

## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN  
OF A FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
to be held on Tuesday 18<sup>th</sup> February 2025  
IN THE COUNCIL CHAMBER commencing at 7.00 pm

### **A G E N D A**

1	Apologies for absence	
2	Declarations of Interest	<b>A</b>
3	To confirm the minutes of the Finance & General Purposes Committee meeting held on 17 <sup>th</sup> December 2024.	<b>B</b>
4	To receive an update about progress of items arising from the last meeting of the committee meeting held on 17 <sup>th</sup> December 2024 / previous meetings.	
5	Public Participation – members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes.	
6	To consider and recommend revised Grants Application Forms and policy guidelines.	<b>C</b>
7	To review the Council charges/fees.	<b>D</b>
8	To consider and recommend Larking Gowen as Internal Auditors for year end 2025/26.	
9	To consider annual subscription to NPTS for 2025/26.	<b>E</b>
10	To consider and recommend habitat and botanical survey at Becketswell	<b>F</b>
10	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.	
11	To review current and new leases	<b>G</b>

Council Offices  
Ketts Park  
Harts Farm Road  
Wymondham  
NR18 0UT

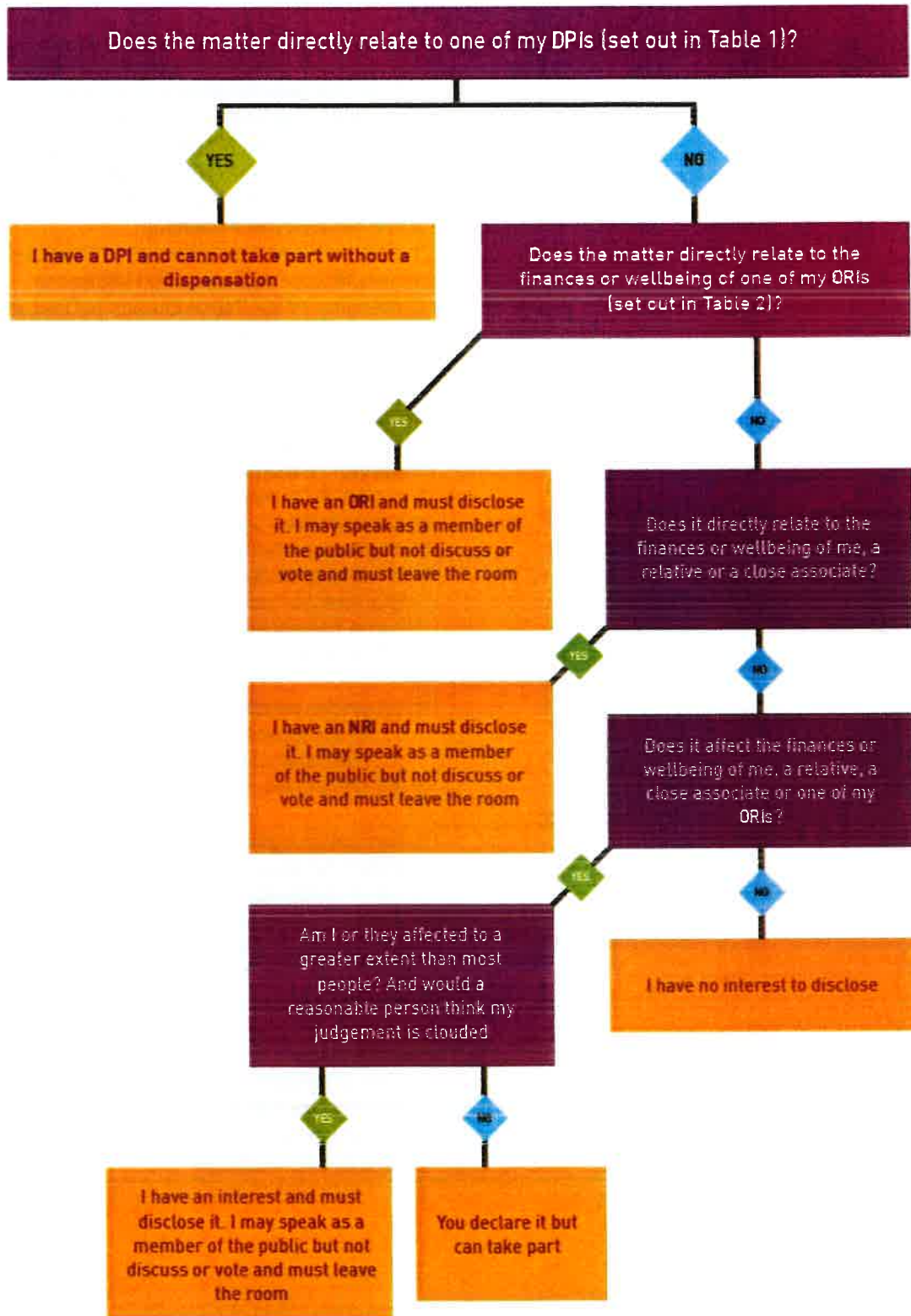
*L Trabucco*  
Town Clerk

13<sup>th</sup> February 2025

**Committee Members:** Councillors (Cllr) Fulcher (Chair), P Barrett, Frosdick, Perry, Roberts

## 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](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	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.
<b>Contracts</b>	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
<b>Land and Property</b>	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.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE & GENERAL**  
**PURPOSES COMMITTEE held on Tuesday 17<sup>th</sup> December 2024**  
**in the Council Offices commencing at 7.00 pm**

Present:

Cllrs	Fulcher (Chair)
	P Barrett
	Frosdick
	Roberts
	Perry

Also Present                      0 member of the public  
     Cllr Nuri-Nixon

F42/24	<u>APOLOGIES FOR ABSENCE</u> – None.
F43/24	<u>DECLARATIONS OF INTERESTS</u> – Cllr Perry declared an ‘other’ interest for the Grant Application for Wymondham Abbey, therefore he will abstain from voting.
F44/24	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Roberts and seconded by Cllr. Frosdick it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 20 August 2024 as a correct record.
F45/24	<u>PROGRESS UPDATES</u> – None.
