

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING
to be held on Tuesday 20th February 2024
IN THE COUNCIL CHAMBER commencing at **7.00pm**

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 19th December 2023. B
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 19th December 2023/ 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 consider grant application – Hope Community Church C
7. To consider grant application – Wymondham Town Football Club D
8. To consider grant application – Wymondham Rotary Satellite Group E
9. To consider proposal and quotation to replace grass cutting deck F
10. To consider proposal and quotation to undertake external repairs and repainting of panels - Market Cross. G
11. Proposal to amend Cemetery fee residential qualification - Cllr. Perry H
12. Proposal to introduce an additional Cemetery fee (residents) discount – Cllr. Perry I
13. To approve and recommend revised Grants Application form and policy guidelines. J
14. To review Council charges/fees. K
15. 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.
16. To report on internal draft interim financial position as at 31st December 2023

Council Offices

Ketts Park

Harts Farm Road

Wymondham

NR18 0UT



T B Gurney

Town Clerk

14th February 2024

Committee Members

Cllr. Roberts	Cllr. Fulcher	Cllr. Rosen
Cllr. Frostdick	Cllr. Perry	

Interests Flowchart

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

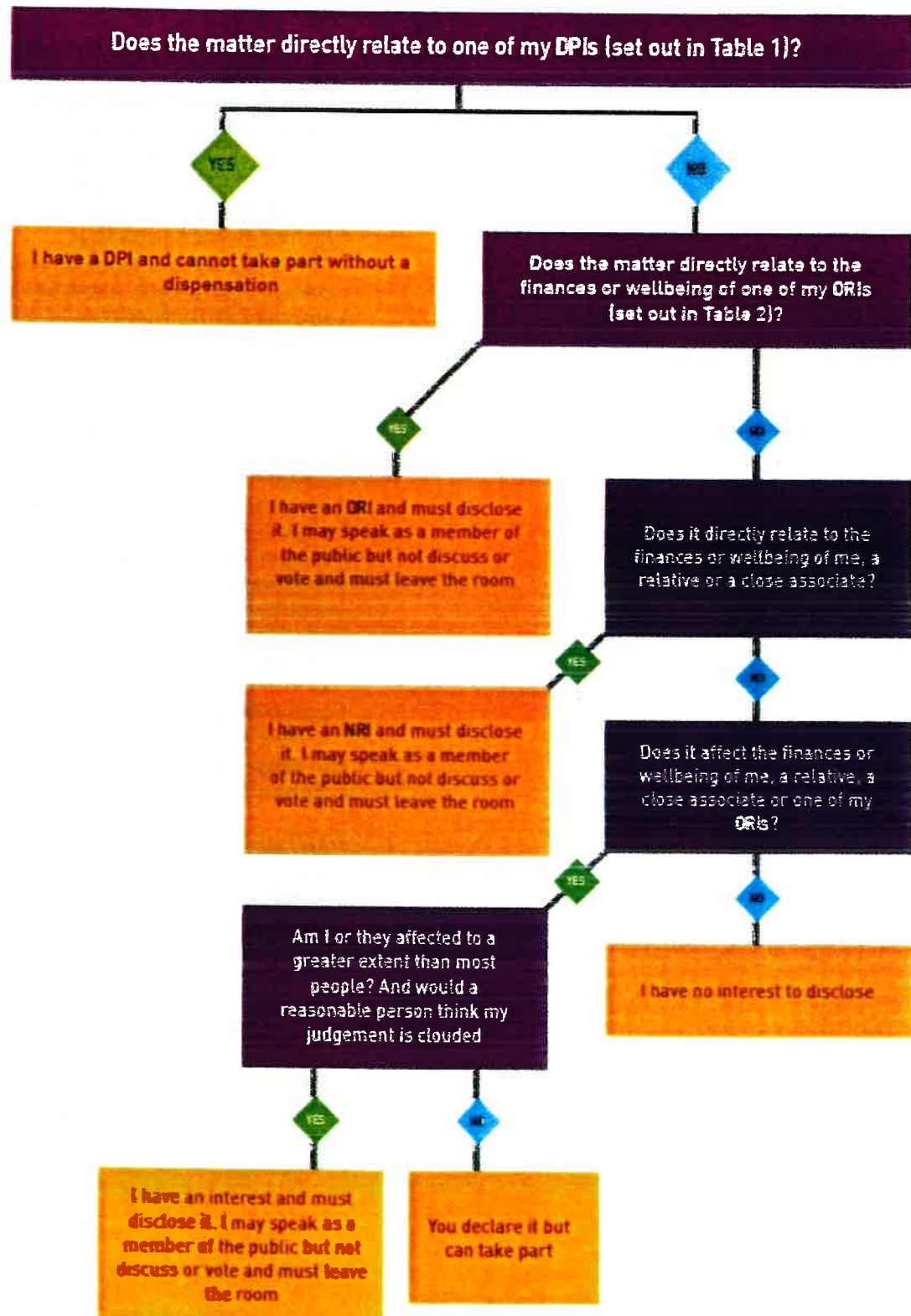


Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant 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 Registerable 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 Tuesday 19th December 2023
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Fulcher (Chair)
	Roberts
	Nuri-Nixon (substitute for Cllr. Frosdick)
	Perry
	Rosen

Also Present 0 member of the public
Cllr. P Barrett

F56/23	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Frosdick.
F57/23	<u>DECLARATIONS OF INTERESTS</u> – None.
F58/23	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Roberts and seconded by Cllr. Rosen it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 15 th November 2023 as a correct record subject to a minor amendment to Min F55/23
F59/23	<u>PROGRESS UPDATES</u> – Next full Council meeting 9 th January 2024.
F60/23	<u>PUBLIC PARTICIPATION</u> – None.
F61/23	<u>GRANT APPLICATION</u> received from Hope Community Church for £2,000 towards the cost of installing a lift costing £38,500. After discussion during which concerns were raised as to the low amount the church were putting into the project (£1500) and the number of grants being applied for. It was resolved to defer the application to the next meeting to ascertain more details as to the amount of community work undertaken by the church.
F62/23	<u>EXCLUSION PRESS & PUBLIC</u> On the proposition of Cllr. Nuri-Nixon and seconded by Cllr Perry 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.
F63/24	<u>2024/25 DRAFT FINANCE & GENERAL PURPOSES COMMITTEE BUDGET</u> Clerk outlined the budget that had been prepared for the 2024/2025 financial year. After discussion regarding the level of Cemetery fees and the projected income for this it was agreed to amend this from £23,500 to £30,000. upon the resolution of Cllr. Rosen and seconded by Cllr. Roberts it was resolved

	to recommend a budget of £514,785.
F64/23	<p><u>2023/24 DRAFT COUNCIL BUDGET</u> Clerk outlined the proposed full budget for the 2024/2025 year being an amalgamation of the budgets recommended by the Leisure & Environment Committee (£177,290) and the Finance & General Purposes Committee (£514,785) which equals £692,075.</p> <p>Cllr. Rosen seconded by Cllr. Perry proposed a 3% increase which after the tax base adjustment of +146 properties would raise £691,812.</p> <p>For:2</p> <p>Against:3</p> <p>Proposal was lost.</p> <p>Cllr. Roberts seconded by Cllr. Nuri-Nixon proposed a 3.25% increase which after the tax base adjustment of +146 properties would raise £693,503. This was unanimously agreed.</p> <p>Clerk to adjust budget and upon the proposal of Cllr. Rosen and seconded by Cllr. Nuri-Nixon it was unanimously agreed to recommend a precept of £693,503 to the full Council at its January meeting. This will result in a band D property increasing by £3.35 pa (6p per week) from £103.31 to £106.66.</p>
F65/23	<p><u>4 YEAR PLAN</u> Cllr. P Barrett gave an outline of the finance forecast that he had prepared with Cllr. Frosdick. He will now update this in conjunction with the budget proposed for 2024/2025. This is an indicative spreadsheet and a working document. Cllr. Rosen thanked him for the work undertaken which will now be integrated into the 4 year plan he is working on. Once formally adopted by the Council the financial information will be updated by Council officers and will be reviewed in September prior to budget setting for 2025/2026 year. Information to be kept as part of Council records and therefore any information sent to Councillors is confidential.</p>

(The meeting closed at 20.13 pm)

DATED this day of2024

SIGNED (Chairman)

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.

Hope Community Church

b) Address.

The Hub, Ayton Road, Wymondham, Norfolk, NR18 0QJ

c) Description of your organisation's activities.

In addition to church activities the building is available for the provision of activities for the community including:

Hoppers weekly Parent & Toddler group. Alternate weeks are specifically for those children with special educational needs and disabilities.

Cup of Caring twice monthly support group for carers and those they care for. This takes the form of a coffee morning with planned activities and occasional organised meals and outings.

Meeting Point weekly support group for those who are lonely/isolated. This is a drop in coffee morning usually meeting in the town centre but they use our building for larger planned meals and entertainment events.

