

**WYMONDHAM TOWN COUNCIL**  
SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN THAT THERE  
WILL BE A MEETING OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE ON  
TUESDAY 15<sup>th</sup> FEBRUARY 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 21<sup>st</sup> December 2021. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 21<sup>st</sup> December 2021/ 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. To review Council charges/fees. **C**
7. To note interim report - Internal Auditors & to confirm re-engagement – Larking Gowen **D**
8. Grant application – Wymondham Scouts **E**
9. Grant application – Wymondham in Bloom **F**
10. Planter sponsorship – to agree rates **G**
11. Verbal report on internal Draft interim financial position as at 31<sup>st</sup> December 2021.



Council Offices  
Ketts Park Harts Farm Road  
Wymondham  
NR18 0UT

T B Gurney  
Town Clerk  
8th February 2022

*Committee Members*

Cllr. Halls	Cllr. Flatt	Cllr. Hurn
Cllr. Elliott	Cllr. Cross	

## 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 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?

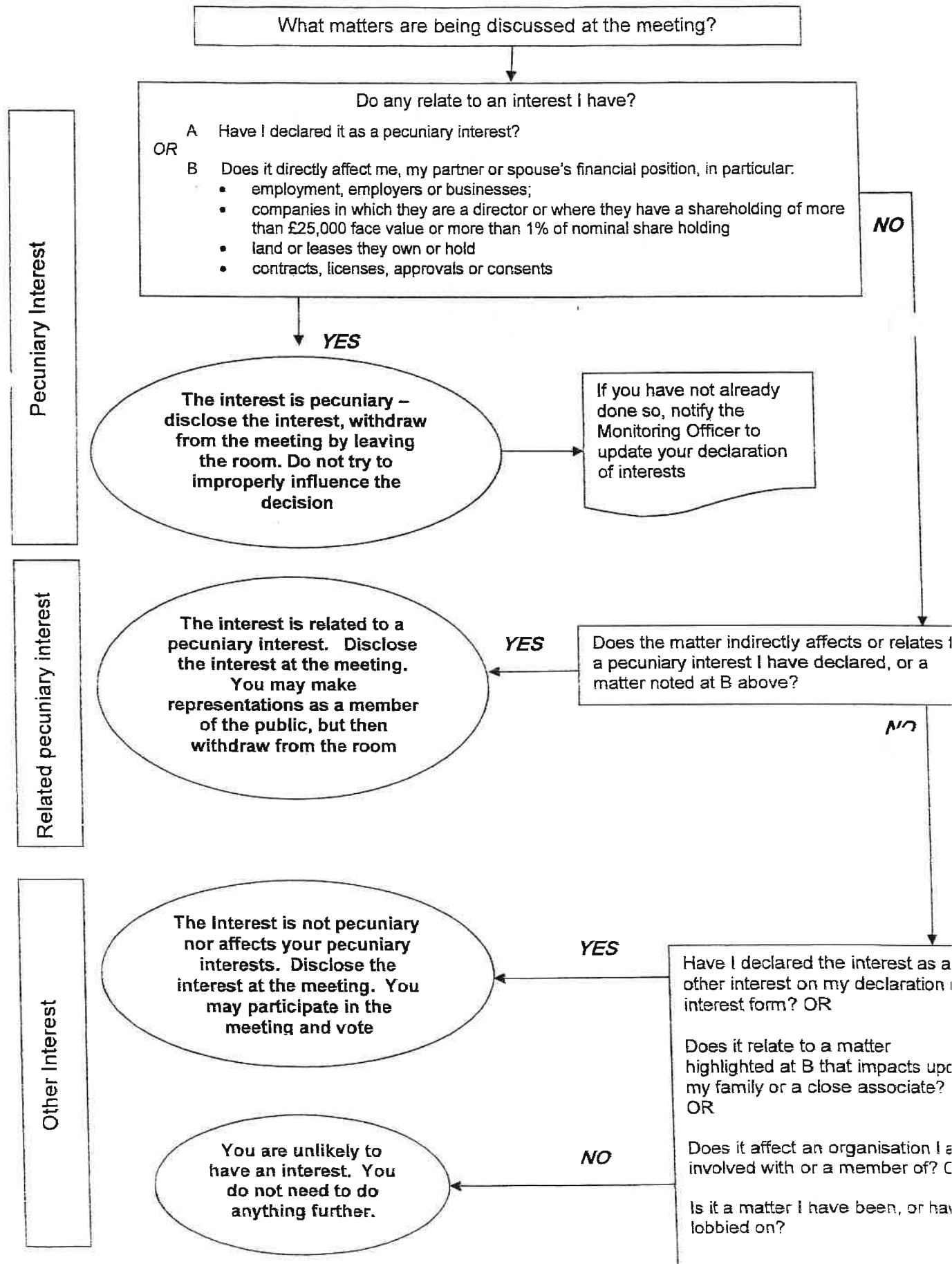
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 21<sup>st</sup> December 2021  
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Cross
	Elliott (Chair)

Also Present

Cllrs. Broome & Nuri-Nixon.

F29/21	<u>APOLOGIES FOR ABSENCE</u> – None
F30/21	<u>DECLARATIONS OF INTEREST</u> – None.
F31/21	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Halls and seconded by Cllr. Cross it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 19 <sup>th</sup> October 2021 as a correct record.
F32/21	<u>PROGRESS UPDATES</u> None.
F33/21	<u>PUBLIC PARTICIPATION</u> None.
F34/21	<u>GRANT APPLICATION</u> Upon the proposition of Cllr. Flatt and seconded by Cllr. Halls it was unanimously resolved to award a grant of £1200 to Mid Norfolk Railway to assist in the relocation and installation of a signal box from Spooner Row to Wymondham.
F35/21	<u>GRANT APPLICATION</u> Upon the proposition of Cllr. Hurn and seconded by Cllr. Halls it was unanimously resolved to award a grant of £1500 to North Wymondham Community Centre to assist in improvement works as outlined in their application.
F36/21	<u>EXCLUSION PRESS &amp; PUBLIC</u>  On the proposition of Cllr. Hurn and seconded by Cllr Halls resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
F37/21	<u>2022/23 DRAFT FINANCE &amp; GENERAL PURPOSES COMMITTEE BUDGET</u> Cllr. Elliott outlined the budget that had been prepared for the 2022/23 financial year. After discussion upon the resolution of Cllr. Halls and seconded by Cllr. Hurn it was unanimously resolved to recommend a budget of £436,626
F38/21	<u>2022/23 DRAFT COUNCIL BUDGET</u> Cllr. Elliott outlined the proposed full budget for the 2022/23 year being an amalgamation of the budgets recommended by the Leisure & Environment Committee (£166,396) and the Finance & General

<p>Purposes Committee (£436,636). Clerk then gave an explanation as to how the budget is constructed and answered questions. With increasing costs, it was considered prudent to recommend an overall increase of 2.99%</p> <p>After further discussion upon the proposition of Cllr. Cross and seconded by Cllr. Flatt it was resolved to recommend a precept of £603,032 resulting in a Band D charge increase of £2.86 pa from £95.53 to £98.39.</p>
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*[The meeting closed at 19.33 pm]*

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

SIGNED ..... (Chairman)

[illegible]

Cemetery	Burials	Wymondham	Attleborough	Watton	Diss	Dereham
	Purchase of Interment plot	£170.00	£150.00	£500.00	£584.23	£531.50
		£680.00	£450.00	£1,000.00	£876.35	£1,169.50
	Purchase of Ashes plot	£100.00	£75.00	£250.00	£182.58	£106.50
		£400.00	£225.00	£500.00	£273.86	£234.00
	Interment -Ashes	£100.00	£75.00	£400.00	£365.16	£138.00
		£400.00	£225.00	£800.00	£547.72	£303.50
	Interment	£170.00	£150.00	£750.00	£596.62	£654.00
		£680.00	£450.00	£1,500.00	£742.68	£1,438.50
	Memorials stone	£120.00	£75.00	£100.00	£182.60	£197.00
		£480.00	£225.00	£100.00	£273.90	£433.50
		£60.00	£15.00	£50.00	£60.90	£49.90
		£240.00	£45.00	£50.00	£91.35	£96.00

