

## **ACCOUNTING RECORDS**

**FLEGGBURGH PARISH COUNCIL**

**YEAR ENDED 31 MARCH 2026**

**The Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 require that the accounting records for the financial year to 31 March 2026 and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.**

**The required notices are displayed on the [fleggburghparishcouncil.gov.uk](http://fleggburghparishcouncil.gov.uk) website**

**Fleggburgh Parish Council (FPC) welcomes the opportunity to demonstrate its commitment to compliance, openness, accountability and good governance.**

**In the interest of complete transparency, all the above information is made publicly available on the Fleggburgh Parish Council's website. This will ensure that the information is accessible to all members of the community in an efficient, clear and consistent manner.**

**The following accounting records are included in this bundle:**

**All supplier purchase invoices**

**All invoices raised by FPC**

**Payroll information**

**Precept information**

## **ACCOUNTING RECORDS**

### **FLEGGBURGH PARISH COUNCIL**

**YEAR ENDED 31 MARCH 2026**

**On the FPC website within the section Parish Council/Council Documents/Our Accounts for 26-27 you will find:**

- 1. The Budget for 26-27 agreed in January 2026.**
- 2. Information on Section 106 Monies.**

**Elsewhere on the FPC website within the section Parish Council/Council Documents/Our Accounts for 25-26 you will find:**

- 1. Full Summarised Financial Information for the Receipts and Payments in the year.**
- 2. Bank balances at 31 March 2026.**
- 3. A detailed explanation of variances in receipts and payments in 25-26 when compared to 24-25.**
- 4. All bank transactions for both FPC's current and deposit accounts are disclosed.**

Please note:

FPC is not permitted by law:

1. to disclose personal information
2. to disclose commercially sensitive information

**FLEGGBURGH PARISH COUNCIL ACCOUNTING RECORDS**  
**YEAR ENDED 31 MARCH 2026**

**PAYMENTS FROM GREAT YARMOUTH BOROUGH COUNCIL IN YEAR (£)**

30 Sept 2025            13,823.50

8 April 2025            12,023.50

**TOTAL                    25,847.00**

Representing

Precept                    21,747.00

Bus Shelter                1,800.00

Burial Grounds            2,300.00

**TOTAL                    25,847.00**

**PAYROLL INFORMATION: PAYMENTS TO CLERK**

7.5 hours per week x 52.14 weeks x £18.35p per hour = £7175.77

PAYE and NIC = £1,435.00

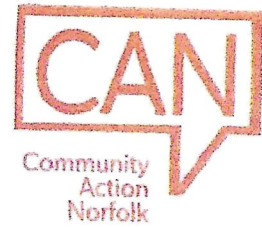
Net pay = £5740.77

Agreed to bank statement payments, P60 Employer's End of Year Certificate, to HMRC Tax Code Notifications and to HMRC Gateway Returns

**SUPPLIER PURCHASE INVOICES** bundle attached

**FPC INVOICES RAISED** bundle attached

**FPC MEETING AGENDAS AND MINUTES** FPC website details the 8 meetings in the year. See Parish Council, Meetings, Agendas and Meetings



# Membership Form

FLEGGBURGH PARISH COUNCIL fleggburghparishcouncil.co.uk

Main Contact Name **PAUL JOHNSON**

Postal Address  
 Fleggburgh Parish Council  
 c/o Filby Post Office  
 Filby  
 NORFOLK NR293AA




Phone   
**PAUL JOHNSON**  
 PARISH CLERK and RESPONSIBLE FINANCIAL OFFICER

fleggburghpc@gmail.com

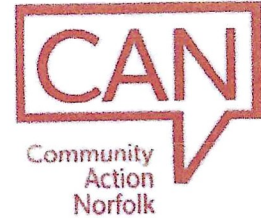
Email

How do you prefer to receive communications from Community Action Norfolk?

Email  Post

Membership Type	Price	Please tick	Amount
 Bronze	£20		
 Silver	£50		
 Gold	£150	ticked	£150.00
		Donation	
		Total	£150.00

Please make cheques payable to Community Action Norfolk.  
 Alternatively bank transfer to Community Action Norfolk, Unity Trust Bank, Sort Code 60-83-01 Account No 20359346 – Please quote our reference CANMMBR when making your payment.



Please return this form to us advising that payment is made this way.

Members Form

Please see reverse

### Gold Members Applications Only

Gold membership includes our Commercial Legal Expenses policy which offers both a 24 hours a day legal helpline and cover for a variety of legal defence costs including employment disputes, property disputes and contract disputes. This helps give you peace of mind that you can access professional legal advice when you need it and are covered if things go wrong. Full policy details are available on request.

