

**WYMONDHAM TOWN COUNCIL**  
SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN THAT THERE  
WILL BE A MEETING OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE ON  
TUESDAY 19th APRIL 2022 in the COUNCIL OFFICES at **7.00 pm**

**A G E N D A**

1. Apologies for absence
2. To receive Declarations of Interest A
3. To confirm the minutes of the Finance & General Purposes Committee meeting held on 15<sup>th</sup> February 2022. B
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 15<sup>th</sup> February 2022/ previous meetings.
5. Public Participation – members of the public may make representations, ask, or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes.
6. Grant application – Wymondham Rotary Satellite Group C
7. Jubilee Fest Request for Funding. **To Follow**

Council Offices  
*Ketts Park Harts Farm Road*  
*Wymondham*  
*NR18 0UT*



T B Gurney  
*Town Clerk*  
*12<sup>th</sup> April 2022*

***Committee Members***

<b>Cllr. Halls</b>	<b>Cllr. Flatt</b>	<b>Cllr. Hurn</b>
<b>Cllr. Elliott</b>	<b>Cllr. Cross</b>	

## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

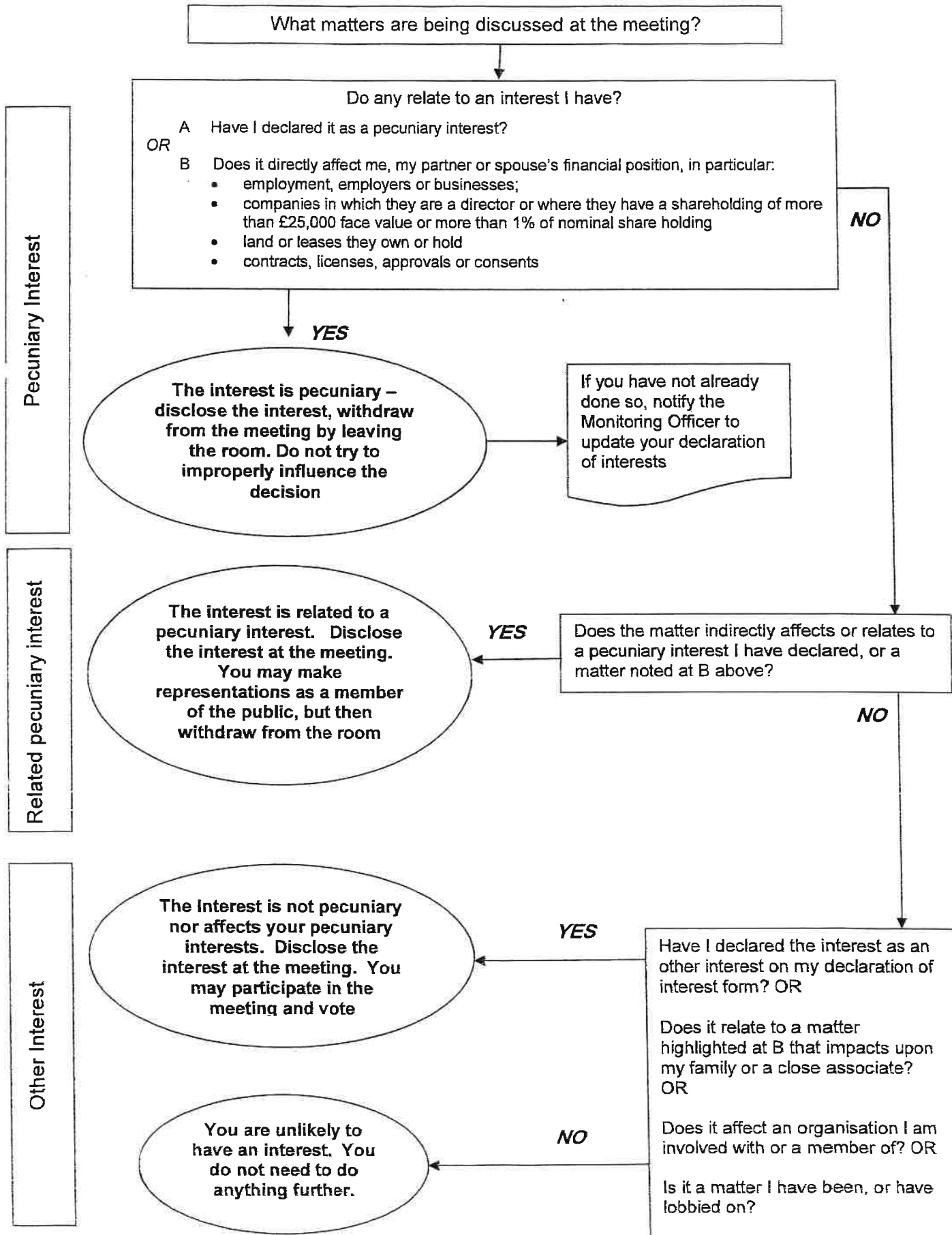
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.  
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE & GENERAL  
 PURPOSES COMMITTEE held on Tuesday 15<sup>th</sup> February 2022**  
 in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Cross
	Elliott (Chair)