\* includes  
gravedigging

Allotments	Wymondham	Attleborough	Watton	Diss	Dereham
Full 10 rod	£58.00	£63.23	£22.00	£30.00	£23.20
Half 5 rod	£28.50	£31.62	£22.00	£18.00	£11.60

\*\* Run by Allot Assoc

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15 Upper King Street  
Norwich, NR3 1RB

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larking-gowen.co.uk



Mr T Gurney, Town Clerk  
Wymondham Town Council  
Ketts Park  
Harts Farm Road  
Wymondham  
Norfolk  
NR18 0UT

Our Ref: 04/GK/MC/MC/W130020

Your Ref:

25 January 2022

Dear Mr Gurney

**Wymondham Town Council**  
**Interim internal audit visit on 6 December 2021**

Further to our visit on 6 December 2021, I confirm that the procedures undertaken did not identify any instances of non-compliance for the period reviewed. However, as you are aware, not all our procedures were carried out as some are restricted to the year end and these will be performed once the accounts for the year ended 31 March 2022 have been prepared.

We will update and conclude our testing during our financial year-end visit in May 2022.

Whilst we did not identify any instances of non-compliance, we taken this opportunity to record one good practice suggestions below. As we discussed this suggestion with you, we have also included your response below.

I would be grateful if you could also share the contents of this letter with Councillors.

Good practice suggestions arising from 8 December 2021 Internal Audit visit

There is not currently a Whistleblowing Policy in place. Although not legally required, we recommended during audit fieldwork that such a policy should be developed as good practice. You have subsequently confirmed to us that you have obtained some specimen / template documents and will draft a Whistleblowing Policy for approval by the Council.

Yours sincerely

**Giles Kerkham**  
**Director**  
For and on behalf of Larking Gowen LLP





**Strictly Private and Confidential – addressee only**

T Gurney  
Town Clerk  
Wymondham Town Council  
Wymondham Town Council Offices  
Ketts Park  
Harts Farm Road  
Wymondham  
Norfolk  
NR18 0UT

Our Ref: 04/GK/MC/KH/W130020

Your Ref:

26 January 2022

Dear Sirs

This letter of engagement confirms our understanding of your requirements for advice and assistance and sets out the basis upon which Larking Gowen LLP (registered number OC419486) will act for you, Wymondham Town Council, our client. In the remainder of this letter and in the General Terms of Engagement that are attached the expression "Larking Gowen" refers where relevant to Larking Gowen LLP. Please read this letter and the enclosed General Terms of Engagement carefully.

The terms set out in this letter and in the General Terms of Engagement will, if relevant and unless otherwise agreed, apply to any other matters on which you instruct Larking Gowen in the future. Accordingly, they will not necessarily be repeated in any future letter of engagement.

In the event of any conflict between this letter and the attached General Terms of Engagement, this letter shall prevail.

**1. Details of services**

The purpose of this letter is to set out the basis on which we are to act as internal auditors of the Council and the respective areas of our responsibilities and of ourselves.

**Responsibilities of trustees and auditors**

- 1.1.1 The members of the Wymondham Town Council and the Responsible Financial Officer are responsible for ensuring that the Council maintains appropriate accounting records and for preparing financial returns and reports in accordance with the applicable Regulations. They are also responsible for making available to us, as and when required, all of the Council's accounting records and all other relevant records and related information, including minutes of meetings.
- 1.1.2 They are under a duty to prepare an Annual Return in accordance with the Accounts and Audit Regulations and the requirements of the Council's external auditors.
- 1.1.3 In addition to their responsibility for maintaining proper internal controls, they are required by Regulations to maintain an adequate and effective system of internal audit. As internal auditor we are expected to examine the system of internal control and to report any findings to the Council.
- 1.1.4 We have a responsibility to report to the Council whether or not any matters have come to our attention during our internal audit procedures to which, in our opinion, attention should be drawn.

We will complete our Annual Report in line with guidelines issued by your external auditors. It is the Council's responsibility to take action to address any matters identified by us.

#### **Scope of internal audit**

- 1.2.1 Our internal audit will be conducted in accordance with the guidelines for internal audit issued by the Joint Practitioners' Advisory Group (JPAG) in their June 2016 Practitioners Guide. We shall obtain an understanding of the accounting systems and internal controls in order to establish whether they are adequate and effective for their intended purpose. We shall expect to obtain such relevant and reliable evidence, as we consider sufficient to enable us to draw reasonable conclusions therefrom. The suggested approach to internal audit testing set out in the Annual Return form will be adopted.

#### **Reporting to the Council**

- 1.3.1 The nature and extent of our procedures will vary according to our assessment of the Council's accounting system and internal control system, and may cover any aspect of the Council's operations that we consider appropriate. Our internal audit is not designed to identify all significant weaknesses in the Council's systems but, if such weaknesses come to our notice during the course of our internal audit which we think should be brought to your attention, we shall report them to you.
- 1.3.2 Any such report may not be provided to third parties without our prior written consent. Such consent will be granted only on the basis that such reports are not prepared with the interests of anyone other than the Council in mind and that we accept no duty or responsibility to any other party as concerns the reports.

#### **2. Charges and expenses**

The General Terms of Engagement set out the basis on which Larking Gowen's fees are calculated. Our charging rates are reviewed from time to time, usually in April of each year.

#### **3. Termination of instructions**

The engagement may be brought to an end on the basis set out in paragraph 17 of the attached General Terms of Engagement.

#### **4. Limitation and exclusion of liability**

In common with other professional advisers, Larking Gowen's policy, on matters (other than statutory audit services) in which we are instructed, is to exclude and/or limit our liability to clients in certain situations. Please read carefully paragraph 14 of the General Terms of Engagement, which limits our liability to you, and contact us if you have any queries. Please note, in particular, that it will be Larking Gowen that provides the services to you and that Larking Gowen's liability to you will be limited to £1 million on each matter on which it is instructed, unless prohibited by law or otherwise agreed in respect of that specific matter. The limit in respect of our total aggregate liability will not apply to audits.

#### **5. Money laundering**

In order to comply with its statutory obligations, Larking Gowen operates an anti-money laundering reporting procedure. If Larking Gowen knows or suspects that you (or any other party involved in this matter) are involved in money laundering or hold the proceeds of crime, Larking Gowen may be required by law to make a report to the National Crime Agency ("NCA") and if notification is made, Larking Gowen is prohibited from advising the suspected party that it is doing so. These requirements override Larking Gowen's duty of confidentiality to you. Proceeds of crime are assets or income which have been acquired through some illegal activity, for example drug-trafficking, non payment of tax or fraudulently obtaining benefits. In certain circumstances, if a report is made to NCA, Larking Gowen may have to stop work on the matter until it is authorised by NCA to proceed. There may be circumstances in which Larking Gowen considers that it is obliged to make a report to NCA which it later turns out was not required by law. By instructing Larking Gowen you agree that such reports can be made. Larking Gowen cannot accept responsibility or liability for any loss, damage or expense

(whether direct, consequential or otherwise) arising from any delay or otherwise as a result of making any reports to NCA and ensuring compliance with its statutory obligations.

**6. Full Disclosure**

Larking Gowen operates a policy of full disclosure to HM Revenue & Customs both in accordance with guidance issued jointly by the relevant professional bodies and otherwise in meeting its legal obligations. Paragraph 3.4 of our General Terms of Engagement further addresses the limited circumstances in which "confidential information" may be shared.