Steps Community Food Shop, open weekly, offering free and discounted food for anyone in need. The auditorium is used for serving free refreshments, an information centre and help point. In addition to the food we are able to offer free birthday cakes for children, access to grant funding, free hampers containing everything for Christmas lunch. This is also where we accept food donations, price and store food, pack the Christmas hampers (last year we did 55). We are also hosting Community Workers from South Norfolk Early Help and Your Own Place (alternate weeks) who are able to further support families in need.

FISH (Fun in School Holidays) operating during school holidays and providing a weekly meal and fun activity for those families who receive free school meals during term time. Families are referred from Steps and from local schools.

Prior to the pandemic we ran a weekly drop in youth group (The Space) on a Tuesday afternoon to coincide with the early closure of the High School. Subject to recruiting volunteers we are considering resurrecting this from September 2024.

Again prior to the pandemic we provided summer family fun days for the community, these were really popular and well attended. We are now looking to do one in Summer 2024 and another in Autumn 2024 (to offer something for those who are not so keen on Halloween and/or as an extra half term activity).

Wymondham is an ever expanding town and rooms for hire are increasingly in demand. Those available in the town centre are regularly fully booked well in advance. We are now receiving many enquiries from community minded organisations who are looking for venues.

We also provide rooms for a number of NHS commissioned groups whose patients are located within our community:

- Child counselling sessions twice per week
- Adult health checks
- Early years health checks

d) How long has your organisation been in existence?

15 years

2 Contact details

a) Name of contact.

Mrs Debbie Rose

b) Position within organisation.

Finance Administrator

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

As above

d) Telephone.

01509 500000

e) email.

debbie@hopecommunitychurch.co.uk



3 Your application

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

To install an external lift to the building to allow access to the first floor rooms.

b) Who will benefit from the proposed project?

Those people residing in and around Wymondham who have mobility issues and who find it difficult to use stairs. This includes those who have physical disabilities, those with age related and/or life limiting illnesses which affect balance and walking, those who are incapacitated due to an accident. The lift will also aid mothers with babies and/or toddlers who find it difficult to use stairs.

These groups of people will be able to access activities which take place on the first floor or which are spread over the ground and first floors. Volunteers, current or future, will also be able to engage with projects on the first floor.

The building already has disability adaptations for those using the ground floor eg entrance ramp, toilets and parking. A disabled toilet has also been installed on the first floor for ease of access for people using that floor.

We hope that a lift will enable a greater number of people to benefit from accessing the projects which take place at our building.

c) What is the total cost of your project?

£38,500

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

£2,000

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

£1,500

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 £
Lift per A Line quote	28,794
Doors	1,857
Building costs to install	5,760
Electrical work	840
Sundry costs	1,249
TOTAL	38,500

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

If 'No' please state why not.

h) Have you made applications to any other body for grant aid for this project? Yes (please delete as appropriate).

If yes please give details.

Name of organisation applied to	Amount applied for £	Date of application	Amount received £
Persimmon Community Champions	6,000	22.9.23	Awaiting decision
Broomtown Foundation	2,500	23.10.23	Awaiting decision
John Jarrold Trust	2,500	23.10.23	Decision imminent
R C Snelling Charitable Trust	5,000	3.11.23	Awaiting decision
Lord Cozens Hardy Trust	2,500	9.11.23	Awaiting decision
Thompson Family Charitable Trust	2,500	9.11.23	Awaiting decision
Laing Family Trust	2,500	30.11.23	Awaiting decision
Garfield Weston Foundation	3,850	To be submitted when match funding in place	
Screwfix Foundation	5,000	To be submitted when match funding in place	
Benefact Trust	11,550	To be submitted when match funding in place	

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?

Work will not start until we have all the funds in place. We will continue to apply for grant funding from Charitable Trusts.

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

Phelan Group Ltd Retirement Benefits Scheme

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

Lease

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.

n/a

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*

n/a

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*

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

Enclosed Y

- Photocopy of bank statements covering the past 6 months.

Enclosed N*

The bank statements show donations by members of the church congregation and under GDPR regulations we cannot share this information. To redact entries for 6 months statements would be time consuming and make many of the statements meaningless. We are attaching one redacted statement (number 281) which confirms the account details, please let us know if you need anything further.

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

Enclosed Y*

- Where appropriate plans showing the proposals

Enclosed N/a*



- *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

Date 7.12.2023

Please return to Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, Norfolk, NR18 0UT. Applications will be considered by the Finance and General Purposes Committee. You will be notified whether or not your application has been successful as soon as possible after a decision has been taken.

If you have any queries, please contact the Town Clerk on 01953 603302 or email office@wymondhamtc.co.uk

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.

HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)

FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31 JULY 2022

Company Registration Number 6715714

Charity Registration Number 1126428

HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)

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Independent Examiner's Report to the Trustees of Hope Community Church (Wymondham) Ltd, a company limited by guarantee

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 July 2022.

Responsibilities and basis of report

As the trustees of the charitable company (who are also the directors for the purposes of company law) you are responsible for the preparation of the Accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the directions given by the Charity Commission under Section 145 (5) (b) of the 2011 Act.

Independent Examiner's Statement

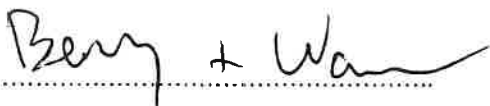
Since your charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I can confirm that I am qualified to undertake the examination because I am a registered member of ICAEW which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:-

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

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

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent Examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.



Joanne Fox BA FCA
Chartered Accountant
Berry & Warren Ltd
Chartered Accountants
10 Fairland Street
Wymondham
Norfolk
NR18 0AW

Date: 18 APRIL 2023

**HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2022**

LEGAL AND ADMINISTRATIVE INFORMATION

CHARITY NUMBER	1126428
COMPANY REGISTRATION NUMBER	6715714
START OF FINANCIAL PERIOD	1 August 2021
END OF FINANCIAL YEAR	31 July 2022
TRUSTEES AT 31ST JULY 2022	Grantley Watkins Stephen Louis (Resigned 30 August 2022) Christopher Stevenson (Resigned 13 October 2021) Mark Bullen Kevin Smith Alice Lynch Mark Dawes (Resigned 6 December 2021) Michael Day Sheila Greenacre Matthew Gray (Resigned 9 March 2023) David Wiley (Appointed 26 September 2022)
REGISTERED ADDRESS	Ayton House Ayton Road Wymondham Norfolk NR18 0QJ
DATE OF INCORPORATION	6 October 2008
GOVERNING DOCUMENT	Memorandum and Articles of Association

HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st July 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

Structure, Governance and Management

Governing Document

The charity is controlled by its governing document, the Memorandum and Articles of Association and constitutes a limited company, limited by guarantee, incorporated on 6 October 2008.

Recruitment and appointment of new trustees

The appointment of trustees is governed by Section 4 of the Articles of Association.

The trustees shall not be subject to retirement by rotation and the term of office shall continue until he/she retires or is removed in accordance with the relevant provisions of the Articles of Association.

Organisation

The company operates primarily in Norfolk but has links with churches both in the UK and internationally. Church membership is voluntary and free.

The company is overseen by a board of trustees, some of whom are Elders of the church. The Elders are responsible for the spiritual direction of the church. The Trustees meet regularly to review the finances, risk management, legal issues and other matters affecting the charitable company, including the remuneration of staff.

Objectives

The Company is a registered charity and its objectives are:-

a) to advance the Christian faith (in accordance with the statement of beliefs set out in the Articles of Association) in such ways and in such parts of the United Kingdom or the world as the trustee directors may from time to time think fit

(b) to relieve sickness and financial hardship and to promote and preserve good health by the provision of funds, goods or services of any kind, including through the provision of counselling and support in such parts of the United Kingdom or the world as the trustee directors may from time to time think fit

(c) to advance education in such ways as and in such parts of the United Kingdom or the world as the trustee directors may from time to time think fit

Activities and achievements

In August 2016 work commenced to convert the HGV maintenance warehouse into an auditorium to seat 200 people. This work was completed in December 2016 and this allowed the church to relocate its Sunday morning meetings from the local High School to its own premises on Ayton Road, Wymondham. To accommodate the rapidly growing congregation, from January 2017 two Sunday morning meetings have been offered. Attendance during the current year averaged 250 adults and children on a Sunday morning with over 550 adults and children considering Hope their church.

A full range of activities have been provided for all ages including worship, teaching and ministry. The congregation is served regularly by teams of volunteers in the areas of welcome, refreshments, worship, PA and youth & children's work. We continue to stream our Sunday services online as well as having in person Sunday services. We ran one Alpha course during the year.

We have a number of groups which meet mid week for worship, sharing of God's word and to support and pray for each other. This is a valuable opportunity to build a sense of community in a way that the larger Sunday morning gatherings cannot.

The work of our Children's Worker and Youth Worker continues and we are seeing good numbers of children and youth attending regularly.

HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2022

The School of Supernatural Life, gathering students from Hope Community Church and a number of churches across Norfolk continued to operate. The purpose of the school is to equip people to operate in all areas of life with a supernatural lifestyle.

Hope Community Church continues to support the work of Hub Community Project and the community building is made available for the work of that charity. Hub Community Project offers a number of outreach projects to the community namely support groups for Carers, the lonely & isolated, a youth drop in project, fun & food in school holidays for children who would receive free school meals during term time and a Food Club where people can access free and discounted food. The church also hires rooms at its community building to other organisations in the community.