Also Present

Cllrs. Carsok, Broome & Nuri-Nixon.

F01/22	<u>APOLOGIES FOR ABSENCE</u> – None
F02/22	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> <li>• Cllr. Hurn – Scouts grant application – allocated South Norfolk Council members grant – non-pecuniary.</li> </ul>
F03/22	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Halls and seconded by Cllr. Flatt it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 15 <sup>th</sup> February 2022 as a correct record.
F04/22	<u>PROGRESS UPDATES</u> None.
F05/22	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> <li>• Cllr. Carsok referred to the grant application from Wymondham in Bloom to encourage more businesses to participate.</li> </ul>
F06/22	<u>COUNCIL FEES / CHARGES</u> After discussion in respect of fees charged by neighbouring Council's upon the proposition of Cllr. Hurn and seconded by Cllr. Flatt it was resolved to recommend a new scale of fees and charges to the full Council with effect from 1 <sup>st</sup> April 2022, in accordance with the schedule appended to these minutes.
F07/22	<u>INTERNAL AUDIT</u> - Letter from Larking Gowen advising 'Whilst we did not identify any instances of non-compliance, we take this opportunity to record one good practice suggestion below – 'Whistleblowing policy' was noted.
F08/22	<u>GRANT APPLICATION</u> Upon the proposition of Cllr. Hurn and seconded by Cllr. Halls it was unanimously resolved to award a grant of £1050 to Wymondham Scouts to assist in the replacement of their building's roof and electrical works.
F09/22	<u>GRANT APPLICATION</u> After discussion upon the proposition of Cllr. Cross and seconded by Cllr. Flatt it was resolved to award a grant of £2700 to Wymondham in Bloom being a maximum of £2,500 towards a 50% subsidy of hanging baskets and £200 for entry fees, printing of flyers costing £400.

F10/22	<p><u>PLANTER SPONSORSHIP</u> Paper prepared by Cllr. Carsok on a sponsorship scheme for planters was discussed. Upon the resolution of Cllr.Hurn and seconded by Cllr. Halls it was unanimously resolved that for one standard Amberol planter the sponsorship fee per year would be £50. This charge would not include the cost of producing the signage. If a business wish to sponsor three or more planters simultaneously a bulk discount would be offered being £145 for one year or £280 for two years. The new four-tiered planter next to the public toilets will be charged at £100 per annum.</p> <p>Scheme to be advertised on Council website.</p>
F11/22	<p><u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as at 31<sup>st</sup> December 2021 as shown by the ‘Draft Internal’ accounts that had been prepared. Income is in surplus against budget by £5809 with expenditure below budget by £13827 Clerk then outlined some of the significant variances gave explanations and answered questions raised.</p>

*[The meeting closed at 20.06 pm]*

DATED this ..... day of .....2022

SIGNED ..... (Chairman)



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**Wymondham Town Council**

**Grant Application Form**

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

**1 Your organisation**

a) Name of organisation.

