financial statements.

SECTION G: DECLARATION

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees by

Tina Blaber, Trustee & Founder
07 / 01 / 2025

CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent Examiner's Report on the Accounts

Report to the trustees/ members of: PLAYING FOR CAKE

Charity no: N/A

On accounts for the year ended: 31 October 2024

Set out on pages: 22 -28

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/10/2024.

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date: 08 / 12 / 2024

Name: Jonathan Saunderson

Address: Little Mount, Links Road, Mundesley, Norwich NR11 8AT

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 OCTOBER 2024

PROFIT AND LOSS ACCOUNT

	Note	Unrestricted Funds 2023-24 £	Restricted Funds 2023-24 £	Total Funds 2023-24 £	*Total Funds 2022-23 £*
INCOME FROM:					
Grants	1	**0**	**56,603**	**56,603**	*17,365*
Donations	2	**191**	**0**	**191**	*264*
Commissioned Services and Sales	3	**1,213**	**385**	**1,598**	*1,077*
Charitable Activities	4	**1,612**	**6,787**	**8,399**	*4,901*
TOTAL INCOME		**3,016**	**63,775**	**66,791**	*23,607*
EXPENDITURE ON:					
Organisational Costs	5	**1,054**	**16,564**	**17,618**	*2,507*
Charitable Activities	6	**0**	**24,755**	**24,755**	*12,903*
Costs of Sales	7	**13**	**135**	**148**	*1,053*
Governance	8	**423**	**315**	**738**	*0*
TOTAL EXPENDITURE		**1,490**	**41,769**	**43,259**	*16,463*
NET PROFIT / LOSS		**1,526**	**22,006**	**23,532**	*7,144*
NET MOVEMENT IN FUNDS		**0**	**0**	**0**	0
RECONCILIATION OF FUNDS:					
Total funds brought forward		**2,819**	**7,551**	**10,370**	*3,226*
TOTAL FUNDS CARRIED FORWARD		**4,345**	**29,557**	**33,902**	*10,370*

STATEMENT OF ASSETS AND LIABILITIES

	Note	2023-24	*2022-23*
		£	*£*
CURRENT ASSETS			
Cash in bank		**33,902**	*10,370*
Cash in hand		**0**	
Debtors		**0**	
Accounts Payable		**0**	
NET ASSETS		**33,902**	*10,370*
CHARITY FUNDS			
Restricted funds	9	**29,557**	*7,551*
Unrestricted funds		**4,345**	*2,819*
TOTAL FUNDS		**33,902**	*10,370*

The financial statements were approved by the trustees on 22 / 02 / 2025 and signed on their behalf by

Dr Tina Blaber

	Note	Unrestricted Funds	Restricted Funds	Total Funds	*Total Funds*
		2023-24	**2023-24**	**2023-24**	*2022-23*
	Note	**£**	**£**	**£**	*£*
Grants	1				
Asthma + Lung UK			**1,625**	**1,625**	
Promotion of English Trust			**1,210**	**1,210**	
North Walsham Community Shop			**1,730**	**1,730**	
Poors & Ploughlet Charitable Trust			**500**	**500**	
Awards for All			**19,960**	**19,960**	
Geoffrey Watling Charity			**1,500**	**1,500**	
Sheringham Town Council			**800**	**800**	
National Lottery Community Fund			**19,278**	**19,278**	
NCF Sheila Ann Day Fund			**5,000**	**5,000**	
NCF Love Norfolk Fund			**5,000**	**5,000**	*5,000*
Tesco Stronger Starts				**0**	*1,000*
Norfolk County Council Arts Fund				**0**	*400*
NCF Community Hot-Spots Fund				**0**	*2,000*
Paul Bassham Charitable Trust				**0**	*2,000*
NNDC Arts & Culture Fund (CLOSED)				**0**	*3,000*
Active Norfolk Together Fund (CLOSED)				**0**	*3,965*
Total		**0**	**56,603**	**56,603**	*17,365*
Donations	2				
John Lewis Partnership (Waitrose NW)				**0**	*264*
Individual Gift Aid Donations		**191**		**191**	
Total		**191**	**0**	**191**	*264*
Commissioned Services and Sales	3				
Sheringham Carnival				**0**	*150*
YESU Family Support Centre				**0**	
Parkinson's UK NW Support Group				**0**	*399*
Southrepps Early Onset Dementia Group				**0**	*64*
Supporting Women & Activity Network (SWAN)		**300**		**300**	*140*
North Walsham Dementia Support Group (Cameo)		**525**		**525**	*300*
Age Concern Sheringham		**50**		**50**	
Dorrington House Care Home Wells		**85**		**85**	
St David's Nursing Home Sheringham (SUBs)			**250**	**250**	
Consultancy and Talks					
Care & Refresh Cafe, Sheringham Little Theatre		**30**		**30**	
Creative Lives Consultancy		**15**	**135**	**150**	
Mother's Union North Walsham		**30**		**30**	
Sale of Goods/Instruments		**178**		**178**	*24*
Total		**1,213**	**385**	**1,598**	*1,077*

	Note	Unrestricted Funds 2023-24 £	Restricted Funds 2023-24 £	Total Funds 2023-24 £	*Total Funds 2022-23 £*
Income from Charitable Activities	4				
SUBs		**200**	**206**	**406**	*285*
In Kind (Volunteer Time)		**675**	**1,260**	**1,935**	*600*
In Kind (Venue Hire)		**20**		**20**	*300*
Participant Donations	4.1	**717**	**5,320**	**6,038**	*3,716*
Gift Aid		**0**		**0**	
Total		**1,612**	**6,787**	**8,399**	*4,901*
Participant Donations	4.1				
Singing for Breathing Sheringham		**106**	**951**	**1,057**	*1,114*
Singing for Breathing North Walsham		**144**	**1,294**	**1,438**	*280*
Singing for Breathing Attleborough		**6**	**51**	**57**	
Singing for Breathing Long Stratton		**76**	**183**	**259**	
Singing for Breathing Fakenham		**14**	**1**	**15**	
Singing for Health, Wellbeing & Fun NW		**102**	**1,187**	**1,289**	*1,397*
Singing for Health, Wellbeing & Fun SH		**136**	**1,653**	**1,790**	*323*
PayPal		**35**		**35**	*52*
Easyfundraising		**89**		**89**	*19*
Other Participant Donations		**10**		**10**	*531*
Total		**717**	**5,320**	**6,038**	*3,716*
Organisational Costs	5				
Organisation	5.1	**652**	**511**	**1,164**	*316*
Staffing Costs	5.2	**127**	**12,566**	**12,694**	*1,884*
Marketing & Promotions	5.3	**100**	**397**	**497**	*140*
Subscriptions	5.4	**174**		**174**	*92*
Training	5.5	**0**	**3,089**	**3,089**	*75*
Total		**1,054**	**16,564**	**17,618**	*2,507*
Organisation	5.1				
Office Supplies & Stationery		**423**	**421**	**844**	*106*
Insurance		**171**	**91**	**262**	*140*
Web Hosting & Domain		**58**	**0**	**58**	*71*
Total		**652**	**511**	**1,164**	*316*

	Note	Unrestricted Funds 2023-24 £	Restricted Funds 2023-24 £	Total Funds 2023-24 £	*Total Funds 2022-23 £*
Staffing Costs	5.2				
Recruitment		**127**	**630**	**757**	
Financial Administrator			**3,791**	**3,791**	*1,884*
Singing for Health Development Officer			**4,355**	**4,355**	
Media & Comms Manager			**1,890**	**1,890**	
Consultancy Fees			**1,900**	**1,900**	
Total		**127**	**12,566**	**12,694**	*1,884*
Marketing	5.3				
T-Shirts		**32**	**143**	**175**	*140*
Newsletters		**68**		**68**	
Pull-Up Banners			**254**	**254**	
Total		**100**	**397**	**497**	*140*
Subscriptions	5.4				
Community Action Norfolk				**0**	*50*
Acapella App		**42**		**42**	*42*
Zoom		**132**		**132**	
Total		**174**	**0**	**174**	*92*
Training	5.5				
Voice Basics: Foundations for Singing for Well-Being			**35**	**35**	
Sing to Beat Parkinson's			**87**	**87**	
Singing for Health Network Webinar			**27**	**27**	
The Musical Breath: Singing for Lung Health			**2,450**	**2,450**	
Musical Ideas for Carers to Use with Older People			**40**	**40**	
Mentoring New Practitioners			**450**	**450**	
Natasha Hood Folk Songs Workshop					*75*
Total		**0**	**3,089**	**3,089**	*75*

	Note	Unrestricted Funds 2023-24 £	Restricted Funds 2023-24 £	Total Funds 2023-24 £	*Total Funds 2022-23 £*
Costs of Charitable Activities	6				
Session Leader Fees		**0**	**15,100**	**15,100**	*8,205*
Support Musican Fees		**0**	**1,025**	**1,025**	
Travel/Mileage Expenses		**0**	**2,117**	**2,117**	*485*
Volunteer Costs		**0**	**285**	**285**	*112*
Venue Hire		**0**	**3,669**	**3,669**	*2,640*
Publicity		**0**	**178**	**178**	*305*
Props & Session Materials		**0**	**391**	**391**	*349*
Refreshments		**0**	**113**	**113**	*258*
Monitoring & Evaluation		**0**	**519**	**519**	*550*
Project Administration		**0**	**1,359**	**1,359**	
Total		**0**	**24,755**	**24,755**	*12,903*
Costs of Sales	7				
Creative Lives Consultancy		**0**	**135**	**135**	
Purchase/Repair of Goods		**13**	**0**	**13**	*79*
Sheringham Carnival		**0**	**0**	**0**	*76*
Parkinson's UK		**0**	**0**	**0**	*399*
Other		**0**	**0**	**0**	*499*
Total		**13**	**135**	**148**	*1,053*
Governance	8				
Independent Examiner		**9**	**0**	**9**	
Charity Commission and HMRC Registration		**144**	**0**	**144**	
Preparation of Annual Report and EoY Accounts		**270**	**315**	**585**	
Total		**423**	**315**	**738**	*0*

	Note	£
Restricted Funds Balances at YE	9	
National Lottery Community Fund		3,938.22
National Lottery Awards for All		10,543.78
NCF Love Norfolk Fund		4,118.00
NCF Sheila Ann Day Fund		5,000.00
Geoffrey Watling Charity		1,500.00
Asthma + Lung UK		625.00
Sheringham Town Council		800.00
Singing for Breathing-North Norfolk		745.18
Singing for Breathing-South Norfolk		234.40
Singing for Breathing-New/Pilot Groups		0.80
Singing for Health-Sheringham		484.32
Singing for Health-North Walsham		915.98
SUBs		651.42
	Total	**29,557.09**

	Note	£
Unrestricted Fund Balances at YE	10	
Reserve funds		896.00
Project funds		1,650.00
General funds		1,798.80
	Total	**4,344.80**

February 2026

INVOICES FOR APPROVAL

Date	Company	Invoice No.	Net	VAT	Total	Description	Proposed Cost Code Spend	PO#	Minute Ref	Our Ref:	Power to Spend
16.01.2026	Clearview	29801	£ 562.50	£ 112.50	£ 675.00	Monthly CCTV Maintenance Contract	210 CCTV - 4731 Town		2025/26-FC/011	#711	Crime & Disorder Act 1998 s.17
31.12.2025	IT Norwich	INV-15942	£ 477.12	£ 95.42	£ 572.54	Block Hours Contract	110 Admin - 4210 IT		2025/26-FC/011	#713	LG Act 1972 s.111
16.01.2026	Anglia Mowers	62218	£ 68.23	£ 13.65	£ 81.88	Stihl MS 181 Chainsaw Service	150 Works/Maintenance - 4490 Equipment & Servicing		2025/26-FC/011	#720	LG Act 1972 s.111
22.01.2026	AMR Mechanical Services	137331	£ 127.40	£ 25.48	£ 152.88	Heating Repairs	220 Community Centre - 4612 Maintenance	#71	2025/26-FC/011		LG Act 1972 s.133
23.01.2026	Norfolk Parish Training & Support	30279	£ 52.00	£ 10.40	£ 62.40	Councillor Induction Training - Cllr Hart	160 Councillors - 4110 Training			#729	LG Act 1972 s.111
28.01.2026	Anglia Mowers	62297	£ 316.05	£ 63.20	£ 379.25	Stiga Multiclip Pro SH Service	150 Works/Maintenance - 4490 Equipment & Servicing		2025/26-FC/011	#749	LG Act 1972 s.111
28.01.2026	Anglia Mowers	62299	£ 935.44	£ 187.09	£1,122.53	John Deere X590 48A Deck Service	150 Works/Maintenance - 4490 Equipment & Servicing		2025/26-FC/011	#750	LG Act 1972 s.111
01.02.2026	Fuzion Systems Ltd.	1964	£ 13.50	£ 2.70	£16.20	Community Centre Lift Phone	220 Community Centre - 4720 Lift Phone		2025/26-FC/011	#753	LG Act 1972 s.133
31.01.2026	Blyth & Wright	746547	£ 143.61	£ 28.72	172.33	Sundries for Red Telephone Box & Posts for Cemetery Memorial Safety Work	157 Tel Kiosks - 9546 Maintenance / 205 Cemetery - 4614 Cemetery Maintenance		2025/26-FC/011	#754	LG Act (Misc Shelters Prov) Act 1953 / Parish Councils & Burial Authorities (Misc Prov) Act 1970 s.1
31.01.2026	Chaplin Farrant	8970	£ 624.75	£ 124.95	£749.70	Cemetery Pavilion Sketch Proposals & Survey	Reserves - 9560 Cemetery Pavilion		2025/26-AC054	#755	LG Act 1972 S.111
31.01.2026	Chaplin Farrant	9026	£ 660.80	£ 132.16	£792.96	BHPG Anglian Water connection issues	Reserves - 9561 Putting Green Contingency			#756	Open Spaces Act 1906 s.9&10
31.01.2026	Chaplin Farrant	9023	£ 609.00	£ 121.80	£730.80	Sheringham Transport Hub	Reserves - 4775 Transport Hub			#757	LG Act 1972 s.111
30.01.2026	S D Simmons		£ 120.00	£ -	£120.00	Town Clock & Bus Shelter Cleaning	155 Bus Shelters - 9521 Cleaning / 250 Town Clock - 4800 Window Cleaning			#759	LG (Misc Sherlters Prov) ct 1953 s.4
05.01.2026	Model	INV12960	£ 58,993.16	£ 11,798.65	£70,791.81	Wayfinding a portion of which will be reclaimed from successful grant application	Reserves - 9552 Wayfinding			#760	LG Act 1972 s.144
02.02.2026	Zurich	552709508	£ 247.20	£ -	£247.20	Amending Insurance to cover Wayfinding Project	110 Admin - 4160 Insurance		2025/26-FC/011	#765	LG Act 1972 s.111
10.02.2026	Personnel Advice Solutions		£ 200.00	£ 40.00	£240.00	Monthly Retainer - HR Consultancy	110 Admin - 9505 HR		2025/26-FC/011	#752	Employment Act 2002, Employment Relations Act 2004, Employment Act 2008
31.01.2026	Canham Consulting	INV034718	£ 240.30	£ 48.06	£288.36	Inspection of Existing Structure & Prelim Advice	Reserves - 4775 Transport Hub			#767	LG (Misc Sherlters Prov) ct 1953 s.4
05.02.2026	Anglia Mowers	62353	£ 306.64	£ 61.32	£367.96	Service - Masport Cylinder Mower	150 Works/Maintenance - 4490 Equipment & Servicing			#771	LG Act 1972 s.111
31.01.2026	IT Norwich	INV-16037	£ 801.55	£ 160.32	£961.87	Telephone, Broadband, IT Licences & CCTV Line Rental	110 Admin - 4200 Tel/B.Band - 4210 IT / 210 CCTV - 4731 Town		2025/26-FC/011	#772	LG Act 1972 s.111
06.02.2026	Norfolk Parish Training & Support	30383	£ 64.00	£ 12.80	£76.80	Cllr Induction Training - Cllr Kime	160 Councillors - 4110 Training			#774	LG Act 1972 s.111
05.02.2026	Anglia Mowers	62356	£ 1,364.42	£ 272.89	£1,637.31	John Deere 1026R Service	150 Works/Maintenance - 4490 Equipment & Servicing			#776	LG Act 1972 s.111
05.02.2026	S Creasey		£ 43.00	£ -	£43.00	Eye Test Reimbursement	110 Admin - 4050 Staff Mileage & Benefits			#779	LG Act 1972 s.111
					£80,282.78						

Sheringham Town Council
Twixt Sea and Pine

Mileage Claim

Name	***Invoice No.***	***Net***	***VAT***	***Total***
Cllr Sue Brisbane		54.00	0.00	£54.00

Date: 04.12.2025

Authority:

Delegated Authority	N/A
Full Council/Committee	
Minute Reference	
STC Ref. No.	#730
Purchase Order No.	
Cost Centre	160 Councillors
Cost Code	4100 Cllr Expenses

Notes:

Cllr Sue Brisbane – Mileage Claim

04.12.2025 Sheringham to Lakenheath RAF Base & return to attend Civic Leaders Christmas Event

120 Miles @ 45p per mile = £54.00

Bank Details:

Account Name:
Sort Code:
Account Number:
Reference:

Print audit trail including emails, purchase orders, page in minutes showing minute ref, etc.

Treena Paul

From:	Sue Brisbane - Sheringham Town Councillor
Sent:	26 January 2026 11:13
To:	Town Clerk - Sheringham Town Council
Cc:	Treena Paul
Subject:	Mileage Claim Lakenheath Visit December

Hi Michelle,

I'd like to make a mileage claim for the event below that I attended as Mayor:

04.12.25 Sheringham to Lakenheath RAF Base and return, to attend a Civic Leaders Christmas Event - 120 miles.

Kind regards,
Sue

Councillor Sue Brisbane
Sheringham Town Council

Sheringham Town Council Twixt Sea and Pine

A Civility & Respect Pledge Council

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Model Signage Limited
Epsilon House
West Road
Ipswich
Suffolk
IP3 9FJ
United Kingdom
Tel : 01473 745000
Fax : 01473 599030
sales@modelsigns.co.uk
www.modelsigns.co.uk

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

Re : Sheringham Wayfinding Scheme

INVOICE

Note No.	INV12960
Ref No.	WF20784/6
Order No.	Email Confirmation
Dated	05/01/2026
Contact	John Roseby
Tel	07501 812325

Item	Qty	Pack	Description	
1	1		Ref M2 Opus monolith sign system (single sided) 2093mm high x 728mm wide with divider strip and 120mm high kickplate 1x Powder coat 1x 8mm low iron optically clear glass panel 1973mm high x 728mm wide 1x Reverse digital print backed with white 1x 5mm aluminium back plate 1x Assembly	£3,289.28
2	1		Ref M3 Opus monolith sign system (single sided) 2093mm high x 728mm wide with divider strip and 120mm high kickplate 1x Powder coat 1x 8mm low iron optically clear glass panel 1973mm high x 728mm wide 1x Reverse digital print backed with white 1x 5mm aluminium back plate 1x Assembly	£3,289.28
3	1		Ref M4 Opus monolith sign system (single sided) 2093mm high x 728mm wide with divider strip and 120mm high kickplate 1x Powder coat 1x 8mm low iron optically clear glass panel 1973mm high x 728mm wide 1x Reverse digital print backed with white 1x 5mm aluminium back plate 1x Assembly	£3,289.28
4	1		Ref M5 Opus monolith sign system (single sided) 2093mm high x 728mm wide with divider strip and	£3,289.28

Item	Qty	Pack	Description	
			120mm high kickplate 1x Powder coat 1x 8mm low iron optically clear glass panel 1973mm high x 728mm wide 1x Reverse digital print backed with white 1x 5mm aluminium back plate 1x Assembly	
5	1		Ref M6 Opus monolith sign system (single sided) 2093mm high x 728mm wide with divider strip and 120mm high kickplate 1x Powder coat 1x 8mm low iron optically clear glass panel 1973mm high x 728mm wide 1x Reverse digital print backed with white 1x 5mm aluminium back plate 1x Assembly	£3,168.96
6	1		Ref M7 Opus monolith sign system (single sided) 2093mm high x 728mm wide with divider strip and 120mm high kickplate 1x Powder coat 1x 8mm low iron optically clear glass panel 1973mm high x 728mm wide 1x Reverse digital print backed with white 1x 5mm aluminium back plate 1x Assembly	£3,168.96
7	1		Ref F1 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 5 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,308.34
8	1		Ref F3 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 6 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,492.82
9	1		Ref F4 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated	£1,677.29

Item	Qty	Pack	Description	
			750mm high x 100mm wide powder coated panels x 7 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	
10	1		Ref F5 1x 3mm aluminium panel 200mm high x 700mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer 1x 3mm aluminium panel 300mm high x 700mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer 1x 3mm aluminium panel 200mm high x 700mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer	£567.23
11	1		Ref R1 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 8 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,861.77
12	1		Ref R3 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 5 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,308.34
			Ref R4	

Item	Qty	Pack	Description	
13	1		1x 3mm aluminium panel 500mm high x 750mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer 1x 3mm aluminium panel 200mm high x 750mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer	£409.73
14	1		Ref N2 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 7 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,677.29
15	1		Ref N3 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 7 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,677.29
16	1		Ref N5 1x 3mm aluminium panel 400mm high x 750mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer 1x 3mm aluminium panel 100mm high x 750mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer	£558.61