**7. Tax Enquiry Protection Service**

Where we are registered with HMRC as your tax agent, we offer a Tax Investigation Service to help protect you against the professional costs involved in a tax investigation or enquiry which can include, full or aspect enquiries, VAT/PAYE visits and disputes and much more. Dealing with a tax investigation is not included in our normal fees and the additional costs involved can be substantial. If you would be interested in receiving more information about this service along with a quote to subscribe, please contact us.

**8. Conclusion**

Please do not hesitate to call us if you have any queries about the terms of this letter or the General Terms of Engagement. Your continuing instructions will amount to acceptance of these terms of business but please sign and date the enclosed copy of this letter and return it to us as soon as possible.

Yours faithfully

***Larking Gowen LLP***

Enc

- 1 Duplicate letter
- 2 General Terms of Engagement

**To: Larking Gowen LLP**

I/We \* confirm acceptance of the terms set out above.  
(\*delete as appropriate)

Signature.....

Date.....

Signature.....

Date.....

**LARKING GOWEN LLP TRADING AS LARKING GOWEN  
GENERAL TERMS OF ENGAGEMENT (GP)**

The general terms of engagement set out in this document as supplemented and/or amended by the attached engagement letter (together the "Terms"), apply to the services that we undertake for you as part of this engagement. In the event of any conflict between this document and the attached engagement letter, the engagement letter shall prevail.

The expressions "we", "us" and "our" mean or refer to "Larking Gowen LLP (OC419486)" trading as Larking Gowen as defined and specified in the attached letter of engagement.

The expressions "you" and "your" refer to our client as identified in the attached letter of engagement. The expression "engagement" means the specific work and services you ask us to provide (whether or not these have been drafted in the body of the Terms or other agreement), and "services" means all services we provide to you in relation to the engagement.

**1. APPLICABLE LAW AND PROFESSIONAL RULES**

1.1 The Terms shall be governed by, and construed in accordance with, English law. The Courts of England shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning the Terms and any matter arising from them. Each party irrevocably waives any right it may have to object to an action being brought in those Courts, to claim that the action has been brought in an inconvenient forum (if it has been brought in those Courts), or to claim that those Courts do not have jurisdiction.

1.2 A person who is not party to the Terms shall have no right under The Contracts (Rights of Third Parties) Act 1999 to enforce any part of the Terms. This clause does not affect any right or remedy of any person which exists or is available otherwise than pursuant to that Act.

1.3 We will observe and act in accordance with the by-laws, regulations and Code of Ethics of the Institute of Chartered Accountants in England and Wales ("ICAEW") and accept instructions to act for you on this basis. We will not be liable for any loss, damage or cost arising from our compliance with statutory or regulatory obligations. You can see copies of these requirements in our offices. The requirements are also available on the internet at [www.icaew.com/regulations](http://www.icaew.com/regulations). We confirm that we are Statutory Auditors eligible to conduct audits under the Companies Act 2006.

1.4 We are also subject to a number of rules and regulations in addition to our obligations under the general law in relation to the performance of our engagement including, without limitation, the applicable rules and regulations of the Institute of Chartered Accountants in England & Wales ("ICAEW"). You acknowledge that our duties and obligations in relation to the engagement are to be performed and construed in the light of all such by-laws and regulatory requirements.

1.5 Throughout this engagement you agree that you will comply with all applicable legal requirements including, without limitation, the Companies Act 2006, the Financial Services and Markets Act 2000 ("FSMA"), the Criminal Justice Act 1993, and the rules of the FCA for the time being in force and any subsequent re-enactments thereof.

**2. RESTRICTION ON THE USE OF OUR NAME**

The names "Larking Gowen", "Larking Gowen LLP", "Larking Gowen Limited", "Larking Gowen Corporate Transactions Limited", "Larking Gowen Advisors Limited", "Larking Gowen Holdings Limited", "Hubbard Lloyd Limited" or "Hubbard Lloyd" are not permitted to be used in any statement or document other than in financial statements/annual reports issued by you and approved by us, unless our prior written consent has been obtained.

**3. CONFLICTS OF INTEREST AND  
CONFIDENTIALITY**

3.1 You agree that we reserve the right to act during this engagement for other clients whose interests are, or may be, adverse to yours, subject to the following paragraphs.

3.2 If a conflict of interest should arise, either between two or more of our clients, or in the provision of multiple services to a single client, we will take such steps as are necessary to deal with the conflict. In resolving the conflict, we would be guided by our Code of Ethics which can be viewed on the internet at the address above.

3.3 If, at any time during our engagement, we consider a conflict of interest to be contrary to professional ethics or so fundamental that it cannot be managed effectively by the implementation of appropriate safeguards, we reserve the right immediately to withdraw from our engagement with you.

3.4 We confirm that where you give us confidential information ("Confidential Information"), we shall at all times keep it confidential, except as required by law or as provided for in regulatory, ethical or other professional pronouncements applicable to our engagement, or except if the information is, at the date of the engagement, or subsequently comes into the public domain, otherwise than by reason of a breach of these Terms by us (if we are the party making such disclosure) or you (if you are making such disclosure). We agree to use such Confidential Information for the sole purpose of providing our services in connection with the engagement.

3.5 From time to time as part of the quality control procedures required by our professional regulations we engage reviewers from outside the firm to undertake objective examinations of completed assignments ("external cold file reviews"). Where this occurs, we ensure that reviewers confirm in writing the confidentiality of clients' information.

3.6 We shall have no duty to disclose to you any information which comes to our attention in the provision of services to other persons which may directly or indirectly have any bearing on our engagement for you, if that information has been received in confidence or if disclosure would otherwise be inappropriate.

**4. COMMUNICATIONS**

4.1 We will endeavour to record all advice on important matters in writing. Advice given orally is not intended to be relied upon unless confirmed in writing. Therefore, if we provide oral advice (for example, during the course of a meeting or a telephone conversation) and you wish to be able to rely on that advice, you must ask for the advice to be confirmed by us in writing.

4.2 Whether or not marked for your private use, the advice which we give to you is for your sole use and does not constitute advice to any third party to whom you may communicate it. Where our reports or statements are marked for your private use, our report or statement may not be circulated to third parties without our prior written consent.

4.3 Where a document or report is prepared by us for discussion and liable to be altered before it appears in its final form, it will be marked "DRAFT", and you will not be entitled to rely on it for any purpose. Our definitive opinions and conclusions will be contained solely in our final written document or report.

4.4 E-mail may be used to enable us to communicate with you. As with any other means of delivery this carries with it the risk of inadvertent misdirection or non-delivery. You should check with the intended recipient that important or urgent e-mails have been received. It is the responsibility of the recipient to carry out a virus check on any attachments received. We will not be responsible for the effect on any hardware or software (or any loss or damage arising from any such effect) of any e-mails or attachment which may be transmitted by us (except where this is caused by our negligence or wilful default).

4.5 As internet communications are capable of data corruption, we do not accept any responsibility for changes made to such communications after their despatch. All risks connected with sending commercially-sensitive information relating to your business are borne by you. If you do not accept this risk, you should notify us in writing that e-mail is not an acceptable means of communication. We will not be responsible for any loss or damage arising from the unauthorised interception, re-direction, copying or reading of e-mails, including any attachments.

4.6 Acting as your agent we may, where separately instructed, file documents with the relevant authorities using the internet.

4.7 Where our work includes producing a report on your accounts (including audit report, accountants' report or other reports), the accounts that you sign may include a copy of our unapproved report. The accounts will be final after you have signed and then we have subsequently approved our report. Therefore copies of accounts should be distributed as final (including filing with Companies House or any other authority) only after we have confirmed to you approval of our report.

**5. STAFF**

5.1 We will work on this engagement on the mutual understanding that neither you nor we will, without the prior written consent of the other, either on each of our own account or in partnership or association with any person, firm, company, organisation or otherwise, and whether directly or indirectly, during this engagement or for a period of twelve months from the end of this engagement, solicit or entice away any member of the other's staff who has been involved in this engagement (a "Restricted Employee").

