

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
to be held on Tuesday 17th December 2024
IN THE COUNCIL CHAMBER commencing at 7.00 pm

A G E N D A

1	Apologies for absence	
2	Declarations of Interest	A
3	To confirm the minutes of the Finance & General Purposes Committee meeting held on 20 th August 2024.	B
4	To receive an update about progress of items arising from the last meeting of the committee meeting held on 20 th August 2024/ 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 – Priory Bowls Club	C
7	Grant Application - Wymondham Abbey	D
8	To Note External Auditors Certificate for Year ending 31 st March 2024	E
9	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.	
10	2025/2026 Draft Finance & General Purposes Committee Budget.	F
11	2025/2026 Draft Council Budget and precept being amalgamation of draft budget of Committee together with draft budget of Leisure Environment Enterprise & Tourism Committee.	G

Council Offices
Ketts Park
Harts Farm Road
Wymondham
NR18 0UT

L Trabucco
Town Clerk

11th December 2024

Committee Members

Cllr. Fulcher (Chair)	Cllr. Frosdick	Cllr. Roberts
Cllr. P Barrett	Cllr. Perry	

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

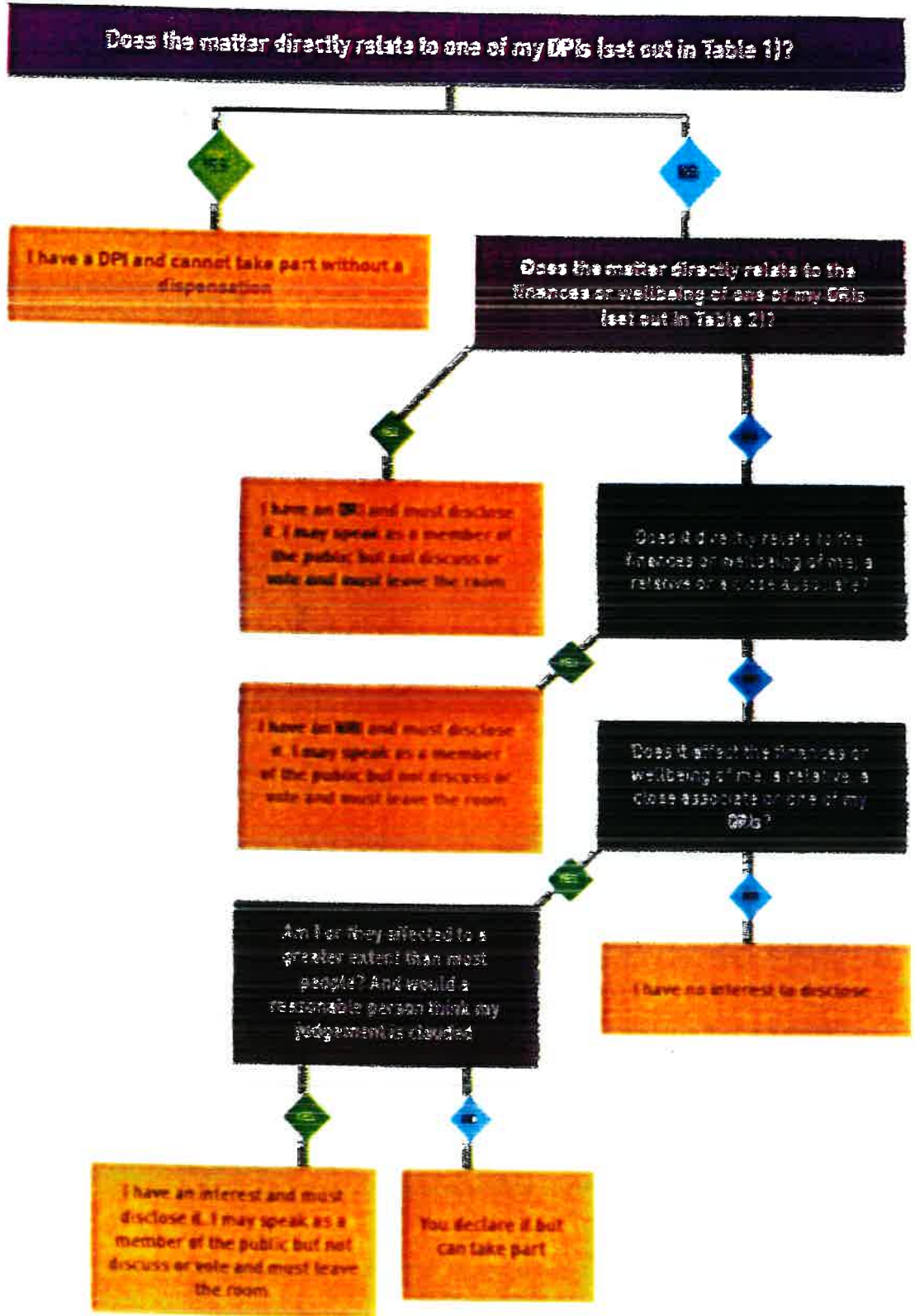


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Local Authorities Disclosable Pecuniary Interests Regulations 2012](#)

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of**) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

WYMONDHAM TOWN COUNCIL
 MINUTES OF A MEETING OF THE FINANCE & GENERAL
 PURPOSES COMMITTEE held on Thursday 20th AUGUST 2024
 in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Fulcher (Chair)
	Roberts
	Frosdick
	Perry

Also Present 0 member of the public

F34/24	<u>APOLOGIES FOR ABSENCE</u> – Cllr. P Barrett.
F35/24	<u>DECLARATIONS OF INTERESTS</u> – None.
F36/24	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Roberts and seconded by Cllr. Frosdick it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 23 rd May 2024 as a correct record.
F37/24	<u>PROGRESS UPDATES</u> – None.