Item	Qty	Pack	Description	
			1x 3mm aluminium panel 200mm high x 750mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer	
17	1		Ref N6 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 7 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,677.29
18	1		Ref N6b Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 7 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,677.29
19	1		Ref N7 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 8 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,861.77
20	1		Ref N10 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 5 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,308.34

Item	Qty	Pack	Description	
21	1		Ref N11 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 5 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,308.34
22	1		Ref A1 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 3 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£939.39
23	1		Ref A2 1x 3mm aluminium panel 400mm high x 750mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer 1x 3mm aluminium panel 100mm high x 750mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer 1x 3mm aluminium panel 100mm high x 750mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer	£548.26
24	1		Ref A3 1x 3mm aluminium panel 400mm high x 700mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics	£548.26

Item	Qty	Pack	Description	
			1x Gloss lacquer 1x 3mm aluminium panel 100mm high x 700mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer 1x 3mm aluminium panel 100mm high x 700mm wide powder coated both sides 2x Offset bracket 2x Bus stop extrusion 2x Banding and buckle straps 1x D/s graphics 1x Gloss lacquer	
25	1		Ref A4 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 6 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,492.82
26	1		Ref A5 Expo Premium Fingerpost System 1 x 76mm diamater aluminium pole x 3700mm mill finish with 89mm diameter outer sleeve, polyester powder coated 750mm high x 100mm wide powder coated panels x 5 Expo bracket Capping Double sided graphics Clearguard lacquer 1 x decorative standard finial	£1,308.34
27	2		Paint Setup Charge 1 x RAL/BS colour 1 x lacquer	£40.00
28	1		Packing and delivery to site via a dedicated lorries	£857.16
29	1	Units	Installation of all totem signs during normal working hours - Monday to Friday - Materials included - Installation team are Streetworks Accredited - Allowance made for skip - Allowance made for barriers All works overseen by one of our project management team	£13,352.15

Item	Qty	Pack	Description

Sub Total	£58,993.16
VAT	£11,798.65
TOTAL	£70,791.81

Bank transfers:
20-51-01
60456012

Anglia Mowers
Britons Lane
Beeston Regis
Sheringham
Norfolk
NR26 8TS
Tel: 01263 822799
Email: accounts@angliamowers.co.uk
VAT Reg No: 105862086

Anglia Mowers

INVOICE **Page** 1

Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

Invoice No	62218
Invoice Date	16/01/2026
Order No	Stihl MS 181
Account Ref	SHER.TC

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	Stihl MS 181. Service.				
1.00		0.00	0.00	20.00	0.00
1.00	Filter Fuel	4.33	4.33	20.00	0.87
1.00	Spark Plug	6.20	6.20	20.00	1.24
1.00	MotoMix Long Life Fuel	1.20	1.20	20.00	0.24
1.00	Used Top Handle Grip	5.00	5.00	20.00	1.00
1.00	Consumables & Enviroment Disposal	3.50	3.50	20.00	0.70
1.00	Labour Charge Per Hour	48.00	48.00	20.00	9.60

Payment Respectfully Due 14 Days From Invoice Date

Bank Details: Barclays PLC
Account Name : **Anglia Mowers Service**
ACC Number: **50711764** SORT: **20-03-26**
Legal title of goods remains with Anglia Mowers until paid in full
Partners: C N Pigott - D P Pigott - J A James - K A W James

Total Net Amount	£	68.23
Carriage Net	£	0.00
Total Tax Amount	£	13.65
Invoice Total	£	81.88

_CTV

731 Town

dAAd #711

ClearView
your complete fire & security service

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

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

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

PLEASE PAY BY	AMOUNT	INVOICE DATE
15/02/2026	£675.00	**16/01/2026**

INVOICE NO. 29801

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

Description
Gold CCTV Contract
Monthly Invoicing

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

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

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

Crime + Disorder Act 1998 S.17

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

VAT Reg No: 159617770

INVOICE Page 1

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

Invoice No	137331
Invoice Date	22/01/2026
Order No	
Account Ref	SHER001

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	NPSX27961 PO - 71 Client: Direct to site Site: Sheringham Community Centre Call out: Heating either not working or not working very well, please attend and investigate Invoice @ £36.40 + VAT Work: x 3hrs = £109.20 Travel: x 0.5hrs = £18.20 Materials + 10% = £0.00 Sub-Contractor + 10% = £0.00 Total Due = £127.40 + VAT Works Code: M4030	127.40	127.40	20.00	25.48

BANK DETAILS

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

30 DAY TERMS

Total Net Amount	£	127.40
Carriage Net	£	0.00
Total VAT Amount	£	25.48
Invoice Total	£	152.88

INVOICE

Norfolk Parish Training and Support
22 Henry Preston Road
Tasburgh, Norfolk NR15 1NU
VAT Registration No. 489779983

team@norfolkpts.org
+44 1603857004
https://www.norfolkpts.org/

Bill to
Sheringham Town Council
Michelle Barron
townclerk@SheringhamTownCouncil.gov.uk

Invoice details
Invoice no.: 30279
Terms: Net 30
Invoice date: 23/01/2026
Due date: 22/02/2026

#	Date	Product or service	Description	Amount	VAT
1.	10/02/2026	**Induction for Councillors**	Katie Hart	£52.00	20.0% S

Subtotal	£52.00
VAT @ 20% on £52.00	£10.40
Total	**£62.40**

BACS Payments

Norfolk Parish Training & Support
Account number: 00010734 Sort code: 77-68-22
Please use the invoice number in the reference line

Please make cheques payable to: Norfolk Parish Training & Support

Anglia Mowers
Britons Lane
Beeston Regis
Sheringham
Norfolk
NR26 8TS
Tel: 01263 822799
Email: accounts@angliamowers.co.uk
VAT Reg No: 105862086

Anglia Mowers

Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

INVOICE **Page** 1

Invoice No	62297
Invoice Date	28/01/2026
Order No	Stiga Multiclip
Account Ref	SHER.TC

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	Stiga Multiclip Pro SH. Service.				
1.00		0.00	0.00	20.00	0.00
1.00	Oil Engine 10W-30 API SN 0.6lt	5.60	5.60	20.00	1.12
1.00	Spark Plug	5.10	5.10	20.00	1.02
1.00	Air Filter	9.85	9.85	20.00	1.97
1.00	Blade 48/50cm Multiclip	12.39	12.39	20.00	2.48
1.00	Trapezoidal belt Z	8.07	8.07	20.00	1.61
2.00	Plastic Drive Gear D=210	4.18	8.36	20.00	1.67
2.00	Inner wheel cover D=240	3.75	7.50	20.00	1.50
2.00	Hub cap [Stiga] black	1.81	3.62	20.00	0.72
2.00	Aluminium wheel assembly	66.03	132.06	20.00	26.41
1.00	Consumables & Enviroment Disposal	3.50	3.50	20.00	0.70
2.50	Labour Charge Per Hour	48.00	120.00	20.00	24.00

Payment Respectfully Due 14 Days From Invoice Date

Bank Details: Barclays PLC
Account Name : **Anglia Mowers Service**
ACC Number: **50711764** SORT: **20-03-26**
Legal title of goods remains with Anglia Mowers until paid in full
Partners: C N Pigott - D P Pigott - J A James - K A W James

Total Net Amount	£	316.05
Carriage Net	£	0.00
Total Tax Amount	£	63.20
Invoice Total	£	379.25

Anglia Mowers
Britons Lane
Beeston Regis
Sheringham
Norfolk
NR26 8TS
Tel: 01263 822799
Email: accounts@angliamowers.co.uk
VAT Reg No: 105862086

Anglia Mowers

Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

INVOICE **Page** 1

Invoice No	62299
Invoice Date	28/01/2026
Order No	John Deere X590
Account Ref	SHER.TC

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	John Deere X590 48A Deck. Service. 478 hrs				
1.00		0.00	0.00	20.00	0.00
4.00	Oil Engine 10W-30 API SN 0.6lt	5.60	22.40	20.00	4.48
2.00	Spark Plug	5.00	10.00	20.00	2.00
1.00	Air Pre Filter Foam	5.55	5.55	20.00	1.11
1.00	Air Filter Main	17.22	17.22	20.00	3.44
1.00	Filter Fuel In Line	4.74	4.74	20.00	0.95
1.00	Oil Filter Engine	12.18	12.18	20.00	2.44
3.00	Sharpen & Balance Blade	10.00	30.00	20.00	6.00
1.00	Cap Deck Wheel Centre	1.09	1.09	20.00	0.22
2.00	Tyre 16x6.50x8	51.68	103.36	20.00	20.67
1.00	Battery 12v 50Ah Wet	109.66	109.66	20.00	21.93
1.00	Damper Transmission	287.94	287.94	20.00	57.59
1.00	Safety Beacon Light & Fitting Attach.	52.30	52.30	20.00	10.46
1.00	Consumables & Enviroment Disposal	15.00	15.00	20.00	3.00
5.50	Labour Charge Per Hour	48.00	264.00	20.00	52.80

Payment Respectfully Due 14 Days From Invoice Date

Bank Details: Barclays PLC
Account Name : **Anglia Mowers Service**
ACC Number: **50711764** SORT: **20-03-26**
Legal title of goods remains with Anglia Mowers until paid in full
Partners: C N Pigott - D P Pigott - J A James - K A W James

Total Net Amount	£	935.44
Carriage Net	£	0.00
Total Tax Amount	£	187.09
Invoice Total	£	1,122.53

155 Bus Shelters - 9521 Cleaning

250 Town clock - 4800 Window Cleaning

S D SIMMONS

Window & Office Cleaning Specialist

7 Cedar Grove Sheringham NR26 8PU

Tel : 01263 821717

Town Council 30/01/2026

Town Clock

5 Clean inside and out Total £50.00

7 Bus Stops Total £70.00

Total £120.00

Yours Faithfully

S. Simmons

LG (misc Shelters Prov) Act 1953 S.4

SLCC Enterprises
Collar Factory, Suite 2.03
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83

SLCC For Local Council Professionals ®

SLCC Enterprises Ltd

Michelle Barron
Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

Invoice

Invoice No	ORD510493-1
Invoice Date	30/01/2026
Reference	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	14th Edition Local Council Administration	£-144.00	£144.00	0.00	£0.00
1	Delivery (Standard)	£4.50	£4.50	20.00	£0.90

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

Total Net Amount	£148.50
Total Tax Amount	£0.90
Invoice Total	£149.40

Payment Due: 01/03/2026

REMITTANCE

Detach and return with payment

Invoice Number:	ORD510493-1
Client:	Michelle Barron
Date:	
Amount Enclosed:	

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

Pay by BACS to Unity Trust Bank using - Sort Code: 60-83-01, Acc No: 20290997, Ref: ORD510493-1

TAX INVOICE

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

Invoice Date
31 Dec 2025

Account Number
STC001

Invoice Number
INV-15942

Reference
BLOCK-FOUNDATION

VAT Number
231623049

IT NORWICH LIMITED
Broadland House
Norwich Road
Lenwade
Norwich
Norfolk
NR9 5SG

Item	Description	Quantity	Unit Price	Amount GBP
BLOCKFOUNDATION	Block Hours Foundation Charge - 01/01/2026 (08:00 hours)	8.00	59.64	477.12
			Subtotal	477.12
			TOTAL VAT 20%	95.42
			TOTAL GBP	**572.54**

Due Date: 28 Jan 2026

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

** PAYMENT OPTIONS **
PAY BY CARD: Use the payment link provided when you received this invoice.
PAY BY BACS: Pay "IT NORWICH LIMITED" to account number 03129624, sort code 20-45-45.

View and pay online now

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

Invoice 746547

Tax Point/Date	31/1/2026
Our Order Ref	1575983
Due Date	28/2/2026
Order Ref	
Order Ref 2	

Invoice To : SHERI001

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

Supplied to: SHERI001

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

Product	Description	Qty	Price Net	Value	Vat %
Open Order Collection: 63799 Dated: 14/1/2026 Assistant: matthew					
022521	Hand Scratch Brush (from box of 24)	1	1.84	1.84	20.00
22449	6 Pce Gold Pin Punch Set 2.5, 3.5, 4.5, 6, 8 & 10mm	1	9.72	9.72	20.00
26118	Blue Spot Tools 8oz (225g) Steel Shaft Claw Hammer	1	3.74	3.74	20.00
Open Order Collection: 63805 Dated: 14/1/2026 Assistant: matthew					
60MMMACHINERND	60mm machine round fence post 1.8m	20	4.87	97.40	20.00
Open Order Collection: 63832 Dated: 16/1/2026 Assistant: steven					
102021006	2" Harris Ser Good W/Work Gloss Pb	1	2.97	2.97	20.00
998002909	RUSTOLEUM RUST REFORMER MATT BLACK 400ML	1	7.88	7.88	20.00
19850	30 Pce Assorted Sandpaper Sheets 5 x 60 Grit, 10 x 100 Grit, 10 x 120 Grit and 5 x 240 Grit.	1	3.74	3.74	20.00
Open Order Collection: 63969 Dated: 26/1/2026 Assistant: karl					
101021003	2" Harris Essentials Gloss Pb	1	1.79	1.79	20.00
Open Order Collection: 64021 Dated: 28/1/2026 Your Ref: lampard Assistant: robert					
616060	Sandtex 10Y Gloss Pbw 750	1	12.74	12.74	20.00
101021003	2" Harris Essentials Gloss Pb	1	1.79	1.79	20.00

VAT Analysis

20.0%	143.61

Total Net	143.61
Total VAT	28.72
Total Gross	**172.33**

VAT No. 104 7915 78

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

INVOICE

Sheringham Town Council
20 Cliff Road
Sheringham
Norfolk
NR26 8BJ

Canham Consulting

Second Floor
69-75 Thorpe Road
Norwich, NR1 1UA
01603 430650
clientservice@canhamconsulting.co.uk
www.canhamconsulting.co.uk

Invoice Ref:	INV034718
Project Code:	260026
Invoice Date:	31 Jan 2026
Due Date:	14 Feb 2026

Invoice Details

For Professional Services rendered in connection with 7037 Sheringham Bus Shelter, North Norfolk Railway, NR26 8RA

For inspection of existing structure and preliminary advice	£240.30

Total net	**£240.30**
VAT @ 20%	**£48.06**
Total Payable	**£288.36**

Payment Details

Payment may be made by the following methods:

Online Banking: Sort Code 20-62-68 | Account Number 50232602

Debit/credit card: Please ring 01603 430650 with card details or visit our website.

Canham Consulting Limited | Company Reg: 02710417 | VAT No. 595 2587 90

Chaplin Farrant
Architects, Engineers and Cost Consultants

51 Yarmouth Road
Norwich
Norfolk
NR7 0ET

T 01603 700000
E office@chaplinfarrant.com
www.chaplinfarrant.com

Invoice

Sheringham Town Council, Sheringham Community Centre, Holway Road, Sheringham, NR26 8NP	Sales Invoice No:	8970
	Our Reference:	MN/ER/7188
	Tax Point:	31 January 2026
	VAT Registration No:	104 9466 71

For the attention of Mel Ashcroft

CEMETERY PAVILION

Sketch proposals and survey of existing pavilion

As per fee agreement dated 10 November 2025

Email invoice to info@sheringhamtowncouncil.gov.uk

Fee due:		£595.00
	Plus disbursements @ 5%	£29.75
		£624.75
	Plus VAT @ 20%	£124.95
	Total	**£749.70**

Payment terms: 28 days from date of invoice
Payment Due Date: 28 February 2026

As per our terms and conditions we reserve the right to charge interest on amounts outstanding at the end of the agreed credit period (28 days) in accordance with the guidelines laid down in The Late Payment of Commercial Debts (Interest) Act 1998. Interest is calculated at 8% over the Bank of England base rate.

Please make cheques payable to Chaplin Farrant Ltd

BACS Details:
Santander Bank Sort Code 09-02-22 Account No. 10232057

Please quote the Sales Invoice number on all payments.
THIS IS A VAT INVOICE

Should you have any credit control queries please call 01603 700 000 or Email accounts@chaplinfarrant.com

Invoice

Sheringham Town Council, Sheringham Community Centre, Holway Road, Sheringham, NR26 8NP	Sales Invoice No:	9023
	Our Reference:	MN/ER/7037
	Tax Point:	31 January 2026
	VAT Registration No:	104 9466 71

Chaplin Farrant
Architects, Engineers and Cost Consultants

51 Yarmouth Road
Norwich
Norfolk
NR7 0ET

T 01603 700000
E office@chaplinfarrant.com

www.chaplinfarrant.com

For the attention of Michelle Barron

SHERINGHAM TRANSPORT HUB

Preparation of visuals and sketch design to retain bus shelter and working up design proposals for structural engineer DG 4hrs@£85p/hr. & MN 2hrs@£120p/hr.

As per fee agreement dated 27 August 2025

Email invoice to info@sheringhamtowncouncil.gov.uk; townclerk@SheringhamTownCouncil.gov.uk

Fee due:		£580.00
	Plus disbursements @ 5%	£29.00
		£609.00
	Plus VAT @ 20%	£121.80
	Total	**£730.80**

Payment terms: 28 days from date of invoice
Payment Due Date: 28 February 2026

As per our terms and conditions we reserve the right to charge interest on amounts outstanding at the end of the agreed credit period (28 days) in accordance with the guidelines laid down in The Late Payment of Commercial Debts (Interest) Act 1998. Interest is calculated at 8% over the Bank of England base rate.

Please make cheques payable to Chaplin Farrant Ltd

BACS Details:
Santander Bank Sort Code 09-02-22 Account No. 10232057

Please quote the Sales Invoice number on all payments.
THIS IS A VAT INVOICE

Should you have any credit control queries please call 01603 700 000 or Email accounts@chaplinfarrant.com

Invoice

Sheringham Town Council, Sheringham Community Centre, Holway Road, Sheringham, NR26 8NP	Sales Invoice No:	9026
	Our Reference:	MN/ER/7015
	Tax Point:	31 January 2026
	VAT Registration No:	104 9466 71

CF
Chaplin Farrant
Architects, Engineers and Cost Consultants

51 Yarmouth Road
Norwich
Norfolk
NR7 0ET

T 01603 700000
E office@chaplinfarrant.com

www.chaplinfarrant.com

For the attention of Michelle Barron

BEESTON HILLS PUTTING GREEN

Legal issues time spent on AW resolution and ownership of road MN time between April 25 -31 Jan 26, 5.25 hrs@£120p/hr. (£630) & Land Registry fee (2x £14.00 + 10% = £30.80)

As per fee agreement dated 25 October 2024

Email invoice to townclerk@SheringhamTownCouncil.gov.uk; peter.ratcliffe@sheringhamtowncouncil.gov.uk

Fee due:		£660.80
	Plus VAT @ 20%	£132.16
	Total	**£792.96**

Payment terms: 28 days from date of invoice
Payment Due Date: 28 February 2026

As per our terms and conditions we reserve the right to charge interest on amounts outstanding at the end of the agreed credit period (28 days) in accordance with the guidelines laid down in The Late Payment of Commercial Debts (Interest) Act 1998. Interest is calculated at 8% over the Bank of England base rate.

Please make cheques payable to Chaplin Farrant Ltd

BACS Details:
Santander Bank Sort Code 09-02-22 Account No. 10232057

Please quote the Sales Invoice number on all payments.
THIS IS A VAT INVOICE

Should you have any credit control queries please call 01603 700 000 or Email accounts@chaplinfarrant.com

IT\norwich

TAX INVOICE

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

Invoice Date
31 Jan 2026

Account Number
STC001

Invoice Number
INV-16037

Reference
ITN-MONTHLY

VAT Number
231623049

IT NORWICH LIMITED
Broadland House
Norwich Road
Lenwade
Norwich
Norfolk
NR9 5SG

Item	Description	Quantity	Unit Price	Amount GBP
	Internet & Telephony			
MISC-HARDWARE	FTTC Internet Connection (80/20/Premium) on SoGEA	1.00	49.00	49.00
4CX000	3CX Phone Platform Package	1.00	79.50	79.50
5CX000	3CX - Variable Call Costs (For Preceding Calendar Month)	1.00	2.98	2.98
	RMM Services and Addons			
RMM-PREMIUM	IT\norwich RMM for Workstations	23.00	7.80	179.40
	Backup Services			
DRO002	Dropsuite Business Backup and Archiving	27.00	3.45	93.15
DRO002	Dropsuite Business Backup + Email Archiving | Removed (30/01/2026 - 31/01/2026)	1.00	(0.22)	(0.22)
	Internet & Telephony (Clock Tower)			
FTT002	FTTC Internet Connection (80/20/Premium) on SoGEA	1.00	37.50	37.50
	Microsoft 365 Licences			
MIC003	Microsoft 365 Business Basic Annual Term / Monthly Fee (HALO)	4.00	6.49	25.96
MIC005	Microsoft 365 Business Standard Monthly Term / Monthly Fee	23.00	12.36	284.28

Item	Description	Quantity	Unit Price	Amount GBP
	Security Services			
VADEM365	Vade for M365	25.00	2.00	50.00
			Subtotal	801.55
			TOTAL VAT 20%	160.32
			TOTAL GBP	**961.87**

Due Date: 28 Feb 2026

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

** PAYMENT OPTIONS **
PAY BY CARD: Use the payment link provided when you received this invoice.
PAY BY BACS: Pay "IT NORWICH LIMITED" to account number 03129624, sort code 20-45-45.