F46/24	<u>PUBLIC PARTICIPATION</u> – None.
F47/24	<u>GRANT APPLICATION</u> received from Priory Garden Bowls Club for £600 towards the cost to repair/replace of the fencing surrounding Priory Garden Bowls Club. Upon the proposition of Cllr. Barrett and seconded by Cllr. Perry it was unanimously agreed to approve this application.
F48/24	<u>GRANT APPLICATION</u> received from Wymondham Abbey. Due to Standing Orders, it was resolved to decline a request for a £130 grant towards the cost of a signpost with two arms needed to point visitors to the Medieval Herb Garden as the application is from a religious organisation.
F49/24	<u>EXTERNAL AUDIT</u> Certificate from LLP Littlejohn for the financial year ending 31 <sup>st</sup> March 2024 was noted stating ‘In our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met’. was noted.

F50/24	<p><u>EXCLUSION PRESS &amp; PUBBLIC</u></p> <p>On the proposition of Cllr. Roberts and seconded by Cllr Barrett 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.</p>
F51/24	<p><u>BUDGET 2025/2026</u></p> <p>Clerk presented the draft for discussion and submission to the Finance &amp; General Purposes Committee for incorporation into the Council budget for 2025/26 financial year. After discussion during which a number of questions were answered, it was resolved to recommend a budget of £563,350.</p>
F52/24	<p><u>2025/2026 DRAFT COUNCIL BUDGET</u></p> <p>Clerk outlined the proposed full budget for the 2025/2026 year being an amalgamation of the budgets recommended by the Leisure &amp; Environment Committee (£177,297) and the Finance &amp; General Purposes Committee (£563,350) which equals £740,647. With increasing costs, it was considered prudent to recommend an overall increase of 3.75%.</p> <p>After discussion upon the proposition of Cllr. Roberts and seconded by Cllr. Frostdick it was proposed a 3.50% increase which after the tax base adjustment of +191 properties would raise £738,840.</p> <p>For: 4</p> <p>Against: 1</p> <p>Proposal was carried.</p> <p>Clerk to adjust budget agreed to recommend a precept of £738,840 to the full Council at its January meeting. This will result in a band D property increasing by £3.73 pa (7p per week) from £106.66 to £110.39.</p>

*(The meeting closed at 19.43pm)*

DATED this ..... day of .....2025

SIGNED ..... (Chairman)



# Wymondham Town Council

## Community Small Grant Application Form

(up to £300)

C

For all not-for-profit groups and organisations within the parish and operating for the benefit of the residents of Wymondham.