5.2 In the event that either you or we, either on each of our own account or in partnership or association with any person, firm, company, organisation or otherwise, and whether directly or indirectly, employ a Restricted Employee in breach of the paragraph above, then, by way of a genuine pre-estimate of the other's loss, such employing party shall forthwith pay to the other a sum equal to 24 per cent of such employee's annual salary on appointment (including any guaranteed bonuses or overtime) plus VAT if applicable.

**6. RESPONSIBILITY FOR LEGAL DOCUMENTS**

For the avoidance of doubt, although you may wish us to comment on the commercial aspects of legal documents that may be drawn up by lawyers in connection with the engagement, we will not be involved with their drafting and/or preparation as we believe this is within the realm of the professional business of lawyers. Further, whilst every care will be taken in the advice we give in relation to any information contained in such documents, such advice and/or comment should not be taken as settling the documents, which will have been drafted by your lawyers, or as legal advice. Accordingly, we cannot accept any liability or responsibility for any loss or damage suffered as a result of or in relation to such documents, including, without limitation, any defect in their drafting, preparation, completion or operation.

**7. TAXATION SERVICES**

In regard to the taxation services specified in the attached letter (if any), our advice will be limited to UK income tax, national insurance, capital gains tax, inheritance tax, corporation tax and VAT, unless otherwise agreed with you.

**8. DATA PROTECTION**

In this clause [8], the following definitions shall apply:

'client personal data' means any personal data provided to us by you, or on your behalf, for the purpose of providing our services to you, pursuant to our engagement letter with you;

'data protection legislation' means all applicable privacy and data protection legislation and regulations including PECR, the GDPR and any

	applicable national laws, regulations and secondary legislation in the UK relating to the processing of personal data and the privacy of electronic communications, as amended, replaced or updated from time to time;		
	'controller', 'data subject', 'personal data', and 'process' shall have the meanings given to them in the data protection legislation;		
	'GDPR' means the General Data Protection Regulation ((EU) 2016/679); and		
	'PECR' means the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2426/2003).		
	8.2 We shall each be considered an independent data controller in relation to the client personal data. Each of us will comply with all requirements and obligations applicable to us under the data protection legislation in respect of the client personal data.		
8.3	You shall only disclose client personal data to us where: (i) you have provided the necessary information to the relevant data subjects regarding its use (and you may use or refer to our privacy notice available for this purpose: <a href="https://www.larking-gowen.co.uk/privacy-and-cookie-policy/">https://www.larking-gowen.co.uk/privacy-and-cookie-policy/</a> ); (ii) you have a lawful basis upon which to do so, which, in the absence of any other lawful basis, shall be with the relevant data subject's consent; and (iii) you have complied with the necessary requirements under the data protection legislation to enable you to do so.	8.9	Upon the reasonable request of the other, we shall each co-operate with the other and take such reasonable commercial steps or provide such information as is necessary to enable each of us to comply with the data protection legislation in respect of the services provided to you in accordance with our engagement letter with you in relation to those services.
		9.	<b>CLOUD DATA STORAGE</b>
		9.1	We may use software to process your data which uses cloud storage technology. We only choose partners who commit to adequate technical and organisational security measures to keep data secure.
		9.2	We may provide you with the use of software which uses cloud storage technology. If you chose to use the software it is your responsibility to read, acknowledge and agree to any terms and conditions during the sign-up process. By approving this agreement and using the software provided you are confirming that you acknowledge and consent to the terms and conditions of the specific software product provided.
8.4	Should you require any further details regarding our treatment of personal data, please contact our Data Privacy Officer (email address <a href="mailto:privacy@larking-gowen.co.uk">privacy@larking-gowen.co.uk</a> )	10.	<b>CREDIT REFERENCES AND CLIENT IDENTITY CHECKS</b>
8.5	We shall only process the client personal data: (i) in order to provide our services to you and perform any other obligations in accordance with our engagement with you; (ii) in order to comply with our legal or regulatory obligations; and (iii) where it is necessary for the purposes of our legitimate interests and those interests are not overridden by the data subjects' own privacy rights. Our privacy notice (available at <a href="https://www.larking-gowen.co.uk/privacy-and-cookie-policy/">https://www.larking-gowen.co.uk/privacy-and-cookie-policy/</a> ) contains further details as to how we may process client personal data.	10.1	We may make a search about you with a credit reference agency, which will keep a record of that search and will share that information with other businesses. In regard to a corporate entity, we may also make enquiries about the directors and others connected with that entity with a credit reference agency
8.6	For the purpose of providing our services to you, pursuant to our engagement letter, we may disclose the client personal data to other entities in the Larking Gowen Group, our regulatory bodies or other third parties (for example, our professional advisors or service providers or other independent member firms within our global accounting association PrimeGlobal). The third parties to whom we disclose such personal data may be located outside of the European Economic Area (EEA). We will only disclose client personal data to a third party (including a third party outside of the EEA) provided that the transfer is undertaken in compliance with the data protection legislation	10.2	Under anti-money laundering legislation we are obliged to confirm the identity of individuals and companies and the beneficial owners of organisations and trusts before accepting new instructions, and to review this from time to time. To avoid the need to request detailed identity information from you, we may use approved external services which review publicly available information on companies and individuals. This may be recorded as an information search by credit reference agencies in reports produced by them. However, should those checks, for any reason, fail adequately to confirm identity and beneficial ownership, we may contact you to ask for identification evidence. If you do not provide satisfactory evidence or information within a reasonable time, we may have to stop acting for you. In that event, you will be charged for any work we have already done.
		11.	<b>RETENTION OF RECORDS</b>
8.7	We shall maintain commercially reasonable and appropriate security measures, including administrative, physical and technical safeguards, to protect against unauthorised or unlawful processing of the client personal data and against accidental loss or destruction of, or damage to, the client personal data.	11.1	During the course of our work we will collect information from you and others acting on your behalf and we will endeavour to return any original documents to you following our work and payment of our fees.
		11.2	We do not agree to retain documents, correspondence or files for any particular period of time.
8.8	In respect of the client personal data, provided that we are legally permitted to do so, we shall promptly notify you in the event that:  (a) we receive a request, complaint or any adverse correspondence from or on behalf of a relevant data subject, to exercise their data subject rights under the data protection legislation or in respect of our processing of their personal data;	11.3	Whilst certain documents may legally belong to you, we generally destroy papers that we store which are more than seven years old, other than documents which we consider to be of continuing significance. You must notify us in writing if you require retention of a particular document.
		12.	<b>INVESTMENT ADVICE</b>
		12.1	The firm is authorised by the Institute of Chartered Accountants in England & Wales to provide a range of investment business services. Services are complementary to, or arise out of, the professional services we are providing to you. Specific services may include advice on funding business. If during the provision of services to you, you need advice on investments, we may have to refer you to an Independent Financial Advisor.
		12.2	For your further protection, if we were ever unable to meet our liabilities to you, you may be able to claim compensation under the Chartered Accountants' Compensation Scheme.
		13.	<b>QUALITY OF SERVICE</b>
		13.1	We will provide the services with reasonable care and skill. However, we will not be responsible for any losses, liabilities, costs, penalties, surcharges, interest or additional tax liabilities arising from the supply by you or others of incorrect or incomplete information, or from the failure by you or others to supply any appropriate information or your failure to act on our advice or respond promptly to communications from us or the tax or other relevant authorities.
		13.2	We aim to ensure that you receive the highest possible quality of service at all times. If, at any time, you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know by telephoning or writing to the partner who normally deals with your affairs. Furthermore, you may care to contact the managing partner at our Norwich office.
		13.3	We undertake to look into any complaint carefully and promptly and to do all we can to resolve the position. If we do not answer your complaint to your satisfaction, you may take up the matter with the ICAEW at Chartered Accountants' Hall, PO Box 433, Moorgate Place, London, EC2P 2BJ.
		14.	<b>EXCLUSIONS AND LIMITATIONS OF LIABILITY</b>
		14.1	If we are prevented by circumstances beyond our reasonable control from providing the services we have undertaken to perform for you, we will immediately notify you of the nature and extent of such circumstances. If as a result of those circumstances we are unable to meet any deadline or complete the services by any estimated date of completion or at all:
		14.1.1	Any such failure on our part will not constitute a breach of the agreement between us;
		14.1.2	We will not be liable to you for any such failure to the extent that it is attributable to any such circumstances notified to you; and
		14.1.3	Any estimated date for completion of the services will be extended accordingly.
		14.2	We shall not be responsible for any failure to provide services on any issue which falls outside the scope of this engagement and shall have no responsibility to notify you of, or the consequences of, any event or change in the law or accountancy rules (or their interpretation) which occur after the date on which the relevant service is provided.
		14.3	We shall not be liable for:
		14.3.1	Any indirect or consequential loss or damage; or
		14.3.2	Any loss of profit, income, production or accruals arising in any circumstances whatsoever, whether in contract, tort, negligence, breach of statutory duty or otherwise, and howsoever caused.
		14.4	You agree that our work is not to be made available to third parties without our prior written permission and we accept no responsibility to third parties for any aspect of our professional services or work that is made available to them.
		14.5	Subject to paragraphs 14.1 to 14.4 above and to paragraphs 14.6 to 14.8 below, our liability for any claim in contract, tort, negligence, breach of statutory duty or otherwise, for any loss or damage,