Wymondham Rotary Satellite Group

b) Address.

c/o Mrs Maureen Huckle,  
27 Melton Road  
Wymondham  
NR18 0DB

c) Description of your organisation's activities.

Wymondham Rotary Satellite Group organizes a range of local events to raise funds for local charities and good causes.

d) How long has your organisation been in existence?

8 years

**2 Contact details**

a) Name of contact.

Mrs Maureen Huckle

b) Position within organisation.

Member

c) Address for correspondence (if different from above).

d) Telephone.

01953 604610

e) email.

mthuckle@hotmail.com

### 3 Your application

a) Please give a brief description of the project for which the grant is intended.

RSG are planning to run a Food and Drink Festival in Wymondham Town Centre on Sunday June 26<sup>th</sup> 2022.

Approximately 40 food and beverage traders are expected to take part.

It is anticipated that sponsorship and charges to traders will cover running costs for the event itself but to make the event attractive to Wymondham residents and visitors we would like to organize street entertainment to take place throughout the day. This will include various musicians, a Punch and Judy entertainer, a Town Crier, Face Painting. If successful, the grant funding will be used to cover 50% of the entertainment costs.

Unfortunately if our application is unsuccessful we will have very limited family entertainment at the event.

b) Who will benefit from the proposed project?

The community of Wymondham.

Local traders will benefit from increased weekend footfall.

Local charities supported by Wymondham Rotary Satellite Group will receive all profit from the event (if any) the current charity of the year supported by the Group is the Community Outreach programme based at the Catholic church

c) What is the total cost of your project?

£1860 (budget attached)

d) What is the grant amount you are requesting from Wymondham Town Council?

£300 (50% of entertainment costs)

e) How much does your organisation currently have to put towards this project?

£300 (from deposits paid by traders)

f) Please give an itemised breakdown of the expenditure for which this money is being applied for. This must include evidence (i.e. suppliers estimate (or price lists) of the likely cost of all items of expenditure e.g. goods or labour.

Item	Cost £
Town Crier and support	115
Punch and Judy / Magic Show	275
Ceilidh Band	250
Face painting materials	50
	£690



**g) Will you be seeking grant assistance from South Norfolk Council? No (please delete as appropriate).**

**If 'No' please state why not.**

**We have been advised that no funds will be available.**





h) Have you made applications to any other body for grant aid for this project? No (please delete as appropriate).

If yes please give details.

Name of organisation applied to	Amount applied for £	Date of application	Amount received £

i) If you have received any other sources of funding, not specified above, please give details.

None

j) If there is a shortfall between your contribution and assuming a Town Council grant, how will you raise the balance?

A sponsorship package is being sought from a local supermarket. Charges to stall holders but it is likely the family entertainment element will be seriously curtailed if the grant application is unsuccessful.

k) If the application is for a capital project, who owns the land or buildings?

N/A

l) Please supply the details of the arrangements under which you have use of this land or building (e.g. tenancy, lease).

N/A

#### 4 Previous applications

a) Has your organisation previously applied for a grant from Wyndham Town Council? Yes/No (please delete as appropriate).

If yes, please give details of the project and the date and amount of grant received.

None

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**5 Protection of Children & Vulnerable Adults**

Does your project involve direct work with children under 18 or disabled adults under 25 without their normal carers present?

If YES you must supply a copy of your organisation's policy for the protection of children and vulnerable adults.

NO	
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**6 Your financial situation**

Where possible all applications should be accompanied by the following financial information. If you are unable to provide the information please give a reason.