**NOTES TO THE APPLICATION FORM:**

- If you need assistance completing any aspect of the form or wish to discuss your eligibility, please contact the Town Clerk.
- Please complete the form clearly and fully in BLACK ink and BLOCK CAPITALS.
- You are advised to keep a copy of the completed form.
- After completing the form, please send it to the postal address or email on the next page.

If successful, grant funding is paid via bank transfer.

You should ensure you have read the council's Community Grant Policy before submitting your application

**Contact Information**

Name of Organisation:	Your Name:
Position in Organisation:	Your Email:
Contact Address (including post code):	

**About 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:					

Do you have a constitution or governing document?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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What are the aims/objectives of your organisation?					
Please provide details of your organisation's membership: <i>(this should include the geographical area your members are drawn from etc.)</i>					
How is your organisation managed?					
How many trustees/committee members do you have?		How many staff does your organisation employ?		Roughly how many volunteers do you regularly have?	

**About the Project**

Total Requested from Town Council (£):			
Please explain what the grant will be spent on: <i>(this should explain the objectives of the project and benefits to the Wymondham community)</i>			
How will the Wymondham Community benefit from this funding?		How many Wymondham residents will benefit from this grant?	
How much total funding do you need?			
How much funding are you requesting from other sources or providing yourself?			
If other funding has not been confirmed, what would happen if you did not receive all the funding requested from these other sources?			

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

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

Wymondham Town Council may request additional information, to view original documents or seek supporting evidence from third parties.

**Declaration:** I have authority to submit this application on behalf of the stated organisation and I believe that all the statements contained herein to be true and accurate to the best of my knowledge. I understand that if the information supplied is found to be false or seriously misleading the Town Council may seek to recover any grant made.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Please return your completed form to:**  
  
**Mrs Laura Trabucco (Town Clerk)**  
**Wymondham Town Council**  
**Ketts Park, Harts Farm Road, Wymondham, NR18 0UT**  
**Email: [office@wymondhamtc.co.uk](mailto:office@wymondhamtc.co.uk)**  
**Tel: (01953) 603302**

### 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

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. Information (where applicable) are 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.





# Wymondham Town Council

## Community Large Grant Application Form

(from £300 up to £1500)

For all not-for-profit groups and organisations within the parish and operating for the benefit of the residents of Wymondham.

### NOTES TO THE APPLICATION FORM:

- If you need assistance completing any aspect of the form or wish to discuss your eligibility, please contact the Town Clerk.
- Please complete the form clearly and fully in BLACK ink and BLOCK CAPITALS.
- You are advised to keep a copy of the completed form.
- After completing the form, please send it to the postal address or email on the next page.

If successful, grant funding is paid via bank transfer.

You should ensure you have read the council's Community Grant Policy before submitting your application

### Contact Information

Name of Organisation:		Your Name:	
Position in Organisation:		Your Email:	
Contact Address (including post code):			

### About 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"/>
Church / Faith group	<input type="checkbox"/>	Not for Profit Company	<input type="checkbox"/>
Sports organisation		<input type="checkbox"/>	
Youth Organisation		<input type="checkbox"/>	
Other - please specify:			

Do you have a constitution or governing document?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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What are the aims/objectives of your organisation?			
Please provide details of your organisation's membership: (this should include the geographical area your members are drawn from etc.)			
How is your organisation managed?			
How many trustees/committee members do you have?		How many staff does your organisation employ?	
		Roughly how many volunteers do you regularly have?	