- costs or expenses howsoever caused arising out of or in connection with the services shall, in relation to each engagement, be limited to the sum specified in the attached letter or, if no sum is specified, the sum of £1 million.
- 14.6 Nothing in the Terms shall exclude or restrict our liability to you for:
- 14.6.1 Death or personal injury resulting from our negligence or for fraudulent misrepresentation or in any other circumstances where liability may not be limited or excluded under any applicable law; and
- 14.6.2 Any acts, omissions or representations that are in any way criminal, dishonest or fraudulent on the part of Larking Gowen LLP trading as Larking Gowen, its partners, consultants, agents or employees.
- 14.7 Subject to any agreed limit on our liability, our liability to you shall be limited to such sum as it would be just and equitable for us to pay having regard to the extent of our responsibility for the loss or damage and the responsibilities of all other persons. You agree that our liability shall not be increased by:
- 14.7.1 any limitation, exclusion or restriction of liability you have agreed with any other person, or any joint insurance or coinsurance provision between you and any other person; or
- 14.7.2 Your inability to recover from any other person, or your decision not to recover from any other person.
- 14.8 Larking Gowen LLP trading as Larking Gowen alone will provide the services and your agreement is solely with Larking Gowen LLP trading as Larking Gowen. You agree that you will not bring any claim whether in contract, tort, negligence, breach of statutory duty or otherwise against any individual partner, consultant, employee, agent or any other member of staff. Those partners, consultants, agents, employees and other members of staff assume no personal liability for the provision of services and shall be entitled to rely on the Terms insofar as they limit or exclude their liability.
- 15. FEES**
- 15.1 We may require you to make a payment on account at the beginning of the engagement.
- 15.2 Our fees are computed on the basis of the time spent on this engagement by the partners and our staff and on the levels of skill and responsibility involved. VAT will be charged where applicable.
- 15.3 Unless otherwise agreed, our fees will be billed at appropriate intervals during the course of the year, either as final invoices in respect of completed work or as interim invoices for work done to date. Where, for reasons of professional ethics, we are obliged to withdraw from an engagement, or where you terminate the engagement, we reserve the right to invoice for work performed up to that point.
- 15.4 Any disbursements we incur on your behalf, and expenses incurred in the course of carrying out our work for you, will be added to our invoices where appropriate. Unless otherwise agreed to the contrary, our fees do not include the costs of any third party or other professional fees. If these costs are incurred to fulfil our engagement, such necessary additional charges may be payable by you.
- 15.5 Our bills are due for payment on receipt without any deduction, set-off or counterclaim. We reserve the right to suspend or terminate the provisions of further services and we will also be entitled to retain property belonging to you, together with our own papers relating to the matter until payment is received. If a bill remains unpaid for 30 days after the date of the invoice, we reserve the right to charge interest at a rate of 1.0% per month where the account is overdue and not to undertake further work until the account is settled.
- 16. DUTY OF CARE AND OTHER PROFESSIONAL ADVISERS**
- 16.1 The services provided by us are for your benefit alone and solely for the purpose of the engagement to which they relate. They may not be used or relied upon for any other purpose or by third parties. Our duty of care is to you as our client and does not extend to any third party.
- 16.2 Unless you instruct us otherwise, we may, on your behalf, instruct, liaise with or coordinate advice from other professional advisers. We will not be responsible for the accuracy or appropriateness of the advice given or work undertaken by those other advisers or for payment of their fees and expenses.
- 17. TERMINATION OF INSTRUCTIONS**
- You may bring the engagement to an end by written notice to us at any time. We may also bring the engagement to an end for a good reason and on reasonable notice. If the engagement is terminated you will be liable only for fees arising and payments made or committed to up to the date of termination, together with any fees or payments for services necessary in connection with the transfer of your affairs to another adviser. If this happens, we shall charge for services provided in accordance with the hourly rates prevailing at the relevant time. VAT will be charged as applicable.
- 18. CLIENTS' MONEY**
- We will not handle investment business clients' money; however we may in certain circumstances hold money on your behalf in a client bank account (clients' money). Where we receive or hold clients' money we do so in accordance with the ICAEW Clients' Money Regulations.
- No interest is payable on clients' money unless the interest earned on an individual client money balance exceeds £100 in the calendar year in question.
- 19. GENERAL**
- 19.1 If any of the Terms is found by any court of competent jurisdiction to be illegal, invalid or otherwise unenforceable then that provision shall, to the extent necessary, be severed and shall be ineffective but without affecting any other Term.
- 19.2 Any notice by either party to the other may be delivered in person or be sent by mail or by fax, (or e-mail unless otherwise specified) in our case, to the address set out above, and in your case, to the address notified to us at the commencement of the engagement or, in either case, such other address as the party concerned may from time to time notify the other in writing.
- 19.3 This agreement is subject to periodic review and reissue. Agreements shall endure for the benefit of and be binding upon the personal representatives and successors in title of each of the parties.
- 19.4 Larking Gowen LLP is a member of PrimeGlobal, a global association of independent accounting firms. No PrimeGlobal member firm is an agent or partner of PrimeGlobal or of any other member firm. No PrimeGlobal member firm has the authority to enter any legal obligations on behalf of PrimeGlobal or any other member firm. If an Independent Member Firm (IMF) is introduced to another IMF, this firm specifically denies any liability for any work performed by that IMF. The IMF shall make its own contractual arrangements with that IMF for work that they perform. The fact that you may have been introduced to us by another PrimeGlobal member firm does not make that firm, its partners or its employees responsible for any of our acts or omissions. This firm is not the agent or partner of PrimeGlobal or any other member firm and does not have the authority to enter into legal obligations on behalf of either PrimeGlobal or any other member firm thereof. You agree that this firm has the sole liability for any work performed under this engagement and you undertake not to make any claim or bring any proceedings against either PrimeGlobal or any other member of PrimeGlobal in relation to work covered by this engagement.
- 19.5 PrimeGlobal does not and cannot offer any professional services to clients. Each independent member of PrimeGlobal is a separate firm and an independent legal entity. PrimeGlobal is not a partnership and Independent Member Firms (IMFs) are not acting as agents of PrimeGlobal or other IMFs.





## 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.

1<sup>st</sup> Wymondham Scout and Guides Headquarters

b) Address.

Kingsway, Wymondham, Norfolk

c) Description of your organisation's activities.