[View and pay online now]

Fuzion Systems Ltd
Unit 16 Brooke Business Park, Brooke, Norwich, Norfolk, NR15 1HJ, United Kingdom
Registered in England and Wales number 05887007

Telephone:
0333 358 3777

Website:
www.fuzion.cloud

VAT Number:
GB892228601

Invoice Number:	1964
Customer Reference:	CUST-713050
Invoice Date:	01/02/2026
Due Date:	15/02/2026
Name:	Sheringham Town Council 713050
Invoice Address:	Sheringham Community Centre, Holway Road, Sheringham, Norfolk, NR26 8NP, United Kingdom

Description	Quantity	Unit Price	VAT Rate	Total
Business Line Rental - 01263820303 01/02/2026 to 28/02/2026	1	13.50	20.00%	**13.50**

Amount Ex VAT	13.50	**Total VAT**	2.70	**Total**	16.20

Due Date: 15/02/2026

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

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

This will be collected by Direct Debit. Thank you!

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

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

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

Zurich Town, Parish and Community Council Team
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 2nd February 2026 Invoice No: 552709508 Client ref: 3645920

Policy	Policy Term	(£) Premium
YLL-122000-4323	01/01/2026-31/12/2026	220.71
Inspection Contract (If Applicable)		0.00
Sub total		220.71
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		26.49
TOTAL		**£247.20**

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC
Please quote your Client Reference on all BACS transactions

Invoice Queries
Phone: 0800 917 9531
Email: renewals.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

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

Zurich Town, Parish and Community Council Team
PO Box 726
Chichester
PO19 9PS

Remittance Advice

Invoice Date: 2nd February 2026 | Invoice No: 552709508 | Client ref: 3645920

Policy	Policy Term	(£) Premium
YLL-122000-4323	01/01/2026-31/12/2026	220.71
Inspection Contract (If Applicable)		0.00
Sub total		220.71
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		26.49
TOTAL		**£247.20**

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account   Acc Number: 23110249
Sort Code: 20 – 65 - 82   Bank: Barclays Bank PLC
Please quote your Client Reference on all BACS transactions

Invoice Queries
Phone: 0800 917 9531
Email: renewals.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

Anglia Mowers
Britons Lane
Beeston Regis
Sheringham
Norfolk
NR26 8TS
Tel: 01263 822799
Email: accounts@angliamowers.co.uk
VAT Reg No: 105862086

Anglia Mowers

Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

INVOICE **Page** 1

Invoice No	62353
Invoice Date	05/02/2026
Order No	Masport Olympic
Account Ref	SHER.TC

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	Masport Olympic Cylinder Mower. Service	0.00	0.00	20.00	0.00
1.00	Bottom Blade	115.32	115.32	20.00	23.06
8.00	Screw BB	1.19	9.52	20.00	1.90
1.00	Manufacture Carriage Charge	6.95	6.95	20.00	1.39
1.00	Oil Engine 10W-30 API SN 0.6lt	5.60	5.60	20.00	1.12
1.00	Spark Plug	5.10	5.10	20.00	1.02
1.00	Air Filter	12.80	12.80	20.00	2.56
1.00	Chain Half Link	2.35	2.35	20.00	0.47
1.00	Cylinder Spin Grind Charge	25.50	25.50	20.00	5.10
1.00	Consumables & Enviroment Disposal	3.50	3.50	20.00	0.70
2.50	Labour Charge Per Hour	48.00	120.00	20.00	24.00

Payment Respectfully Due 14 Days From Invoice Date

Bank Details: Barclays PLC
Account Name : **Anglia Mowers Service**
ACC Number: **50711764** SORT: **20-03-26**
Legal title of goods remains with Anglia Mowers until paid in full
Partners: C N Pigott - D P Pigott - J A James - K A W James

Total Net Amount	£	306.64
Carriage Net	£	0.00
Total Tax Amount	£	61.32
Invoice Total	£	367.96

Anglia Mowers
Britons Lane
Beeston Regis
Sheringham
Norfolk
NR26 8TS
Tel: 01263 822799
Email: accounts@angliamowers.co.uk
VAT Reg No: 105862086

Anglia Mowers

Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR26 8NP

INVOICE **Page** 1

Invoice No	62356
Invoice Date	05/02/2026
Order No	John Deere
Account Ref	SHER.TC

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	John Deere 1026R. Service. 1281 Hours				
1.00	Tie Rod Assembly Steering 1026R	558.62	558.62	20.00	111.72
1.00	Manufacture Carriage Charge	15.00	15.00	20.00	3.00
1.00	Blade Set 54" Mulch	101.10	101.10	20.00	20.22
1.00	Pulley Idle	45.20	45.20	20.00	9.04
1.00	Oil Filter Engine	8.89	8.89	20.00	1.78
6.00	Oil Engine 10W-30 API SN 0.6lt	5.60	33.60	20.00	6.72
1.00	Filter Fuel In Line	4.74	4.74	20.00	0.95
1.00	O Ring Fuel Filter	3.10	3.10	20.00	0.62
1.00	Fuel Filter Element	9.89	9.89	20.00	1.98
1.00	Filter Oil Hydraulic 1026R	38.45	38.45	20.00	7.69
0.50	Hydraulic Transmission Oil WBTO1030 25 lt	128.50	64.25	20.00	12.85
1.00	Air Filter Outer	25.10	25.10	20.00	5.02
1.00	Air Filter Inner	27.98	27.98	20.00	5.60
1.00	Flasing Safety Beacon Light	28.50	28.50	20.00	5.70
1.00	Consumables & Enviroment Disposal	10.00	10.00	20.00	2.00
6.50	Labour Charge Per Hour	60.00	390.00	20.00	78.00

Payment Respectfully Due 14 Days From Invoice Date

Bank Details: Barclays PLC
Account Name : **Anglia Mowers Service**
ACC Number: **5071176**4 SORT: **20-03-26**
Legal title of goods remains with Anglia Mowers until paid in full
Partners: C N Pigott - D P Pigott - J A James - K A W James

Total Net Amount	£	1,364.42
Carriage Net	£	0.00
Total Tax Amount	£	272.89
Invoice Total	£	1,637.31

Sheringham Town Council
Twixt Sea and Pine

Expenses

Name	***Invoice No.***	***Net***	***VAT***	***Total***
Sophie Creasey		43.00	0.00	£43.00

Date: 05.02.2026

Authority:

Full Council/Committee	
Minute Reference	
STC Ref. No.	#779
Purchase Order No.	
Cost Centre	110 Admin
Cost Code	4050 Staff Mileage & Benefits

Notes:

Expenses for eye test

.

05 February 2026, 12:01

Roger Lee Optometrists
60 Station Road
Sheringham
Norfolk
NR26 8RG
01263 824 682

Mrs Sophie Creasey
[redacted]

Reference No: 4944192

639 / 7197228

Items	Qty	Price	Total
Private Eye Exam	1	£43.00	£43.00

Total: £43.00

Visa £43.00

VAT Summary

Professional Services (Exempt):	£43.00
Goods(Standard Rated 20%):	£0.00
VAT:	£0.00

Included in the exempt rated supplies figure is a dispensing fee of £0.00 which forms part of the price of dispensed items marked *.

INVOICE

Norfolk Parish Training and Support
22 Henry Preston Road
Tasburgh, Norfolk NR15 1NU
VAT Registration No. 489779983

team@norfolkpts.org
+44 1603857004
https://www.norfolkpts.org/

NORFOLK PARISH TRAINING & SUPPORT

Bill to
Sheringham Town Council
Michelle Barron
townclerk@SheringhamTownCouncil.gov.uk

Invoice details
Invoice no.: 30383
Terms: Net 30
Invoice date: 06/02/2026
Due date: 08/03/2026

#	Date	Product or service	Description	Qty	Rate	Amount	VAT
1.	04/02/2026	**Induction for Councillors - Full Day**	Ian Kime			£64.00	20.0% S

Subtotal	£64.00
VAT @ 20% on £64.00	£12.80
Total	**£76.80**

BACS Payments

Norfolk Parish Training & Support
Account number: 00010734 Sort code: 77-68-22
Please use the invoice number in the reference line

Please make cheques payable to: Norfolk Parish Training & Support

Sheringham Town Council
Twixt Sea and Pine

Invoice Authorisation Overview

Name	***Invoice No.***	***Net***	***VAT***	***Total***
Personnel Advice & Solutions Ltd (Chris Moses)		200.00	40.00	240.00

Date: 10.02.2026

Authority:

Delegated Authority	N/A
Full Council/Committee	
Minute Reference	2025/26-FC/011
STC Ref No.	#752
Purchase Order No.	
Cost Centre	110 Admin
Cost Code	9505 - HR

Notes:

Monthly retainer for HR services

Bank Details:

Account Name: Personnel Advice Solutions

Sort Code: 30-97-70
Account No.: 0097 9606

Print audit trail including emails, purchase orders, page in minutes showing minute ref, etc.

INVOICE

Norfolk Parish Training and Support
22 Henry Preston Road
Tasburgh, Norfolk NR15 1NU
VAT Registration No. 489779983

team@norfolkpts.org
+44 1603857004
https://www.norfolkpts.org/

NORFOLK PARISH TRAINING & SUPPORT

Bill to
Sheringham Town Council
Michelle Barron
townclerk@SheringhamTownCouncil.gov.uk

Invoice details
Invoice no.: 30121
Terms: Net 30
Invoice date: 07/11/2025
Due date: 07/12/2025

#	Date	Product or service	Description	Qty	Rate	Amount	VAT
1.	17/11/2025	**Induction for Councillors**	Cherry Farrow			£52.00	20.0% S

BACS Payments
Norfolk Parish Training & Support
Account number: 00010734 Sort code: 77-68-22
Please use the invoice number in the reference line
Please make cheques payable to: Norfolk Parish Training & Support

Subtotal	£52.00
VAT @ 20% on £52.00	£10.40
Total	**£62.40**
Overdue	07/12/2025

£400 Paid onto account 20-01-26
while invoice is in
dispute

wave

Customer reference
229143301

Bill number 15898018
Invoice/Tax point 03 Dec 2025

Get in touch

Call 0333 207 9283
Email hello@wave-utilities.co.uk
Message us: facebook.com/WaveUtilities
Visit and chat to us at wave-utilities.co.uk

[illegible]

How to reduce your usage

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

1104/2
Sheringham Town Council
SHERINGHAM COMMUNITY CENTRE
HOLWAY ROAD
NORFOLK
SHERINGHAM
NR26 8NP

Your water bill £1,448.82

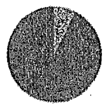
£1,448.82 will be taken on or around 17 December according to your payment arrangement.

Charges

From 03 Sep 2025 to 02 Dec 2025 for Allotments, WEYBOURNE ROAD, NR26 8AF

Balance brought forward	£498.15
Water charges	£1,448.82
Total charges (ex VAT)	£1,448.82
Total charges (inc VAT)	£1,448.82
Payments received	-£498.15
Your New Account Balance	£1,448.82

How your charges are split



• Wholesale charges	£1,342.39
• Retail charges	£106.43

Save time and money

Manage your account online - sign up to My Account for all your bills, payments and readings in one place. wave-utilities.co.uk/myaccount

Send us a meter reading - regular reads make your bills more accurate. Send us them by:

- Logging in to My Account or going to: wave-utilities.co.uk/myread
- Email: submitmyread@wave-utilities.co.uk
- Text: 07728 299 283

Are you on the best tariff?
Remember, if your water tariff no longer suits your needs, speak to us to check if you're on the best tariff. If you're not in a contract, you can always switch retailer, visit open-water.org.uk

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

Ways to pay

Direct Debit - the convenient way to pay
Call us on 0333 207 9283 to get set up or go to wave-utilities.co.uk/mydd

Credit/Debit Card
Pay online at wave-utilities.co.uk/pay
Or call 0333 207 9283
Please quote your customer reference

Cheque
Include customer reference on the back of your cheque to:
Anglian Water Business (National) Ltd
PO Box 745
HUNTINGDON
PE29 9PW
Allow 5 work days for payment to reach us

BACS or bank transfer
Sort Code 20-43-71
Account Number 33298760
Account Name Anglian Water Business (National)
Please use your Customer reference as your payment reference
Send your payment slip to bacs@wave-utilities.co.uk with the payment value in the subject line. For advice visit wave-utilities.co.uk/bankpayments

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

experian.

Account in credit/paying in advance? Visit
[illegible]

Having trouble paying your bills? Visit
[illegible]

Water charges for AW Meter Potable Water Streamline Orange

SPID: 3021481876W14

Readings

Meter number 22M174557H

Chargeable Meter size 015 mm

Previous	Current	Units
03181 E 03 Sep 2025	03755 A 26 Nov 2025	574 m^3
03755 A 26 Nov 2025	03772 E 03 Dec 2025	17 m^3
Total units used		591 m^3

Water charges

Type	Units	Rate	VAT	Charge
Water	17 m^3	£2.40750	Z	£40.93
	574 m^3	£2.40750	Z	£1,381.90
Direct Debit Discount	91 days	£0.01027 (£3.75 PA)	Z	-£0.93
Potable Water Fixed	91 days	£0.29589 (£108 PA)	Z	£26.92
Total water charges (ex VAT)				£1,448.82

Useful Information

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

Meter Readings
C = Customer Read
A = Cyclic/Actual Read
E = Estimated Read - Estimated readings are calculated based on previous actual consumption.

Charges on your bill

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

Deaf or Hard of Hearing

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

Call Costs

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

Complaints

Unhappy about our service?

We try to get everything right first time but appreciate this isn't always the case. If you're unhappy with any element of our service, please talk to us and we'll do what we can to resolve your concerns as swiftly as possible. Contact us on 0333 207 9283 or email customerservices@wave-utilities.co.uk.
If your complaint is not resolved to your satisfaction and you would like the decision to be reviewed by a Director, please contact us on 0333 207 9283 or email directors@wave-utilities.co.uk.
If you follow our complaints process and are still unhappy, you can get some advice from one of the organisations below: For England and Wales - The Consumer Council for Water ccwater.org.uk or Ofwat ofwat.gov.uk
For Scotland - The Scottish Public Services Ombudsman spso.org.uk or Water Industry Commission for Scotland watercommission.co.uk.

Registered office address

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

Sheringham Town Council
Twixt Sea and Pine

Expenses

Name	Invoice No.	Net	VAT	Total
Rob Lampard		3.33	0.67	4.00

Date: 15.01.2026

Authority:

Delegated Authority	N/A
Full Council/Committee	
Minute Reference	
STC Ref. No.	#710
Purchase Order No.	
Cost Centre	110 Admin
Cost Code	4170 Stationery

Notes:

Coloured paper purchased from The Works

Bank Details:

Account Name:
Sort Code:
Account Number:
Reference:

Print audit trail including emails, purchase orders, page in minutes showing minute ref, etc.

Rob Lamford
Expenses.

The Works

4 Church Street
Sheringham
Norfolk
NR26 8QR
Tel: 01263 825297
Vat No: 135597879
The Works Stores B46 1AL

Sale

MCK A4 Colour Pad 80 Sheets
2 @ £2.00 £4.00
Taxable Amount (UK VAT 20%) £4.00

TOTAL **£4.00**
Cards GBP -£4.00

Tax Breakdown

	Net	Tax	Gross
UK VAT 20%	£3.33	£0.67	£4.00

Contactless : DEBIT MASTERCARD
: ************[redacted]
Auth Code : 661524
Merchant ID : **34905
Terminal ID : ****5547
PAN Seq. : 00
AID : A0000000041010
Cryptogram : 80/D13A7493B97E292A

AMOUNT **£4.00**

Please debit my account as shown

No cardholder verification
Please retain for your records

10310001014062601151249316

Thank you for shopping at The Works
15/01/26 12:51 JAMES 1031 0001 1406

CloudyIT™

INVOICE

To

Sheringham Town Council
The Town Hall
Church Street
Sheringham
Norfolk
NR26 8QS
United Kingdom

Invoice Date
23/01/2026

Invoice Number
INV-D-10343

Reference

Order
ORD-04212

From
Cloudy Group
8 Homeground
Buckingham Industrial Park
MK18 1UH

VAT Number 916 888 080

accounts@cloudyit.co.uk
01280 814 684

Item	Qty	Unit Price	VAT	Amount £
Data Architecture and Scoping Data architecture / scoping - Introduction to migrations project lead - Review of your current IT systems - Review of new proposal including licencing and hardware - Creation migration & training plan	0.25	£650.00	£32.50	£195.00
Office 365 Device Deployment Azure AD join laptop or PC to Microsoft Cloud - Copy Profile Data - Setup applications - Apply security policies - Apply bit-locker encryption (if hardware meets min spec requirements) Please note Windows 10/11 Pro is required	1.25	£650.00	£162.50	£975.00
SharePoint and Teams Configuration Setup of Teams and SharePoint libraries, as agreed within Architecture stage - Creation of SharePoint Hub / Intranet - Setup of permissions and polices - Creation of Microsoft Teams, Channel and tabs - Configuration of data migration tool	0.25	£650.00	£32.50	£195.00

CloudyIT™

INVOICE

Item	Qty	Unit Price	VAT	Amount £
Data Migration Data Migration - Migration of all data to correct SharePoint / Teams libraries - Migration of personal data to personal OneDrive storage Please note migration will take place during working hours. Unless otherwise agreed.	0.50	£650.00	£65.00	£390.00
Council Onboarding & Familiarisation Session A tailored introduction session covering: Meet your Cloudy account manager and support team Overview of account reviews and relationship management How to access and use the Cloudy Support Desk Getting started with Microsoft 365, including: OneDrive Sync setup and usage Navigating and working within Office.com	1.00	£195.00	£39.00	£234.00
Future-Ready: Council Digital Skills Plan A strategic session delivered by Susan, Head of Digital Skills, including: - Review of your council's digital goals and objectives - Practical overview of Teams, SharePoint, and Office.com - How to get the most from your Microsoft 365 tools - Guidance on using Cloudy's digital training resources effectively - Creation of a tailored digital training plan for your council	1.00	£195.00	£39.00	£234.00
Councillor Training Councillor 365 Training - 1 hour session delivered online - Maximum of 6 councillors per session - Covers key aspects for councillors to fully utilise office 365 - Including OneDrive, Outlook & Microsoft Teams - Setup guides provided before training - Includes overview of e-learning & training portal - All recordings are made available for councillors Please note session can be delivered in-person if preferable. This may incur an additional cost.	0.50	£650.00	£65.00	£390.00
PrePaid Support 5 Hours Pre-Paid Support For Councillors	1.00	£365.00	£73.00	£438.00

CloudyIT™

INVOICE

Item	Qty	Unit Price	VAT	Amount £
Standard End User Support: 8am - 5.30pm Monday - Friday (Excluding Bank Holiday) - Access to CloudyIT support desk via email, phone, support tool Please note these have an expiry period of 24 months. New prepaid hours would need to be bought and support hours do not roll over. This is set to renew every 2 years.				

Payment Terms: Immediate
Due date: 23/01/2026

Subtotal	£2,542.50
Total VAT 20%	£508.50
Amount Due GBP	**£3,051.00**

Microsoft Solutions Partner Modern Work

ACCREDITED CSRA

CYBER ESSENTIALS

The Buckinghamshire Business Awards WINNER Corporate Social Responsibility Award 2021

CloudyIT™

INVOICE

To

Sheringham Town Council
The Town Hall
Church Street
Sheringham
Norfolk
NR26 8QS
United Kingdom

Invoice Date
23/01/2026

Invoice Number
INV-D-10344

Reference

Order
ORD-04213

From
Cloudy Group
8 Homeground
Buckingham Industrial Park
MK18 1UH

VAT Number 916 888 080

accounts@cloudyit.co.uk
01280 814 684

Item	Qty	Unit Price	VAT	Amount £
Microsoft Teams Phone Voice Training Microsoft Teams Telephone System Training, this includes the following - 1 hour virtual training session (recording provided) - Covering how to - Transfer/hold - Update/change greeting message - Guidance on setup on additional devices	0.25	£650.00	£32.50	£195.00
Microsoft Teams Phone Setup Microsoft Teams Telephone System Setup, this includes the following - Acquisition of number(s) - Setup of phone line - Applying licences - Telephony Architecture Call - Building of call queues - Voicemail setup - Customised hold music (if required)	0.25	£650.00	£32.50	£195.00
Porting Number -Acquisition of existing numbers. -Unlimited amount per port. -Management of number port process. -Redeployment of ported number to the Team phones system.	1.00	£50.00	£10.00	£60.00

INVOICE

Payment Terms: Immediate
Due date: 23/01/2026

Subtotal	£375.00
Total VAT 20%	£75.00
Amount Due GBP	**£450.00**

Payment details: HSBC, Cloudy Group Ltd
SC 40-33-33 AN 41649272

8 Homeground, Buckingham Industrial Park, Buckingham, MK18 1UH
01280 814684 info@cloudyit.co.uk cloudyit.co.uk

X 2 CONNECT LTD
Network Place
Brunel Drive
Newark
Nottinghamshire
NG24 2EG
VAT Reg No: 895296854

Proforma

SHERINGHAM TOWN COUNCIL
SHERINGHAM COMMUNITY CENTRE
HOLWAY ROAD
SHERINGHAM
NR26 8NP
mel.ashcroft@SheringhamTownCouncil.gov.uk

26851
27/01/2026
0126382213
MCC001

Qty Ordered	Product Code	Product Description	Unit Price	Net Amt	VAT
1.00	023670-DS	K6 WINDOW RIVET & CLIP X 108	30.450	30.45	6.09

Total Net Amount	30.45
Carriage	8.50
Total VAT Amount	7.79
Order Total	46.74

City College Norwich, Ipswich Road, Norwich NR2 2LJ

t: 01603 773 311
e: principal@ccn.ac.uk

www.ccn.ac.uk
www.paston.ac.uk
www.easton.ac.uk

INVOICE

Invoice To:

Sheringham Town Council
Sheringham Community Centre
Holway Road
Sheringham
Norfolk
NR28 8NP

Account: MSHE03
Document: ARINV/00017254
Date: 28/01/2026

Page: 1

Our VAT Number: GB651018665

Description	Vat Code	Value
CS30 - 20.02.2026- one day training & assessment Learner - Rob Lampard	E	351.00

-------VAT Analysis -------

Code	Rate	Goods	VAT
E	0.00%	351.00	0.00

Goods:	**351.00**
VAT:	**0.00**
Invoice Total:	**351.00**
Currency	Great British Pound

Terms: 30 days from invoice date

If you have any questions regarding this invoice please email us at - finance1@ccn.ac.uk.