- A copy of your latest audited accounts or other financial report which indicates your financial position

Enclosed Y/N*	If No Why? YES
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- Any written estimate or quotation or statement of how the costs are arrived at

Enclosed Y/N*	Email estimates only we are not able to book until the grant funding is confirmed
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- Photocopy of bank statements covering the past 6 months.

Enclosed Y	Latest bank statement
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- A copy of your organisations constitution and rules of your organisation (excludes statutory bodies)

Enclosed Y*	Document relating to the main Rotary Club of which the Satellite Group is an off shoot.
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- Where appropriate plans showing the proposals

Enclosed Y	If No Why?
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- Please delete as appropriate.*

**The council may request additional information depending on the project and the amount of grant sought. Please also note that payment of grant funds is made against receipted invoices.**

I declare the information provided is correct at the time of this application.

Signed *M. Atwell*

Date *14<sup>th</sup> February 2022*

**Please return to Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, Norfolk, NR18 0UT. Applications will be considered by the Finance and General Purposes Committee. You will be notified whether or not**



**your application has been successful as soon as possible after a decision has been taken.**

If you have any queries, please contact the Town Clerk on 01953 603302 or email [office@wymondhamtc.co.uk](mailto:office@wymondhamtc.co.uk)

## **Wymondham Town Council**

### **Guidelines for the award of grants**

- 1 An organisation applying for a grant from Wymondham Town Council must be based in the Parish of Wymondham with its membership open to interested residents in the Parish.
- 2 The Town Council will consider applications which relate to either;
  - A clearly identified capital project or,
  - A specific project or event or service
- 3 The Town Council will not normally subsidise running costs or write-off debts.
- 4 The purpose for which a grant will be considered will usually fall into one of the following categories;
  - Furtherance of the Town Council's primary responsibilities e.g. to sport, recreation and the arts.
  - Projects promoted by Wymondham based organisations to the benefit of deserving groups of Wymondham residents, e.g. children, adolescents, the elderly, the disabled.
  - For the conservation of Wymondham's heritage, whether in the form of buildings, artefacts or documents.
  - To promote and publicise the Town of Wymondham.

*This list is not necessarily exclusive and applications may be considered for other purposes.*

- 5 The Town Council will not make grants to the following;
  - An organisation the primary purpose of which is the propagation or furtherance of political, religious, moral or philosophical viewpoints of causes.
  - General charities, whether local, national or international.
  - Individuals however deserving.
  - A sponsorship scheme e.g. walks runs and other efforts.
- 6 Grants, subject to the over riding constraints of the Council's budget, will not normally exceed half of any approved cost. If South Norfolk Council is grant aiding the maximum is one third.



- 7 In considering applications the Town Council will have regard to the applicant organisations ability to contribute their part of the cost to carry out the project, event or service and will require submission of accounts, balance sheet and written estimates with the application.

**Food & Drink Festival Budget - costs**

**Event Management**

Road closures	40
Insurance	0
Venue hire	250

**SNDC Bins**

First Aid Cover	120
Health and Safety Advice	100

Sundries	50
	50

**Advertising**

4 x banners	180
Flyers x200	100

Social Media (boosting posts)	30
Maps / Signs	150

**Street Entertainment**

Punch and Judy -Dave Doughnut	275
Face painting - purchase of paints etc	50
Ceilidh- based on Wyrnterfest invoice	350
Town Crier - email	115

Misc.

1860

*Wymondham Rotary Satellite Group  
operates as a subsidiary group.*

**Rotary Club Of Wymondham**

**Charitable Trust**

**Registered Charity no 1111736**

**Trustees Report and Financial  
Statements  
For The Year Ended 30<sup>th</sup> June 2021**

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## Rotary Club of Wymondham Trust Fund Charity Information.