#### Legal Expenses Questionnaire:

Estimated annual wage roll for next year\*

Estimated turnover for next year

Please detail your main activities:  
Parish council improving and maintaining public realm

Have you made more than 1 commercial legal expenses claim in the past 2 years? Yes  No

Has any insurer ever refused you commercial legal expenses insurance, imposed special conditions, cancelled or declined to renew a commercial legal expenses policy? Yes  No

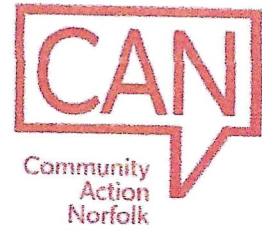
Have you been involved in any disputes or legal proceedings during the past 3 years? Yes  No

Is there any other information to declare that may influence the insurer's acceptance or assessment of the risk including, but not limited to, non-motor convictions or pending prosecutions for any trustees or the like? Yes  No

If you have answered yes to any of the above, please provide further details:

Commercial Legal Expenses cover is underwritten by AmTrust Europe Ltd (via Temple Legal Protection) and is arranged by Alan Boswell Insurance Brokers Ltd.

Community Action Norfolk is an introducer appointed representative of Alan Boswell Insurance Brokers Ltd who are authorised and regulated by the Financial Services Authority. Community Action Norfolk is not authorised to provide any advice on the legal expenses policy so if you have any question please contact Alan Boswell Insurance Brokers Ltd on 01603 218016



**Declaration**

By signing you are giving permission for Community Action Norfolk to store your details on our secure web database. We will use this information to administer your membership, keep you informed of information relevant to you or your group and of ways in which we can support you as well as to consult with you. We may share your information with other organisations (including statutory) but solely for the purposes outlined above. If you wish to have your personal details removed from our database you may do so at any time by contacting us in writing (data protection number Z9913505) By signing you are confirming that the above information is accurate to the best of your knowledge.

Name	<input type="text" value="Paul johnson"/>	Position in Organisation	<input type="text" value="Parish clerk and ROfficer"/>
Signed	<input type="text" value="Paul johnson - electronic"/>	Date	<input type="text" value="18 sept 2025"/>

Please return this completed form to: Community Action Norfolk, Ambassador Way, Greens Road, Dereham, NR20 3TL. For membership queries please call 01362 698216 or email [Office@communityactionnorfolk.org.uk](mailto:Office@communityactionnorfolk.org.uk). Community fuel schemes please use other form. Membership subject to status. \*Insurance cover is for members with £100,000 annual wage turnover or less, cover above this level may be obtained at an additional premium.

A handwritten signature in black ink, appearing to read 'Paul Johnson', with a horizontal line underneath it.



# **FLEGGBURGH PARISH COUNCIL**

*Serving Burgh St Margaret, Billockby and Clippesby  
c/o Filby Post Office, Filby, Norfolk NR29 3AA*

Email: [fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com) Website: [fleggburghparishcouncil.co.uk](http://fleggburghparishcouncil.co.uk)

Councillors: Terry Gammans (Chair), David Flowerdew (Vice Chair), Keith Osborne  
Christine Merritt, George Manning, Adrian Thompson  
Parish Clerk and Responsible Financial Officer: Paul Johnson

## **INVOICE DATE**

**13 JANUARY 2026**

## **TO**

**NORFOLK COUNTY COUNCIL, COUNTY  
HALL, MARTINEAU LANE, NORWICH, NR1  
2DH**

**YOUR REF** [robert.pratt@norfolk.gov.uk](mailto:robert.pratt@norfolk.gov.uk)  
**PURCHASE ORDER PO00087143 (dated 6  
January 2026)**

**DESCRIPTION** Bus shelter

**Amount** £3,692.00p (no VAT)

**PAYEE DETAILS** Please pay by BACs  
transfer to:

**Unity Trust Bank**

**Account name: Fleggburgh Parish Council**

**Sort code 60-83-01**

**Account number 20484525**

# **FLEGGBURGH PARISH COUNCIL**

*Serving Burgh St Margaret, Billockby and Clippesby  
c/o Filby Post Office, Filby, Norfolk NR29 3AA*

Email: [fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com) Website: [fleggburghparishcouncil.co.uk](http://fleggburghparishcouncil.co.uk)

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Christine Merritt, George Manning, Adrian Thompson  
Parish Clerk and Responsible Financial Officer: Paul Johnson

## **INVOICE DATE**

**18 SEPTEMBER 2025**

**TO NORFOLK COUNTY COUNCIL, COUNTY  
HALL, MARTINEAU LANE, NORWICH, NR1  
2DH**

**YOUR REF ROBERT PRATT, PURCHASE  
ORDER PO00077739 (copy attached)**

**DESCRIPTION** Cycle racks

**Amount** £1,180 (no VAT)

**PAYEE DETAILS** Please pay by BACs  
transfer to:

Unity Trust Bank

Account name: Fleggburgh Parish Council

Sort code 60-83-01

Account number 20484525

# FLEGGBURGH PARISH COUNCIL

Serving Burgh St Margaret, Billockby and Clippesby  
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Parish Clerk and Responsible Financial Officer: Paul Johnson