Bank details: Account No: 04315516 Sort Code: 30-96-17. Please make cheques payable to City College Norwich

SWIFT No: LOYDGB21076 IBAN No: GB09LOYD30961704315516

P30 Sheringham Town Council
Month 10 (Ending 05/02/2026)

Employer

PAYE reference	531/S3269
Accounts Office reference	531PE00122032

Income Tax

Gross tax	£2,170.60
Received from HMRC to refund tax	£0.00
Gross Student + Postgraduate Loan deductions	£20.00
Gross CIS deductions	£0.00
CIS deductions suffered	£0.00
NET INCOME TAX (1)	***£2,190.60***

National Insurance Contributions

Employee National Insurance contributions	£763.07
Employer National Insurance contributions	£2,150.83
Statutory Maternity Pay recovered + NIC compensation	£0.00
Statutory Paternity Pay recovered + NIC compensation	£0.00
Statutory Adoption Pay recovered + NIC compensation	£0.00
Statutory Shared Parental Pay recovered + NIC compensation	£0.00
Statutory Parental Bereavement Pay recovered + NIC compensation	£0.00
Statutory Neonatal Care Pay recovered + NIC compensation	£0.00
Received from HMRC to pay Statutory Pay	£0.00
Employment Allowance claim	£0.00
Apprenticeship levy	£0.00
NET NATIONAL INSURANCE CONTRIBUTIONS (2)	***£2,913.90***

Year to Date

Amount due in previous periods	£45,602.95
Amount paid in previous periods	£45,602.95
Adjustment	£0.00
SHORTFALL (3)	***£0.00***

Total amount due (1 + 2 + 3) **£5,104.50**

Payment should reach HMRC by 22/02/2026. Pay account name HMRC Cumbernauld, account number 12001039, sort code 08-32-10, with reference 531PE001220322610. For more payment methods, see www.gov.uk/pay-paye-tax.

February 2026

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

Date	Company	Invoice No.	Net	VAT	Total	Description	Proposed Cost Code Spend	PO#	Minute Ref	Our Ref	Power to Spend
15.01.2026	R Lampard		£ 3.33	£ 0.67	£ 4.00	Expenses - Paper from The Works	110 Admin - 4170 Stationery			#710	LG Act 1972 s.111
20.01.2026	Wave (Anglian Water)	15898018	£ 400.00	£ -	£ 400.00	Part payment of invoice in dispute	200 Allotments - 4241 Water			#721	Smallholdings & Allotments Act 1908 s.23
23.01.2026	Cloudy IT	INV-D-10344	£ 375.00	£ 75.00	£ 450.00	Microsoft Teams Phone Set up & Training	110 Admin - 4200 Telephone/Broadband		2025/26-FC/122	#727	LG Act 1972 s.111
23.01.2026	Cloudy IT	INV-D-10343	£ 2,542.50	£ 508.50	3051.00	Onboarding IT Systems with new supplier	110 Admin - 4210 IT		2025/26-FC/122	#728	LG Act 1972 s.111
27.01.2026	X 2 Connect Ltd.	26851	£ 38.95	£ 7.79	£ 46.74	Window Rivets for Red Telephone Box	157 Tel Kiosks - 9546 Maintenance			#731	LG Act (Misc Shelters Prov) 1953 S.4
29.01.2026	HMRC		£ 5,104.50	£ -	£ 5,104.50	PAYE/NI	310 Staff Costs - 4030 PAYE/NI			#733	LG Act 1972 s.112
29.01.2026			£ 15,111.31	£ -	£ 15,111.31	Staff Salaries	310 Staff Costs - 4000 Salaries				LG Act 1972 s.112
29.01.2026	Norfolk Pensions		£ 3,843.90	£ -	£ 3,843.90	Pensions	310 Staff Costs - 4040 Pension		2025/26-FC/011	#734	LG Act 1972 s.112
07.11.2025	NPTS	30121	£ 52.00	£ 10.40	£ 62.40	Councillor Training - Farrow	160 Councillors - 4110 Cllr Training			#761	LG Act 1972 s.111
28.01.2026	City College Norwich	ARINV/0001725	£ 351.00	£ -	£351.00	Chainsaw Course	150 Works/Maintenance - 4082 Training			#751	LG Act 1972 s.111
					£ 28,424.85						

Receipt / Tax Invoice #751299
Jan 15, 2026

NAKED PAPER

SHIPPING ADDRESS

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

CUSTOMER

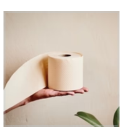
Mel Ashcroft
Sheringham Town Council
Sheringham Community Centre
Sheringham Town Council
NR26 8NP
NR26 8NP
United Kingdom
Tel. 01263 822213

PAYMENT METHOD

Stripe Card Payments
Due on ()

SHIPPING METHOD

DPD Free Delivery
15502410836941

ITEMS		PRICE	QTY	ITEM TOTAL
	Unbleached Bamboo Toilet Paper 48 Rolls SKU: 5060782540014 FSC Mix	£35.99	1	£35.99

Subtotal	£35.99
Shipping	£0.00
GB VAT % 20.0%	£6.00
TOTAL (GBP)	**£35.99**
Total paid	£35.99

Thank you for shopping with us!

Naked Paper

VAT Number: 357165385
FSC certificate no: INT-COC-005535-494
hello@nakedpaper.com
uk.nakedpaper.com

Order Summary

Subscription charged on 17 January 2026 Order No. D01-3264430-3352616

Recipient	Payment method	Order Summary	
Michelle Barron	Barclays Business •••• 7010	Item(s) Subtotal:	£7.49
		Total Before Tax:	£7.49
		Tax Collected:	£1.50
		Total for this Order:	**£8.99**

Prime Membership Fee
Sold by: AMAZN Services LLC
£8.99

Back to top

Help

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amazon.co.uk

Invoice

Paid

Payment reference ID 1fcYR3EgBxWho5odcVLM
Sold by Amazon EU S.à r.l., UK Branch
VAT # GB727255821

Invoice date / Delivery date	19 January 2026
Invoice #	GB6J5VWHAEUI
Total payable	£16.39

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address	Delivery address	Sold by
Michelle Barron	Michelle Barron	Amazon EU S.à r.l., UK Branch
SHERINGHAM COMMUNITY CENTRE	SHERINGHAM COMMUNITY CENTRE	1 Principal Place, Worship Street
HOLWAY RD	HOLWAY RD	London, EC2A 2FA
SHERINGHAM, NR26 8NP	SHERINGHAM, NR26 8NP	United Kingdom
GB	GB	VAT # GB727255821

Order information

Order date	19 January 2026
Order #	206-7016725-1816348

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Xerox Symphony Coloured Paper Multifunctional Ream-Wrapped 80gsm A4 Blue Ref 003R93967 [500 Sheets] ASIN: B000J6DCUU	1	£7.18	20%	£8.62	£8.62
Xerox Symphony Coloured Paper Multifunctional Ream-Wrapped 80gsm A4 Blue Ref 003R93967 [500 Sheets] ASIN: B000J6DCUU	1	£7.18	20%	£8.62	£8.62
Shipping Charges		£0.00		£0.00	£0.00
Promotions		-£0.71		-£0.85	-£0.85

Invoice total **£16.39**

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£13.65	£2.74
Total		£13.65	£2.74

Invoice

Paid

Payment reference ID 1fcYR3EgBxWho5odcVLM

Sold by Dongguan Qiyun Electronic Commerce Co., Ltd.

Invoice date / Delivery date	19.01.2026
Invoice #	GB6OHJ7BAEUD
Total payable	£4.03

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

VAT declared by	Amazon EU S.a.r.L.
VAT #	GB727255821

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

Billing address	Delivery address	Sold by
Michelle Barron	Michelle Barron	Dongguan Qiyun Electronic Commerce Co., Ltd.
SHERINGHAM COMMUNITY CENTRE	SHERINGHAM COMMUNITY CENTRE	工业北四路2号
HOLWAY RD	HOLWAY RD	万科金域松湖花园18栋2302房
SHERINGHAM, NR26 8NP	SHERINGHAM, NR26 8NP	东莞市，松山湖园区，广东省东莞市，523771
GB	GB	CN

Order information

Order date	19.01.2026
Order #	206-7016725-1816348

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
240pcs Paper Clips, 33mm Colored Paper Clip, PaperClips Assorted Colors, Paper Clips for Paperwork Office School and Personal Use | B09XGLW9B2 ASIN: B09XGLW9B2	1	£3.54	20%	£4.25	£4.25
Shipping Charges		£0.00		£0.00	£0.00

Item subtotal	**£4.25**
Funded by Amazon	-£0.22
Total payable	**£4.03**

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£3.54	£0.71
Total		£3.54	£0.71

Invoice

Paid

Payment reference ID 1fcYR3EgBxWho5odcVLM
Sold by DIPUBLICA CONTENT STUDIO LTD
VAT # GB379476925

Invoice date / Delivery date	19 January 2026
Invoice #	GB6000CTYTX5PI
Total payable	£9.49

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address	Delivery address	Sold by
Michelle Barron	Michelle Barron	DIPUBLICA CONTENT STUDIO LTD
SHERINGHAM COMMUNITY CENTRE	SHERINGHAM COMMUNITY CENTRE	29 COSLANY STREET
HOLWAY RD	HOLWAY RD	NORWICH, Norfolk, NR3 3DT
SHERINGHAM, NR26 8NP	SHERINGHAM, NR26 8NP	GB
GB	GB	VAT # GB379476925

Order information

Order date	19 January 2026
Order #	206-7016725-1816348

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Self Inking Rubber Stamp, Refillable Red Ink Preinstalled - (9/16" x 1-1/2") (Confidential) ASIN: B08W3Q47Q4	1	£8.32	20%	£9.99	£9.99
Shipping Charges		£0.00		£0.00	£0.00

Item subtotal **£9.99**

Funded by Amazon -£0.50

Total payable **£9.49**

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£8.32	£1.67
Total		£8.32	£1.67

Invoice

Paid

Payment reference ID ciS1gocrMdh5DF88bW3d
Sold by GENUINE CENTRE LTD
VAT # GB144717019

Invoice date / Delivery date	21 January 2026
Invoice #	GB6003U65402XI
Total payable	£21.49

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by

GENUINE CENTRE LTD
Unit A2, Harrison Trading Estate
Longworth Street
Preston, Lancashire, PR1 5DL
GB
VAT # GB144717019

Order information

Order date	21 January 2026
Order #	206-7544584-3876340

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
HP Papers,5 Ream I 2500 Sheets,White,RH98112 Printer Paper, Office A4 Paper, 210x297mm, 80gsm, 5 Ream Carton, 2500 Sheets - FSC Certified Copy Paper ASIN: B00DUCH35A	1	£17.91	20%	£21.49	£21.49
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £21.49

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£17.91	£3.58
Total		£17.91	£3.58

amazon.co.uk

Invoice

Paid

Payment reference ID 1BDFNIfGo8wK2cTb04Yg
Sold by Amazon EU S.à r.l., UK Branch
VAT # GB727255821

Invoice date / Delivery date	27 January 2026
Invoice #	GB6RO9P8AEUI
Total payable	£28.51

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by

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

Order information

Order date	27 January 2026
Order #	206-9563740-4511523

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Ecover Floor Soap Refill, Multi-Surface Floor Soap For A Bright Finish, Orange and Lemon Scent, Pack of 1, 1 x 5L ASIN: B000RPK8O6	1	£12.50	20%	£15.00	£15.00
Ecover Floor Soap Refill, Multi-Surface Floor Soap For A Bright Finish, Orange and Lemon Scent, Pack of 1, 1 x 5L ASIN: B000RPK8O6	1	£12.50	20%	£15.00	£15.00
Shipping Charges		£0.00		£0.00	£0.00
Promotions		-£1.25		-£1.49	-£1.49

Invoice total £28.51

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£23.75	£4.76
Total		£23.75	£4.76

amazon.co.uk

Invoice

Paid

Payment reference ID 1BDFNIfGo8wK2cTb04Yg
Sold by Amazon EU S.à r.l., UK Branch
VAT # GB727255821

Invoice date / Delivery date	27 January 2026
Invoice #	GB6RXF8BAEUI
Total payable	£21.58

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by

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

Order information

Order date	27 January 2026
Order #	206-9563740-4511523

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Ecover Washing Up Liquid, Washing Up Soap, Tough on Grease and Grime, Fresh Camomile & Clementine Scent,1 x 950ml ASIN: B079TZBWZB	2	£2.92	20%	£3.50	£7.00
Ecover Washing Up Liquid Refill, Washing Up Soap, Tough on Grease and Grime, Fresh Camomile & Clementine Scent, 1 x 5L ASIN: B002K5PO68	1	£13.11	20%	£15.73	£15.73
Shipping Charges		£0.00		£0.00	£0.00
Promotions		-£0.96		-£1.15	-£1.15

Invoice total £21.58

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£17.99	£3.59
Total		£17.99	£3.59

Invoice

Paid

Payment reference ID 1aq2amkNyDlqpp27SHvE

Sold by Banner Group Limited

VAT # GB391085740

Invoice date / Delivery date	27 January 2026
Invoice #	GB60146FRLZEFI
Total payable	£34.38

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address
Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address
Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by
Banner Group Limited
1st Floor
1 Europa Drive
SHEFFIELD, South Yorkshire, S9 1XT
GB
VAT # GB391085740

Order information

Order date	27 January 2026
Order #	206-8491472-6996333

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Q-Connect Storage Box 335x400x250mm Brown (Pack of 10) ASIN: B000NK08UO	2	£14.32	20%	£17.19	£34.38
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £34.38

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£28.64	£5.74
Total		£28.64	£5.74

Invoice

Paid

Payment reference ID 2XdOsqbKy71nPe1gUoGg

Sold by Shenzhen Aisenbodianziyouxiangongsi

Invoice date / Delivery date	02.02.2026
Invoice #	GB6176YC9AEUD
Total payable	£28.68

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

VAT declared by	Amazon EU S.a.r.L.
VAT #	GB727255821

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

Billing address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by

Shenzhen Aisenbodianziyouxiangongsi
Longhuaqu Longhuajiedao Sanlianshequ
Hepingdonglu Jinruanshidaidasha 1002
Shenzhen, Guangdong, 518109
CN

Order information

Order date	02.02.2026
Order #	206-1915879-1531529

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
45W Laptop Charger for HP, 19.5V 2.31A Power Supply Compatible with HP Stream 11 13 14, Pavilion, Elitebook Folio, Chromebook, Envy, Spectre, Ultrabook, Probook, Touchsmart Ac Adapter | B09991PFC4 ASIN: B09991PFC4	2	£7.97	20%	£9.56	£19.12
45W Laptop Charger for HP, 19.5V 2.31A Power Supply Compatible with HP Stream 11 13 14, Pavilion, Elitebook Folio, Chromebook, Envy, Spectre, Ultrabook, Probook, Touchsmart Ac Adapter | B09991PFC4 ASIN: B09991PFC4	1	£7.97	20%	£9.56	£9.56
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £28.68

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£23.91	£4.77
Total		£23.91	£4.77

amazon.co.uk

Invoice

Paid

Payment reference ID 2TlQxlSmBYPSpyeNakug

Sold by Amazon EU S.à r.l., UK Branch

VAT # GB727255821

Invoice date / Delivery date	05 February 2026
Invoice #	GB6120N6NAEUI
Total payable	£33.98

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by

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

Order information

Order date	05 February 2026
Order #	206-3613463-0203527

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Jeyes JY34117 Sanilav Urinal Channel Blocks, Citrus, 3 kg ASIN: B002YE65U4	1	£17.23	20%	£20.68	£20.68
Ecover Toilet Cleaner Refill, Removes Limescale leaving a Sparkling Clean, Fresh Pine & Mint Scent, 1 x 5L ASIN: B002K5TDQU	1	£11.08	20%	£13.30	£13.30
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £33.98

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£28.31	£5.67
Total	£28.31	£5.67

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg

R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

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

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

Sheringham Town Council, Sheringham Community Centre, Holway Road, Sheringham, NR26 8NP
TEL - 01263 822213
OFFICE EMAIL - info@sheringhamtowncouncil.gov.uk
WEBSITE - https://sheringhamtowncouncil.gov.uk

From: GOV.UK Pay <gov.uk.pay@notifications.service.gov.uk>
Sent: 09 February 2026 16:07
To: Mel Ashcroft - Sheringham Town Council <mel.ashcroft@SheringhamTownCouncil.gov.uk>
Subject: Your payment of £14.00 to Search for land and property information was successful

GOV.UK

Your payment of £14.00 to Search for land and property information was successful

Payment for: Title register and title plan
Reference: 1000009262507
Date of payment: 9 February 2026 – 16:05:15

This email address is not monitored. If you have any questions about your payment, contact the service you made the payment to directly.

amazon.co.uk

Invoice

Paid

Payment reference ID 1amdclaMMIloyfXj6A4O

Sold by Amazon EU S.à r.l., UK Branch

VAT # GB727255821

Invoice date / Delivery date	11 February 2026
Invoice #	GB618H8Y2AEUI
Total payable	£19.27

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by

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

Order information

Order date	11 February 2026
Order #	206-9899565-3413167

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Amazon Basics 20-Pack AA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life ASIN: B00NTCH52W	1	£5.57	20%	£6.68	£6.68
Amazon Basics 12-Pack C Cell All-Purpose Alkaline Batteries, 1.5 Volt, 5-Year Shelf Life ASIN: B00MH4QI26	1	£10.49	20%	£12.59	£12.59
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £19.27

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£16.06	£3.21
Total		£16.06	£3.21

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

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg

R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

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

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

Receipt

Paid

Payment reference ID 1amdclaMMIloyfXj6A4O

Sold by INDUSTRIAL PROSPERITY LTD

Receipt date	11 February 2026
Receipt #	XX60004L5TEIPT
Total payable	£19.99

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address

Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by

INDUSTRIAL PROSPERITY LTD
E69 Stafford Enterprise Park, Weston Road
STAFFORD, England, ST18 0BF
GB

Order information

Order date	11 February 2026
Order #	206-9899565-3413167

Receipt details

Description	Qty	Item subtotal
Mole Repellent Balls, Effective Mole Deterrent for Gardens UK, Easy to Use Mole Repeller for Outdoors, Prevents Damage to Lawns & Gardens, Mole Repellent Safe for Pets 10pcs ASIN: B0FWDFP2DJ	1	£19.99
Shipping Charges		£0.00

Receipt total **£19.99**

amazon.co.uk

Invoice

Paid

Payment reference ID 1amdclaMMIloyfXj6A4O

Sold by Amazon EU S.à r.l., UK Branch

VAT # GB727255821

Invoice date / Delivery date	11 February 2026
Invoice #	GB618H8Y2AEUI
Total payable	£19.27

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address
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SHERINGHAM, NR26 8NP
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Delivery address
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HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Order information

Order date	11 February 2026
Order #	206-9899565-3413167

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Amazon Basics 20-Pack AA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life ASIN: B00NTCH52W	1	£5.57	20%	£6.68	£6.68
Amazon Basics 12-Pack C Cell All-Purpose Alkaline Batteries, 1.5 Volt, 5-Year Shelf Life ASIN: B00MH4QI26	1	£10.49	20%	£12.59	£12.59
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £19.27

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£16.06	£3.21
Total		£16.06	£3.21

Invoice

Paid

Payment reference ID 1amdcIaMMIIoyfXj6A4O
Sold by SWS London Trading Ltd
VAT # GB276153689

Invoice date / Delivery date	11 February 2026
Invoice #	GB600C45ZT0J1I
Total payable	£23.99

MICHELLE BARRON
SHERINGHAM COMMUNITY CENTRE HOLWAY RD
SHERINGHAM, NR26 8NP
GB

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

Billing address
Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Delivery address
Michelle Barron
SHERINGHAM COMMUNITY CENTRE
HOLWAY RD
SHERINGHAM, NR26 8NP
GB

Sold by
SWS London Trading Ltd
Unit 66B North Woolwich Road
London, E16 2AA
GB
VAT # GB276153689

Order information

Order date	11 February 2026
Order #	206-7629654-9755548

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Z fold Paper Towels White Interfold Embossed Paper Hand Towel 2ply C Fold Multi Fold Tissue (3200 White) ASIN: B0C15BMJ8R	1	£19.99	20%	£23.99	£23.99
Shipping Charges		£0.00		£0.00	£0.00

Invoice total £23.99

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£19.99	£4.00
Total		£19.99	£4.00

110 Admin

4120 Bankcharges

Your pre-notification statement

unity trust bank

For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Michelle Barron
Sheringham Town Council
Sheringham Town Council
Sheringham Community Centre Holway Road
Sheringham
United Kingdom
NR26 8NP

Date: 31/12/2025

Statement number: 011

Account Name: Sheringham Town Council

Sort Code: 608301

Account Number: 20525604

Dear Mrs Michelle Barron,

This letter outlines charges relating to the transactions and debit interest on your account between 01/12/2025 and 31/12/2025.