From 1 April 2022 the work of Hoppers Mother & Toddler group was transferred from Hub Community Project to Hope Community Church. The transfer resolved the difficulties Hub Community Project was facing with volunteers and long term funding for the project. Funds of £ 1,149 were transferred from Hub Community Project for the specific purposes of running the activity, these funds are recognised within other income.

From 1 September 2022 in addition to the site at Wymondham we adopted a church at Thetford and weekly meetings have taken place. Monthly meetings also take place at Long Stratton. The activities at these additional sites mirror those taking place at the Wymondham site. The church is exploring other additional locations.

In October 2022 the decision was made to move from Relational Mission to Catalyst as the primary apostolic relationship.

FINANCIAL REVIEW

Reserves Policy and Going Concern

The Trustees have considered the level of reserves they wish to retain, appropriate to the company's needs. This is based on the company's size and the level of financial commitments held. The Trustees aim to ensure the company will be able to continue to fulfil its charitable objectives even if there is a temporary shortfall in income or unexpected expenditure. It is their policy to maintain unrestricted reserves at a level which equates to three months expenditure being £85,000. The Trustees will endeavour not to retain reserves unnecessarily.

Operating review

The trustees acknowledge the financial position and outcome of this year whereby an overall deficit of £ 3,246 has been generated. Unrestricted funds carried forward at 31 July 2022 are £ 295,290 as shown in the balance sheet.

Principal Funding Sources

The principal funding source for the year was offerings from the church members.

HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 JULY 2022

Statement of Trustee's responsibilities:

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustee's Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which gives a true and fair view of the state of affairs of the company and of the profit or loss of the company during that period. In preparing those financial statements the trustee directors are required to:

- (i) select suitable accounting policies and then apply them consistently,
- (ii) observe the methods and principles of the Charities SORP (FRS102),
- (iii) make judgements and estimates that are reasonable and prudent,
- (iv) state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements,
- (v) prepare financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. In preparing this report the trustees have taken advantage of special exemption applicable to small companies conferred by section 477 of the Companies Act 2006.

I approve the attached statement of financial activities and balance sheet for the year ended 31 July 2022 and confirm that I have made available all information necessary for its preparation.

Date 18 APRIL 2023

Signed
M Bullen – Trustee

HOPE COMMUNITY CHURCH (WYMONDHAM) LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES AT 31 JULY 2022
INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT

	Note	£	£	£	£
		Unrestricted Funds	Restricted Funds	2022 Total Funds	2021 Total Funds
INCOME AND ENDOWMENTS FROM					
Donations and Legacies	2	301,918	0	301,918	338,812
Charitable Activities		0	0	0	5,317
Other Activities	3	42,636	1,149	43,785	23,049
Total Income and Endowments		<u>344,554</u>	<u>1,149</u>	<u>345,703</u>	<u>367,178</u>
EXPENDITURE ON					
Charitable Activities	4	318,750	30,199	348,949	292,665
Net Income/(Expenditure)		<u>318,750</u>	<u>30,199</u>	<u>348,949</u>	<u>292,665</u>
Net Movement in Funds		<u>25,804</u>	<u>(29,050)</u>	<u>(3,246)</u>	<u>74,513</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		269,486	461,664	731,150	656,637
Total funds carried forward		<u>295,290</u>	<u>432,614</u>	<u>727,904</u>	<u>731,150</u>

CONTINUING OPERATIONS – All income and expenditure has arisen from continuing activities.

Movements in reserves and all recognised gains and losses are shown above.

HOPE COMMUNITY CHURCH (WYMONDHAM) LIMITED
(A COMPANY LIMITED BY GUARANTEE) COMPANY REGISTRATION NUMBER 6715714
BALANCE SHEET AT 31 JULY 2022

	Note	£ 2022 Total Funds	£ 2021 Total Funds
Tangible Fixed Assets	6	713,795	743,219
Current Assets			
Debtors and prepayments	7	21,411	15,083
Cash in Hand		43	43
Bank Accounts		61,767	89,493
		<u>83,221</u>	<u>104,619</u>
Current Liabilities			
Creditors falling due within one year	8	<u>39,112</u>	<u>56,688</u>
Net Current Assets/(Liabilities)		44,109	47,931
Total Assets Less Current Liabilities		757,904	791,150
Long Term Liabilities			
Creditors falling due after one year	9	30,000	60,000
NET ASSETS/LIABILITIES		<u>727,904</u>	<u>731,150</u>
Capital Funds			
Brought forward at 1 August 2021		731,150	656,637
Surplus/(Deficit) for the Period		(3,246)	74,513
Carried forward at 31 July 2022		<u>727,904</u>	<u>731,150</u>
Funds	10		
Unrestricted funds		295,290	269,486
Restricted Funds		<u>432,614</u>	<u>461,664</u>
		<u>727,904</u>	<u>731,150</u>

HOPE COMMUNITY CHURCH (WYMONDHAM) LIMITED
(A COMPANY LIMITED BY GUARANTEE) COMPANY REGISTRATION NUMBER 6715714

BALANCE SHEET AS AT 31 JULY 2022

ANALYSIS OF NET ASSETS BETWEEN FUNDS

	2022	2022	2022	2021	2021	2021
	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
Tangible Fixed Assets	281,181	432,614	713,795	281,555	461,664	743,219
Current Assets	83,221	0	83,221	104,619	0	104,619
	364,402	432,614	797,016	386,174	461,664	848,378
Current Liabilities	39,112	0	39,112	56,688	0	56,888
Long Term Liabilities	30,000	0	30,000	60,000	0	60,000
Net Assets	295,290	432,614	727,904	269,486	461,664	731,150

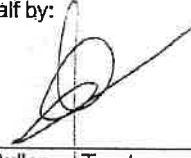
The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 July 2022.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 31 July 2022 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- a) ensuring that the charitable company keeps proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with Sections 386 and 387 of the Companies Act 2006
- b) preparing financial statements which give a true and fair view of the state of the affairs of the company as at the end of each financial year and of its surplus or deficit 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 charitable company.

These Financial Statements were approved by the Board of Trustees on 18 APRIL 2023 and were signed on its behalf by:



 M Bullen - Trustee

HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2022

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention. The charity is not required to prepare consolidated accounts in accordance with the Charities Act 2011, and has taken advantage of the option not to prepare consolidated financial statements contained in Section 398 of the Companies Act 2006 on the basis that the charity and its subsidiary undertakings comprise a small group.

Preparation of the accounts on a going concern basis

The trustees have reviewed the charity's budget for the next 12 months and based on that have a reasonable expectation that the charity will have adequate reserves to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible Fixed Assets

These are capitalised if they can be used for more than one year. They are valued at cost or, if gifted, at the value to the charity on receipt. Fixed assets are depreciated on a straight line basis at the following rates in order to write off each asset over its estimated useful life:-

Leasehold Improvements	Over the term of the lease
Equipment	25%

Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees. During the prior year the Trustees decided to create a designated fund, this represents a percentage of Offering and Gift Aid income set aside to distribute to worthy causes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes. Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Offerings	259,497	0	259,497	268,592
Grants received	0	0	0	26,857
Gift Aid	42,421	0	42,421	43,363
	<u>301,918</u>	<u>0</u>	<u>301,918</u>	<u>338,812</u>

Grants received in 2021 comprised:

Local Restriction Support Grant	£ 2,000
Covid 19 Business Support Grants	£ 6,857
Closed Business Lockdown Grant	£ 6,000
Covid 19 Business Restart Grant	<u>£ 12,000</u>
Total	<u>£ 26,857</u>

In the prior year all voluntary income was unrestricted.

HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 JULY 2022

3. INCOME FROM OTHER ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Donations from trading subsidiary	15,494	0	15,494	16,033
Staff Secondment	8,780	0	8,780	4,593
Venue Hire	5,966	0	5,966	1,832
Hoppers	1,222	0	1,222	0
Conferences and Training	11,161	0	11,161	557
Other Income	13	1,149	1,162	34
	42,636	1,149	43,785	23,049

Hope Community Church is the parent company of Coffee@Hope Ltd (registered number 9845076) which commenced to trade on 1 January 2017. During the year Hope Community Church received a donation of £ 15,494 from Coffee@Hope Ltd. (2021 £ 16,033).

In the prior year £ 23,049 of income from other activities was unrestricted.

4. CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
Direct Costs				
Staff costs	167,746	1,036	168,782	161,420
Rent	52,025	0	52,025	56,264
Utilities	6,375	0	6,375	4,428
Church Events	3,014	0	3,014	9,304
Conferences and Training	4,245	0	4,245	1,044
Youth and Children's Work	3,869	113	3,982	1,727
Promotion	360	0	360	129
Giving	51,456	0	51,456	4,768
Depreciation	4,044	29,050	33,094	35,389
	293,134	30,199	323,333	274,473
Support and Administration				
Professional Fees	2,629	0	2,629	1,989
Insurance	2,577	0	2,577	2,871
Equipment Hire	504	0	504	504
Maintenance and Repairs	11,187	0	11,187	5,606
Travel	375	0	375	36
Postage and Stationery	1,668	0	1,668	974
Telephone and Computer	3,835	0	3,835	3,259
Licences and subscriptions	1,051	0	1,051	1,500
Loan Interest and Bank Charges	1,790	0	1,790	1,453
	25,616	0	25,616	18,192
TOTAL	318,750	30,199	348,949	292,665

In the prior year £ 263,615 of expenditure was unrestricted and £ 29,050 was for restricted purposes.