Scouting and Guiding

d) How long has your organisation been in existence?

50 years

#### 2 Contact details

a) Name of contact.

Matthew Watling

b) Position within organisation.

Chairman of the Scout Hall

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

60 Melton Rd, Wymondham, NR18 0DE

d) Telephone.

07534114001

e) email.

Matthew.watling@gmail.com



### 3 Your application

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

We need to replace our asbestos roof which had a cost of £50,000 three years ago, so may be more now.

We also need to update our lighting and fire alarm system which requires a fund of £18,000

b) Who will benefit from the proposed project?

300 children in Wymondham

c) What is the total cost of your project?

£68,000

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

£1,050.00

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

£35,050.00

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 £
Roof replacement	50,000
Electrical works	18,000
TOTAL	£68,000

g) Will you be seeking grant assistance from South Norfolk Council? Yes (please delete as appropriate).

If 'No' please state why not.

Yes



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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 £
SNC Members Grant	£1,050.00	23/12/2021	£1,050.00

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

N/A

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

Fund raising through the Scouts and Guides

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

Norfolk Scouts

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

Free tenancy

#### 4 Previous applications

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

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

No

## 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.

N	All works carried out when the hall is not in use
---	---

## 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	
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- Any written estimate or quotation or statement of how the costs are arrived at

Enclosed N	We've only been given budget prices so far. We need to confirm the design to then price the works properly.
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- Photocopy of bank statements covering the past 6 months.

Enclosed N	
------------	--

- A copy of your organisations constitution and rules of your organisation (excludes statutory bodies)

Enclosed N	
------------	--

- Where appropriate plans showing the proposals

Enclosed N/a*	Currently in design phase, awaiting drawings
---------------	--

- 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 Matthew Watling

Date 28/12/2021

**Please return to Town Clerk, Wymondham Town Council, 14 Middleton Street, Wymondham, Norfolk, NR18 0AD. 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.

**Wymondham Scouts and Guides Hall Committee**  
**2021/22 Accounts**

**As at 30 November 2021**

**Income**

	2020/21 for comparison	Bank
		Balance as per 1 April 2021
#VALUE!	£ 214.50	00987859 £ 32,867.62
1st Brownies Subs	£ 174.00	20977179 £ 3,954.48
2nd Rainbows Subs	£ 148.50	
2nd Guides Subs	£ -	£ 36,822.10
4th Rainbows Subs	£ 140.80	
4th Brownies Subs	£ -	
4th Guides Subs	£ 1,924.50	Balance as at 30 November 21
Scouts Subs	£ 1.81	00987859 £ 35,952.33
Interest	£ -	20977179 £ 3,954.68
Gift Aid - Scouts	£ 300.00	
Other Income	£ 19,907.43	£ 39,907.01
COVID Grant	£ -	
Bag pack - Waitrose	£ -	
Bag pack - Morrisons	£ -	

**#VALUE!**

**£**

**22,811.54**

**Bank movement**

**£**

**3,084.91**

**Expenditure**

Cleaning Service	£ 189.00	
Headquarters Maintenance	£ 2,236.55	
Electricity	£ 387.92	
Miscellaneous	£ 27.40	
Insurance	£ 1,008.59	
Gas Calor	£ 1,365.75	
Water	£ 109.71	
Gas Bottles	£ -	
Heating Service	£ -	
Cleaning Material	£ -	
Fire Protection	£ 238.80	
Fire Alarm	£ 100.80	
Telephone/Internet	£ 400.08	
Waste Disposal	£ 58.99	
Website Expenses	£ -	

**#VALUE!**

**£**

**6,123.59**

**#VALUE!**

**£**

**16,687.95**

**Surplus**





## 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 Business Group (Town Team)

b) Address.

10a Fosters Solicitors, 1 Middleton Street, Wymondham, NR18 0AB

c) Description of your organisations activities.

Wymondham Town Team was set up by the Wymondham Business Group in 2015 to promote activities and events within Wymondham. Wymondham Business Group and Town Team consist of volunteers who freely give their time and skills to develop our Town's community and spirit. Events include Vintage Day, Light Up Wymondham and Wynterfest

d) How long has your organisation been in existence?

Since 2015

#### 2 Contact details

a) Name of contact.

Kimberly Carsok

b) Position within organisation.

Coordinator of Wymondham in Bloom

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

1 Downham Crescent, Wymondham, NR18 0B5  
Email preferred: kcarsok@gmail.com

d) Telephone.

01954 514 700

e) email.

Kcarsok@gmail.com or wymbloom@gmail.com





### 3 Your application

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

Wymondham in Bloom 2022 will once again brighten up the town centre this summer with an impressive array of flowers and plants. With WTC Grant funding, business owners in the central retail area will be able to purchase plants, hanging baskets and other associated items at a 50% discount to create displays along the streets for all to enjoy. Our volunteers will also support WTC with designing the planting scheme for their tub planters in the town centre. Wymondham in Bloom will be publicised on social media and through local news outlets, encouraging more footfall on the high street. We will also compete again with Anglia in Bloom, our regional section of the RHS Britain in Bloom campaign, and hope to reach a Gold award. This involves cooperation with a wide variety of community groups such as Greening Wymondham, WynG, the Garden Club, Allotments Association, schools, care homes, etc. and will also highlight the great work done by the council staff in improving and maintaining our public green spaces. The fee for taking part in Anglia in Bloom will be £150.

In 2021, despite the pandemic, we managed to get more than 60 businesses involved in Wymondham in Bloom. 50 of them chose to use our town council grant funded vouchers to subsidise their displays. In total we paid out £2,024.09 to Myhill's and Wymondham Garden Centre for voucher reimbursements, which exceeded the amount of grant money which had been awarded by WTC. The average subsidy amount used per business was £40.48. The success of last year has encouraged us to set a goal of exceeding 70 participants for the business floral displays, with an expected total tracked spend of £5,000 (half of which would be funded by the WTC grant). A handful of businesses participate without using any grant funding, so we expect 62 to do so.

**b) Who will benefit from the proposed project?**

The community as a whole will benefit from a brighter and greener place to live, increased visitor numbers (thereby increasing sales by businesses, contributing to a stronger local economy), stronger sense of pride of place (shown to contribute to reduction in crime and anti-social behaviour), higher environmental awareness and new partnerships between local authorities, businesses and community groups.

**c) What is the total cost of your project?**

£5,400

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

£2,700

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

£200

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

Item	Cost £
Floral display materials (50% split with businesses)	£5,000
Design and printing applications forms, flyers, posters, labels	£200
Winner certificates, prizes and certificate frames	£50
Anglia in Bloom RHS Entry Fee	£150
<b>TOTAL</b>	<b>£5,400</b>



g) Will you be seeking grant assistance from South Norfolk Council? **No** (please delete as appropriate). If 'No' please state why not.

In the past SNC has funded this project through the market towns initiative but that pot of funding no longer exists. We were given SNC Members' Ward funding in 2021 and are therefore not eligible to apply for that type of grant until two years have passed. We are not aware of any other suitable grants available at South Norfolk currently.

Have you made applications to any other body for grant aid for this project? **Yes/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.

Grant money spent on floral display materials for business shop fronts is match funded by the participating businesses at minimum of 50% Therefore every £1 of grant money will be matched by at least £1 of business spend on plants and accessories.

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

The project is underwritten by Wymondham Business Group. We will also ask for donations from the general public and seek business sponsorships where appropriate.

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 Wymondham Town Council? **Yes/No** (please delete as appropriate).

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

Wymondham in Bloom 2021 £1,780, Wymondham in Bloom 2019 £1,250

Wymondham in Bloom 2018 £995



## 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.

Y/N*	If Yes copy enclosed
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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?
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- Any written estimate or quotation or statement of how the costs are arrived at

Enclosed Y/N*	If No Why?
---------------	------------

- Photocopy of bank statements covering the past 6 months.