F38/24	<u>PUBLIC PARTICIPATION</u> – None.
F39/24	<u>COUNCIL VEHICLE</u> Cllr. Fulcher introduced the report on the condition of a Council vehicle and various options for a replacement. After discussion upon the proposition of Cllr. Roberts and seconded by Cllr. Perry it was unanimously resolved to authorise the Town Clerk to purchase a Nissan Townstar L1 Acenta electric van from Desira Nissan Norwich in accordance with their quote of £16,990 + VAT and for the installation of a tow bar and to install an electric charging point.
F40/24	<u>GRANT APPLICATION WYMONDHAM ACADEMY</u> Upon the proposition of Cllr. Frosdick and seconded by Cllr. Perry it was unanimously agreed to offer a grant of £1,000 towards the organisation of an interactive medieval experience in the grounds of Wymondham Abbey which the school are organising for July 2025.
F41/24	<u>GRANT APPLICATION SOUTH WYMONDHAM YOUTH BASKETBALL</u> After discussion it was resolved to decline a request for a £300 grant towards the cost of

installing basketball hoops in the Saffron Housing play area in Silfield Avenue as the application wasn't from a properly constitute group but from an individual. It was recommended that they may wish to approach Saffron and/or South Norfolk Council who operate a variety of grant schemes including a 'go for it grant'.

(The meeting closed at 19.15 pm)

DATED this day of2024

SIGNED (Chairman)

DRAFT



Wymondham Town Council

Town Grant Application Form

A: APPLICATION SUMMARY

Organisation Name:	Priory Garden Bowls Club
Title of Project:	Perimeter Fencing Repair/Replacement

Contact name (Inc. title):	Mr [REDACTED]
Position in organisation / group:	Chairman
Correspondence Address:	[REDACTED] Wymondham
Postcode:	[REDACTED]
Email address:	admin@priorygardenbowlsclub.co.uk
Daytime telephone number:	[REDACTED]

Reason for application – brief project/event description:	To repair/replace part of the fencing surrounding Priory Garden Bowls Club
--	--

How much is requested from Wymondham Town Council?	£ 600.00
Total cost of Project:	£1200.00