You can find full details of our fees and charges within the Standard Service Tariff on our website **https://www.unity.co.uk/terms-and-conditions/**

The charges for this billing period are:

Total charges	£18.45
Total debit interest	£0.00
To be debited from your account on	31/01/2026

smartestenergy

Ridgeworth House
Liverpool Gardens
Worthing
West Sussex
BN11 1RY

Contact our UK Customer Services:

T: 01903 703400
(Mon-Fri 8.30am-5pm)

E: customerservices.business@smartestenergy.com

Or visit: smartestenergybusiness.com

Sheringham Town Council
Putting Green Cliff Road -
Sheringham
Norfolk
SHERINGHAM
NR26 8BJ

Customer Account Number:
FN7GK8NJ4

Invoice Number: FN7GK8NJ4/005

Date & Tax Point: 05/01/2026

Tariff:
SmartFix Standard

Electricity Invoice

For billing period from 01 Dec 2025 to 31 Dec 2025

Charges for the period

Electricity Charges	£85.85
Total Excluding VAT	**£85.85**
VAT @5.00%	£4.29
Total Including VAT	£90.14

£90.14 will be collected by Direct Debit on, or shortly after, 17 Jan 2026.

Rota Block: H

Nuclear RAB Charge Update
For our electricity customers, please note there has been a delay in applying the Nuclear RAB pass-through charge to this month's invoice. Charges from the 1st December 2025 will now be reflected on a following invoice. For further information please visit www.smartestenergybusiness.com/en_GB/insights/nuclear-rab-levy

smartestenergy

Ridgeworth House
Liverpool Gardens
Worthing
West Sussex
BN11 1RY

Contact our UK Customer Services:

T: 01903 703400
(Mon-Fri 8.30am-5pm)

E: customerservices.business@smartestenergy.com

Or visit: smartestenergybusiness.com

Electricity Used

For billing period from 01 Dec 2025 to 31 Dec 2025.

Account Number: FN7GK8NJ4

Rota Block: H

Site Address	Putting Green Cliff Road Putting Green Cliff Road SHERINGHAM Norfolk NR26 8BJ
Tariff	SmartFix Standard
Contract End Date	29 Jul 2028

S	04	0051		201
	10	1273	4285	573

Got an emergency?
Contact the national freephone service 24/7:
Call 105 or visit www.powercut105.com

Cost of Electricity used

Meter Serial Number	Description	kWh	Price	Cost
E23BG04209	Day	228	24.53p/kWh	£55.93
E23BG04209	Night	100	18.56p/kWh	£18.56
	Standing Charge: 31 days at 36.65p per day			£11.36
Total charges this period (excluding VAT)				**£85.85**

Meter Readings

Meter Serial Number	Register		Date	Reading	kWh
E23BG04209	Day	Present	01/01/2026	724 (E)	228
		Previous	01/12/2025	496 (E)	
E23BG04209	Night	Present	01/01/2026	327 (E)	100
		Previous	01/12/2025	227 (E)	

We calculate your consumption by using the latest actual reading we hold at the time we prepare your invoice.
Then we estimate to the end of the billing period based upon historic usage.
If your Meter Readings consist of only Estimated (E) readings we would be grateful if you could let us have an up-to-date reading via our website.
Reading classifications are denoted as (C) Customer, (E) Estimate, (D) Deduced or (A) Actual

SmartestEnergy Business Ltd. Registered Address: Ridgeworth House, Liverpool Gardens, Worthing, BN11 1RY

Company No 06468946 VAT No 976297655. This is a VAT Invoice.

Ridgeworth House
Liverpool Gardens
Worthing
West Sussex
BN11 1RY

Contact our UK Customer Services:

T: 01903 703400
(Mon-Fri 8.30am-5pm)

E: customerservices.business@smartestenergy.com

Or visit: smartestenergybusiness.com

Summary of Transactions

For billing period from 01 Dec 2025 to 31 Dec 2025.

Account Number: FN7GK8NJ4

Description	Amount
Balance brought forward	£87.44 DR
Direct Debit (Invoice Collection)	£87.44 CR
This Invoice	£90.14 DR
Account Balance	**£90.14 DR**

Payments received within the last 7 days may not appear until your next invoice is issued.

Contacting Us

(Mon-Fri 8.30am-5pm, excluding Bank Holidays)

By Post: SmartestEnergy Business, Ridgeworth House, Liverpool Gardens, Worthing, West Sussex, BN11 1RY.

Phone: 01903 703400

Email: customerservices.business@smartestenergy.com

Online: Visit the 'Support' page at smartestenergybusiness.com

SmartWeb: View bills, submit readings, make payments and more with our SmartWeb online account service. Register and get started at smartweb.smartestenergy.com

In an Emergency

If you have a power cut, please dial 105. It's free of charge and you will be put through to your local network operator who can help. Alternatively visit the 105 website at www.powercut105.com.

How to pay

Monthly Direct Debit

If you have a Direct Debit Instruction in place we will collect the amount due on the date shown on your bill.

If you do not have a Direct Debit in place please call us on 01903 703400 within 5 days of receiving the invoice to make payment.

Bank Transfer

If you need to make a payment our bank details are as follows: Bank Name: HSBC plc, Account Name: SmartestEnergy Business Limited, Sort Code 402069, Account No 40006211. Please use your account number as payment reference.

Difficulty Paying?

Please call us as soon as possible on **01903 703400** to discuss and to agree a suitable payment arrangement. The sooner you tell us that there is a problem, the sooner we can try to help. You can also contact Business Debtline, who provide free, confidential and independent advice on how to deal with debt problems. Call them free from a landline on **0800 197 6026.**

Moving Premises

Please let us know that you are moving premises as soon as possible via one of the following options:

- Login to your SmartWeb Online Account under 'Moving Premises'
- Visit smartestenergybusiness.com/en_GB/support/moving-premises
- Phone our Change of Tenancy Team on 01903 703424

Please ensure you have a recent invoice to hand and a current meter reading/s. We may also ask you to provide photos of the meter.

SmartestEnergy Business welcome the opportunity to provide electricity services at your new address. If you would like us to arrange for supply at your new premises please let us know when you notify us of the change of premises.

Please Note: If you move without telling us, you may get billed for electricity used by the next occupier.

Meter Readings

Once a Smart Meter is installed we will typically issue your bill based on automated readings from the meter. If your bill is estimated, you can provide readings to ensure bills are based upon actual usage. Please submit readings by the 25th of each month via the following

- Online via Smartweb smartweb.smartestenergy.com
- Email meterreadings.business@smartestenergy.com
- Phone 0800 088 4581 (24/7 service, free from a landline)

Please ensure you have your account number and meter serial number to hand when submitting the reading.

Accessing your smart meter usage data

You can access the usage data from your smart meter at no extra cost via our SmartWeb online account service. To register and get started please visit smartweb.smartestenergy.com

Complaints

We are committed to providing outstanding customer service and welcome your views and opinions on how we can improve our standards. We recognise that we do not always get things right and if there is an issue with your account, or you are unhappy with the service you have received from us, please let us know by using the procedure outlined in our 'Complaints Handling Procedure'. Throughout the procedure, potential remedies may include: an apology, an explanation, the taking of appropriate remedial action and/or the award of compensation in appropriate circumstances. We always aim to resolve complaints promptly and professionally and provide clear and honest information to our customers. To obtain a copy of the Procedure document please visit the complaints section of our website at: smartestenergybusiness.com/en_GB/support/complaints. For meter and/or data related disputes, or anything else please contact 01903 703400.

We are committed to only working with Brokers who are registered with the Alternative Dispute Resolution (ADR) scheme. This scheme allows customers to raise Broker disputes directly with the Ombudsman. For more information please visit: www.ombudsman-services.org/sectors/energy-brokers

Other Information

End of Contract

Your contract end date is displayed on your invoice. You may serve termination at any point in order to terminate at the contract end date. If you do not agree new fixed prices or do not terminate, your contract will move to a variable tariff. If you terminate and do not switch to another supplier you will also move to a variable tariff. Prices for our variable tariff can be viewed at smartestenergybusiness.com/en_GB/support/products-and-pricing

Fuel Mix Disclosure

The mix of energy sources for the generation of electricity as utilised by SmartestEnergy Business can be viewed at smartestenergybusiness.com/en_GB/fuel-mix

For further information including Distribution Network Operations (DNOs), Emergency Contacts & Supply Emergency Code, Electricity & Gas Safety, Rota Load Disconnection, Complaints & Dispute Settlements (including information on the Ombudsman, Citizens Advice and Citizens Advice Scotland), Out of Contract & Deemed Rates, Terms and Conditions, Pricing Information, Erroneous Transfers, Credits & Refunds, Site Access, Fit & Proper Representatives, Fuel Mix Disclosure, Micro Business & Small Business Consumer Obligations, Third-Party Alternative Dispute Resolution, VAT and more, please visit **smartestenergybusiness.com/en_GB/regulatory-information**

Gas supply bill

ESPO

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

Invoice Number: G1337657
Tax point date: 14/01/2026

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

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

Site Reference: 1005054 (please quote in all correspondence)

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

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

Gas supplier: TOTAL GAS & POWER LTD

Billing period: 30 Nov 2025 to 31 Dec 2025

Gas Consumption

Serial Number	MPRN	Previous Date	Previous Read	Present Date	Present Read	Units	Correction Factor	Calorific Value	kWh
M016K0505612D6	9322384802	30/11/2025	23019 (A)	31/12/2025	23085 (A)	66	1.02264	39.18710	734.70

Gas Charges

Charge Item	kWh	Unit Rate	Net Cost £
All Units	734.7	3.6607	26.89

Daily Standing Charge	31	Days	@£1.13p daily	£35.03
AMR Charges	31	Days	@£0.00p daily	£0.00
CCL Charge	0	kWh	@£0.00000 per kWh	£0.00
Total Net	£61.92			**£61.92**
VAT	**£61.92**		**@5.00%**	**£3.10**
Amount due for payment				**£65.02**

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

Payment

Your account is paid by Direct Debit.

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

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

Gas supply bill

Help us to help you

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

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

Meter readings/estimated readings

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

£ Other charges on your bill

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

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

How we calculate your gas kWh consumption:

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

Gas units used	x	Correction factor	x	Calorific value	÷	3.6	=	Gas used kWh

£ Payment

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

£ Valued added tax

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

Moving, closing, sale or transfer of premises

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

The small print

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

Your bill

Invoice for Account 6049552 - Sheringham town council

Sheringham town council
Sheringham Community Centre
Holway Road
NR26 8NP

Bill Date:	16-01-2026
Due Date:	30-01-2026
Bill Number:	42000264
Account:	6049552

Sheringham town council (6049552)

Usage Summary

Total Calls	27
Total Duration (HH:MM:SS)	00:51:05
Total Data Volume (KB)	3,207,233
Total Allowance Value	£93.96

Type of Charge for Sheringham town council

Charges	Amount (£)
Other Charges and Credits	-£5.85
Line Rental Charges	£89.71
Voice Calls	£0.00
Data Calls	£0.00

Bill Summary	Amount (£)
Bill Total (ex VAT)	£83.86
VAT @ 0.00% of £0.00	£0.00
VAT @ 20.00% of £83.86	£16.77

Bill Total (inc VAT) Due 30-01-2026: £100.63

Subscriber Summary

Subscription	Amount (£)
07729092912 (Small Biz 6GB)	£19.87
07517269722 (Small Biz 20GB)	£33.00
07596884926 (Small Biz 6GB)	£30.99

Telefónica UK Limited. Registered in England & Wales no. 1743099.
Registered Office - 500 Brook Drive, Reading, United Kingdom, RG2 6UU
UK VAT Reg. No. GB 386 4146 72

allstar

Your Customer Account Number: AS60139941
Quote this number when contacting us

Invoice Date & Tax Point: 04/02/2026
Invoice Number: E2021594860

SHERINGHAM TOWN COUNCIL
Treena Paul
Sheringham Town Council
Sheringham Community Centre
Holway Road
SHERINGHAM
NORFOLK
United Kingdom
NR26 8NP

UK VAT Invoice

Net £ GBP	57.11
VAT £ GBP	11.42
Gross £ GBP	68.53

www.allstaronline.co.uk
0370 419 5165

Product Summary	**Litres/ Quantity**	**VAT Type**	**VAT Rate %**	**Net £ GBP**	**VAT £ GBP**	**Gross £ GBP**
Premium Unleaded	42.77	UK Standard Rate	20.00	55.21	11.04	66.25
Other Services, Products and Fees	1.00	UK Standard Rate	20.00	1.90	0.38	2.28
Total				**57.11**	**11.42**	**68.53**

VAT Summary	**VAT Type**	**VAT Rate %**	**Net £ GBP**	**VAT £ GBP**	**Gross £ GBP**
Totals at	UK Standard Rate	20.00	57.11	11.42	68.53
Total			**57.11**	**11.42**	**68.53**

ALLSTAR BUSINESS SOLUTIONS LIMITED
PO BOX 1463 CANBERRA HOUSE GREAT WESTERN WAY SWINDON SN5 6PS
Registration Number 2631112 England
VAT Registration Number GB 747 8801 91

allstar

Your Customer Account Number: AS60139941
Quote this number when contacting us

Date: 04/02/2026
Transactions for Invoice Number: E2021594860

SHERINGHAM TOWN COUNCIL
Treena Paul
Sheringham Town Council
Sheringham Community Centre
Holway Road
SHERINGHAM
NORFOLK
United Kingdom
NR26 8NP

Transaction Detail Report - UK VAT Invoice

Net £ GBP	57.11
VAT £ GBP	11.42
Gross £ GBP	68.53

www.allstaronline.co.uk
0370 419 5165

Card/Vehicle Data		Transaction Data									Transaction Values					
Card Number	**Registration Number/ Driver Name**	**Registration Number**	**Odometer**	**Date**	**Time**	**Voucher No/ Trans ID**	**Supplier**	**City**	**Product**	**Network**	**Litres/ Quantity**	**Net Unit Price**	**Net £ GBP**	**VAT Rate %**	**VAT £ GBP**	**Gross £ GBP**
471530******2380	RUSSELL COX	AP17FCA	0	29/01/2026	11:23	641652	Sheringham S/st	Sheringham	Premium Unleaded	Shell	42.77	1.29	55.21	20.00	11.04	66.25
									Total for Card				**55.21**		**11.04**	**66.25**
									Network Service Fee		1.00		1.90	20.00	0.38	2.28
							Total						**57.11**		**11.42**	**68.53**

This is not a VAT invoice

Electricity Invoice

SHERINGHAM TOWN COUNCIL
CLOCK TOWER
HIGH STREET
SHERINGHAM
NR26 8DS

H **Account Number:** 3006372810
Invoice Number: 404435740/26
Date (Tax Point): 7 February 2026
Supplied Address: CLOCK TOWER
CLOCK TOWER
HIGH STREET
SHERINGHAM
NR26 8DS

Enquiries:

If you have any queries regarding this invoice or your account in general, please call our Customer Services Help Line on 03330 037 874, write to us at TotalEnergies Gas and Power Limited, Beech Gate, Kingswood Fields, Millfield Lane, Lower Kingswood, Tadworth, Surrey, KT20 6RP, or email Customercare.uk@totalenergies.com

Statement Section	**FFL**	**CCL**	**VAT**	**Total**
Total balance from previous invoice	-	-	-	£48.41
Payment received on 23 January 2026	-	-	-	CR £48.41
Balance Carried Forward	**-**	**-**	**-**	**£0.00**

Supply Number	S	04	0151		201
		10	1273	3465	852

Meter No. 13K0061746

Charge Description	Reg ID	Period of use From	To	Meter Readings Previous	Present	Multi	Billed Units	Unit Desc	Price	Cost (£)
Day Units	1	01/01/26	31/01/26	6657 A	6686 A	1	29.50	kWh	28.2100p	8.32
Night Units	2	01/01/26	31/01/26	1740 A	1753 A	1	13.30	kWh	22.4600p	2.99
Standing Charge		01/01/26	31/01/26	-	-		31.00	Day	97.0000p	30.07

Total (Consumption) 42.80 kWh	£11.31
Total Other Charges	£30.07
VAT at 5.00%	£2.07
Total Electricity Sales	**£43.45**

Total Invoice Value	**£43.45**
Balance Brought Forward	**£0.00**
Balance Due	**£43.45**

Continued on next page...

Electricity Invoice

Account Number: 3006372810
Invoice Number: 404435740/26
Date (Tax Point): 7 February 2026

Your payment of £43.45 will be taken by Direct Debit on or after 23 February 2026, BACS Ref 1271379

Your contract end date is 30/04/27.
You may notify us in writing at any time before this date
to terminate the contract, with effect from this date.
If not, the contract will continue, but you may change to another supplier
or terminate the contract without notice at any time after this date.

PAYING YOUR ELECTRICITY INVOICE

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

BACS Payment
For customers paying by BACS, our account details are:

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

Please ensure that the remittance advice clearly states the Invoice Number, the amount paid and the Account Number. This should be marked for the attention of the Treasury Department and sent to the address below.
Alternatively remittances can be emailed to our cashiers department on remittances.uk@totalenergies.com.

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

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

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

INVOICE DEFINITIONS

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

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

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

Kilowatt Hours (kWh)
This is the unit of measure for energy consumed, sometimes referred to as the units of measure for electricity supplied.

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

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

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

MOVING PREMISES? Call 08456 009 621

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

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

INFORMATION

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

For your information your local Distribution Network Operator is:
UK Power Networks
Customer Care, UK Power Network, Fore Hamlet,
Ipswich, IP3 8AA

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

Customer Services Help Line - 03330 037 874

or visit:

business.totalenergies.uk

Budget Plan Payment Scheme:
This allows you to spread the cost of your electricity evenly across the whole year in 12 equal monthly payments

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

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

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

Citizens Advice
Micro-business and small-business consumers are able to access support and services offered by Citizen's Advice, Advice Direct Scotland and the Energy Ombudsman. To see if you qualify as a micro-business or small-business consumer please visit

https://www.ofgem.gov.uk/information-consumers/energy-advice-businesses/get-energy-your-business.

For further clarification or to seek advice, please contact:
Citizens Advice England and Wales: 0808 223 1133
Advice Direct Scotland: 0808 196 8660
Energy Ombudsman: 0330 440 1624

FUEL MIX DISCLOSURE DATA 04/2024 - 03/2025

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

Electricity supplied has been sourced from the following fuels	Coal	Natural Gas	Nuclear	Renewable	Other
Percentage of electricity Supplied by TotalEnergies Gas & Power Limited	9%	45%	2%	40%	4%
Average for Great Britain (for comparison)	6%	33%	16%	42%	3%

Environmental Impact	
CO2 emissions	292 g/KWh
Radioactive waste	0.0003 g/KWh

HOW TO CALCULATE NON HALF-HOURLY CHARGES

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

Electricity Invoice

SHERINGHAM TOWN COUNCIL
COMMUNITY
HOLWAY ROAD
SHERINGHAM
NR26 8NP

H	**Account Number:**	3007147760
	Invoice Number:	404667940/26
	Date (Tax Point):	8 February 2026
	Supplied Address:	COMMUNITY HALL COMMUNITY HALL COMMUNITY HOLWAY ROAD SHERINGHAM NR26 8NP

Enquiries:

If you have any queries regarding this invoice or your account in general, please call our Customer Services Help Line on 03330 037 874, write to us at TotalEnergies Gas and Power Limited, Beech Gate, Kingswood Fields, Millfield Lane, Lower Kingswood, Tadworth, Surrey, KT20 6RP, or email Customercare.uk@totalenergies.com

Statement Section	**FFL**	**CCL**	**VAT**	**Total**
Total balance from previous invoice	-	-	-	£2,057.18
Payment received on 23 January 2026	-	-	-	CR £2,057.18
Balance Carried Forward	**-**	**-**	**-**	**£0.00**

Supply Number	S	00	0000		072
		10	3008	0002	977

Meter No. 253167545

Charge Description	**Period of use From**	**To**	**Billed Units**	**Unit Desc**	**Price**	**Cost (£)**
Day (07:00-24:00)	01/01/26	31/01/26	3,785.60	kWh	23.8900p	904.38
Night (00:00-07:00)	01/01/26	31/01/26	667.10	kWh	18.9900p	126.68
Standing Charge	01/01/26	31/01/26	31.00	Day	856.0000p	265.36
DUoS Capacity Charge	01/01/26	31/01/26	140.00	kVA/Month	£2.36	330.40
Reactive Power	01/12/25	31/12/25	501.34	kVARh/Month	0.3730p	1.87

Total (Consumption) 4,452.70 kWh	£1,031.06
Total Other Charges	£597.63
CCL at 0.775p/kWh	£34.51
VAT at 20.00%	£332.64
Total Electricity Sales	**£1,995.84**

Total Invoice Value	**£1,995.84**
Balance Brought Forward	**£0.00**
Balance Due	**£1,995.84**

Continued on next page...