## INVOICE DATE

18 SEPTEMBER 2025

TO NORFOLK COUNTY COUNCIL, COUNTY  
HALL, MARTINEAU LANE, NORWICH, NR1  
2DH

**YOUR REF** Katy Battley, PURCHASE ORDER  
PO00077091 (copy attached)

**DESCRIPTION** Bus shelter

**Amount** £6,544.80p (no VAT)

**PAYEE DETAILS** Please pay by BACs  
transfer to:

Unity Trust Bank

Account name: Fleggburgh Parish Council

Sort code 60-83-01

Account number 20484525

# FLEGGBURGH PARISH COUNCIL

## GRANT APPLICATION FORM

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

### A. Your organisation

Please give us the following information about your organisation:

Name of Organisation: FLEGGBURGH VILLAGE HALL & PLAYING FIELD  
 Address: MAIN ROAD  
FLEGGBURGH  
NORFOLK Post Code: NR29 3AG

Description of your organisation's activities. Please list your aims and objectives.

FLEGGBURGH VILLAGE HALL SERVES THE PARISH OF  
FLEGGBURGH, BILLOCKBY & CLIPPESBY BY PROVIDING  
A PLACE FOR COMMUNITY EVENTS, MEETINGS, PARTIES  
& A CHILDRENS PLAY AREA & PLAYING FIELD

How long has your organisation been in existence? SINCE 1963

### B. Contact Details

Name of contact: LOUISE AVERRE  
 Position: TREASURER  
 Address for correspondence (if different from above):  
KEEPERS BUNGALOW  
POUND LANE  
FILBY Post Code: NR29 3HP  
 Tel: 07725 207005 (daytime) 07725 207005 (mobile)  
 Email: treasurerfleggburghvh@gmail.com

### C. Your Application

a) Brief description of project or scheme for which grant is intended

CUTTING OF GRASS - KIDS PLAY AREA &  
AROUND VILLAGE SIGN

b) Who will benefit from the proposed project or scheme and how many of these are Reepham residents?

ALL LOCAL RESIDENTS & VISITORS

c) Total cost of project or scheme: £ 1650.00 d) How much are you applying for? £ 1650.00

Please give an itemised breakdown of the expenditure for which this money which is being applied for. Please include evidence (e.g. suppliers' estimates or price lists) of the likely cost of all items of expenditure where possible.

ITEM	COST £
QUOTATION FROM PAYNE'S HORTICULTURAL	1650.00
TOTAL	

d) Have you made any grant application to any other body for grant aid for this project? Yes  No  If yes please give details:

Name of organisation applied to	Amount applied for	Date of Application	Amount Received

If you have received any other sources of funding in the past year, not specified above, please give details:

.....  
 .....  
 .....

**D. Previous Applications**

Has your organisation previously applied for a grant from this Town Council? If YES, please give details of the project and the date and amount of grant received if any. Was the project as described completed?

WE RECEIVED A GRANT TOWARDS THE GRASS  
 CUTTING IN 2025

**E. Additional Information**

Are there any other comments you wish to make to support this application? Please give this information below, or attach a separate sheet:


.....  
 .....  
 .....

**F. Financial Statement**

All applications should be accompanied by the following financial information: **If you do not supply this information your application will not be considered unless previously agreed by the Council.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position, or
- Photocopy of bank statements covering the past six months
- A statement of your capital assets, if any

**If you are unable to supply this information, please contact the Town Council for advice before submitting this application**

Signed:  .....

Date: 12.01.2026

**Please return to Parish Clerk, Fleggburgh Parish Council at the address on the Council's website. All applications will be considered by Council at the next Parish Council meeting following receipt of application, (subject to the application being received 10 days before the date of the next meeting, otherwise it will be considered at the following meeting) Grant payments will be sent to the named contact above.**

If you have any queries, please contact the Parish Clerk on 07502 735991 or email [fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com).

<b>FOR OFFICE USE ONLY</b>	
Date received:.....	
Grant awarded:.....	
Amount:.....	

# Payne's

## Horticultural Services

..a friendly, personal garden solution

### QUOTATION

**DATE: 25/11/2025**

Dear Jackey Payne or Louise Averre (Fleggburgh village hall)

Thank you for giving me the opportunity to quote for the grass cutting tender listed below. Prices based on per cut once a fortnight from late February to early November (22 cuts in total).

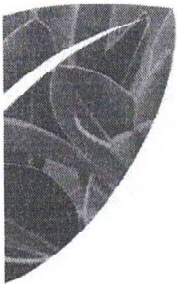
- ✕ Kids play area - £50/cut total for the year £1100.00
- ✕ Grass area around village sign £25/cut total for the year £550.00 (strimming front included)
- Main field complete cut £115.00/cut total for the year £2530.00.

All prices on the quote can be fixed for 12 months or 36 months on agreement.

Please don't hesitate to contact me if you have any further queries.