5. STAFF COSTS

There were 14 paid members of staff during the year. The company operates a defined contribution workplace pension scheme. Six members of staff are auto enrolled. During the year an amount of £ 3,567 (2021 £3,610) was paid into the pension scheme as employer's contributions. Employers NIC amounted to £ 2,791. No employee received emoluments in excess of £60,000.

HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 JULY 2022

6. TANGIBLE FIXED ASSETS

	Leasehold Improvements	Equipment	Total
	£	£	£
Cost			
At 31 July 2021	873,091	107,945	981,036
Additions	3,670		3,670
Disposals	<u>0</u>	<u>0</u>	<u>0</u>
At 31 July 2022	<u>876,761</u>	<u>107,945</u>	<u>984,706</u>
Depreciation			
At 31 July 2021	149,743	88,074	237,817
Charge for the year	30,065	3,029	33,094
Disposals	<u>0</u>	<u>0</u>	<u>0</u>
At 31 July 2022	<u>179,808</u>	<u>91,103</u>	<u>270,911</u>
Net Book Value			
At 31 July 2022	<u>696,953</u>	<u>16,842</u>	<u>713,795</u>
At 31 July 2021	<u>723,348</u>	<u>19,871</u>	<u>743,219</u>

Operating Lease Commitments

At 31 July 2022 the total of the charity's future minimum lease payments under non-cancellable operating leases was:

Amounts due with one year £ 51,750

Amounts due between two and five years £ 207,000

Amounts due after five years £ 914,250

7. DEBTORS AND PREPAYMENTS

	2022	2021
	£	£
Gift Aid	2,566	2,179
Trade Debtors	6,743	2,678
Prepayments	11,638	9,762
Loans	464	464
Total	<u>21,411</u>	<u>15,083</u>

Coffee@Hope Ltd, a wholly owned subsidiary of Hope Community Church, registration number 9845076, commenced to trade on 1 January 2017. Loans relate to the company formation fees and logo design.

8. CREDITORS AND ACCRUALS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Salaries, Pension & NIC	1,852	563
Loan	25,000	50,000
Trade Creditors	<u>12,260</u>	<u>6,325</u>
Total	<u>39,112</u>	<u>56,888</u>

During the year ended 31 July 2017 the church received a loan of £300,000 from The City Church, Canterbury to enable the building work to be completed. At 31 July 2022 £ 25,000 of this is repayable within one year. Loan interest is payable at Base rate plus 0.5%.

HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 JULY 2022

9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2022	2021
Loan – Church Members	30,000	35,000
Loan – City Church Canterbury	<u>0</u>	<u>25,000</u>
Total	<u>30,000</u>	<u>60,000</u>

During the year ended 31 July 2016 the church received a loan of £50,000 from church members. This is not interest bearing and is repayable immediately on the death of either spouse, otherwise the terms are to be reviewed every 3 years.

10. MOVEMENT IN FUNDS

	At 1.8.21	Income	Expenditure	Transfers between funds	At 31.7.22
	£		£	£	£
<u>Unrestricted Funds</u>					
General Fund	246,857	344,554	(268,454)	(29,845)	293,112
Designated Fund	22,629	0	(50,296)	29,845	2,178
<u>Restricted Funds</u>					
Restricted -					
Building Fund	461,664		(29,050)	0	432,614
Hoppers	<u>0</u>	1,149	<u>(1,149)</u>	0	0
Total Funds	<u>731,150</u>	<u>345,703</u>	<u>(348,949)</u>	<u>0</u>	<u>727,904</u>

	At 1.8.20	Income	Expenditure	Transfers between funds	At 31.7.21
	£		£	£	£
<u>Unrestricted Funds</u>					
General Fund	165,923	367,178	(263,615)	(22,629)	246,857
Designated Fund	0		0	22,629	22,629
<u>Restricted Funds</u>					
Restricted -					
Building Fund	490,714	0	(29,050)	0	461,664
Total Funds	<u>656,637</u>	<u>367,178</u>	<u>(292,665)</u>	<u>0</u>	<u>731,150</u>

11. RESTRICTED FUNDS

In 2015 the church moved premises from Fairland Street to Ayton Road, Wymondham. Further development of the new site has enabled the church to carry out all its activities, including Sunday worship, from the same site. Work on Phase 2 of the development, to convert the HGV maintenance warehouse into an auditorium and community rooms, commenced in August 2016 and was completed in December 2016. To fund this development of the leasehold buildings the church congregation made special offerings specifically for this purpose. These offerings, together with a grant and a loan, are shown as restricted funds. Depreciation is charged against reserves.

HOPE COMMUNITY CHURCH (WYMONDHAM)
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31 JULY 2022

12. TRUSTEES REMUNERATION AND BENEFITS

During the year payments of £ 23,980 (2021 £ 27,338) were made to Mr G Watkins under the terms of a contract for services. Mr M Bullen was paid £ 28,821 (2021 £ 28,715) for his role as an Elder of the church. Pension contributions paid by the company in respect of Mr M Bullen were £ 861 (2021 £ 861). Mr K Smith was paid £3,500 for his role as an Elder of the church (2021 £0). No Trustee received expense payments relating to their role as a Trustee.

13. RELATED PARTY DISCLOSURES

Mr G Watkins is also a Trustee and Director of Hub Community Project. During the year an amount of £8,780 (2021 £91) was receivable from Hub Community Project in respect of secondment of staff members. Mr G Watkins & Mr M Bullen are Directors of Coffee@Hope Ltd. During the year an amount of £5,766 (2021 £ 1,832) was received from Coffee@Hope as a contribution towards venue costs, and £ 25 (2021 £ 50) in respect of secondment of staff members. During the year, Mr B Watkins, the son of Mr G Watkins (a Trustee) received remuneration of £ 28,000 (2021: £28,423) in relation to his employment as Youth Worker and Mrs E Louis, the spouse of Mr S Louis (a former Trustee) received remuneration of £ 13,168 (2021: £ 12,672) in relation to her employment as Children's Worker. Mr K Smith (a Trustee) is a director of KSD Associates Ltd. During the year payments of £ 589 (2021 £ 343) were made to KSD Associates Ltd for work procured for graphic design and publicity. Mr M Dawes (a Trustee) is a director of The Hope Coffee Company Ltd, payments of £ 0 (2021 £96) were made to The Hope Coffee Company Ltd for provision of refreshments at church events. Mrs K Heard and Mr M Heard are the daughter and son-in-law of Mr M Day (a Trustee), they received remuneration of £ 4,914 (2021 £ 16,098) and £ 23,766 (2021 £ 13,578), respectively in relation to their employment as Operations Manager and Digital Services Manager. Mrs S Day, daughter-in-law of Mr M Day, received £364 (2021 £ 206) for the provision of flowers for church members.

14. RISK ASSESSMENT

The Trustees consider the major risks to which the company is exposed and identifies the appropriate mitigation. To this end the company has taken out employer's liability, public liability and buildings insurance.

Strict child protection and vulnerable adult safeguarding policies are implemented, all volunteers who work with children or vulnerable adults are subject to Disclosure & Barring Service checks and must comply with detailed guidelines for the care of children and vulnerable adults.

In order to ensure the safety of the Church members and general public a team of stewards operate during Sunday meetings. A fire evacuation plan has been drawn up.

The Trustees believe that maintaining the free reserves stated, combined with the annual review of the controls over key financial systems will provide sufficient resources in the event of adverse conditions. A system of financial controls exists to prevent the loss of the company's assets through fraud or mismanagement.

15. PUBLIC BENEFIT

The company acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the company has achieved this are provided in the Trustees report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding what activities the company should undertake.

Proposed external disabled platform lift for hub building

Following quotations received :-

Stannah Lifts dated 03/ 07/2023	£ 45,000 + VAT
RJ Lift Services dated 27 07/2023	£ 44,950 + VAT
Aline Mobility dated 28 / 07/2023	£ 23,995 + VAT

All three offer similar facilities and appearance but utilising different drive systems.

The aproximate total cost of using Aline the lowest tender:-

Aline quote	23,995	
<u>Add</u> Automatic doors 2x 774	=	<u>1,548</u>
Total	25,543	
VAT 20%	<u>5,109</u>	= 30,652

Builders work. Approximate costs

Break up concrete paving and construct 50mm deep pit with drain to adjacent drain and reinstate	3,000	
Cut and trim 2 door openings in external metal stud wall and extend mezzanin floor into lift	1,300	
Weather flashing around lift structure	500	
electrical supply (Cross)	<u>700</u>	
	5,500	
VAT 20%	<u>1,100</u>	= 6,600
		37,252
<u>Add</u> Contingencies		<u>1,248</u>

Supply and erect disabled platform lift Estimated total £ 38,500

JE 07/08/2023

Office | Wymondham Town Council

From: Debbie Rose <debbie@hopecommunitychurch.co.uk>
Sent: 27 January 2024 11:23
To: Office | Wymondham Town Council
Subject: Re: Wymondham Town Council - Grant Application

Hello Trevor

Thank you for your email, I am well and hope that you are too.