**Trust Deed:** Dated 19<sup>th</sup> October 2005

**Registered Charity No:** 1111736

**Registered Charity Name:** Rotary Club of Wymondham Trust Fund

**Principal/Registered Office** Top Barn  
Wymondham Road  
Wrampingham  
Norfolk  
NR18 0RZ

**Trustees:** Rtn. R J Elliot  
Rtn. P Faircliffe  
Rtn. N S Saunders  
Rtn T Hickman –Smith  
Rtn. P Cook (Chairman)

**Bankers:** National Westminster Bank  
Wymondham  
Norfolk

## **Rotary Club of Wymondham Trust Fund Trustees Report**

**For the Year Ended 30<sup>th</sup> June 2021**

### **Introduction:**

The Trust was established to administer the funds held for charitable purposes by the Rotary Club of Wymondham.

The Trustees serve for a period of three years.

### **Objects:**

The Trust Deed empowers the Trustees to hold monies received upon trust to apply both capital and income to use for the relief of the poor and needy or such other charitable purposes as the Club shall in duly constituted meeting from time to time direct.

### **Charitable Activities Undertaken During the Year:**

Major donations were made:	£
Norwich Food Bank	3148
Roots Community Café	1000
Wymondham Community Outreach	1000
The aggregate of smaller donations amounts to	8367

### **Reserves:**

There is no policy to maintain a particular level of reserves. Most of the funds are either restricted, or designated by the Trustees for particular charitable purposes, as recommended by the Rotary Club of Wymondham.

### **Voluntary Support:**

The Charity relies upon the voluntary services of its Trustees and Members of the Rotary Club of Wymondham.

Signed on behalf of the Trustees:

Chairman Rtn. Mr Peter Cook

Date



Rotary Club of Wymondham Trust Fund  
 Receipts and Payments Account  
 For the Year Ended 30<sup>th</sup> June 2021

	Unrestricted Funds	Restricted Funds	Total	2020
	£	£	£	£
<b>Incoming Resources</b>				
Fundraising	2808		2808	8600
Other Income	9319		9319	1322
<b>Total Incoming Resources</b>	<b>12127</b>		<b>12127</b>	<b>9922</b>
<b>Expenditure</b>				
Cost of Fundraising	684		684	652
Charitable Expenditure	12944	571	13515	17588
<b>Total Resources Expended</b>	<b>13628</b>	<b>571</b>	<b>14199</b>	<b>1824</b>
<b>Net Movement in Funds</b>	<b>(1501)</b>	<b>(571)</b>	<b>(2072)</b>	<b>(831)</b>
<b>Fund Balances</b>	<b>6514</b>	<b>768</b>	<b>7282</b>	<b>1560</b>
<b>1<sup>st</sup> July 2020</b>				
<b>Fund Balances Held at Bank 2021</b>	<b>5013</b>	<b>197</b>	<b>5210</b>	<b>728</b>

Note

In addition to the funds held at the Bank the Trust has lent £1600 to Lend with Care (2020 £1600)

## Wymondham Rotary Club Year Ending 30<sup>th</sup> June 2021.

### Not for Filing Members Only

<b><u>Income:</u></b>	£
WINIT	744
Lunch Units	8102
Gift Aid Tax	343
Donations (including £370 Jazz Evening July 2021)	470
<b>Total</b>	<b><u>9659</u></b>

<b><u>Donations:</u></b>	
Norwich Food Bank	3148
S. N. Council -Early Help Club	200
Magdalene Group	650
Marchesi Rotary Club	500
Roots Community Café	1000
Polio Plus	250
Royal British Legion	250
Edith Cavell Day Centre	250
Norfolk Community Foundation	250
St Martins Housing Trust	500
Mancroft Advice Project	500
Meningitis Research Foundation	250
Nelson's Journey	250
Unity Education Trust	250
CLIC (Sargeant)	250
Duke of Edinburgh-Living Legacy	350
Salvation Army	250
Children's Airbus	250
Wymondham Medical Centre	88
<b>Total</b>	<b><u>9436</u></b>