Kind Regards

Barry



Barry Payne, 3 Rollesby Road, Fleggburgh, Great Yarmouth, Norfolk NR29 3AN  
T: 01493 368123 M: 07530 165 039 E: [barrypayne@hotmail.co.uk](mailto:barrypayne@hotmail.co.uk)  
[facebook.com/payneshorticulturalservices](https://www.facebook.com/payneshorticulturalservices)

**Purchase Order  
000461096**

**Header Details**

Supplier:	00116000 : FLEGGBURGH PARISH COUNCIL	
Address:	DR JIMMY MILLER 71 THE COMMON FREETHORPE NORFOLK NR13 3LX	PAUL JOHNSON PARISH CLERK c/o FILBY POST OFFICE, FILBY, NORFOLK, NR29 3AA
Delivery Location:	100 : Town Hall	
Order Number:	000461096	
Order Date:	18 Sep 2025	
Requisitioner:	50400 : Michael Stephenson	
Requisition Point:	100 : Town Hall	
Buyer:	ALLBUY : All Buyers	
Authority:	73351 : Andrew Wadsworth	
Narrative:		
Value:	1,800.00	

**Line Details**

Line	Category	Catalogue	Description	Delivery Date	Order QTY	Unit Price	Order Value
001	040000 : Supplies and Services		Bus Shelter Main Rd Fleggburgh Costs associated with the asset ownership transfer from GYBC to Fleggburgh Parish Council.	18 Sep 2025	0.00	0.00	1,800.00

<b>Grand Total</b>	<b>1,800.00</b>
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This information has been processed under Article 6(1)(b) of the DPA2018 Act (Contract).  
Full details can be found on our website: <https://www.great-yarmouth.gov.uk/privacy/accounts-payable>

Information we hold may be shared with other bodies in order to prevent and detect fraud.

For full details of our Standard Contract and Purchase Conditions visit: <https://www.great-yarmouth.gov.uk/article/2926/Does-the-Council-use-standard-terms-and-conditions>

Setting Terms and Conditions – (as per the constitution)

42.4.6 (b) In all cases contract terms shall include a requirement for contractors to be paid within 30 days of receipt of a valid invoice and also for contractors to pay their sub- contractors within 30 days and to pass that requirement through the supply chain.

# FLEGGBURGH PARISH COUNCIL

*Serving Burgh St Margaret, Billockby and Clippesby*  
c/o Filby Post Office, Filby, Norfolk NR29 3AA

Email: [fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com) Website: [fleggburghparishcouncil.co.uk](http://fleggburghparishcouncil.co.uk)

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Christine Merritt, George Manning, Adrian Thompson  
Parish Clerk and Responsible Financial Officer: Paul Johnson

## **INVOICE DATE**

**18 SEPTEMBER 2025**

**TO GREAT YARMOUTH BOROUGH  
COUNCIL TOWN HALL HALL PLAIN GREAT  
YARMOUTH NORFOLK NR30 2QF**

**YOUR REF MICHAEL P STEPHENSON  
PURCHASE ORDER PO 461096**

**DESCRIPTION** Bus shelter Main Road  
Fleggburgh Costs associated with ownership  
transfer of bus shelter from GYBC to  
Fleggburgh Parish Council

**Amount** £1,800 (no VAT)

**PAYEE DETAILS** Please pay by BACs  
transfer to:

Unity Trust Bank

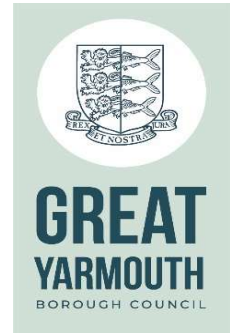
Account name: Fleggburgh Parish Council

Sort code 60-83-01

Account number 20484525

## Parish Precept & Concurrent Functions Grant 2026/27

### Fleggburgh Parish Council



		Relevant Taxbase	Per Band D
2025/26 Parish Precept Amount	£21,747	435	£49.99
2026/27 Parish Precept Amount	£22,800	432	£52.78
% change in band D			5.6%

#### Concurrent Functions

	Amount
Burial Grounds	£2,300
Beach Cleaning	£0
<b>Total Concurrent Functions</b>	<b>£2,300</b>

**Total Concurrent Functions Grant & Parish Precept Payable 2026/27** **£25,100**

***Please confirm Bank Details held on file:***

<b>Bank Name</b>	Unity Trust Bank
<b>Sort Code</b>	60-83-01
<b>Account Number</b>	20484525

**Please note:**

*The payment will be paid in two instalments, the first instalment payable early April 2026 and the second instalment payable at the end of September 2026.*

PAID BY FPC CLERK

Unable to get receipt from HM Land Registry system

MR PAUL

JOHNSON

Your credit card statement

09/09/2025

29 Aug	LYNCESTER			
01 Sep	KINGS ARMS	GREAT YARMOUT		
05 Sep	LAND REGISTRY ECOM CCC	LONDON	Fleggburgh } 2 properties plus Plans	7.00
05 Sep	LAND REGISTRY ECOM CCC	LONDON		7.00
08 Sep	KINGS ARMS	GREAT YARMOUT		109.70
09 Sep				145.00