These are the organisations which use our facilities and which are relevant to the use of the venue for the benefit of the community, we understand that this information will remain confidential and will be used by you for the support of our grant application only:

Hub Community Project (Charity Number 1131485):

- Steps Community Food Shop
- Cup of Caring support for carers
- Meeting point support for lonely/isolated
- FISH (Fun in School Holidays) supporting families in receipt of Pupil Premium during school holidays

South Norfolk Council - Early Help Community Worker present every other week to assist families in our community with problems/needs. We are also partnering with them to provide a Community Advice Information day in August where the community can come along and see what services are available in the community.

Norfolk County Council Children's services

Your Own Place CIC - Facilitator present every other week to assist families in our community with problems/needs particularly Saffron Housing Association residents

Ormiston Families, Supporting Smiles (Charity number 1015716) - 2 practitioners on separate days to serve the needs of children

Cambs Community Services NHS Trust - Healthcare professionals present monthly to see children for 1 year old health reviews - serving children in our community

We are currently finalising arrangements for Waveney ICS Wellness on Wheels (WOW) Bus to have a weekly presence with us, this will be a free advice service available to all in our community.

Hoppers, the Toddler group run by Hope Community Church, also provides a setting where professional services can be incorporated and accessed by families. South Norfolk Early Help Community Worker is occasionally present and Dental Screening is being offered shortly.

The church also runs a weekly ladies craft group open to all in the community who wish to attend.

To date we have received £3,000 from R C Snelling Charitable Trust and we await replies from the other funders. We are pursuing the application with John Jarrold Trust as we had expected to hear from them by now.

I hope that is helpful but do please come back to me if you require any further information.

I look forward to hearing from you.

Kind regards

Debbie Rose
Finance Administrator| Hope Church
Office Hours Tues- Thurs 9 am - 2.30 pm
Ayton Road, Wymondham, NR18 0QJ
T: 01953 798505 | W: www.hopecommunitychurch.co.uk



Hope Church

Hope Community Church is a registered charity #1126428

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From: Office | Wymondham Town Council <Office@wymondhamtc.co.uk>

Sent: 23 January 2024 09:58

To: Debbie Rose <debbie@hopecommunitychurch.co.uk>

Subject: Wymondham Town Council - Grant Application

Hello Debbie

I trust you are well.

The Town Council has now considered your recent application for a grant towards the cost of installing a lift. I have been asked to request a full list of the outside groups and organisations that use your facilities and if you have been successful in any of the other grant applications you have made.

I look forward to hearing from you.

Many thanks

[Trevor Gurney](#)



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 Town Football Club

b) Address.

Kings Head Meadow
Back Lane
Wymondham
NR18 0QB

c) Description of your organisation's activities.

Football & Social Club

d) How long has your organisation been in existence?

Since 1883

2 Contact details

a) Name of contact.

[REDACTED]

b) Position within organisation.

Treasurer

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

[REDACTED]
[REDACTED]
[REDACTED]
NR18 0PZ

d) Telephone.

[REDACTED]

e) email.

[REDACTED]



3 Your application

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

A shipping container to provide storage for the outdoor chairs & tables & the football equipment that can't be stored in the current container (as it's full with pitch work equipment). It will replace the old container that is no longer suitable for use.

b) Who will benefit from the proposed project?

Users of the club/the general public. The equipment is currently stored inside the clubhouse & when it is not in use there is nowhere suitable to store it that isn't in the way.

c) What is the total cost of your project?

£ 3,504 - estimate. Final amount TBC - £3480 per quote

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

£ 876, 25% of the total amount £ 870

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

£ 2,628 TBC, 75%. Grant application through the Football Foundation/ FA is in progress

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 £
Container	£3,420
Padlock	£84
Delivery	Included
TOTAL	

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

If 'No' please state why not.

The remaining amount will be provided by the FA



h) 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 £
The Football Foundation/FA	£2,628	Pending approval of the	
		WTC Grant Application	

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

--

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

The remaining 75% will be funded by the FA. We have had a previous application approved but had to pause the project due to prices increasing during a container shortage, we are confident that the application will be approved again. If there are any small price increases we can do some fundraising using the clubhouse facilities.

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).

Leased through WTC

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.

Funding towards some curtains for the clubhouse in 2017 - £1,850



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* If Yes copy enclosed

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 ☒ N* If No Why? The June '22 - May '23 accounts are currently being finalised & will be available in the next few weeks

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

Enclosed ☒ Y/N* If No Why?

- Where appropriate plans showing the proposals

Enclosed ☒ Y/N* If No Why?

- 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

Date 5/2/24

Please return to Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, Norfolk, NR18 0UT. Applications will be considered by the Finance and General Purposes Committee. You will be notified whether or not your application has been successful as soon as possible after a decision has been taken.

If you have any queries, please contact the Town Clerk on 01953 603302 or email office@wymondhamtc.co.uk



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 Football Club
Back Lane,
Wymondham
NR18 0QB

QUOTE NO. 1002
DATE 07/02/2024

2,900.00

SUBTOTAL	2,900.00
VAT TOTAL	580.00
TOTAL	£3,480.00



Football pitch

Play Area



Clubhouse



Containers

Driveway/parking area

Unaudited Financial Statements for the period
1st June 2021 - 31st May 2022
for
Wymondham Town Football Club



WYMONDHAM TOWN FOOTBALL CLUB

From Date 1 June 2021
To Date 31 May 2022

Profit & Loss Statement
(All values reported in GBP Sterling)

Turnover

4000 General sales	40,919.76
4010 Membership	0.00
4011 Sponsorship	11,223.00
4012 Donations received	250.00
4013 Fines received	882.00
4014 Hall hire	2,060.50
4015 Subs & match fees	1,128.14
4016 Fundraising	8,332.55
4906 Grants received	6,118.33
4900 Miscellaneous income	1,284.62
Total Turnover	72,198.90

Less Cost of Sales

5000 General purchases	23,426.06
5010 Bar consumables	1,004.48
5201 Closing Stock	2,434.00
Total Cost of Sales	21,996.54
Gross Profit	50,202.36

Less Expenses

6000 Productive labour	15,543.74
6900 Miscellaneous expenses	2,195.24
7100 Rent	5,209.80
7102 Water rates	348.51
7104 Premises insurance	1,644.65
7200 Electricity	2,785.46
7201 Gas	1,836.56
7302 Licences	1,060.23
7502 Telephone and mobile charges	848.30
7803 Premises expenses	1,668.39
7804 Club maintenance & repair	1,698.90
7805 Pitch maintenance	4,475.69
8000 Depreciation	1,709.35
8206 Football expenditure	12,822.83
8207 Event expenses	1,633.47
Total Expenses	55,481.12
Net Profit	5,278.76

WYMONDHAM TOWN FOOTBALL CLUB

Report Date 31 May 2022

Balance Sheet

(All values reported in GBP Sterling)

Fixed Assets

0020 Plant and Machinery	5,534.18
0040 Furniture and Fixtures	6,553.85
Total Fixed Assets	<u>12,088.03</u>

Current Assets

1001 Stock	2,434.00
1100 Debtors	0.00
1103 Prepayments	0.00
1200 Current Account	1,127.97
1210 Savings Account	1,286.32
1230 Petty Cash	609.51
Total Current Assets	<u>5,457.80</u>

Current Liabilities

2100 Creditors Control Account	13,770.27
2109 Accruals	0.00
Total Liabilities	<u>13,770.27</u>

Long Term Liabilities

2300 Loan account - MW	2,876.00
2300 Loan account - E Chambers	2,500.00
Total	5,376.00

NET Assets:

Current Assets less Current Liabilities	<u>8,312.47</u>
Total Assets less Total Liabilities	<u>1,600.44</u>

Capital and Reserves

P&L Account	5,278.76
3101 Retained Profit & Undistributed Reserves	3,678.32
Total Capital and Reserves	<u>1,600.44</u>



Wymondham Town Football Club

Tangible Fixed Assets Schedule 31st May 2021

	Freehold Property £	Fixtures and Fittings £	Plant and Machinery £	Totals £
COST				
At 1st June 2021	0	7,051	7,564	14,615
Additions	0	2,449	1,800	4,249
At 31st May 2022	0	9,500	9,364	18,864
DEPRECIATION (15%)				
At 1st June 2021	0	1,922	3,144	5,066
Charge for the year	0	1,023	686	1,709
At 31st May 2022	0	2,945	3,830	6,775
NET BOOK VALUE				
At 1st June 2021	0	5,129	4,420	9,549
At 31st May 2022	0	6,555	5,534	12,089

Notes:

Football expenditure consists of:

Referee's fees	£998.24
Fines	£1,214.75
Training pitch hire	£788.41
League registrations/player insurance	£620.00
Misc football expenditure	£1,811.43
Ladies Team expenditure (match/training pitch hire, ref's, post match food, travelling costs)	£7,390.00
Total	£12,822.83

Depreciation has been calculated at 15% of NBV.