### About the Project

Total Project Cost (£):	
Contribution from other sources (£):	
Total Requested from Town Council (£):	
Please detail any non-financial ('in kind') support you have for this project:	
Does the project involve collaboration with other organisations? If so, please detail their involvement.	
Please explain the project:	
If the council is unable to fund your project, what impact would that have?	

### Our Funding Objectives

Which outcomes do you believe your project meets?

- Provides improved opportunities or services for those aged 18 or under
- Provides improved opportunities or services for those aged 65 or over
- Provides a new, or improve an existing asset or service benefiting a significant percentage of residents
- Enhances the profile and/or reputation of Wymondham

Please set out how you believe your project meets these aims:	
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### Grant Breakdown

Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council. <i>For any expenditure on a single item over £500 you must demonstrate that best value has been sought, normally by submitting quotations:</i>	
Item	Amount (£)
<b>Total</b>	

Have you enclosed a copy of your latest audited 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? <b>(Internal use only – not for public information).</b>	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.				

**Additional information**

<p>Please provide any information relating to your project that you believe the Town Council should be aware, and an explanation of any expenditure that you feel is non-self-explanatory. <i>Please also provide an explanation of any expenditure that is for consultancy.</i></p>

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

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

Wymondham Town Council may request additional information, to view original documents or seek supporting evidence from third parties.

**Declaration:** I have authority to submit this application on behalf of the stated organisation and I believe that all the statements contained herein to be true and accurate to the best of my knowledge. I understand that if the information supplied is found to be false or seriously misleading the Town Council may seek to recover any grant made.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please return your completed form to:

Mrs Laura Trabucco (Town Clerk)  
Wymondham Town Council  
Ketts Park, Harts Farm Road, Wymondham, NR18 0UT  
Email: [office@wymondhamtc.co.uk](mailto:office@wymondhamtc.co.uk)  
Tel: (01953) 603302

**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

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. Information (where applicable) are 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.

# Wymondham Town Council

## Policy Guidelines for the Approval and Distribution of Community Grants

### Objective

Wymondham Town Council recognises the immense value of voluntary and community activity and its contribution to residents' wellbeing. The Council is committed to assisting voluntary and not-for-profit organisations working for the benefit of Wymondham residents and/or to deliver projects that will make a difference to the people living in Wymondham.

The Council will allocate, each year during the budgeting process, an amount for the Community Grant Scheme for the next financial year. This scheme is used to promote a vibrant and active community in Wymondham to help voluntary bodies and local organisations in the town if the project will enhance the lives of the residents of Wymondham. It is therefore a requirement that all questions on the application form are answered as fully as possible and that the application includes any information and documents requested by the Council.

The aim of this policy is to enable the Council to make an informed and fair assessment of the relative need and thereby seek to ensure the set resources are distributed fairly.

To qualify for a grant the applicant must be able to demonstrate that any funding from the Council will benefit the parish or residents of the parish.

Grant applications will be considered by the Finance & General Purposes Committee meeting (F&GP) and ratified at the following Full Council Meeting. Applications should be submitted 10 working days before the F&GP scheduled meeting.

With all grants ('small grant up to £300' and 'large grant from £300 up to £1500'), evidence will be required at the end of the project or at the end of the financial year that the grant was awarded (whichever comes first) of exactly how the grant was used. A detailed breakdown of what the money was spent on, the measured achievement of set targets and the resultant impact, alongside a short report to be presented at the Annual Town Meeting.

**In determining the validity of an application, the Council will refer to these guidelines.**

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 Community Grant application forms and must be accompanied by the appropriate supporting information requested in the forms. 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](mailto: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 organisation 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.

**Applications will be considered for the following purposes:**

- For the purchasing or replacing of equipment either in part or full.
- For the funding of transport organisations that supports those less able to use public transport.
- For training activities or to purchase the expertise of an outside trainer or facilitator of an organisation that benefits residents within the parish.
- For activities that raise the profile of the group or area within the parish.
- For hosting special events or celebrations within the parish.