Declaration: I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Name: [REDACTED]	Position in the organisation: Chairman
Signature: (or print name if returning by email) [REDACTED]	Date: 10/10/24

DATA PROTECTION STATEMENT

Your details will be kept securely by Wymondham Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000

WTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow their details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

Please select as applicable

Yes No

B: THE ORGANISATION

What is the main purpose of your organisation?	To provide outside lawn bowling facilities to the residents of Wymondham & surrounding area.
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What type of organisation / group are you?			
Please select the options below that best describe your organisation / group:			
Registered Charity <input type="checkbox"/>	Community/Voluntary organisation <input type="checkbox"/>	Sports organisation <input checked="" type="checkbox"/>	
Church / Faith group <input type="checkbox"/>	Not for Profit Company <input type="checkbox"/>	Youth Organisation <input type="checkbox"/>	
Other - please specify:			

C: THE PROJECT/EVENT

Title of Project:	Fence Repair/Replacement
Description of project/event:	
<p>To repair and replace where necessary part of the fencing enclosing the Priory Garden Bowls Club.</p> <p>This fencing was originally supplied & erected by Wymondham Town Council and has been maintained by the bowls club for many years. However it is now of such an age that it is now deteriorating at a more rapid rate and requires to be replaced.</p>	

<p>What are the aims of your project/event?</p>	<p>To secure the boundary of the bowls club in keeping with the surrounding area of the public space of Priory Garden which will enhance the look and safety of the public pathway.</p>
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Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents:

The Town Council originally supplied & installed the fence & has been maintained by the bowls club for many years.
 As the club sits within the Priory Garden area which is well used by the residents of Wymondham a new fence would enhance the look and safety of the general park area including the public footpath that runs alongside the boundary fence.
 The majority of our expenditure is site related as without a suitable green, the club would not exist.

D: PROJECT EVENT/PLANNING

Date of proposed event:	2025	What is the proposed duration of the project event?	N/A
If the project is land or property related what is the nature of the interest to be acquired or already held? (If leasehold please give the length of the lease and date of termination):			
N/A			

E: FINANCIAL DETAILS

Estimated total cost:	£1200.00	
Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):		
<i>Expenditure</i>	£	
3 estimates enclosed for varying degrees of repair, approx. average cost		1,200.00
Total		1,200.00
Proposals for funding the project/event	£	Confirmed
Contribution from own resources	600.00	<input checked="" type="checkbox"/>
Contribution from fund raising events		<input type="checkbox"/>
Contribution from Wymondham Town Council	600.00	<input type="checkbox"/>
Contribution from South Norfolk Councillors' ward grants		<input type="checkbox"/>
Contribution from South Norfolk Council		<input type="checkbox"/>
Contribution from other organisations (please specify)		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
TOTAL FUNDING (to agree with total cost identified in 'Total cost' on Page 1)	£1200.00	

In the past three years has your organisation/group received previous grants from Wymondham Town Council? If yes, please complete the section below:		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Project Name	Type	Amount £	Date Received		
Will the organisation be seeking regular help with this project/event from the Town Council?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, please explain why and state how much you think you will need in subsequent years (please refer to eligibility criteria as outlined in our grant conditions section):					

F: ADDITIONAL INFORMATION

Have you enclosed a copy of your latest audited or independently examined accounts?	Yes	<input checked="" type="checkbox"/>		N/A	<input type="checkbox"/>
If you have ticked 'Not Applicable' please explain why. Failure to enclose copies of accounts may cause your application to be delayed or rejected.					
Have you enclosed a copy of your latest bank/building society/other investment accounts statements? (Internal use only – not for public information).	Yes	<input type="checkbox"/>		N/A	<input checked="" type="checkbox"/>
If you have ticked 'Not Applicable' please explain why. Failure to enclose copies of statements may cause you application to be delayed or rejected.					
The audited accounts reflect the recent financial status & a further amount of over £1000 has recently been spent with further costs in the very near future which all relates to the maintenance and upkeep of the site in general.					
Have you enclosed a copy of conveyance/letting agreement/lease?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Have you enclosed a copy of written permission from the owner of any premises involved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Have you enclosed copies of cover notes/summaries for all relevant insurances?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A <input type="checkbox"/>
Have you enclosed evidence of any other secured funding or application for any other funding?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

<p>Grants are normally given conditionally on the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials):</p>
<p>Through our club website – www.priorygardenbowlsclub.co.uk</p>

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (*before the application can be placed before the Finance & General Purposes Committee or Full Council*). Information may be provided on a separate sheet if necessary.