PAYE from June '21 to May '22 has been included in the 2021-22 accounts.

Stock has been valued at cost.

Creditors at 31/5/22:

BOC gas	£121.51
Misc expenses	£2.99
Bar purchases	£57.57
Bar consumables	£5.40
Gas	£61.72
Electricity	£270.87
Pitch Maintenance - nozzles	£39.52
Wages - May '22	£528.88
EPOS	£30.00
Talk Talk	£67.74
Greene King	£475.68
HMRC - April '22	£24.41
HMRC - May '22	£42.83
Norfolk FA - fines	£12.00
Rent - payments on hold during Covid lockdown	£8,621.55
Water - error with estimated readings discovered during Covid lockdown	£3,336.80
Total	£13,699.47

Loan:

Mark Wilkinson - pitch surround	£2,876.00
E Chambers - Cellar Cooler etc.	£2,500.00
	£5,376.00

Debtors at 31/5/22:

Card payments yet to clear into the bank account	£0.00
Total	£0.00



Wymondham Town Council

Grant Application Form

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

1 Your organisation

a) Name of organisation.

Wymondham Rotary Satellite Group

b) Address.

Wymondham
Lyerson Road
Wymondham
Norfolk

c) Description of your organisation's activities.

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

d) How long has your organisation been in existence?

10 years

2 Contact details

a) Name of contact.

[Redacted]

b) Position within organisation.

Member

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

-

d) Telephone.

[Redacted]

e) email.

[Redacted]



██████████
 ██████████
 ██████████
 ██████████

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██████████

████████████████████

3 Your application

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

WRSG are planning to run a Food & Drink Festival in Wymondham Town Centre on Sunday 23rd June 2024.

Approximately 50 food and beverage traders are expected to take part.

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

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

b) Who will benefit from the proposed project?

The community of Wymondham.

Local traders will benefit from increased weekend footfall.

Local charities supported by Wymondham Rotary Satellite Group will receive all profit from the event (if any) the current charity of the year supported by WRSG is Norfolk & Waveney Headway, other charities include StarThrowers, The Baby Bank in Wymondham, The Food Bank and Community Outreach programme in Wymondham, MensCraft.

c) What is the total cost of your project?

£1735 (budget attached)

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

£350 (38% of entertainment costs)

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

£580 (from deposits paid by traders)

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

Item	Cost £
Punch & Judy – Dave Doughnut	350
Face painting – purchase of paints etc	0
Choir	150
Other entertainment	200
Town Crier	150
Radio Station	80
TOTAL	930



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

If 'No' please state why not.

We have been advised that no funds will be available.



h) Have you made applications to any other body for grant aid for this project? 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.

None

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

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

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

N/A

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

N/A

4 Previous applications

a) Has your organisation previously applied for a grant from 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.

Yes – Street Entertainment Costs – 2023 - £300



5 Protection of Children & Vulnerable Adults

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

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

No	If Yes copy enclosed
----	----------------------

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

No	Bank Statement enclosed
----	-------------------------

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

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

Enclosed Y	Latest bank statement
------------	-----------------------

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

Enclosed Y	Document relating to the main Rotary Club of which the Satellite Group is an offshoot.
------------	--

- Where appropriate plans showing the proposals

Enclosed Y	Enclosed
------------	----------

- 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

Date 9-2-2x

Please return to Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, Norfolk, NR18 0UT. Applications will be considered by the Finance and General Purposes Committee. You will be notified whether or not your application has been successful as soon as possible after a decision has been taken.



[Faint, illegible text covering the majority of the page, appearing to be a document or report.]

[Two dark, horizontal marks or artifacts at the bottom of the page.]

Account name or alias SATELLITE	Account number 15907988	Sort code 60-24-52	Account currency GBP
Debit or credit Any	Current cleared balance 4750.16		

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your digital statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk.

Date	Type	Transaction details	Debit	Credit	Balance
09-Jan-2024	BAC	RAMBLING ROOTS, RAMBLING ROOTS, FP 09/01/24 1334, A2139E1F5AC049F19F		90.00	-
		Closing balance			4,660.16
08-Jan-2024	BAC	THE OIL TREE LTD, THE OIL TREE LTD, FP 07/01/24 0823, TW00000000782529532		70.00	4,660.16
05-Jan-2024	BAC	BAND OF STARLINGS, MOSS & FABLE, FP 04/01/24 2155, PYD56XXGH2O93JLGR		70.00	4,590.16
03-Jan-2024	BAC	PHILLIP SWASH MR P, SWASH NOSH, FP 03/01/24 1623, 00156527632BSJCWBJ		70.00	4,520.16
02-Jan-2024	BAC	BOWMAN GP, STARDUST SPIRITS, FP 02/01/24 1521, RP4659982698788900		70.00	4,450.16
27-Dec-2023	BAC	THE GALLEY, FOOD DRINK WYMOND, FP 22/12/23 1941, 100000001259540182		70.00	4,380.16
21-Dec-2023	DPC	TROPIC BY FRANCESCO, FRANCESCO TROPIC, VIA MOBILE - PYMT		70.00	4,310.16
21-Dec-2023	BAC	BLACKBERRY SERVICE, 23/A THE TEALADY, FP 20/12/23 2202, ZLW5NP39M5WKL14JM		70.00	4,240.16
20-Dec-2023	BAC	J CHAPMAN, EGCC 2024, FP 20/12/23 1158, 400000001265665397		70.00	4,170.16
18-Dec-2023	BAC	SUTTON RE PCA, ACLE BAKES & CAKES, FP 16/12/23 1851, RP4659980695737100		70.00	4,100.16
18-Dec-2023	BAC	GRUMPY PANDA, GRUMPY PANDA, FP 16/12/23 1429, 259312519241612101		70.00	4,030.16
18-Dec-2023	BAC	LAMBERT MJ, YUM YUM TREE FUDGE, FP 16/12/23 1718, 799942038171612101		70.00	3,960.16
14-Dec-2023	BAC	WALN TREE DI LTD, WALNUT TREE DISTIL, FP 14/12/23 1413, RP4659980350276800		70.00	3,890.16
13-Dec-2023	BAC	W FISHER, RIE'S CAKES STALL, FP 12/12/23 2237, 200000001252399716		70.00	3,820.16
12-Dec-2023	DPC	ETR LTD, SOLSUENO SANGRIA, VIA ONLINE - PYMT		70.00	3,750.16
12-Dec-2023	BAC	SRAMNARINE, DRIP DROP BAKE, FP 12/12/23 1812, 400000001261100190		110.00	3,680.16
12-Dec-2023	BAC	THE NORFOLK SPIRIT, NORFOLK SPIRIT CO, FP 12/12/23 1244, E78126QMMD7ZL2J06M		70.00	3,570.16
11-Dec-2023	EBP	WYMONDHAM ROMAN CA, WYMONDHAM ROMAN CA, FP 11/12/23 10, 46165100807198000N	-1,000.00		3,500.16

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

11-Dec-2023	EBP	HEADWAY NORFOLK &, HEADWAY NORFOLK &, FP 11/12/23 10, 48165100840065000N	-2,065.00		4,500.16
11-Dec-2023	EBP	MAUREEN HUCKLE, MAUREEN HUCKLE, FP 11/12/23 10, 50165100876715000N	-250.00		6,565.16
11-Dec-2023	EBP	ROTARY CLUB OF W, PAYMENT TO MAIN	-65.30		6,815.16
11-Dec-2023	DPC	HOME FARM GIN, HOME FARM GIN, VIA ONLINE - PYMT		70.00	6,880.46
11-Dec-2023	BAC	CRAFTILY B & E LT, CRAFTILY BARS, FP 11/12/23 1546, RP4659989989095200		90.00	6,810.46
11-Dec-2023	BAC	DIHORO LTD SW, PITCH RENT, FP 11/12/23 1400, RP4659989975007300		140.00	6,720.46
11-Dec-2023	BAC	DIHORO LTD SW, PITCH RENT, FP 11/12/23 1632, 100000001252313485		140.00	6,580.46
Opening balance					6,440.46

Totals	-3,380.30	1,690.00
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WYMONDHAM TOWN COUNCIL

Report for Finance & General Purposes Committee

Tuesday 20th February 2024

GRASS CUTTING DECK

Background

The Town Council owns/ Leases a number of grassed areas including Ketts Park & Browick Road Recreation Ground and is responsible for their upkeep.

Current Position

Wessex RMX500 G" Roller Mower

The Town Council presently owns and uses the above cutting deck which was purchased in 2018 as part of arrangement whereby the Town Council primarily cuts and maintains the grassed area at Ketts Park which is leased to South Norfolk Council. Funding was provided by South Norfolk Council as part of their bid to build an all-weather sports pitch.

Grass is corrosive and the expect life of this piece of equipment has historically been 5 – 6 years and it is now becoming expensive to maintain.

Consultation

Discussions have been held with the Councils Head Grounds Person and he has indicated that he feels the present unit now needs replacing. He has requested that the Council consider the purchase of the current version of this model.