- For the provision of recreational facilities within the parish.
- For funding expenditure required to fulfil mandatory, legal or safety requirements.
- For any other purpose that the Council considers to be to the long-term benefit of the residents of the parish.

### **Requirement for Grants**

- The group must be a charity, voluntary or community organisation (not-for-profit).
- The group must have a formal Constitution/Terms of Reference and a bank account in the name of the organisation.
- The group must be able to demonstrate that any funding from the Council will benefit the residents of Wymondham.
- The group must demonstrate that there is a 'need' for the funding.
- The group must be working within Wymondham.
- The award must be used for the purpose for which the application was made.
- All awards must be properly accounted for and evidence of expenditure should be supplied as requested. If the Council is not satisfied with the arrangements they reserve the right to request a refund of monies awarded.
- If the group is unable to initiate the use of the award for the stated purpose within 12 months, all monies must be returned to the Council.
- Organisations that receive a grant will be required to acknowledge the Council's contribution on all publicity/printed material.
- The group may be requested to give a presentation or report at the Annual Town Meeting.

### **Wymondham Town Council will NOT award grants to:**

- Private individuals or businesses.
- Commercial organisations.

- Local groups where fund raising is sent to a central HQ for redistribution.
- Political parties.
- Religious organisations, unless for a purpose which does not discriminate on grounds of belief.
- Should not be towards the running/everyday costs, unless it is running costs to assist a new organisation become established.
- Retrospective grant applications.
- Groups or individuals attending events which will give 'experience' but not a recognised syllabus / training or other activity which may be seen as a holiday.
- Additional applications within a 12 month period will not be considered.
- Applications from schools for an activity that takes place within the school day or school premises affiliated to a school within its own constitution.
- Applications from larger publicly funded organisation (for example other councils, NHS, Countrywide groups, schools).

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

### **Application process**

Applications should be made by completing one of the Grant Application Forms available from Wymondham Town Council website. For established organisations, a copy of the latest set of annual accounts and balance sheet will be required. For new organisations, evidence of a planned budget will be required.

Applicants will be informed of the meeting at which their application will be considered and will be invited to attend. Applicants will be notified of the decision made following that meeting.

### **Promotion**

Wymondham Town Council will ask for recognition from successful groups in the form of promotion of the Town Council in newsletters or any social media and press releases. The Council will also recognise successful groups in its own reports to parishioners.



**Wymondham Town Council**

	Service	Present Fee	VAT	Total (Inc VAT)	Proposed fee from 01/04/2025			
					Fee	Vat	Total	
Cemetery	Burials							
	Purchase of Interment plot	Resident	£323.00	£0.00	£323.00	£339.00	£0.00	£339.00
		Non Resident	£968.00	£0.00	£968.00	£1,016.00	£0.00	£1,016.00
	Purchase of Ashes plot	Resident	£194.00	£0.00	£194.00	£204.00	£0.00	£204.00
		Non Resident	£580.00	£0.00	£580.00	£609.00	£0.00	£609.00
	Interment -Ashes	Resident	£194.00	£0.00	£194.00	£204.00	£0.00	£204.00
		Non Resident	£580.00	£0.00	£580.00	£609.00	£0.00	£609.00
	Interment	Resident	£323.00	£0.00	£323.00	£339.00	£0.00	£339.00
		Non Resident	£968.00	£0.00	£968.00	£1,016.00	£0.00	£1,016.00
		Memorials stone	Resident	£202.00	£0.00	£202.00	£212.00	£0.00
		Non Resident	£607.00	£0.00	£607.00	£637.00	£0.00	£637.00
	Additional Inscription		£101.00	£0.00	£101.00	£106.00	£0.00	£106.00
	Non Resident		£304.00	£0.00	£304.00	£319.00	£0.00	£319.00
Room Hire	Chamber	per hour (office hours)	£30.00	£6.00	£36.00	£30.00	£6.00	£36.00
	Meeting Room	per hour (office hours)	£15.00	£3.00	£18.00	£15.00	£3.00	£18.00
<b>Monthly</b>								
Market Place	Farmers Market	Stall (3m x 3m)	£12.00	£0.00	£12.00	£13.00	£0.00	£13.00
		Electricity	£3.00	£0.00	£3.00	£3.00	£0.00	£3.00
Market Place	Friday Market	Stall per Metre frontage	£4.00	£0.00	£4.00	£4.00	£0.00	£4.00
		Electricity	£3.00	£0.00	£3.00	£3.00	£0.00	£3.00
<b>Annually</b>								
Document Signature	Document signature		£25.00	£5.00	£30.00	£25.00	£5.00	£30.00
Planters	Sponsorship	single planter pa	£40.00	£8.00	£48.00	£40.00	£8.00	£48.00
		three planters pa	£116.00	£23.20	£139.20	£116.00	£23.20	£139.20
		three planters -2 years	£224.00	£44.80	£268.80	£224.00	£44.80	£268.80
		4 tier planter pa	£80.00	£16.00	£96.00	£80.00	£16.00	£96.00