Any award will be paid by BACS. Please enter you bank details below:

Name of applicant: Priory Garden Bowls Club						Name of account holder: [REDACTED]							
Signature: (or print name if returning by email) [REDACTED]						Date: 10/10/24							
Sort Code:						Account number:							
7	7	6	6	1	4	1	8	3	4	8	0	6	8

Please return your completed form to:

Trevor Gurney Town Clerk Wymondham Town Council
 Ketts Park Harts Farm Road Wymondham NR18 0UT
 Email: office@wymondhamtc.co.uk
 Tel: (01953) 603302

Priory Garden Bowls Club

Income and Expenditure Account for the year ended 30th September 2024

		<u>2024</u>		<u>2023</u>
Income				
Subscriptions		1360.00		1390.00
Match Fees		2001.90		2291.95
Raffles		321.65		360.57
Quiz		485.19		483.00
Donations		468.00		1035.00
Whist Drives		0.00		460.00
Interest		0.00		0.00
Miscellaneous		51.00		537.50
		<u>4687.74</u>		<u>6558.02</u>
Refreshments	Income	0.00		0.00
	Costs	<u>-78.30</u>	-78.30	<u>-427.94</u>
Club Outings	Income	0.00		0.00
	Costs	<u>0.00</u>	0.00	<u>0.00</u>
Annual Lunch	Income	1122.00		1007.00
	Costs	<u>-1122.00</u>	0.00	<u>-1007.00</u>
		<u>4609.44</u>		<u>6130.08</u>
Expenditure				
Green Maintenance		839.78		370.86
Printing and Stationery		11.50		2.00
Electricity		568.77		632.43
Repairs & Maintenance		3249.23		471.78
Trophies & Engraving		501.48		447.89
Insurance		565.86		537.54
Playing Equipment		0.00		1687.05
Miscellaneous		<u>615.64</u>		<u>1162.96</u>
		<u>6352.26</u>		<u>5312.51</u>
Surplus/Deficit for the year		-1742.82		817.57
Accumulated Fund brought forward		8506.31		7688.74
Accumulated Fund carried forward		<u><u>6763.49</u></u>		<u><u>8506.31</u></u>
Balance Sheet				
Bank Accounts		6616.52		8463.81
Cash in Hand		61.49		42.50
		<u><u>6678.01</u></u>		<u><u>8506.31</u></u>

Accountants Report

In accordance with the instructions given to me, I have reviewed without carrying out an audit, the attached accounts which have been prepared from the books and records of the club, and I report that they are in accordance therewith.

Date



Quote for fencing

1 message

[REDACTED] <fbfencingservices@gmail.com>

Fri, 28 Jun 2024 at 21:12

To: **[REDACTED]**

Dear **[REDACTED]**

Thank you for your time to discuss the fence job that you require, I will leave all details below with prices for you to take a look at.

In total there is 27m of fencing that needs the feather edge boards replacing with new boards as well as concrete gravel boards to be installed and finished with top caps. This price does not include rails but can be adjusted if needed.
With supply and install of materials with labour your quote is £1195

I have a separate price for new cant rails to be installed as well as everything else above.
Your price for this is £1410

Any questions don't hesitate to get in contact and please let me know how you would like to proceed.

Kind regards

[REDACTED]
FB Fencing services

Sent from my iPhone

Fencing Repairs

Gmail

7 Jul 2024 13:35:04

Subject: Fencing Repairs

Date: 6 Jul 2024 11:42:38

From: [REDACTED]

To: johnsandy76@gmail.com

Hi John ..