# Fleggburgh Village Hall

Main Road  
Fleggburgh  
Norfolk  
NR29 3AG

Charity Commission No: 303951



To:  
Fleggburgh Parish Council  
Paul Johnson  
Parish Clerk

## *Invoice*

Number:  
0080

Date:  
15 May 2025

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Quantity	Description	Price	£
1	Grant towards the cost of grass cutting at Fleggburgh Village Hall & Playing Field for 2025	1320	1,320.00
<b>Total</b>			<b><u>1,320.00</u></b>

Terms: 30 days from invoice date

Payments to Fleggburgh Village Hall

Sort Code: 20-99-21

Account No 13281434

From: [noreply@vodafone.com](mailto:noreply@vodafone.com)  
Date: 25/06/2025 09:08 AM  
To: [VATreceipts@help.vodafone.co.uk](mailto:VATreceipts@help.vodafone.co.uk)  
Subject: PAYG - VAT RECEIPT form request

VAT RECEIPT form request

**ACCOUNT TYPE:**

**Contract type:** Pay as you go  
**User type:** N/a

**ACCOUNT HOLDER:**

**First name:** Paul  
**Last name:** Johnson  
**Email address:** [fileggburghpc@gmail.com](mailto:fileggburghpc@gmail.com)  
**Mobile number:** 07502735991  
**Date of birth:** 24/11/1952  
**Company name:** n/a

**PURCHASE DETAILS / VAT RECEIPT DETAILS:**

**Need information about:** N/a  
**Date of Purchase / Disconnect / Porting:** n/a  
**Purchase / Early Termination Fee amount:** n/a  
**Topup amount:** £10  
**Topup date:** 01/04/2025  
**Number type / When customer left Vodafone:** None given  
**Transaction number:** (not provided)  
**Order ID:** (not provided)



Powering change +  
saving lives.

**ELECTRICAL SAFETY COUNCIL operating as Electrical Safety First** (registered charity number: 257376)

**ELECTRICAL SAFETY FUND 2025-2026  
FUNDING AWARD AGREEMENT**

**1. Funded Partner: Fleggburgh Parish Council**

**2. Total Funding Award: £1,000.00**

**3. Details on how to obtain your award:**

Upload the following documents to our grant management platform:

- a. An invoice for your total funding award
- b. Your organisation's bank details.
- c. A copy of your organisation's bank statement.

**4. General conditions of funding award:**

On behalf of your organisation, you agree to the following general conditions:

- a. **Invoicing:** to invoice Electrical Safety First by 1<sup>st</sup> December 2025. Failure to do so may result in funding being withdrawn.
- b. **Use of funding:** agree that the funding will only be used to support electrical safety related activity, as agreed, that aims to address issues around safer use, misuse, lack of maintenance of electrical products and/or installation and home improvements. Electrical Safety First reserves the right to request, and be provided with proof of, spend of fund award.
- c. **Promotion and publicity:** to do whatever Electrical Safety First reasonably requests to assist with any form of promotion, publicity and/or marketing of your funded project, including undertaking any press or media-related activity, as well as arrange reciprocal links to each other's websites. As a minimum, this will include you completing a grant award press release template describing your project to be issued to your local media and posting your ESF grant award across your organisation's social media channels.



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- d. **Joint promotion:** to jointly promote your activity by including Electrical Safety First's sponsor's logo, name and key electrical safety messages in all promotional, printed and/or press material, as appropriate.
- e. **Electrical Safety First support:** to allow Electrical Safety First to select your funded project to be one which receives additional support. If chosen, Electrical Safety First will provide additional media and/or electrical safety technical support and guidance, may make project visit(s) and engage with your local MP and Councillors about promotional opportunities. If your project is chosen, Electrical Safety First will liaise with you to agree the type and level of support.
- f. **Approvals:** to obtain Electrical Safety First's approval on any funded project-related promotional, printed, press and/or project activity's published material(s) prior to publication and/or circulation of them. You must submit any public-facing materials or communications that include electrical safety information, advice, or demonstrations to Electrical Safety First for review and approval before publication or use. This will help ensure technical accuracy and consistency.
- g. **Use of Electrical Safety First literature:** to utilise, where appropriate, Electrical Safety First literature and material if you plan to provide any materials such as leaflets as part of your project. Please contact Electrical Safety First to discuss this further.
- h. **Use and reproduction of information:** to allow Electrical Safety First to use and/or reproduce any information contained in your application and/or any or all your funded activity's published material(s), excluding information relating to named individuals, without any right by you to claim in respect of copyright.
- i. **Changes to funded project:** to notify Electrical Safety First in writing immediately if it becomes known to you that the funded activity will not be completed within the agreed timescales and in any event before the end of March 2026. Failure to do so may result in Electrical Safety First requesting that the full amount of the award is returned to it.
- j. **Calendar of Events:** to notify Electrical Safety First in writing the details of your project events with as much notice as possible, including the date, time, location, and an overview of activities taking place. This is to facilitate project visits should we wish to undertake them, for promotional purposes.
- k. **Completion of funded project:** to complete funded activity by the end of March 2026.



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saving lives.