# NORFOLK PARISH

## TRAINING & SUPPORT

E

### Support Subscription Wymondham Town Council for 2025-26

This proposal is in response to a request regarding subscription to Norfolk Parish Training & Support.

We are an independent training and support organisation currently supporting over 200 local councils, ranging from small parish councils to larger town councils. We have many years of clerking experience between us and because we are practising clerks ourselves, we know what clerks and councils are dealing with right now.

What we offer:

- **Support** via email ([team@norfolkpts.org](mailto:team@norfolkpts.org)) and telephone (**01603 857004**). We work as a team to answer and respond during office hours (Monday – Friday 9-5) using a shared email address and phone number. No question is too small or too silly, no challenge too large, and we always respond quickly.
- **Training** discount of 20% on our advertised courses (see [www.norfolkpts.org](http://www.norfolkpts.org)) and free attendance at our networking events.
- **Document library** on our website including template documents and topic briefings. Look out for an email from Box, our cloud storage provider, which will give you access.
- **News updates** emailed to your inbox on a regular basis.
- **Advice** from associates when you need an expert on subjects such as HR, legal services, Data Protection, Freedom of Information, IT advice/training and Website Development (these are paid-for services). Come to us first if you need to talk to an associate: [www.norfolkpts.org/associates](http://www.norfolkpts.org/associates).
- Access to preferential rates with **Parish Online**, [mapping.gov.uk](http://mapping.gov.uk) emails and domain and websites.
- Access to preferential rates with **Scribe**, <https://resources.scribeaccounts.com/partnerships/norfolk-parish-training-and-support/>

Our events and subscription service are highly regarded, and we would be happy to put you in touch with other subscribing councils of a similar size to your Council if you would like to hear their views on us.

**The fee for our support service is 1% of precept capped at £555 and with a minimum charge of £57.50.**

**The fee for this support service for Wymondham Town Council for 2025-26 is £555.00.**

If you have any questions, please contact us or look on our website for further information about what we offer: <https://www.norfolkpts.org/support>

Julie King  
Norfolk Parish Training & Support  
<https://www.norfolkpts.org>  
01603 857004  
10 February 2025

**Office | Wymondham Town Council**

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**From:** [REDACTED]@norfolkwildlifetrust.org.uk>  
**Sent:** 11 February 2025 10:35  
**To:** Office | Wymondham Town Council  
**Subject:** Re: EXT- RE: EXT- Wymondham Town Council

Hi Laura,

We are able to carry out a habitat and botanical survey of Becketswell Meadow and write a management plan for the site. I have included an approximate timetable below. To cover our costs, we charge £375 per day and estimate that it will take up to 5 days to complete the survey and management plan. This gives a total of £1875. I understand Wymondham Town Council is keen to begin works this year so I propose an end of July deadline.

Month	Task
March	Desk study (1/2 day) Site visit (1/2 day)
April	
May	Survey (1 day) Survey write-up (1 day)
June	Management plan (1.5 days)
July	Consult with WTC and edit to produce final version (0.5 days)

Let me know if this sounds suitable to you and we will draw up a contract for you to sign. If you have any questions or would like any further information then let me know.

Kind regards,

[REDACTED]