Quotations

A quotation for a new model, incorporating a trade discount and trade in value for the existing machine has been obtained from the Councils present supplier Ernest Doe & Sons Limited as follows:

Retail Price	£40,100.00
Discount	- £7,530.00
Trade in	- £6,500.00
Nett Price	£26,070.00

They do have a new machine in stock and have offered it to the Council, if unsold, for a **Nett £23,245** a further saving of £2,825.00

As the stockist for this area, it has proved difficult to obtained a further 'like for like' quotation. There are no other suppliers in Wymondham and the Council would be supporting a business with an outlet here in the Town with the added benefit of being nearby for any service/ repairs in the future.

In accordance with the Councils financial regulations 3 quotations should be sought. However, this is specialist piece of equipment, and it is recommended that the Council applies Financial Regulation 14.1(ii).

Funding

It is proposed that the project is funded as follows:

Equipment Earmarked reserve which as at the 31st December 2023 had a balance of £69,911.73

Recommendation

1. Wymondham Town Council evokes Financial Regulation 14.1 (ii) – Specialist services.
2. Wymondham Town Council accepts the quotation from Ernest Doe & Sons Limited to purchase a Wessex RMX5-- - G2 Roller Mower in accordance with the quotation for £26,070.00 or £23,245.00 if the stock unit is available.

TB Gurney
Town Clerk

WYMONDHAM TOWN COUNCIL**Report for Finance & General Purposes Committee****Tuesday 20th February 2024****MARKET CROSS****Background**

The Town Council owns the Market Cross, a grade 1 listed building in the Marketplace which currently houses a Tourist Information Centre, and is responsible for its upkeep.

Current Position**Outside Walls**

Discussions have taken place with Historic England in respect of repairing and painting the outside wooden frame and panels. Work of this nature was last carried out in 2007.

PAINTERS & DECORATORS

As a grade 1 listed building this is work for a specialist company who have experience of Historic buildings.

Consultation

Contact has been made with Dr James Albone Inspector of Ancient Monuments (Cambridgeshire & Norfolk) at Historic England who has given guidance as to the materials to be used and the procedure to be followed.

Planning Permission

Discussion will need to take place with the Conservation Officer at South Norfolk Council to see if planning permission is required and we are aware that Special Monument Consent is required from Historic England.

Quotations

A quotation (attached) has been submitted by Countydec a firm experience in Listed buildings with two options. In accordance with the Councils financial regulations 3 quotations should be sought. However, this is specialist work, and it is recommended that the Council applies Financial Regulation 14.1(ii).

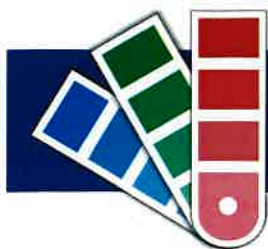
Funding

It is proposed that the project is funded as follows-Market Cross Refurbishment Earmarked Reserve which as at the 31st December 2023 had a balance of £28,071.08

Recommendation

1. Wymondham Town Council evokes Financial Regulation 14.1 (ii) – Specialist services.
2. Wymondham Town Council accepts the quotation from Countydec Painters and Decorators (option 2) in the sum of £18,606 with the contingency of upto £19,208 if the work overruns.

TB Gurney
Town Clerk



COUNTYDEC
Painters & Decorators
Established 1994

RESIDENTIAL | HOSPITALITY | COMMERCIAL | INDUSTRIAL

Specialists in the decoration of
Period, Heritage, Listed Buildings & Barn Conversions

30th January 2024

Mr Trevor Gurney
Town Clerk
Wymondham Town Council
Ketts Park
Harts Farm Rd
Wymondham
Norfolk NR18 0UT

office@wymondhamtc.co.uk

Wymondham Market Cross - Heritage External Redecoration

Dear Mr Gurney,

Thank you for bearing with me while we collated all the information needed to give you an accurate quotation.

We have now received confirmation from Dr Albone at Historic England in Cambridge that all the products we selected for the redecoration of the Wymondham Market Cross monument meet with the requirements as determined by Historic England. In line with their protocol he advised us to submit our Special Monument Consent application to the Eastern England office, which we have now done. Once this has been accepted we will be in a position to organise exact dates for the works.

Please find following our detailed quote which covers every aspect of the job. Also you will find a copy of Dr Albone's email on page 6 for your information.

We look forward to hearing from you regarding your preference as to the type of scaffolding you would like to opt for, and also just to confirm whether we will be able to access power from the Tourist Office. Should you have any further questions please do not hesitate to email me.

Yours sincerely,

Robert Hargreaves
Operations Manager
COUNTYDEC

Encs - Quote Wymondham Market Cross
Email from Dr Albone

Quotation for Works



COUNTYDEC
Painters & Decorators
Established 1994

Quote Date	30th January 2024
Client	Wymondham Town Council
Property	Wymondham Market Cross
Project	Exterior Redecoration of Historic Structure
Duration	4-6 Weeks
Start Date	Spring/Summer 2024 - exact date TBA



Description of Works

PREAMBLE

This 16th Century Historical Structure is octagonal in shape, each aspect being subdivided into 7 panels of paintable lime render. It also has a contemporary external access stairway which is also included in this quotation. **No works to any of the C16 wooden structure are to be undertaken.**

WORKS

1) Scaffold

To erect an octagonal scaffold around the perimeter of the building. We will provide two options for the scaffolding (details overleaf)

2) Preparation of Surfaces - Lime Render

Removal of any loose or flaky paint. Fill any cracks or blemishes in the render using Fine Lime Putty*. Allow to cure. Prime and stabilise using 2 coats of L42 Primer/Stabiliser*. Allow to cure.

3) Preparation of Surfaces - Timber Staircase

All areas to be sanded back to bare timber. Fill where necessary with wood filler. Allow to cure.

4) Finishing of Surfaces - Lime Render

Apply 3 coats of GCS Heritage Paint* in colour Alabaster allowing drying and curing time between coats.

5) Finishing of Surfaces - Timber Staircase

Clean all surfaces from any debris or dust then apply 2 coats of Sadolin Classic* in Jacobean Walnut as a base followed by 2 coats of Sadolin Extra* in Jacobean Walnut as a final finish, allowing drying and curing time between each coat.

6) Removal of all scaffold and fencing

*Details overleaf



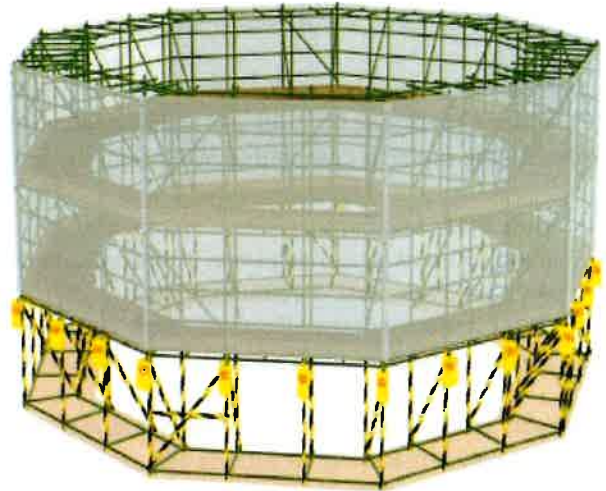
Project Considerations

SCAFFOLDING OPTIONS

As previously mentioned we offer two options for the scaffolding.

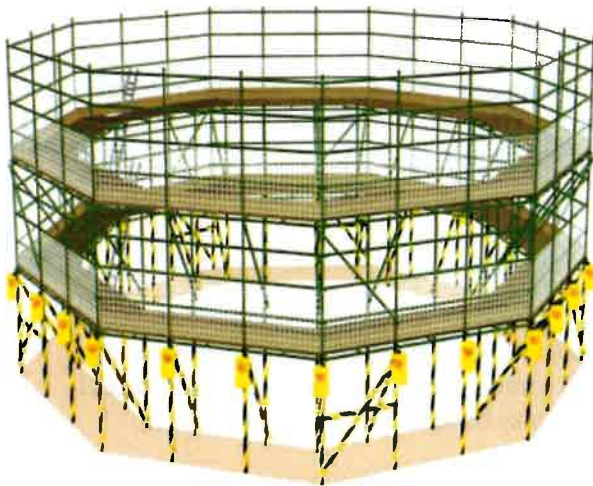
Option 1 - Recommended

Ideally, and for optimal results it would be preferable to use a fully enclosed and wrapped scaffold. This ensures that the Lime Putty and paint can be applied in accordance with the manufacturers' recommendations by avoiding precipitation and direct sunlight.



Option 2

As in Option 1 but without the sheet wrap and the third lift of scaffold. Although this would be a cheaper option, should we encounter inclement weather or overly hot direct sunshine, the work progress may become protracted and run the risk of going over time. In addition the quality of finish and durability of the paint may be compromised.



Public Safety/Traffic

Both scaffold options include secure fencing and where the fence encroaches onto the highway to the North aspect, road traffic barriers/signs will be placed. The road will not require closure, just a slight narrowing. A road traffic order will be obtained for 56 days which will last the duration of the project. Night lamps around the first lift perimeter are also included for safety.