- l. Refund to Electrical Safety First:** to refund Electrical Safety First the full amount of the award if the project is postponed or cancelled by the funded partner or failure to notify Electrical Safety First in relation to 4(i) above. Project partners must obtain Electrical Safety First's approval to any extensions to timescale as soon as they become known and in any event before the end of February 2026.
- m. Purchase of Electrical Products:** to purchase any electrical product replacements or giveaways as part of your project from a reputable retailer, either direct from the manufacturer's website or a trusted High Street name, and not from Online Marketplaces such as Amazon, eBay or Wish.
- n. Electrical work undertaken:** Any electrical work, testing, or repair funded through this grant must be carried out by appropriately skilled, trained, and qualified individuals. Anyone undertaking PAT testing or repair café demonstrations must hold recognised, relevant qualifications. All electrical installation work must be completed by an electrician registered with a Competent Person Scheme (CPS), except where the work is being undertaken in Scotland where CPS does not apply. In this instance, the electrician must be registered with an approved scheme provider.
- o. Social Change Survey:** we have partnered with social change to assess the benefit and social value of the fund events to those that participate and are involved in the projects. We require funded partners to display a QR code to the Social Change Survey, and/or hard copies of the survey itself, at their events, so that funded partners and beneficiaries can complete the survey - this is essential to our understanding of the impact of our funding. We will provide you with the QR code for the survey as well as an electronic version of the survey.
- p. Liability:** Electrical Safety First shall not be liable for any loss, damage, injury, or claim arising from the funded partner's activities, premises, or projects delivered under this Agreement. The funded partner accepts full responsibility for the safe and lawful delivery of all works, installations, and activities funded through this partnership, including the conduct of any contractors or third parties engaged by themselves.
- q. Insurance:** You must hold appropriate public liability insurance to cover any activities funded through this fund award and provide evidence of such cover upon request.

## 5. Specific conditions for 'home repair and direct interventions' projects

For projects considered primarily 'home repair and direct interventions' there is a specific set of additional conditions that must be observed that are laid out below (5a, 5b, and 5c). The stipulations within this clause are not applicable to other types of projects.

- a. **Scope of work:** Please see below for the types of minor electrical works that can be addressed by this funding:
  - i. Periodic inspections i.e. an electrical safety inspection
  - ii. Repairs/replacement of lighting for electrical safety reasons
  - iii. Repairs/replacement of electrically-powered showers
  - iv. Repairs/replacement of immersion and water heaters
  - v. Relocation or installation of additional electrical sockets to make them more accessible and reduce incidents of using extension leads
  - vi. Replacement of broken accessories, such as light switches and sockets
  - vii. Necessary upgrading of earthing, bonding, RCD protection and consumer units
  - viii. Contribution towards the cost of a full or part electrical rewire – up to the maximum grant of £1000 per property
  
- b. **Eligibility to receive the fund:** Recipients must be owner occupants of residential dwellings; unable to afford the works themselves; And meet at least one of the following vulnerability categories:
  - i. Live with a child under five years old,
  - ii. Live alone or with others and have reached state pension age,
  - iii. Live alone or with others and are disabled or chronically ill,
  - iv. Live with others who have reached state pension age or are disabled, chronically or under 18 years old.
  
- c. **Using a qualified electrician:** Funded partners must ensure that all electrical works are carried out by a suitably skilled, trained, and qualified electrician, who is registered with a competent person scheme (CPS), except where the work is being undertaken in Scotland where CPS does not apply. In this instance, the electrician must be registered with an approved scheme provider.



Powering change + saving lives.

6. Monitoring, reporting and evaluation

- a. Monitoring and reporting: Electrical Safety First reserves the right to request and obtain regular email updates from you on the progress of your project.
b. Evaluation: you agree to complete the evaluation framework report provided to you by Electrical Safety First, which includes sections for evaluation, media coverage and provision for supplementary information, and submit to Electrical Safety First by no later than one month following the end date of your funded project.
c. Follow up evaluation: Electrical Safety First may select your project to carry out a follow up evaluation up to one year after the evaluation reporting end date of 31 March 2026 to collect further evidence on outcomes and impact of your funded project. Should your project be chosen, Electrical Safety First will consult with you following our review of your project end evaluation report.
d. Press and media coverage: to provide details of press and media coverage achieved on your funded project, as part of your project end evaluation report.
e. Case studies: to provide Electrical Safety First with details of two case studies, where these are agreed with those who engage with your project, as part of your project end evaluation report.
f. Photographic images: agree to provide photographic images to illustrate activity undertaken, as part of your project end evaluation report.

Failure to uphold the terms of this agreement will preclude you from receiving funding from Electrical Safety First in the future.

7. Agreement

By signing this agreement, you confirm that you are authorised by your organisation to do so.

Signed by : ..... Signed by: Paul Johnson Parish Clerk Fleggburgh Parish Council 9D3E72E7B9524F6...

Print Name: ..... Paul Johnson Parish Clerk Fleggburgh Parish Council

Organisation: ..... Fleggburgh Parish Council ....

Date: ..... November 24, 2025 .....