Electricity Invoice

Account Number: 3007147760
Invoice Number: 404667940/26
Date (Tax Point): 8 February 2026

Your payment of £1,995.84 will be taken by Direct Debit on or after 23 February 2026, BACS Ref 1271381

kW = 33, kVAR = 7, PF = 0.98 - 1030080002977

PAYING YOUR ELECTRICITY INVOICE

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

BACS Payment
For customers paying by BACS, our account details are:

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

Please ensure that the remittance advice clearly states the Invoice Number, the amount paid and the Account Number. This should be marked for the attention of the Treasury Department and sent to the address below.
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Payment can be made with cash or a cheque by using the Bank Giro Credit slip, free of charge at any branch of HSBC for customers who hold a HSBC Bank account. Alternatively, you may use a branch of your own bank. This service will usually be free of charge.

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

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Electricity supplied has been sourced from the following fuels	Coal	Natural Gas	Nuclear	Renewable	Other
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Average for Great Britain (for comparison)	6%	33%	16%	42%	3%

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- VAT is applied at Standard Rate unless any exemptions apply.
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Website: business.totalenergies.uk

TotalEnergies Gas & Power Limited VAT Registration No. 689638949 Registered in England No. 2172239
Registered Address: TotalEnergies Gas & Power Limited, Beech Gate, Kingswood Fields, Millfield Lane, Lower Kingswood, Tadworth, Surrey, KT20 6RP, UK.

Invoice date	Account number	Invoice reference	Page
09 Feb 2026	218805843	V02438044563	

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

HELLO

Here's your EE Mobile invoice for February. You'll find your VAT breakdown on page 6

This invoice:

£97.20

(Inc. VAT)

We'll take this on or after 17 Feb

Your recent invoices:

£81.00

(Exc. VAT)

Monthly charges

› Includes all monthly charges and any recurring add ons

see more details of this on page 3

NEED AN INVOICE ?

EE can offer you an invoice and it's simple to get it. Your price plan, add-ons, services and contract terms will not change. We'll simply require some copies of documents to complete the transfer.

Once you've submitted the request we'll be in touch within 5 – 7 working days to confirm the details and process the change.

For more information please visit
ee.co.uk/change-in-circumstances

YOU'RE IN CONTROL WITH MY EE

My EE is the smart way to keep an eye on your account, you can:

- swap your benefits (if you're on a smart plan)
- manage your Airtime Rewards
- check remaining data and buy more
- gift any spare data to those on your account
- check your calls with itemised billing.

Download or log in at **ee.co.uk/myee**

HOW TO GET IN TOUCH

Manage your account using the EE app

The EE app is the easiest way to look after your account.
You can:

- check your data
- manage and pay bills
- gift data to anyone on your family account
- see your upgrade options
- see itemised calls and texts

To get the EE app text APP to **150** or register online at **ee.co.uk/myee**

Need to call us?

Call **150** free from your EE phone or **07953 966 150** from any other phone (charges may apply).

Need to write to us?

Our address is: **EE Customer Services, 6 Camberwell Way, Sunderland, Tyne and Wear, SR3 3XN.** Please include your account number, day and evening contact number, name and address.

Understanding my invoice

Please visit **ee.co.uk/billhelp** for help understanding everything about bills and payments: how to view your bill, how to check data usage and more.

Each individual charge or credit on your bill is shown in pounds and pence and is rounded to two decimal places. As such the value may be rounded up or down by a penny.

Requesting an alternative format

You can receive your bills and other important information in either braille, large print or audio CD format.

To request an alternative format, you or someone acting on your behalf can call customer services on **150** from your EE phone or **07953 966 150** from any other phone. We also offer Text Relay or BSL Video Relay as a way to contact our Customer Services teams. Find out more about these services at **ee.co.uk/go/digitalforall**

EVERYTHING OK?

If not, let us know. You can call Customer Services on **150** free from your EE phone or **07953 966 150** from any other phone. If we haven't been able to resolve your complaint within eight weeks of you making it, you can contact the 'Communications Ombudsman'. They provide a free independent dispute resolution service, and you can contact them on **0330 440 1614,** or at **commsombudsman.org/raise-dispute**

For more information about how we deal with complaints and how to get in touch, you can view our Customer Complaints Code online at **ee.co.uk/complaints**

HOW YOU PAY

Thanks for paying by Direct Debit. Please see page 1 for when payment will be taken. You will see EE Limited on your bank statement when payment is taken.

All other ways to pay

For a full list of ways to pay go to **ee.co.uk/waystopay**

EE Limited (registered in England no. 02382161) Registered Office: 1 Braham Street, London, E1 8EE

WHAT HAPPENED SINCE YOUR LAST INVOICE

Your last invoice £97.20

Payments

Payment received by Direct Debit	19 Jan	-£97.20

* These were correct at the time your invoice was produced. For full information and your current balance please visit **ee.co.uk/myEE.**

HOW WE WORKED OUT YOUR INVOICE

Number & User	Plan type	Cost (Exc. VAT)
Total		**£81.00**
07538 883432 (page 3) Sheringham Town Council	B Ess D SIM 50GB 24m £17	£16.00
07538 883475 (page 4) Sheringham Town Council	B Ess D SIM 50GB 24m £17	£16.00
07538 883485 (page 4) Sheringham Town Council	B Ess D SIM 50GB 24m £17	£16.00
07538 883804 (page 5) Sheringham Town Council	B Ess D SIM 50GB 24m £17	£16.00
07983 574609 (page 5) Sheringham Town Council	B Ess D SIM 50GB 24m £17	£17.00

*A detailed VAT breakdown can be found on page [6]

Your EE Plan and add-ons

- 50GB Data
- 100 texts
- Stay Connected Data

To find out more visit ee.co.uk/myee

07538883432 – Sheringham Town Council **£16.00** (Exc. VAT)

Monthly charges 09 Feb – 08 Mar

B Ess D SIM 50GB 24m £17: £20.00 (before discount) (exc. 20% VAT rate) £16.00

Includes:

- **£2 24m discount of -£2.00, ends 08 Oct, 2026**
- **£2 24m discount of -£2.00, ends 08 Oct, 2026**

Included with EE
- Daily EU Roaming Charge
- WiFi Coverage Boost
- London Underground Wifi

Spend Cap
- You have a Business Spend Cap £0 on 08 Oct (exc. VAT at 20%)

To find out more visit **ee.co.uk/business/small/spendcap**

What you've used

Out of allowance usage charges £0.00

WITHIN ALLOWANCE SUMMARY

Type	Used	Allowance
Texts		
Limited UK text	0 texts	100
Data		50.00 GB

07538883475 – Sheringham Town Council

£16.00 (Exc. VAT)

Your EE Plan and add-ons
- 50GB Data
- 100 texts
- Stay Connected Data

To find out more visit **ee.co.uk/myee**

Included with EE
- Daily EU Roaming Charge
- WiFi Coverage Boost
- London Underground Wifi

Spend Cap
- You have a Business Spend Cap £0 on 08 Oct (exc. VAT at 20%)

To find out more visit **ee.co.uk/business/small/spendcap**

Monthly charges 09 Feb – 08 Mar

B Ess D SIM 50GB 24m £17: £20.00 (before discount) (exc. 20% VAT rate) £16.00

Includes:
- **£2 24m discount of -£2.00, ends 08 Oct, 2026**
- **£2 24m discount of -£2.00, ends 08 Oct, 2026**

What you've used

Out of allowance usage charges £0.00

WITHIN ALLOWANCE SUMMARY

Type	Used	Allowance
Texts		
Limited UK text	0 texts	100
Data		50.00 GB

07538883485 – Sheringham Town Council

£16.00 (Exc. VAT)

Your EE Plan and add-ons
- 50GB Data
- 100 texts
- Stay Connected Data

To find out more visit **ee.co.uk/myee**

Included with EE
- Daily EU Roaming Charge
- WiFi Coverage Boost
- London Underground Wifi

Spend Cap
- You have a Business Spend Cap £0 on 08 Oct (exc. VAT at 20%)

To find out more visit **ee.co.uk/business/small/spendcap**

Monthly charges 09 Feb – 08 Mar

B Ess D SIM 50GB 24m £17: £20.00 (before discount) (exc. 20% VAT rate) £16.00

Includes:
- **£2 24m discount of -£2.00, ends 08 Oct, 2026**
- **£2 24m discount of -£2.00, ends 08 Oct, 2026**

What you've used

Out of allowance usage charges £0.00

WITHIN ALLOWANCE SUMMARY

Type	Used	Allowance
Texts		
Limited UK text	0 texts	100
Data		50.00 GB

07538883804 – Sheringham Town Council

£16.00
(Exc. VAT)

Monthly charges
09 Feb – 08 Mar

B Ess D SIM 50GB 24m £17: £20.00 (before discount) (exc. 20% VAT rate) £16.00

Includes:
- **£2 24m discount of -£2.00, ends 08 Oct, 2026**
- **£2 24m discount of -£2.00, ends 08 Oct, 2026**

What you've used
Out of allowance usage charges £0.00

WITHIN ALLOWANCE SUMMARY

Type	Used	Allowance
Texts		
Limited UK text	0 texts	100
Data		50.00 GB

Your EE Plan and add-ons
- 50GB Data
- 100 texts
- Stay Connected Data

To find out more visit
ee.co.uk/myee

Included with EE
- Daily EU Roaming Charge
- WiFi Coverage Boost
- London Underground Wifi

Spend Cap
- You have a Business Spend Cap £0 on 08 Oct (exc. VAT at 20%)

To find out more visit
ee.co.uk/business/small/spendcap

07983574609 – Sheringham Town Council

£17.00
(Exc. VAT)

Monthly charges
09 Feb – 08 Mar

B Ess D SIM 50GB 24m £17 (exc. 20% VAT rate) £17.00

What you've used
Out of allowance usage charges £0.00

WITHIN ALLOWANCE SUMMARY

Type	Used	Allowance
Texts		
Limited UK text	0 texts	100
Data		50.00 GB

Your EE Plan and add-ons
- 50GB Data
- 100 texts
- Stay Connected Data

To find out more visit
ee.co.uk/myee

Included with EE
- Daily EU Roaming Charge
- WiFi Coverage Boost
- London Underground Wifi

Your total charges **£81.00**
(Excluding applicable taxes)

VAT key:
- **20% VAT rate** Charges subject to VAT at the standard rate of 20%
- **OS VAT** Items outside the scope of VAT

EE Limited
Registered office
1 Braham Street
London
E1 8EE

Registered in England
02382161

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

Important information

VAT Invoice number
V02438044563

Our VAT registration number
GB 245 7193 48

Tax point
09 Feb 2026

YOUR VAT INVOICE

Total of charges excluding VAT		**£81.00**
Charges subject to VAT at the standard rate of 20%	£81.00	
Items outside scope of VAT	£0.00	
Total VAT		**£16.20**
VAT at 20%	£16.20	
Your total charges including VAT		**£97.20**

Private and Confidential

propel

Sheringham Town Council
Sheringham Town Council
Norfolk
NR26 8NP

Date: 06/01/2026
VAT Reg No. 252 0899 96

ANNUAL VAT STATEMENT

Agreement No: PC-96683

This VAT schedule provides you with a clear breakdown of the VAT charged on your asset finance payments which will be needed if you are VAT registered. Please note that amounts quoted relate to planned payments and would not be relevant if those payments are not made. Please speak directly to your accountant for further information.

SCHEDULE ONLY IN RESPECT OF VALUE ADDED TAX					
Due Date	**Description**	**Net Amount £**	**VAT Rate (%)**	**VAT Amout £**	**Total £**
21/12/2025	Rent	£19.69	20	£3.94	£23.63
21/01/2026	Rent	£19.69	20	£3.94	£23.63
21/02/2026	Rent	£19.69	20	£3.94	£23.63
21/03/2026	Rent	£19.69	20	£3.94	£23.63
21/04/2026	Rent	£19.69	20	£3.94	£23.63
21/05/2026	Rent	£19.69	20	£3.94	£23.63
21/06/2026	Rent	£19.69	20	£3.94	£23.63
21/07/2026	Rent	£19.69	20	£3.94	£23.63
21/08/2026	Rent	£19.69	20	£3.94	£23.63
21/09/2026	Rent	£19.69	20	£3.94	£23.63
21/10/2026	Rent	£19.69	20	£3.94	£23.63
21/11/2026	Rent	£19.69	20	£3.94	£23.63
		£236.28		**£47.28**	**£283.56**

Unit 5, Langstone Business
Village, Newport,
NP18 2LH

www.propelfinance.co.uk

February 2026

DEBIT CARD PAYMENTS

Date	Company	Invoice No.	Net	VAT	Total	Description	Proposed Cost Code Spend	PO#	Minute Ref	Our Ref	Power to Spend
15.01.2026	Naked Paper	751299	£ 29.99	£ 6.00	£35.99	Toilet Rolls	220 Community Centre - 4991 Sundries			#715	LG Act 1972 s.133
17.01.2026	Amazon	D01-3264430-3352616	£ 7.49	£ 1.50	£8.99	Prime	110 Admin - 4150 Subscription & Memberships			#716	LG Act 1972 s.111
19.01.2026	Duplica (Amazon)	GB6000CTYTX5PI	£ 7.90	£ 1.59	9.49	Confidential Stamp	110 Admin - 4170 Stationery			#717	LG Act 1972 s.111
19.01.2026	Amazon EU Sarl	GB6J5VWHAEUI	£ 13.65	£ 2.74	16.39	Colour Paper	110 Admin - 4170 Stationery			#718	LG Act 1972 s.111
19.01.2026	Amazon EU Sarl	GB6OHJ7BAEUD	£ 3.36	£ 0.67	4.03	Paper Clips	110 Admin - 4170 Stationery			#719	LG Act 1972 s.111
21.01.2026	Genuine Centre (Amazon)	GB6003U65402XI	£ 17.91	£ 3.58	21.49	A4 White Paper	110 Admin - 4170 Stationery			#732	LG Act 1972 s.111
02.02.2026	SLCC	ORD510493-1	£ 148.50	£ 0.90	£149.40	14th Edition of Arnold Baker Book	110 Admin - 4990 Sundries			#758	LG Act 1972 s.111
28.01.2026	Amazon EU Sarl	GB6RO9P8AEUI/GB6RXF8BAEUI	£ 41.74	£ 8.35	50.09	Washing Up Liquid & Floor Cleaner	220 Community Centre - 4991 Sundries			#762	LG Act 1972 s.133
28.01.2026	Amazon EU Sarl	GB60146FRLZEFI	£ 28.64	£ 5.74	34.38	Storage Boxes for Paperwork at Cemetery Pavilion	205 Cemetery - 4614 Cemetery Maintenance			#763	LG Act 1972 s.214 (6)
02.02.2026	Amazon EU Sarl	GB6176YC9AEUD	£ 23.91	£ 4.77	28.68	3 x Laptop Charging Cables for Cllr Laptops	110 Admin - 4210 IT			#766	LG Act 1972 s.111
05.02.2026	Amazon EU Sarl	GB6120N6NAEUI	£ 28.31	£ 5.67	33.98	Cleaning Sundries	220 Community Centre - 4991 Sundries			#770	LG Act 1972 s.133
09.02.2026	Land Registry	1000009262507	£ 14.00	£ -	14.00	Title Register & Title Plan BHPG	Reserves - 9535 BHPG				LG Act 1972 s.111
11.02.2026	Amazon EU Sarl	GB618H8Y2AEUI	£ 16.06	£ 3.21	19.27	Batteries	220 Community Centre - 4991 Sundries			#780	LG Act 1972 s.133
11.02.2026	Industrial Prosperity (Amazon)	XX60004L5TEipT	£ 19.99	£ -	19.99	Mole Repellent	205 Cemetery - 4614 Cemetery Maintenance			#781	Open Spaces Act 1906 s9&10
11.02.2026	SWS London Trading (Amazon)	GB600C45ZT0J1L	£ 19.99	£ 4.00	23.99	Paper Hand Towels	220 Community Centre - 4991 Sundries			#782	LG Act 1972 s.133
					470.16						

February 2026

DIRECT DEBITS

Inv Date	DD Date	Company	Invoice No.	Net	VAT	Total	Description	Proposed Cost Code Spend	PO#	Minute Ref	Our Ref	Power to Spend
14.01.2026	09.02.2026	ESPO	G1337657	£ 61.92	£ 3.10	£65.02	CC Gas (December 2025)	220 Community Centre - 4221 Gas		2025/26-FC/011	#709	LG Act 1972 S.133
16.01.2026	30.01.2026	O2	42000264	£ 83.86	£ 16.77	£100.63	Office, M Tech & Assistant's Mobiles	110 Admin - 4200 Tel/Broadband		2025/26-FC/011	#712	LG Act 1972 S.111
05.01.2026	19.01.2026	Smartest Energy	FN7GK8NJ4/005	£ 85.85	£ 4.29	90.14	BHPG Electricity (Dec 25) Useage to be reimbursed to STC by Tenant	Reserves - 9535 BHPG Project		2025/26-FC/011	#714	LG (Misc Provs) 1976 s.19
21.01.2026	21.01.2026	Bright HR		£ 196.80	£ 30.40	227.20	HR Software	110 Admin - 9505 HR		2025/26-FC/011	#722	Employment Act 2002, Employment Relations Act 2004, Employment Act 2008
21.01.2026	21.01.2026	Propel		£ 19.69	£ 3.94	23.63	M Tech Assistant's Mobile	110 Admin - 4200 Tel/Broadband		2025/26-FC/011	#723	LG Act 1972 S.111
09.02.2026	17.02.2026	EE	V02438044563	£ 81.00	£ 16.20	97.20	CCTV SIM	210 CCTV - 4731 Town / Reserves - 9535 BHPG		2025/26-FC/011	#773	Crime & Disorder Act 1998 s.17
07.02.2026	23.02.2026	Total Energies	404435740-26	£ 41.38	£ 2.07	43.45	Town Clock Electricity	250 Town Clock - 4233 Electricity		2025/26-FC/011	#777	LG Act (Misc Shelters Prov) Act 1953 s.4
08.02.2026	23.02.2026	Total Energies	404667940-26	£ 1,663.20	£ 332.64	£1,995.84	Community Centre Electricity	220 Community Centre - 4233 Electric		2025/26-FC/011	#778	LG Act 1972 S.133
						£2,643.11						

FINANCIAL POSITION - BANK BALANCES, INVESTMENTS & INTEREST			
CURRENT ACCOUNTS	ALLOCATED TO	AMOUNT	TIMELINE
UNITY TRUST BANK		£ 21,857.59	As at 12.02.2026
BARCLAYS CURRENT ACCOUNT		£66,288.48	As at 12.02.2026
BARCLAYS (CC, MEMORIALS ETC)		£80.00	As at 12.02.2026
BARCLAYS SAVINGS ACCOUNT	SURPLUS	£0.00	As at 12.02.2026
BARCLAYS CAPITAL ACCOUNT	CAPITAL	£1,145.75	As at 12.02.2026
COMMUNITY		£0.00	As at 12.02.2026
SUB TOTAL		***£89,371.82***	
INVESTMENTS			
BARCLAYS TREASURY DEPOSIT	CAPITAL	£150,000	As at 19.01.2026 Monthly rolling Matures 18th each month - (18.11.2025 1.99%)
CCLA	CAPITAL	£520,000	As at Transferred 2.2.24. As at 31.10.2024. £50,000 transferred to current 25.09.2024. £30,000 transferred to current 22.04.2025. Monthly interest payable APR 5%
Unity Trust Savings		£170,000	As at 12.02.2026
NSI INVESTMENT - Income Bonds Long Term Investment		£0	As at 16.09.2025 (Account Closed)
NSI - Interest Earned on Income Bonds		£ -	As at 02.07.2025 (Account Closed)
SUB TOTAL		***£840,000***	
TOTAL OF CURRENT ACCOUNTS & INVESTMENTS		**£929,371.82**	

SHERINGHAM TOWN COUNCIL

STANDING ORDERS

Adopted February 2026

For Review 2027

National Association of Local Councils (NALC)

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

CONTENTS

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

   i. to speak on an amendment moved by another councillor;

   ii. to move or speak on another amendment if the motion has been amended since they last spoke;

   iii. to make a point of order;

   iv. to give a personal explanation; or

   v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q A point of order shall be decided by the chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

   i. to amend the motion;

   ii. to proceed to the next business;

   iii. to adjourn the debate;

   iv. to put the motion to a vote;

   v. to ask a person to be no longer heard or to leave the meeting;

   vi. to refer a motion to a committee or sub-committee for consideration;

   vii. to exclude the public and press;

   viii. to adjourn the meeting; or

   ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

u When the Chair is speaking all others will be silent.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **FC Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **FC The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **CM The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**

● ● d **FC/CM Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i A person shall raise their hand when requesting to speak.

j A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

● ● l **FC/CM Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

- m **FC/CM A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

- n **FC/CM The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

- o **FC Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

- p **FC The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- q **FC/CM/SC Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- r **FC/CM/SC The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

  See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **FC Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

  i. the time and place of the meeting;

  ii. the names of councillors who are present and the names of councillors who are absent;

  iii. interests that have been declared by councillors and non-councillors with voting rights;

  iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

● ● ● u **FC/CM/SC A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

● v **FC No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

● w **FC/CM/SC If a meeting is or becomes inquorate no business shall be**
● **transacted** and the meeting shall be closed. The business on the agenda for
● the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of two hours, unless a motion is passed to extend the meeting by up to thirty minutes.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

viii. shall determine if the public may participate at a meeting of a committee;

ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xi. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of**

votes.