Sorry for the delay in getting quote to you it's been a hectic week..

Further to my visit to look at the Fencing at the bowls club & to do as we discussed..

To renew the feather edge boarding, renew broken/rotten rails & renew capping..

£942 Inc vat

To renew feather edge boarding, renew broken/rotten rails , renew capping & install 6" wooden gravel board..

£1066.80 Inc vat

Regards [REDACTED]
The Fencing Workshop

[Sent from AOL on Android](#)

Fence

Gmail

11 Jul 2024 20:42:38

Subject: Fence

Date: 10 Jul 2024 19:02:32

From: [REDACTED]

To: [REDACTED]

Hi John. I think you should change the Rails aswell to be honest. 30m fence Rails and boards. £900 supply & fit and dispose of old fencing. Regards [REDACTED] R&D fencing
Sent from my iPhone



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

POLICY No	AJC000576
1. NAME OF POLICYHOLDER	Priory Garden Bowls Club
2. DATE OF COMMENCEMENT OF INSURANCE POLICY	01/05/2024
3. DATE OF EXPIRY OF INSURANCE POLICY	30/04/2025

We hereby certify that subject to paragraph 2: -

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney **(b)**; and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million **(c)**

Signed on behalf of AXA Insurance UK plc
(Authorised Insurer)

Tara Foley
CEO AXA UK & Ireland

Notes

- (a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.*
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.*
- (c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.*

AXA Insurance UK plc Registered in England and Wales No 78950.

Registered Office: 20 Gracechurch Street, London, EC3V 0BG. A member of the AXA Group of companies. AXA Insurance UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Telephone calls may be monitored and recorded.



Wymondham Town Council

Town Grant Application Form

D

A: APPLICATION SUMMARY

Organisation Name:	Wymondham Abbey
Title of Project:	Signpost for Churchyard

Contact name (Inc. title):	[REDACTED]
Position in organisation / group:	Churchyard Officer
Correspondence Address:	[REDACTED] Wymondham
Postcode:	NR18 9PJ
Email address:	[REDACTED]
Daytime telephone number:	[REDACTED]

Reason for application – brief project/event description:	A signpost with two arms is needed to point visitors to the Medieval Herb Garden which is on the south side of the Abbey and also to the Wildlife Conservation Area. The oak signpost would match the existing wooden ones at the entrance to Becketswell Gate and other places in Wymondham.
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How much is requested from Wymondham Town Council?	£ 130.00
Total cost of Project:	£ 130.00

Declaration: I hereby declare that all information provided is true and accurate to the best of my knowledge. I agree to complete and return any forms relating to this application which are sent to me in the future:

Name: [REDACTED]	Position in the organisation: Churchyard Officer
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Signature: 

Date: 16th October 2024

DATA PROTECTION STATEMENT

Your details will be kept securely by Wymondham Town Council under the terms of the Data Protection Act and Freedom of Information Act 2000

WTC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud, and ensure public money is targeted and spent in the most appropriate and cost-effective way. In order to achieve this, information may be shared with other bodies responsible for auditing or administering public funds including the Audit Commission, the Department for Work and Pensions, other local authorities, HM Revenue and Customs, and the Police. We might use personal information provided by you in order to conduct appropriate identity checks. If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will actively seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.

The information provided on this application will be held on a database and used to provide information to officers and members of the Town Council.

Organisations are asked to agree to allow their details to be used in the Town Council's website, publications and other materials. Do you agree for your organisation's details to be included? (Please note that personal and financial details will not be published.)