<b>Insured Name:</b>	<b>Fleggburgh Parish Council</b>
Reference:	0/FLEG05LC01
Insurer:	Temple Legal Protection Ltd
Cover:	Legal Expenses
Period	24/09/2025 - 23/09/2026

Dear Paul

We have been contacted by Community Action Norfolk, who have advised that you have signed up to be a Gold Member this year. As part of the membership, we provide a legal expenses policy, and I am pleased to confirm cover is in place as detailed above.

No payment is due to us as it forms part of your membership

Your official documents are attached. Please take a moment to read through them and, if anything needs to be amended or doesn't look quite right, please contact me on 01603 967907 or [llovell@alanboswell.com](mailto:llovell@alanboswell.com).

Our Terms of Business are available to view or download [here](#).

Kind regards,

**Lynne Lovell** | Business Insurance  
Adviser

Alan Boswell Group

01603 967907

[llovell@alanboswell.com](mailto:llovell@alanboswell.com)



Insurance Brokers  
Risk Management  
Financial Planners

[www.alanboswell.com](http://www.alanboswell.com)



We're hiring



From: **Natasha Jackson** <[natasha.jackson@communityactionnorfolk.org.uk](mailto:natasha.jackson@communityactionnorfolk.org.uk)>

Date: Wed, 24 Sept 2025 at 13:12

Subject: Your Community Action Norfolk (CAN) Membership

To: Fleggburgh Parish Clerk <[fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com)>

Dear Fleggburgh Parish Council,

Thank you for joining Community Action Norfolk (CAN) as Gold members. Your membership payment has been processed and the details provided in your membership form have now been shared with our partners, Alan Boswell Insurance Brokers Ltd, who will be in touch with you shortly with relevant policy documentation. If you do not receive this information in the next few weeks do let us know. CAN is very grateful for the support of all its members and hopes to continue to support you and the wider VCSE sector.

CAN is partnered with easyfundraising, a free fundraising service that helps you generate income. To find out more, and to start generating your own income, please visit: <https://www.easyfundraising.org.uk/can>

If you are interested in receiving any of the newsletters listed below, simply reply to this email confirming the newsletter/s you wish to receive and the email address/s you would like them to be sent too. Members can include their articles in any of our newsletters, through our website and on our social media by emailing their article or information to [office@communityactionnorfolk.org.uk](mailto:office@communityactionnorfolk.org.uk).

- Jobs
- Empowering Communities Partnership news (Sector updates, Advice and Resources, Events and Training, Funding Opportunities)
- Halls, Council, Recreation and Sports
- Children and Youth
- Health, Wellbeing and Mental Health

If other colleagues in your organisation would like to receive any of these newsletters do let us know.

Membership provides 30 minutes per month development support therefore if you have a query simply call our office on 01362 698216 or email [office@communityactionnorfolk.org.uk](mailto:office@communityactionnorfolk.org.uk) and a development officer will respond as quickly as possible.

As a member, you're invited to our AGM on Thursday 30th October 1–4pm at Signpost House, Dereham. Join us to celebrate 10 years of Community Action Norfolk, hear updates from our team and key partners, and have your say, your vote helps shape our future and supports the wider VCSE sector.

Due to the vast number of resources available to gold members we only send relevant information in response to queries from members.

**Natasha Jackson**

Admin Officer

Community Action Norfolk  
Ambassador Way, Greens Road  
Dereham, Norfolk NR20 3TL

Tel 01362 698216

Web [communityactionnorfolk.org.uk](http://communityactionnorfolk.org.uk)

Registered Charity No 1056750 | Company No. 3190820  
Company Limited by Guarantee Registered in England and Wales

# Fleggburgh Village Hall

Main Road  
Fleggburgh  
Norfolk  
NR29 3AG

Charity Commission No: 303951



To:  
Fleggburgh Parish Council

## *Invoice*

Number:  
0082

Date:  
29 July 2025

Quantity	Description	Price	£
8	Hire of FVH for FPC Meetings in 2025 - Jan 15, Feb 12, Mch 19, Apr 16, May 21, June 17, Jul 16 & Sept 1	20	160.00
2	Hire of FVH for Neighbourhood Dev Plan Meetings in 2025 - Mar 17 & Jun 16	20	40.00
<b>Total</b>			<b><u>200.00</u></b>

Terms: 30 days from invoice date

Payments to Fleggburgh Village Hall

Sort Code: 20-99-21

Account No 13281434

From: **Information Commissioner's Office Renewals Confirmation**

<[dpfee\\_confirmation\\_renewal\\_dd@ico.org.uk](mailto:dpfee_confirmation_renewal_dd@ico.org.uk)>

Date: Thu, 17 Apr 2025 at 00:49

Subject: ICO - Renewal confirmation ICO:00019956447

To: Paul Johnson <[fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com)>

Organisation name: **Fleggburgh Parish Council**

Reference: **ZA337766**

Dear Paul Johnson

### **Confirmation of payment**

We confirm receipt of your payment and new expiry date of 23/04/2026.