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of any recommendations made by a committee to Full Council;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council’s statutory functions, powers and obligations or an issue which specifically affects the Council’s area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●

Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● ● ● e **FC/CM/SC If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. **granting the dispensation is in the interests of persons living in the Council’s area; or**

iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council’s code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming their withdrawal of it;

iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the (   ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [(   ) committee];

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk or submitted by email to townclerk@sheringhamtowncouncil.gov.uk

iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of the Employment Committe is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Employment Committee or, if they are not available, the vice-chair of the Employment Committee, of absence occasioned by illness or other reason and that person shall report such absence to Employment Committee at its next meeting.

c The chair of Council and Chair of the Employment Committee shall conduct a review of the performance and annual appraisal of the work of Clerk.

d Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the chair of Employment Committee, or in their absence, the vice-chair of Employment Committee in respect of an informal or formal grievance matter.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any officer relates to the Chair or vice-chair of the Employment Committee, this shall be communicated to another member of the Employment Committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

   i. inspect any land and/or premises which the Council has a right or duty to inspect; or

   ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

SHERINGHAM TOWN COUNCIL

FINANCIAL REGULATIONS 2026. V1.0

Adopted February 2026

For review February 2027, or following a change of Clerk/RFO

SHERINGHAM TOWN COUNCIL FINANCIAL REGULATIONS

Contents

These Financial Regulations were adopted by the council at its meeting held on 17th February 2026.

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council’s governing documents and shall be observed in conjunction with the council’s Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- ‘Accounts and Audit Regulations’ means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- “Approve” refers to an online action, allowing an electronic transaction to take place.
- “Authorise” refers to a decision by the council, or a committee or an officer, to allow something to happen.
- ‘Proper practices’ means those set out in *The Practitioners’ Guide*
- *Practitioners’ Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- ‘Must’ and **bold text** refer to a statutory obligation the council cannot change.
- ‘Shall’ refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (CLERK/RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as CLERK/RFO and these regulations apply accordingly. The CLERK/RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;

- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The CLERK/RFO shall prepare, for approval by the Finance and Governance Committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.4. **The accounting control systems determined by the CLERK/RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**

- **ensure division of responsibilities.**

2.5. At least once per quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the CLERK/RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance & Governance Committee.

2.6. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the CLERK/RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the CLERK/RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The CLERK/RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the CLERK/RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the CLERK/RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The CLERK/RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The CLERK/RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance & Governance Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Finance and Governance Committee. The Clerk will inform committees of any salary implications before they consider their draft budgets.

4.3. Each Committee shall formulate and submit proposals for the following year to the CLERK/RFO not later than the end of September each year.

4.4. No later than October each year, the CLERK/RFO shall prepare a draft budget for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.5. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds may only be transferred to an earmarked reserve with the formal approval of the full council.

4.6. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Governance Committee and a recommendation made to the council.

4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The CLERK/RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.3. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.4. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.5. For contracts estimated to exceed £60,000 including VAT, the CLERK/RFO shall seek formal tenders from at least three suppliers OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation.

5.6. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.7. For contracts greater than £3,000 excluding VAT the CLERK/RFO shall seek at least three fixed-price quotes;

5.8. where the value is between £500 and £3,000 excluding VAT, the CLERK/RFO shall try to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers.

5.9. For smaller purchases, the CLERK/RFO shall seek to achieve value for money.

5.10. **Contracts must not be split to avoid compliance with these rules.**

5.11. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.12. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Finance & Governance Committee. Avoidance of competition is not a valid reason.

5.13. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.14. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The CLERK/RFO, under delegated authority, for any items below £1000 excluding VAT.
- the CLERK/RFO, in consultation with the Chair of the Council or Chair of Finance & Governance for any items below £2,000 excluding VAT.
- The delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- Full Council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.15. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.16. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

5.17. In cases of serious risk to the delivery of council services or to public safety on council premises, the CLERK/RFO may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.18. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.19. An official order or letter shall be issued for all work, goods and services (above £250 excluding VAT) unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the CLERK/RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank, Barclays and CCLA. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, by dual authorisation. Only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for accuracy, assigned to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by CLERK/RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking or company debit card, in accordance with a resolution of the council, duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the CLERK/RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee, may authorise in advance for the year.

6.7. A list of such payments shall be reported to the next appropriate meeting of the Finance & Governance Committee for information only.

6.8. The CLERK/CLERK/RFO shall have delegated authority to authorise payments in accordance with resolution from council.

6.9. The CLERK/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution.

7. Electronic payments

7.1. The Finance Officer shall be appointed as the Service Administrator for online banking. The bank mandate agreed by the council shall include the Finance Officer, Office Manager and CLERK/RFO. In addition the council will identify a minimum of three councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Finance Officer shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, must be inspected, verified and signed by the Finance Officer AND an additional authorised signatory prior to being authorised.

7.5. The Office Manager may, in the absence of the Finance Officer or CLERK/RFO, delegate for either of these roles, recognising that two people must be involved in any online approval process as per 7.1 above.

7.6. Account details for suppliers may only be changed upon written notification by the supplier verified by signatories. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.7. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.8. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques for orders for payment in accordance with a resolution or delegated decision shall be signed by two councillors and countersigned by the Clerk.

8.2. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the CLERK/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the CLERK/RFO, or in the case of Fuel Card the Maintenance Technicians. Any balance shall be paid in full each month.

9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT.

10. Payment of salaries and allowances

10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

10.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

10.3. Salary rates shall be agreed by the Employment Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Employment Committee, except in line with national pay rises.

10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in Scribe.

10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

10.8. Before employing additional staff, the council must consider a full business case.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

11.3. The council shall consider Investments in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance.

11.4. All investment of money under the control of the council shall be in the name of the council.

11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the CLERK/RFO.

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the CLERK/RFO.

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process.

12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the CLERK/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

12.4. The CLERK/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the CLERK/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Stores and equipment

14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15. Assets, properties and estates

15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

15.2. The CLERK/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16. Insurance

16.1. The CLERK/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

16.2. The Clerk shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3. The CLERK/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The CLERK/RFO shall negotiate all claims on the council's insurers.

16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

17. Suspension and revision of Financial Regulations

17.1. The council shall review these Financial Regulations annually and following any change of Clerk/CLERK/RFO. The Clerk/CLERK/RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

17.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

17.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Sheringham Town Council Information Governance Latest update: 11/02/26

	Live (L)	Status	Ver	Date	Notes	CJIS extra comment	Action	Latest working file
L1	Accountability Framework Tracker							
L2	Data Breach and Incident Register			11/02/2026	Register to be maintained by STC, new entries may be referred to CJIS	v1.0 has no entries	STC to maintain	2025-10-21 STC Data Breach Register v1.0
L3	Data Processing Agreement (DPA) with Cloudy IT							
	Approved Working (AW), In Progress (IP), Template (T)	Status	Ver	Date	Notes	CJIS extra comment	Action	Latest working file
AW01	Data Protection policy (DPP)		1.0	11/06/25	Published 22 May 25. Key policy that sets STC's expectations rethe management of personal data across all areas - to be supplemented with annexes for ease of			2025-05-13 STC DPP v1.0
IP01	Data Protection policy (DPP) update 1.1		1.1	07/10/25		Minor updates include references to staff and councillors responsibilities, v1.1 not for approval, but v1.2 to incl DUAA	CJIS Update to take into account DUAA 2025	2025-10-07 STC DPP v1.1
AW02a	Privacy Notice (PN) - general (for website)		1.0	11/06/25	Published 22 May 25. This notice covers those people whose details are processed when using the Council	For review no later than May 2026		2025-05-13 STC website PN v1.0
AW02b	Privacy Notice (PN) - councillors, staff & contractors		1.0	11/02/26	Published 21 Oct 25 This notice covers STC's councillors, staff (full and part-time), volunteers and contractors	Replaces contents of audited documents in Ser# A2, A3, A4, A5, A10, A11 & A13 (see below)		2025-10-07 STC cllr, staff, contractor PN v1.0
AW02c	Privacy Notice (PN) - pre-engagement		1.0	11/02/26	Published 21 Oct 25 This notice covers potential engagement with STC, either as an employee or as a	Replaces contents of audited documents in Ser# A12 (see below)		2025-09-29 STC pre-engagement PN v1.0
AW03	Freedom of Information (FOI) policy & procedures		1.0	11/02/26	Published 21 Oct 25 This is a new policy document that covers the handling of FOI and/or EIR requests	STC staff will benefit from a separate in-house presentation to cover the key aspects of FOI and the handling of requests		2025-10-07 STC AIP FOI & EIR v1.0
AW04	Working from home (WFH) / use of own devices (UOOD)		1.0	11/02/26	Published 21 Oct 26 Policy to cover those occasions when staff and councillors work from home and also when they are using their private devices as opposed to STC	This will need to be run past the IT support company for certain aspects in addition to STC staff review		2025-09-29 STC WFH Policy v1.0
AW05	Data subject rights (DSR) policy		1.0	11/02/26	Published 21 Oct 26 To cover the handling of all DSRs, includes as an annex, as templated response letter	To recommend that some staff undertake separate DSR/ SAR training to be made available by CJIS available		2025-10-16 STC DSR Policy v1.0
IP07	Information security (InfoSec) policy		0.2	11/06/25	Cornerstone document of the accountability framework, can include various annexes to reduce overheads and keep related subject matter together	Main body drafted but annexes need to be drafted separately - see next serials	CJIS to work with new IT supplier to redraft the technical aspects of the policy	2025-05-28 STC InfoSec policy v0.2
IP07a	InfoSec policy Annex A IT support company			11/02/26	Currently IT Norwich Ltd but likely transfer to Cloudy IT in March 2026	Ongoing	CJIS to discuss with STC re SLA, ongoing	
IP07b	InfoSec policy Annex B Password policy			11/06/25	Sets guidance on use of passwords and frequency and triggers for changes	Yet to be done	CJIS to discuss with STC existing arrangements	
IP07c	InfoSec policy Annex C Use of email guidance			11/06/25	Guidance on use of emails for council use; could be extended to include WhatsApp and other messaging	Yet to be done	CJIS to discuss with STC existing arrangements	
IP08	Retention policy & schedule		0.3	29/09/25	Covers mainly HR matters, but needs to be extended to cover categories of personal data that are not staff and councillor related, such as residents, suppliers etc.	This is a non-trivial task, but the schedule, when completed, will provide the rules for STC to follow regarding retention of different categories	STC to update the annex	2025-09-29 STC Retention v0.3
IP9a	Community centre CCTV policy			11/06/25	This policy only covers the use of CCTV within the Sheringham Community Centre (SCC)	This CCTV is separate from the system operated across the town (see below), liley to have high proportion of the same people visiting the SCC.	CJIS to draft	
IP9b	Town CCTV policy			11/06/25	This policy only covers the use of CCTV deployed at various locations across the town of Sheringham	Recommended to have a dedicated privacy notice for this purpose to be made available on the STC website	CJIS to draft	
IP09c	Town CCTV Privacy Town (PN)			11/06/25	This is a very specific PN to cover STC's use of CCTV and the impact of processing a lot more personal data	The nature of the camera deployment means that there are more challenges to explain how CCTV is being managed and the fact that the number of people whose images will be recorded will be considerably higher than at the SCC	CJIS to draft	
T01	Personal data breach & incident register Template		1.0	11/02/25	Approved 21 Oct 25 New document to facilitate the recording of personal data breaches and incidents if they	L2 refers To consider separate training for relevant staff		2025-10-21 STC Data Breach Register v1.0
T02	Data subject rights (DSR) request form Template		1.0	11/02/25	Approved 21 Oct 25Templated DSR request letter that could be used by a requester or their representative	Whilst not an obligation to use, but will help STC capture the request in a more constructive manner		2025-10-16 STC DSR Request Form v1.0
T03a	Data Protection Impact Assessment (DPIA) Template		1.0	11/02/26	Approved 21 Oct 25 Template to be used when a data protection impact assessment (DPIA) is conducted			2025-10-21 STC DPIA template v1.0
T03b	DPIA for SaaS platform Template		1.0	11/02/26	Approved 21 Oct 25 Focusses on steps 5 & 6 with example questions in xlsx format for easier use	See above comments, but the questions would be varied for different types of projects		2025-10-21 STC DPIA SaaS Selection v1.0
	Documentation for further consideration							
	Website cookie notice							
	STC cookie management platform wording							
	DP Key performance indicator (KPI) measurements							
	Office Call recording policy							
	Previously drafted documents - no longer needed							
	DP training policy		0.1	xx/05/25	DP training included in the DPP.	Draft file in 'new archive' folder		
	Data processing agreement (DPA) template		0.1	25/03/25	Needed when STC engages a third-party to process personal data, A28 UK GDPR refers, separate template not	Draft file in 'new archive' folder and used as basis of the DPA with IT Norwich Ltd		
IP10	Data Processing Agreement (DPA) with IT Norwich Ltd		0.3	30/09/25	Necessary document with the (third party) IT support provider	Latest version takes into account IT Norwich's comments and CJIS comments inserted for their consideration	IT Norwich to review	2025-08-07 STC DPA with IT N v0.3 COMMENTED
	Training resources							
Ser	Document	Status	Ver	Date	Notes	CJIS extra comment	Action	Outcome
	Outcome of DP Documentation Audit 02 Feb 25							
Ser	Document	Status	Ver	Date	Notes	CJIS extra comment	Action	Outcome

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

REPORT TO:	Full Council
DATE OF MEETING:	17th February 2025
PREPARED BY:	Michelle Barron
SUBJECT:	**OTTERNDORF GREEN**

Introduction

Sheringham Town Council is working to find a way forward for the Otterndorf Green site. At an extraordinary meeting held on 15th January 2026, it was agreed that Cllr Brisbane and the Clerk would explore the possibility of a potential compromise, which would allow some of the bus shelter to remain whilst allowing the mandated pavement widening that Norfolk County Council would need to complete the scheme. This research included engagement with the following organisations and professionals, whilst also considering public correspondence.

1. Norfolk County Council
2. SOS Save our Shelter Group
3. Sheringham Museum & Sheringham Art
4. Experience Sheringham
5. North Norfolk Railway
6. Chaplin Farrant (scheme architects)
7. Cannons Consulting (structural engineer)
8. Cllr Liz Withington (NNDC elected Councillor for Sheringham North)
9. Sanders Coaches

Proposal

The proposal included an option for removing the front section of the Bus Shelter. This would allow the artwork to be retained (or refreshed/recommissioned if wished) and also preserve the curvature of the back wall, acknowledging the style of the original building. A living roof was also suggested, making the structure aesthetically pleasing as a view from the buses, and adding to our biodiversity provision and green space. The roof joists at the front of the structure are curved to complement the original shape.

Crucially this would allow the pavement to be widened. Two images of the proposal are shown below, with slightly different roof options.

A second option of dismantling the bus shelter and rebuilding it further back on the site was considered but was deemed not feasible. The cost to Sheringham Town Council would be in excess of £100,000 and further investigation confirms that the location is unsuitable due to underground services. This would also mean that the pathway and view of the trains would not be able to proceed.

Option 1

Option 2

Options 3 & 4

Options 3 and 4 have been submitted later as an alternative with a further curved frontage, with a sedum roof option and also with a grey roof as per the original design, following discussions with Save our Shelter.

1. Norfolk County Council

We received a positive response from Norfolk County Council in terms of the proposal above. They are very happy to work with Sheringham Town Council in considering any options that allow the pavement widening at this point. Norfolk County Council asked that STC carry out the suggested structural engineers' assessment, and that the scheme architect (Chaplin Farrant) amend the site plan to show the new pathway location. Structural engineer reports and amended site plans have been forwarded to NCC. From a technical perspective NCC feel that this could be viable. Conversations are ongoing and encouraging. Enquiries have been made to NNDC as to whether this could be carried out within permitted development or would need further planning consents.

2. Save our Shelter

Initial conversations with Amanda Sellick and Katie Hart as spokespeople of the Save our Shelter campaign were encouraging. It was communicated to us that the group recognised that compromise would be needed.

The feedback from the group focused strongly on the importance of retaining the bus shelter, addressing road safety concerns along Station Approach, and ensuring any changes genuinely reflect community needs. The inclusion of a living roof was also a particularly popular topic of feedback, with many people seeing this as a positive and welcome addition that would enhance both biodiversity and the overall appearance of the shelter.

They asked whether this could be an opportunity to bring some positive community-led elements into the revised plan. For example, they asked if Colin Seal and the children could refresh the artwork on the shelter and adapt their original designs for the brick structure, along with the plans the museum had with the totem pole (Monolith). They would like to involve Sheringham in Bloom with flowers and greenery.

Overall, they were really hopeful that NCC would be able to approve the revised plan. The previously raised safety concerns have clearly been noted, and with the removal of the front of the original shelter to alleviate the pinch point, which has been the key issue all along. Save our Shelter said this feels like a positive and balanced solution.

Since receiving this feedback we now understand that there are fractured views within the Save our Shelter Group, and the group may have split, with some members not happy to accept any compromise that doesn't retain the whole shelter, and some willing to work towards a compromise.

3. Sheringham Museum and Sheringham Art

Cllr Brisbane met with Lisa Little, curator and manager of Sheringham Museum and Colin Seal of Sheringham Art on 21.01.26. The purpose of the meeting was to liaise with them as stakeholders in the Otterndorf Green Transport Hub Project. Both were very positive about the design to modify the structure of the existing bus shelter and were keen to offer suggestions for its use including as an information centre. Colin has offered to re-paint the back wall of the shelter as appropriate. Both parties emphasised their view that the Otterndorf Green Transport Hub Project needed to go ahead as soon as possible and they raised concerns about the impact the delay would have on the town.

4. Experience Sheringham

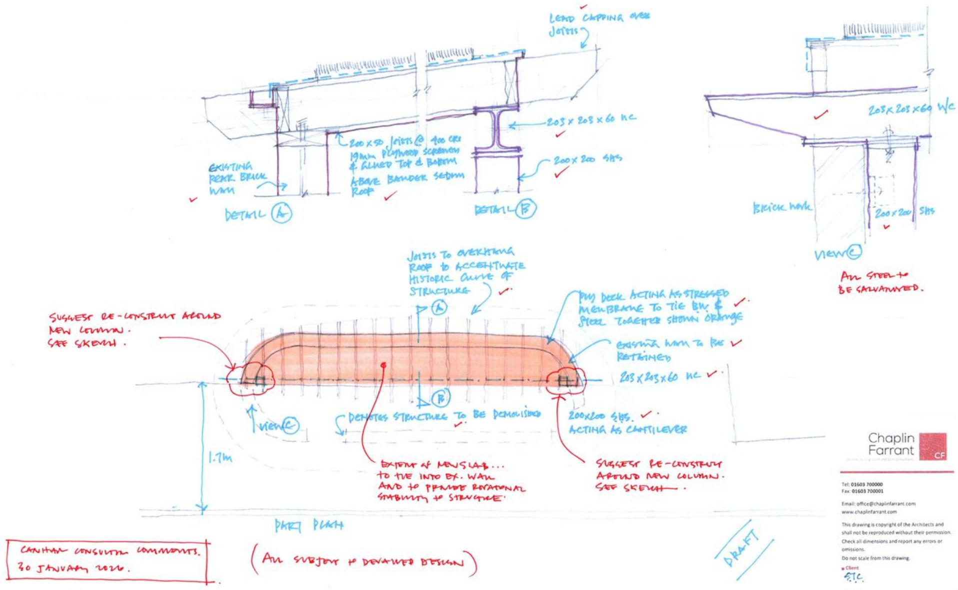
The main priority for Experience Sheringham is 'restoring the bus service to the town centre and restoring Otterndorf Green to a welcoming space for visitors and local residents. The modified shelter design is an innovative solution to the challenge of retaining the shelter whilst meeting the future transport needs of our community and visitors.'