Project Considerations *continued*

Product Suitability for Heritage Structure

Detailed below are the products we intend to use. We have written to Dr Albone at Historic England and he has confirmed in writing that all our choices are perfectly compatible. We include his email for your information.

- Lime Putty Fine Surface Filler.
Manufactured by Cornish Lime, Bodmin, Cornwall.
- Ambient Primer L42 Stabilising Primer.
- GCS Exterior Heritage Silicate Masonry Paint.
Both manufactured by Graphenstone Paints, Harleston, Norfolk.

We also took a colour swatch and held it next to the building to ensure correct colour matching. Dr Albone also concurred that our choice of Graphenstone's "Alabaster" was an appropriate colour to use. All products are manufactured in England.



Length of Works

We estimate the works should take no longer than 4 weeks. Allowing for various drying and curing times depending on weather conditions this may extend the overall time but will not increase the labour cost which is fixed. We have allowed for up to 6 weeks in total to cover all eventualities.

Access to Electricity

We would like to be able to use electricity from within the Tourist Board office to power mechanical sanders while we prepare the surfaces of the external stairway. Can you confirm if this is acceptable- if not it would necessitate the running of a small generator on-site. This would only be for a couple of days at most.

Miscellaneous

We are fully insured for all types of work with a comprehensive Public Liability Insurance. As this is a prominent landmark we would like to attach our banners to the scaffold. There is no requirement for a portable toilet or a water supply at this site as there are public conveniences in the local car park.



Breakdown of Costs

	4 Week Duration	6 Week Duration
Scaffold Option 1	£12,870	£13,522
Scaffold Option 2	£5,520	£6,030
Supply/Install Outer fencing, Road barriers/signage Highways Permit	£410	£502
Labour	£11,550	£11,550
Materials*		
Cornish Lime Fine Lime Putty 10 Kg	£28	
Graphenstone L42 Primer/Stabiliser 4 litres	£210	
Graphenstone GCS Heritage Paint in Alabaster 25 ltr	£588	
Sadolin Classic in Jacobean Walnut 5 ltr	£90	
Sadolin Extra in Jacobean Walnut 5 ltr	£103	
Toupret Wood Filler 1.5 Kg	£15	
Sandpaper Roll P80	£27	
Sandpaper Roll P180	£23	
PPE Gloves 3 packs of 6	£38	
PPE Goggles 2 pair	£4	
Total Materials	£1,126	£1,126
Total Scaffold Option 1	£25,956	£26,700
Total Scaffold Option 2	£18,606	£19,208

*All materials prices are correct at the time of issuing this quotation. They have been obtained directly from the websites of Celtic Sustainable, Graphenstone Paints and Brewers Decorating Centre. These prices are valid for 30 days but we reserve the right to amend these prices should they increase. We only charge what we pay for the materials.



CountyDec Painters & Decorators <info@countydec.co.uk>

Wymondham Market Cross Exterior Redecoration

1 message

Albone, James <James.Albone@historicensland.org.uk>
To: "info@countydec.co.uk" <info@countydec.co.uk>

29 January 2024 at 17:36

Dear Mr Hargreaves,

Wymondham Market Cross Exterior Redecoration

Thank you very much for dropping off the details of the proposed materials for the external redecoration of Wymondham Market Cross scheduled monument last week.

We can confirm that the proposed materials, as follows, are acceptable

Lime Putty Fine Surface Filler – Cornish Lime

Graphenstone Ambient Primer L42 Stabilising Primer

Graphenstone GCS Exterior Heritage Silicate Masonry Paint in Alabaster

Details of SMC and an application form can be found at <https://historicensland.org.uk/advice/planning/consents/smc/>.
Please can the completed Scheduled Monument Consent Form be sent to e-east@historicensland.org.uk.

If you have any questions, please do not hesitate to contact us.

Kind regards

James



Dr James Albone MCIfA

Inspector of Ancient Monuments (Cambridgeshire & Norfolk)

Tel: 01223 582781

Mob: 07557 828085

Historic England | Brooklands, 24 Brooklands Avenue, Cambridge, CB2 8BU

www.historicensland.org.uk[What's new in the East of England?](#)

Proposed Changes to Cemetery Fees (Residents)

Status Quo

For the purpose of determining fees, an inhabitant of Wymondham is a person who is listed on the current Register of Electors. Please be aware that as from the 1st of April 2019 Spooner Row, Wattlefield and part of Sutton no longer fall within the Parish of Wymondham and therefore the inhabitants will no longer be classed as residents of Wymondham. Former inhabitants who, at time of death, were residents in a retirement home located outside Wymondham will be treated as inhabitants if they are listed on the current or previous four years Register of Electors.

Motion

We are proposing that the rules for defining residency are changed to as follows:

New Wording

For the purpose of determining fees, an inhabitant of Wymondham is a person who is a **Resident of Wymondham**. Please be aware that as from the 1st of April 2019 Spooner Row, Wattlefield and part of Sutton no longer fall within the Parish of Wymondham and therefore the inhabitants will no longer be classed as residents of Wymondham. Former inhabitants who, at time of death, were residents in a retirement home located outside Wymondham will be treated as inhabitants if they **were Residents of Wymondham within the last seven years.**

Proposer: Cllr. Perry

Seconder: Cllr. Rosen

Discount Rate (Residents)

Motion

We are proposing that:

A **discount rate** is available for Wymondham **Residents** who receive universal credit, in work tax credits, or any other benefits relating to disability, caring, or low income.

Proposer Cllr; Perry

Seconder Cllr. Rosen

Wymondham Town Council

Policy Guidelines for the Approval and Distribution of Town Grants

1. The Town Council is prepared to consider applications for financial assistance from Wymondham based:
 - a. Clubs and societies.
 - b. Voluntary bodies and associations.
 - c. Non-profit making organisations.
 - d. Charitable bodies.
2. In order to qualify for assistance applications must demonstrate a direct benefit to the Wymondham Town area, or any part of it, or to all or some of its residents. In addition the direct benefit accruing must be commensurate with the expenditure to be incurred. Local groups that are affiliated to regional or national organisations will qualify provided the local group is required to function substantially as an independent financial unit.
3. All applications for financial assistance must be made using the Council's Town Grant application form and must be accompanied by the appropriate supporting information requested in the form. Incomplete applications will not be considered and will be returned.
4. Applications may be submitted at any time and will normally be considered at the next meeting of the Town Council's Finance & General Purposes Committee (or full Council if deemed appropriate) providing the application is received at the Town Council Offices, Ketts Park, Harts Farm Road, Wymondham, NR18 0UT or via email to: office@wymondhamtc.co.uk at least 10 working days before the relevant meeting.
5. Organisations can only apply for one grant during a financial year (1 April to 31 March). They cannot apply through multiple groups of the same organization nor if a grant was awarded during the previous financial year. The primary intention of the Town Council's grant scheme is to support new events and projects in the town.
6. In the case of a successful application the financial assistance should be taken up in accordance with the grant offer letter.
7. The Town Council might refer applicants to other bodies as appropriate.
8. Where £1000 or more is requested a representative may be invited to attend the relevant meeting and answer questions put to them by members.

9. The Town Council will not make grants:

- a. Where the service is normally provided directly by a principal Council, the Health Authority, or Central Government.
- b. To private concerns operated as a business to make a profit unless there is demonstrable benefit for local employment.
- c. To registered charities seeking to add to their capital investments.
- d. To local Groups whose total fund raising is sent to their central headquarters for redistribution.
- e. For specifically religious, moral, philosophical or party-political purposes.
- f. To profit making organisations with unallocated reserves.
- g. If the application is submitted after the project or event has taken place or the goods or services have been paid for.
- h. To individuals - however deserving.
- i. To sponsorship schemes e.g. walks, runs or other efforts.

10. Any offer of funding is discretionary. The Council's decision is final and there is no right of appeal.

Enquiries to:

Trevor Gurney
Wymondham Town Council
Ketts Park
Harts Farm Road
Wymondham
NR18 0UT

Tel: (01953) 603302
Email: office@wymondhamtc.co.uk



Wymondham Town Council

Town Grant Application Form

A: APPLICATION SUMMARY

Organisation Name:	
Title of Project:	

Contact name (Inc. title):	
Position in organisation / group:	
Correspondence Address:	
Postcode:	
Email address:	
Daytime telephone number:	

Reason for application – brief project/event description:	
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How much is requested from Wymondham Town Council?	£
Total cost of Project:	£

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:	Position in the organisation:
Signature: (or print name if returning by email)	Date:

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?

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 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:	
Description of project/event:	
What are the aims of your project/event?	

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:

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D: PROJECT EVENT/PLANNING

Date of proposed event:		What is the proposed duration of the project event?	
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):			

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>		£
Total		
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 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 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 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 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.				
Have you enclosed a copy of conveyance/letting agreement/lease?	Yes	<input type="checkbox"/>	No	<input 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"/>
Have you enclosed copies of cover notes/summaries for all relevant insurances?	Yes	<input type="checkbox"/>	No	<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"/>

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):

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:						Name of account holder:							
Signature: (or print name if returning by email)						Date:							
Sort Code:						Account number:							

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