Please select as applicable

Yes No

B: THE ORGANISATION

What is the main purpose of your organisation?	To manage parts of the churchyard to provide a haven for wildlife and flowers, to create a beautiful space for the community and a churchyard people will want to use.
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What type of organisation / group are you?			
Please select the options below that best describe your organisation / group:			
Registered Charity	<input checked="" type="checkbox"/>	Community/Voluntary organisation	<input checked="" type="checkbox"/>
Church / Faith group	<input checked="" type="checkbox"/>	Not for Profit Company	<input checked="" type="checkbox"/>
Sports organisation		<input type="checkbox"/>	
Youth Organisation		<input type="checkbox"/>	
Other - please specify:			

C: THE PROJECT/EVENT

Title of Project:	Signage for the Abbey Churchyard
Description of project/event:	
<p>Many visitors do not know that the Abbey has a Medieval Herb Garden as it is on the south side of the Abbey and to be aware that there is a Wildlife Conservation Area. A signpost with two arms is needed.</p>	
What are the aims of your project/event?	See above

Why do you think the Town Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the town's residents:

As the Abbey churchyard is a closed one the Town Council cut the grass in all but the Wildlife Conservation Area on the West side of the Abbey. It is a special place for visitors and the more we can do to enhance the churchyard the more it will benefit the town, the community and visitors.

D: PROJECT EVENT/PLANNING

Date of proposed event:	asap	What is the proposed duration of the project event?	n/a
If the project is land or property related what is the nature of the interest to be acquired or already held? (If leasehold please give the length of the lease and date of termination):			
n/a			

E: FINANCIAL DETAILS

Estimated total cost:		
Please detail the components of your project/event i.e. your budget or costings (submit on a separate sheet if necessary):		
<i>Expenditure</i>	£	
A wooden signpost to match existing ones by the Abbey and in the town would be made by the same company and would cost £130.00	130.00	
<i>Total</i>		130.00
Proposals for funding the project/event	£	Confirmed
Contribution from own resources		<input type="checkbox"/>
Contribution from fund raising events		<input type="checkbox"/>
Contribution from Wymondham Town Council		<input type="checkbox"/>
Contribution from South Norfolk Councillors' ward grants		<input type="checkbox"/>
Contribution from South Norfolk Council		<input type="checkbox"/>
Contribution from other organisations (please specify)		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
TOTAL FUNDING (to agree with total cost identified in 'Total cost' on Page 1)	£	

In the past three years has your organisation/group received previous grants from Wymondham Town Council? If yes, please complete the section below:		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Project Name	Type	Amount £	Date Received		
Will the organisation be seeking regular help with this project/event from the Town Council?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, please explain why and state how much you think you will need in subsequent years (please refer to eligibility criteria as outlined in our grant conditions section):					

F: ADDITIONAL INFORMATION

Have you enclosed a copy of your latest audited or independently examined accounts?	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>		
If you have ticked 'Not Applicable' please explain why. Failure to enclose copies of accounts may cause your application to be delayed or rejected. Qupte to be forthcoming						
Have you enclosed a copy of your latest bank/building society/other investment accounts statements? (Internal use only – not for public information).	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>		
If you have ticked 'Not Applicable' please explain why. Failure to enclose copies of statements may cause you application to be delayed or rejected. Work in churchyard self-funding						
Have you enclosed a copy of conveyance/letting agreement/lease?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have you enclosed a copy of written permission from the owner of any premises involved?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have you enclosed copies of cover notes/summaries for all relevant insurances?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have you enclosed evidence of any other secured funding or application for any other funding?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

Grants are normally given conditionally on the organisation's public acknowledgement of the Town Council's assistance. How do you intend to do this? (Please note that you may be required to provide copies of relevant publicity materials):

To thank the Town Council

Please note that the Town Council will take account of Best Value, its obligation to promote racial equality, its statutory powers and accounting requirements in reaching its decision. The following information (where applicable) is therefore required from all applicants for financial assistance (*before the application can be placed before the Finance & General Purposes Committee or Full Council*). Information may be provided on a separate sheet if necessary.

Any award will be paid by BACS. Please enter you bank details below:

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Wymondham Town Council – NO0537**

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

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

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year’s AGAR:

- Information received from the smaller authority indicates that assets purchased during the year have not been included in Section 2, Box 9.

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

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

09/09/2024