Enclosed Y/N*	If No Why?
---------------	------------

- A copy of your organisation's constitution and rules of your organisation (excludes statutory bodies)

Enclosed Y/N/N/a*	If No Why?
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- Where appropriate plans showing the proposals

Enclosed Y/N/N/a*	If No Why?
-------------------	------------

**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

Date: 03/02/22

**Please return to Town Clerk, Wymondham Town Council, 14 Middleton Street, Wymondham, Norfolk, NR18 0AD. 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 [wymondhamtc@btconnect.com](mailto:wymondhamtc@btconnect.com)



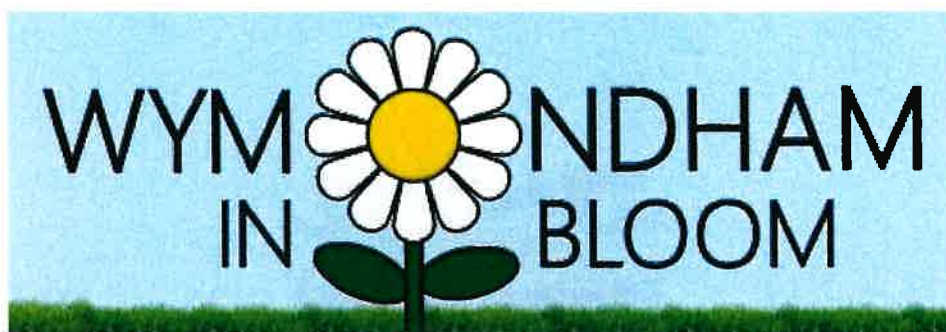
## **Wymondham Town Council**

### **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, including Spooner Row and the outlying hamlets, with its membership open to interested residents in the Parish.
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  - Projects promoted by Wymondham based organisations to the benefit of deserving groups of Wymondham residents, e.g. children, adolescents, the elderly, the disabled.
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  - To promote and publicise the Town of Wymondham.

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

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  - An organisation the primary purpose of which is the propagation or furtherance of political, religious, moral or philosophical view points of causes.
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  - Individuals however deserving.
  - A sponsorship scheme e.g. walks runs and other efforts.
- 6 Grants, subject to the overriding 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.



Supported by



## Wymondham in Bloom 2022

### Cost Estimates

<p>A) Floral Display Materials for approximately 62 business displays costing on average £80.65 each (Based on 2021 numbers)</p>	<p><b>£5,000</b></p>
<p>B) Additional items</p> <ul style="list-style-type: none"> <li>▪ Design and printing of application forms, vouchers, flyers, posters £200</li> <li>▪ Winners' certificates and prizes £50</li> <li>▪ Anglia in Bloom Virtual Competition Entry Fee £150</li> </ul>	<p><b>£400</b></p>
<p><b>TOTAL</b></p>	<p><b><u>£5,400</u></b></p>

A) We have identified **110+ businesses** who are prospective Bloom participants. Our volunteers will approach these businesses in person and via email, social media or phone as necessary. Our target is to convince at least 70 premises to participate. Not all businesses will choose to use the grant-funded discount, so some floral displays will be 100% business sponsored for the Wymondham in Bloom campaign. Many though will only be convinced to participate due to the discount as they are cost conscious.

\*In order to be eligible for the grant-funded discount, businesses must submit an online signup form to the Wymondham in Bloom team. They will then be issued a participation voucher which can be redeemed at either Wymondham Garden Centre or Myhill's. Their agreement to participate will include involvement in the marketing and promotional activities via social and traditional media.

Wymondham in Bloom will again enter the Anglia in Bloom regional campaign which is part of the Royal Horticultural Society's well-known **Britain in Bloom** competition. In 2019 we exceeded expectations and were awarded a Silver Gilt. 2021 was a virtual competition and we managed to win the hanging basket category due to the efforts of our high street business participants.

B) Additional costs include creating and printing flyers, discount vouchers, winner certificates, prizes etc as mentioned above. The Anglia in Bloom entry fee is expected to be approximately £150 based on previous years.





## 2021 VIRTUAL CAMPAIGN

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### Hanging Basket Winner

Wymondham



**UNAUDITED FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 APRIL 2021**

**FOR**

**WYMONDHAM BG LTD**

**WYMONDHAM BG LTD**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 30 APRIL 2021**

	<b>Page</b>
<b>Income Statement</b>	<b>1</b>
<b>Balance Sheet</b>	<b>2</b>
<b>Trading and Profit and Loss Account</b>	<b>4</b>
<b>Detailed Balance Sheet</b>	<b>5</b>



**WYMONDHAM BG LTD**  
**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 APRIL 2021**

	2021	2020
	£	£
<b>TURNOVER</b>	1,384	5,662
Cost of raw materials and consumables	-	(5,339)
Depreciation and other amounts written off assets	(1,576)	(1,578)
Other charges	(1,872)	(1,850)
Taxation	-	-
<b>LOSS</b>	<u>(2,064)</u>	<u>(3,105)</u>

**WYMONDHAM BG LTD (REGISTERED NUMBER: 08991511)**

**BALANCE SHEET  
30 APRIL 2021**

	2021		2020
	£	£	£
<b>FIXED ASSETS</b>			1,576
<b>CURRENT ASSETS</b>	20,143		21,093
<b>PREPAYMENTS AND ACCRUED INCOME</b>	393		386
<b>NET CURRENT ASSETS</b>		20,536	21,479
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		20,536	23,055
<b>ACCRUALS AND DEFERRED INCOME</b>		443	898
<b>NET ASSETS</b>		20,093	22,157
<b>RESERVES</b>		20,093	22,157

**NOTES TO THE FINANCIAL STATEMENTS**

**1. STATUTORY INFORMATION**

Wymondham BG Ltd is a private company, limited by shares, registered in England and Wales. The company's registered number and registered office address are as below:

**Registered number:** 08991511

**Registered office:** 1 Middleton Street  
Wymondham  
Norfolk  
NR18 0AB

**2. AVERAGE NUMBER OF EMPLOYEES**

The average number of employees during the year was NIL (2020 - NIL).

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 30 April 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 April 2021 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

**WYMONDHAM BG LTD (REGISTERED NUMBER: 08991511)**

**BALANCE SHEET - continued**  
**30 APRIL 2021**

The financial statements have been prepared in accordance with the micro-entity provisions.

The financial statements were approved by the Board of Directors and authorised for issue on 2 August 2021 and were signed on its behalf by:

S P Green - Director

**WYMONDHAM BG LTD**

**TRADING AND PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 30 APRIL 2021**

	2021		2020	
	£	£	£	£
<b>Turnover</b>				
Memberships	-		30	
Event fees	-		3,927	
Donations	1,384		1,705	
	<u>1,384</u>	1,384	<u>1,705</u>	5,662
<b>Cost of sales</b>				
Event expenses		-		5,339
		<u>-</u>		<u>5,339</u>
<b>GROSS PROFIT</b>		1,384		323
<b>Expenditure</b>				
Post and stationery	88		-	
Website and computer expenses	381		362	
Insurance	936		927	
Sundry expenses	63		-	
Rents for meetings	-		160	
Accountancy	404		401	
Depreciation of tangible fixed assets	1,576		1,578	
	<u>1,576</u>	3,448	<u>1,578</u>	3,428
<b>NET LOSS</b>		<u>(2,064)</u>		<u>(3,105)</u>

**WYMONDHAM BG LTD**  
**DETAILED BALANCE SHEET**  
**FOR THE YEAR ENDED 30 APRIL 2021**

	2021 £	2020 £
<b>FIXED ASSETS</b>		
Lights	-	1,576
	<u>          </u>	<u>          </u>
<b>CURRENT ASSETS</b>		
Trade debtors	200	-
Bank account	19,880	21,030
Cash in hand	63	63
	<u>          </u>	<u>          </u>
	20,143	21,093
	<u>          </u>	<u>          </u>
<b>PREPAYMENTS AND ACCRUED INCOME</b>		
Prepayments and accrued income	393	386
	<u>          </u>	<u>          </u>
<b>NET CURRENT ASSETS</b>	20,536	21,479
	<u>          </u>	<u>          </u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	20,536	23,055
	<u>          </u>	<u>          </u>
<b>ACCRUALS AND DEFERRED INCOME</b>		
Accruals and deferred income	(443)	(898)
	<u>          </u>	<u>          </u>
<b>NET ASSETS</b>	20,093	22,157
	<u>          </u>	<u>          </u>
<b>RESERVES</b>		
Retained earnings	20,093	22,157
	<u>          </u>	<u>          </u>

This page does not form part of the statutory financial statements

### Planter Sponsorship Scheme

Wymondham Town Council owns approximately 35 Amberol self-watering planter tubs which are situated around the town. Of these, 3 are sponsored by Spire Solicitors, 3 by Wym Garden Centre, 2 by the Lions and 7 by Ernest Doe.