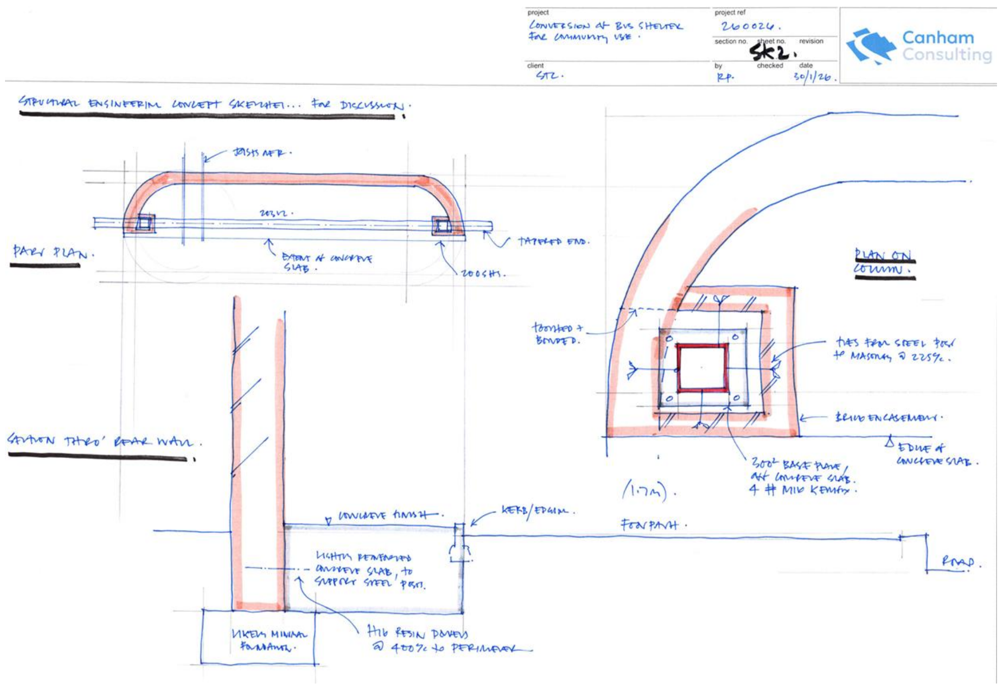
5. North Norfolk Railway

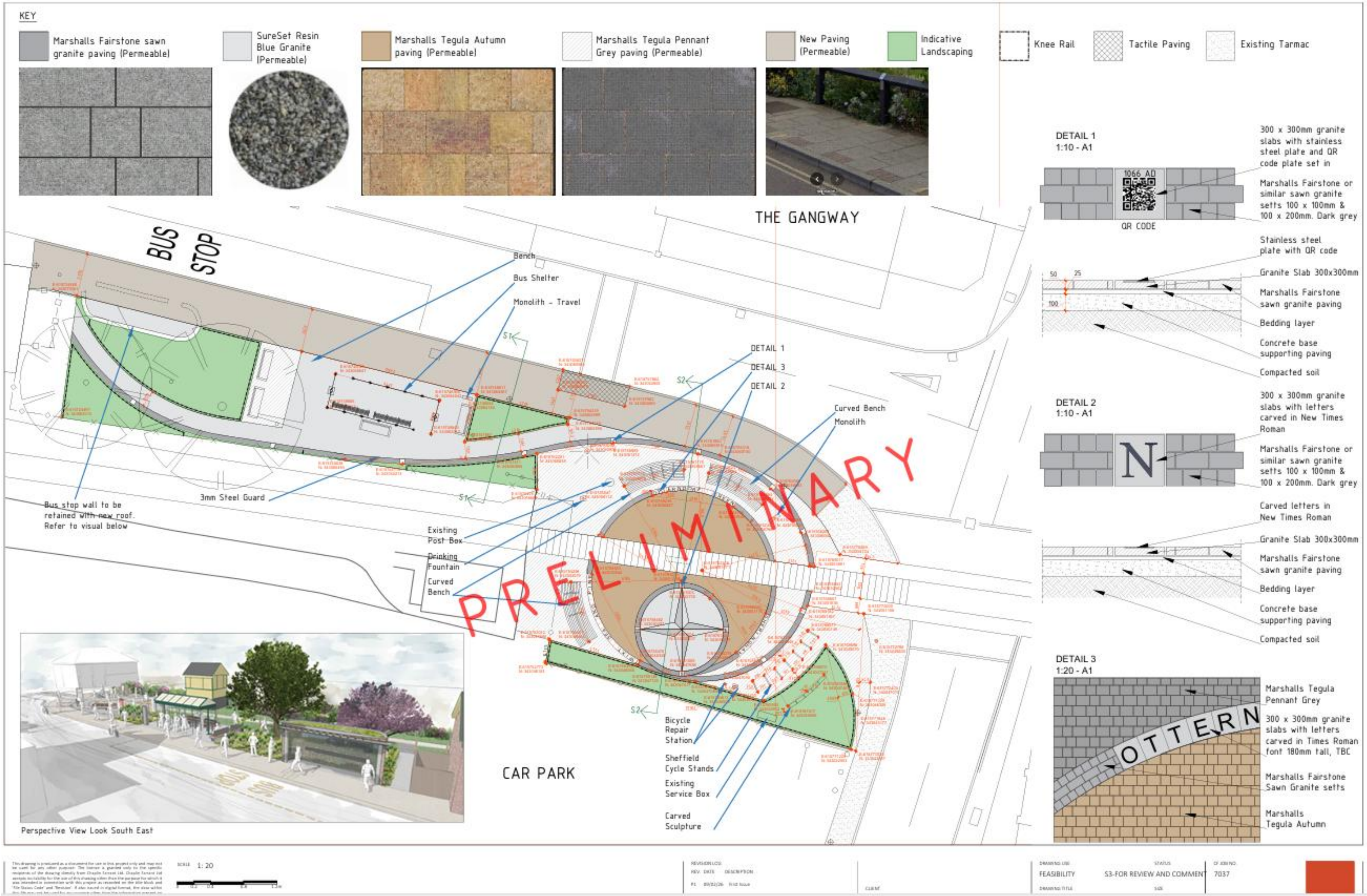
We met with North Norfolk railway and discussed potential options. The railway is operational and their priority is the safe operation and completion of the site. They will have locomotives coming through in June. In terms of any potential shelter design, they wished to remain neutral.

6/7. Chaplin Farrant and Canham Consulting

Architect and structural engineer plans along with the structural engineer's report can be seen below. It concludes that the proposed amendment would be possible with the support a galvanised goal post support structure.






KEY
Marshalls Fairstone sawn granite paving (Permeable)
SureSet Resin Blue Granite (Permeable)
Marshalls Tegula Autumn paving (Permeable)
Marshalls Tegula Pennant Grey paving (Permeable)
New Paving (Permeable)
Indicative Landscaping
Knee Rail
Tactile Paving
Existing Tarmac
BUS STOP
THE GANGWAY
CAR PARK
PRELIMINARY
Bench
Bus Shelter
Monolith - Travel
Bus stop wall to be retained with new roof. Refer to visual below
3mm Steel Guard
Existing Post Box
Drinking Fountain
Curved Bench
DETAIL 1
DETAIL 3
DETAIL 2
Curved Bench
Monolith
Bicycle Repair Station
Sheffield Cycle Stands
Existing Service Box
Carved Sculpture
Perspective View Look South East
DETAIL 1
1:10 - A1
1066 AD
QR CODE
300 x 300mm granite slabs with stainless steel plate and QR code plate set in
Marshalls Fairstone or similar sawn granite setts 100 x 100mm & 100 x 200mm. Dark grey
Stainless steel plate with QR code
Granite Slab 300x300mm
Marshalls Fairstone sawn granite paving
Bedding layer
Concrete base supporting paving
Compacted soil
DETAIL 2
1:10 - A1
N
300 x 300mm granite slabs with letters carved in New Times Roman
Marshalls Fairstone or similar sawn granite setts 100 x 100mm & 100 x 200mm. Dark grey
Carved letters in New Times Roman
Granite Slab 300x300mm
Marshalls Fairstone sawn granite paving
Bedding layer
Concrete base supporting paving
Compacted soil
DETAIL 3
1:20 - A1
OTTERN
Marshalls Tegula Pennant Grey
300 x 300mm granite slabs with letters carved in Times Roman font 180mm tall, TBC
Marshalls Fairstone Sawn Granite setts
Marshalls Tegula Autumn
SCALE 1:20
FEASIBILITY
S3-FOR REVIEW AND COMMENT
7037

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NR1 1UA

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Company Registration No. 02710417
Registered in England & Wales

30 Jan 2026 | Our Ref: 260026

Sheringham Town Council
20 Cliff Road
Sheringham
Norfolk
NR26 8BJ

Dear Sirs,

7037 Sheringham Bus Shelter, North Norfolk Railway, NR26 8RA

Further to your recent instruction, we have inspected the existing bus shelter and considered the potential for changing the geometry in line with the proposals by Chaplin Farrant Architects.

It is important to note we have not inspected areas that are covered or unexposed, and therefore, the condition of any hidden elements cannot be established. There is also the chance of unforeseen matters resulting in additional work in time.

The existing bus shelter comprises a cast insitu concrete roof, which is cantilevered over the perimeter brickwork. The perimeter structure comprises solid red brick walls, which are formed in an oval shape. Lintels are formed following the curved geometry. The ground floor is asphalt; we have no knowledge as to the subbase under the asphalt.

There is some evidence of rust and corrosion, particularly to the lintels, which is to be expected given the location.

We estimate the bus shelter was constructed more than 70 years ago, and it is now proposed to amend the geometry due to the proposed footpath alignment.

The general proposals involve reducing the structure by 50% along the long axis. The remaining brickwork would be formed as part of a visitor's information area, and it is our brief to consider the stability of the remaining structure.

To achieve the desired geometry, we have provided an indication of the structure that will be necessary. Please refer to the appended sketch drawings.

In the first instance, the existing concrete roof should be removed in its entirety. This will be best undertaken by providing temporary support beneath the existing roof, cutting it into sections and removing carefully. Following the concrete slab removal, the existing lintels that form the perimeter should be removed.

The desired geometry can now be formed with masonry; in the same manner the existing masonry has been constructed.

To ensure stability of the amended structure, it is necessary to install a steel goalpost frame. This will comprise a steel column at either end, which is tied to the masonry. The steel columns will be connected to a head beam, which will assist in stability longitudinally, and laterally about the weaker axis.

The steel work must be galvanised and protected.

We recommend that the steel columns are encased in brickwork that is repaired and returned to the steel columns. This will help to ensure material stability and longevity.

We recommend that a new concrete slab is formed within the perimeter of the bus shelter, which is tied to the existing walls and provides the base for the proposed steel columns. It is important that there is sufficient mass within the foundations to resist any overturning of the goalpost frame about the minor axis.

We trust the above and appended information is satisfactory for your current requirements. As the project gets closer to a detailed design, ready for construction, the design will be expanded to include detailed calculations and drawings. In the meantime, if you require any further information, please do not hesitate to contact the undersigned.

Yours sincerely,

Rob Panter Eur Ing CEng FICE FIStructE
Chairman
Tel: 01603 430650
Email: robpanter@canhamconsulting.co.uk

8. Liz Withington (NNDC)

We met with Liz Withington, NNDC Councillor. The invite was extended to the other ward members for Sheringham: Cllr Phil Bailey and Cllr Colin Heinink. These councillors did not attend as had already been briefed in their capacity as Town Council members.

North Norfolk District Council NNDC has no statutory role in highways delivery, does not control the funding, and cannot approve, amend or deliver the scheme, and therefore it should be noted that this meeting was to engage with Ward Councillors as a courtesy.

Liz Withington was not supportive of the proposal feeling that it would not be acceptable to the group as it did not retain the whole shelter. She also stated that a feasibility study for the movement of Station Approach to one way had been completed by NCC, and that STC should request to see the results of that study. NCC have responded that no feasibility study has been completed.

9. Sanders Coaches

Sanders Coaches have no comment on the actual shelter, but are strongly in support of the pavement widening, having raised it themselves two years ago and want to see the transport hub completed for the benefit of the Town. There is not capacity for the large numbers of passengers alighting and boarding at station approach, and the bus cannot pull right up to the curb due to crowds waiting right up to the end of the roadway, and the risk that the wing mirror could clip a pedestrian due to a lack of clearance. Often there would be 50-60 people to alight, and there is nowhere for them to get off the bus as the pavement is already crowded with people waiting to board. Drivers often have to get out of their seat to direct the crowds.

Sanders are also concerned about the impact of the Cromer Road bus stops. As the busier season approaches and with numbers of 50-60 people alighting and around 30 people boarding, buses will be standing for a considerable time. All of those passengers will need to cross the road at the pedestrian crossing meaning that they believe Cromer Road will come to a standstill. This will also lead to congestion on Holway Road as vehicles attempt to get into town.

Conclusion

The priority for Sheringham Town Council has to be the completion of the Otterndorf Green Trasport Hub with minimal delay and cost to our precept payers, whilst recognising the strength of feeling amongst some residents for the original bus shelter.

Other relevant information

Petition Data

The loss of buses from Otterndorf Green is a great concern for all bus users, and the condition of Otterndorf Green as a disused building site as we approach the main tourist season is hugely disappointing. It is imperative that council take steps to move forward as soon as possible.

Since the extraordinary meeting in December 2025, where work was stopped on the Otterndorf Green site, the results of the Save our Shelter change.org campaign have been obtained. The analysis, shown below shows that out of 4500 signatures only 5% were Sheringham residents, with 58% being outside Norfolk. Sheringham Town Council needs to ensure that we are acting in the interests of our residents and not the wider population of the UK and beyond.

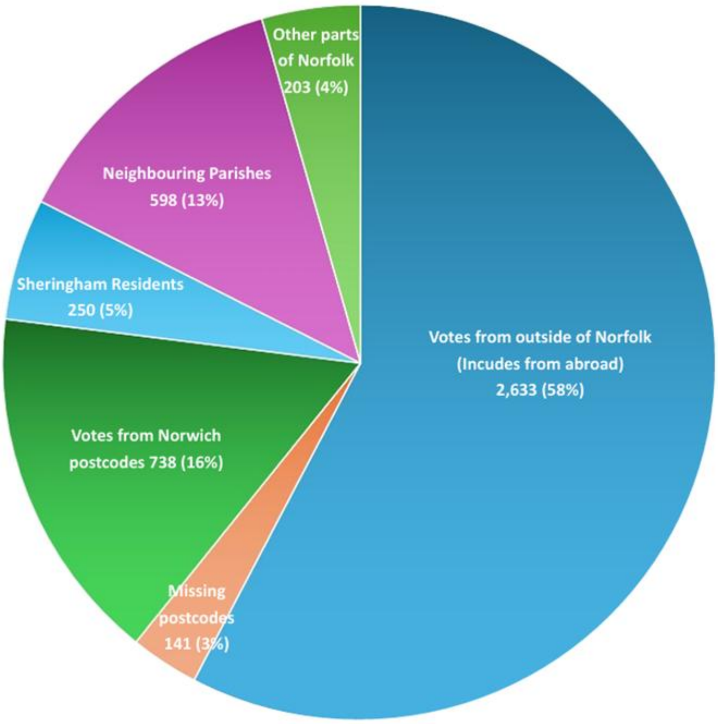
OTTERNDORF GREEN - BUS SHELTER

FACEBOOK POLL ANALYSIS

Postcode Area	Votes	%
Outside Norfolk	2633	58%
Postcode not supplied	141	3%
Norwich	738	16%
Sheringham	250	5%
Holt	221	5%
Cromer	167	4%
North Walsham	134	3%
Fakenham	76	1.7%
Great Yarmouth	54	1.2%
Dereham	41	0.9%
Wymondham	33	0.7%
Lowestoft	32	0.7%
Attleborough	15	0.3%
Wells NTS	11	0.2%
Walsingham	9	0.2%
Beccles	5	0.1%
Bungay	3	0.1%
Total poll signatures	4563	

Note:

250 Sheringham residents signed the petition.
This is 3.4% of Sheringham's population.



Public Correspondence

The office continues to receive correspondence from residents of the town mainly expressing concern that the travel hub project has been halted and the buses relocated. We have shared correspondence from the SOS group before. On balance I am also sharing an opposing view that the Council has received and has not been heard by councillors. Both are shared as appendices to this report.

Recommendations:

Council should decide whether to move forward with the compromise design, accepting that this will cost Sheringham Town Council in the region of £20,000 on top of current expenditure since December 2025. This would allow the pavement widening required for completion of the scheme.

Appendix 1

Public feedback in favour of the scheme – identity removed at the resident's request

Sheringham Travel Hub Scheme: January 2026

The situation now is very different to that of December, for two reasons.
It's become clear that the 1950s bus shelter can't return to use due to its location, and also that the premise for the SOS campaign was unsound.

SOS called for a pause in demolition to allow for the outcome of their application for listed status. Historic England decisively rejected the application, as the shelter 'did not have the requisite architectural and historic interest to merit listing in a national context', and that 'given its late date' it is 'more typical of the norm'.
However, the application rejection was not given any publicity and SOS continued to promote the shelter as 'historic' and in need of saving.

The online petition is misleading, stating that the 'historic' bus shelter will be replaced by 'a new plastic shelter' placed 'one foot away from the kerb'. It omits context, failing to mention that this is part of a much bigger improvement scheme, that the shelter would actually be replaced by an open green space with planting, or that a new bespoke glass shelter would be built in a safer location. People signed the petition believing that the old shelter was to be demolished for no apparent reason and simply replaced with a cheap plastic one. SOS should not claim to speak for 'the community of Sheringham'.

SOS claim that the shelter is an 'iconic' part of local heritage. However, it isn't mentioned in the many published books on the history of Sheringham; it's not included in the Sheringham Heritage Trail, a guided walk around the town's 30 main historic sites written some years ago by Sheringham historian Peter Brooks, or featured on the current pictorial town map. It's out of keeping with the Grade 2 listed Victorian architecture of the steam railway. Community artist Colin Seal, who painted the shelter's mural, would like the structure to be replaced, together with new artwork.

If the shelter is no longer in use then retaining it makes very little sense. The entire point of this area of the scheme is to make it more open and less congested: a 'mini park' green space planted by Sheringham in Bloom, with a wide, accessible footpath running alongside the steam railway, offering pedestrians an attractive alternative to crossing the bus queues, and a direct route from the car park to the steam railway and toilets. Blocking the footpath with a brick wall defeats the object; squeezing between the brick shelter and electricity compound is uninviting. 'Repurposing' the shelter as a 'meeting place/book swap/tourist hub' would encourage people milling around the bottleneck area, increasing rather than reducing congestion.

Many residents now simply wish the scheme to be completed, providing an attractive gateway to Sheringham for everyone who visits, works or lives here.

Appendix 2

Previously shared statement from Save our Shelter in December 2025 in favour of retaining the shelter.

Thank you for agreeing to hear the voice of the community of Sheringham.

I would like to ask the chair, that before the meeting is closed off, people's statements and voices are heard, and that you allow time for this to happen by extending public participation as per the standing orders at the discretion of the chair.

Mandy and I started this campaign a few weeks ago. This was because word in the town was that very few knew that the brick bus shelter was going to be demolished as part of the travel hub plans.

We are asking for your support to engage with us on the options to retain the existing shelter as part of The Otterndorf Green Scheme, and to respond to community wishes, to prove why it is not necessary to demolish the existing shelter.

We are asking you to consider the results of the online poll, and our petition to help incorporate the existing brick bus shelter into the travel hub plans.

The bus shelter could also be repurposed to provided things such as:

A tourist information hub

Meeting area

A book swap hub

And many other possibilities.

Including the plan which Bernard kindly approached us with as another one of many solutions.

We understand Sheringham Town Council are working with Norfolk County Council on this project. While we are empathetic to this, we would like you to hear your local community voices. This would help to enable us to work together to incorporate the existing brick bus shelter into the existing travel hub plans.

The community believes that there is no need to unnecessarily demolish this iconic building which represents Sheringham's heritage. This building provides a safe loving community space.

Instead, why can we not repurpose the shelter into a new community space, retaining its history, whilst also restoring relationships between Sheringham Town Council, the community of Sheringham and the wider community, creating a unity and not a division, growing working relationships for the future.

I would like to now draw your attention to the online pol and petition to save the brick bus shelter.

The online poll gave options for people to vote the results were:

To demolish the current shelter = 144 votes/ 8%

To retain the original shelter and have the new bus shelter as per the travel hub plans = 964 votes / 59%

To just retain the original shelter = 427 vote / 26%

Build a new shelter in the style of the old shelter = 81 vote / 5%

The petition to save the bus shelter has now been running for a couple of weeks and as of this morning has gained over 4000 signature to keep it.

We understand that online polls and petitions are not just responded to by the people that live in Sheringham, but they also represent the views of people that are vital for our local economy that people visit for its charm and heritage.

I feel it would help to repair relationships when referring to the poll, if we held a public meeting to get community views as to what Sheringham would like to see the bus shelter space used as.

If Sheringham Town Council is of a Mind to sign a notice of eviction by Norfolk County Council bailiff's, please reconsider this, and take note of our comments, as I believe this contradicts many of the views of our community and would serve to only reinforce the community's feeling of being disregarded and ignored by local democracy. I kindly urge you to consider these numbers, and to hear the community of Sheringham which you serve, along with the tourists our town brings in due to its historic heritage.

LETS WORK TOGETHER

Kind Regards
Katie Hart
Amanda Sellick