Spire Solicitors paid £280 for 2 years sponsorship of 3 planters. Ernest Doe provides a few bags of compost in exchange for their sponsorship signs. Lions and the Garden Centre plant their own planters themselves but do not pay a fee.

We propose to expand the sponsorship scheme with the aim of increasing Town Council revenue. The goal is for every planter to have a sponsor. Additional funds raised could be used towards the planting budget.

The option to advertise a business by sponsoring a planter will be communicated by:

1. Detailing the available sponsorship opportunities and pricing on the Town Council website and WTC Facebook page
2. Creating a pdf brochure about sponsorship opportunities which can be emailed to interested businesses
3. Placing signs on planters which do not have a sponsor, saying "sponsor this planter" or "your advert here" with WTC contact details

Full Council Meeting 2<sup>nd</sup> November 2021:

Item 109/21 **PLANTERS** – It was resolved to refer the matter to the Finance & General Purposes Committee to determine rates.














#### Proposal for F&GP Feb 2022:


It is proposed to consider sponsorship fees in line with what Spire Solicitors was charged in the past.

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 were to wish to sponsor three or more planters simultaneously, a bulk discount would be offered. We would propose to match the previous arrangement of three planters for one year at £145 or two years costing £280.

The new four-tiered planter next to the public toilets should attract a higher rate due to the prominent position and size. It is proposed to charge £100 per year for sponsorship of that planter.

In preparation for the April full council meeting the Town Clerk will look into costs of sponsorship sign production and add a page to the Town Council website inviting businesses to get in touch if they wish to sponsor a planter.

Ref. No.	Image	Sponsor	Location
			
1			Market Street ( outside Savers)
2			Junction Market street / Middleton Street (outside Parkes butchers)
3			Market Street
4			Becketts chapel
5			Becketts chapel
6			Becketts chapel

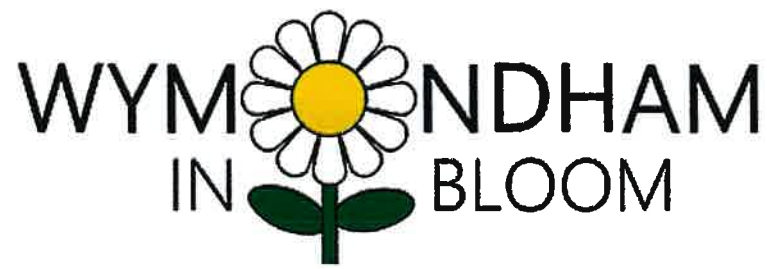
7			War memorial
8			War memorial
9			War memorial
10			Town Green ( outside Antique shop )
11			Town Green ( outside Antique shop )
12			Middleton Street (outside Methodist church)
13			Town green ( adjacent On Stop)
14			Town green ( adjacent On Stop)
15			Town green ( adjacent On Stop)



16			Market Street car park
17			Market street car park
18			Chandler hill (park area)
19			Chandler hill (park area)
20			Back Lane car park
21			Back Lane car park
22			Browick Road ( Adjacent Heritage museum)
23			Browick Road ( Adjacent Heritage museum)
24			Browick Road( opposite Heritage museum )
25			Browick Road opposite heritage museum)

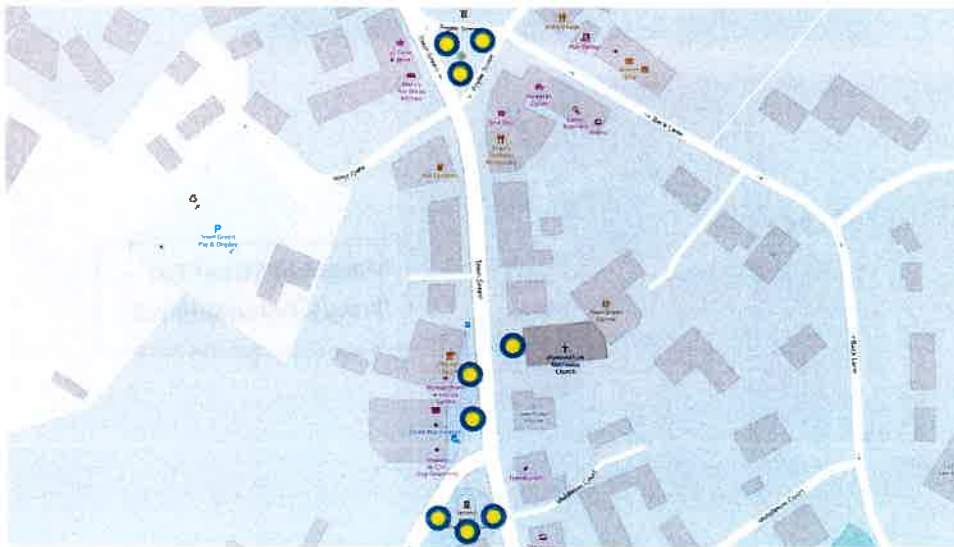
26			Browick Road( opposite Heritage museum )
27			Browick Road( opposite Heritage museum )
28			Fairlands Street ( adjacent the Hideout café)
29			Market Street ( Opposite Marmalade tree)
30			Market Street ( outside Barclays bank)
31			Railway Station
32			Railway Station
33			Railway Station
34			Railway Station

35			Fire station archway
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## Location of planters around Wymondham

(Not recent SNDC planters)



Town Green

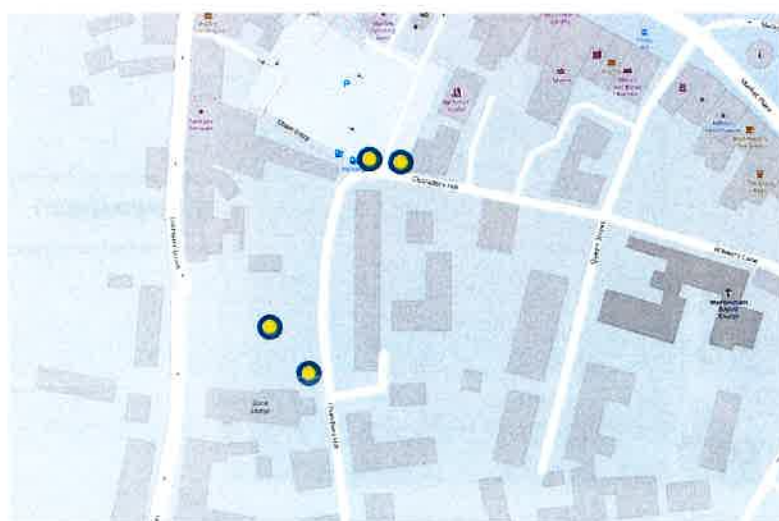


Beckett chapel





Market Street /  
Back lane car Park



Market Street Car  
Park / Chandler hill



Browick Road

Fairland Street



Railway Station