The contact details we hold for you are:

**Title:** Mr

**Name:** Paul Johnson

**Email address:** [fleggburghpc@gmail.com](mailto:fleggburghpc@gmail.com)

**Telephone number:** 07502 735991



Invoice

Billing Cycle from **24 May 2025 - 23 Jun 2025**  
Charge date: 24 Jun 2025  
Invoice date: 24 Jun 2025  
Tax point date: 23 Jun 2025

CUSTOMER NAME	SHIPPING ADDRESS

BILLING ADDRESS

INVOICE NUMBER
IIUKDN1110235850

PRINTER	SERIAL NUMBER
HP OfficeJet Pro 9020 All-in-One Printer	TH09N760VN

ACCOUNT NUMBER	ACCOUNT PLAN
9768352841	£13.49 - 300 Pgs / Mo

PAGES PRINTED	
Regular Pages:	121 - £13.49
Rollover Pages:	0 - N/A
Additional Pages:	0 - £0.00
<b>Total Pages Printed:</b>	<b>121</b>

PAYMENT BALANCE	
Previous billing cycle charges:	£0.00
Current billing cycle charges:	£13.49
<b>Total:</b>	<b>£13.49</b>
Included VAT (20%):	£2.25
Subtotal less VAT:	£11.24

DATE *	PAGES PRINTED		
	REGULAR	ROLLOVER	ADDITIONAL
25 May 2025	2		
26 May 2025	3		
28 May 2025	8		
29 May 2025	1		
30 May 2025	2		
31 May 2025	9		
1 Jun 2025	2		
2 Jun 2025	4		
3 Jun 2025	19		
4 Jun 2025	2		
5 Jun 2025	14		
6 Jun 2025	2		
8 Jun 2025	5		
9 Jun 2025	3		
10 Jun 2025	1		
11 Jun 2025	4		
13 Jun 2025	5		
14 Jun 2025	1		
15 Jun 2025	1		
17 Jun 2025	17		
18 Jun 2025	4		
20 Jun 2025	5		
21 Jun 2025	1		
22 Jun 2025	3		
23 Jun 2025	3		

\*\* Page counts are not recorded in real time. Printed pages are automatically recorded about once per day and reflected in your Print History on the date they were printed provided that the printer is connected to the Internet via WiFi or Ethernet. If pages are printed when the printer is not connected to the Internet (offline), those pages will be recorded on the date the printer comes back online. Pages printed without using Instant Ink cartridges are not recorded.  
\*\*\* You have additional charges that will appear in the next billing cycle as your printer is currently offline.  
\*\*\*\* You have charges from a previous billing cycle because your printer was offline.



Invoice

Billing Cycle from **24 Jun 2025 - 23 Jul 2025**  
Charge date: 25 Jul 2025  
Invoice date: 25 Jul 2025  
Tax point date: 23 Jul 2025

CUSTOMER NAME	SHIPPING ADDRESS

BILLING ADDRESS

INVOICE NUMBER
IIUKDN1112082627

PRINTER	SERIAL NUMBER
HP OfficeJet Pro 9020 All-in-One Printer	TH09N760VN

ACCOUNT NUMBER	ACCOUNT PLAN
9768352841	£13.49 - 300 Pgs / Mo

PAGES PRINTED	
Regular Pages:	229 - £13.49
Rollover Pages:	0 - N/A
Additional Pages:	0 - £0.00
<b>Total Pages Printed:</b>	<b>229</b>

PAYMENT BALANCE	
Previous billing cycle charges:	£0.00
Current billing cycle charges:	£13.49
<b>Total:</b>	<b>£13.49</b>
Included VAT (20%):	£2.25
Subtotal less VAT:	£11.24

DATE *	PAGES PRINTED		
	REGULAR	ROLLOVER	ADDITIONAL
24 Jun 2025	2		
25 Jun 2025	3		
27 Jun 2025	3		
28 Jun 2025	1		
29 Jun 2025	3		
30 Jun 2025	8		
1 Jul 2025	2		
2 Jul 2025	3		
3 Jul 2025	2		
4 Jul 2025	2		
6 Jul 2025	2		
7 Jul 2025	26		
8 Jul 2025	26		
9 Jul 2025	19		
10 Jul 2025	3		
11 Jul 2025	3		
12 Jul 2025	5		
13 Jul 2025	1		
14 Jul 2025	2		
16 Jul 2025	17		
17 Jul 2025	54		
19 Jul 2025	1		
21 Jul 2025	22		
22 Jul 2025	8		
23 Jul 2025	11		

\*\* Page counts are not recorded in real time. Printed pages are automatically recorded about once per day and reflected in your Print History on the date they were printed provided that the printer is connected to the Internet via WiFi or Ethernet. If pages are printed when the printer is not connected to the Internet (offline), those pages will be recorded on the date the printer comes back online. Pages printed without using Instant Ink cartridges are not recorded.  
 \*\*\* You have additional charges that will appear in the next billing cycle as your printer is currently offline.  
 \*\*\*\* You have charges from a previous billing cycle because your printer was offline.



Invoice

Billing Cycle from **24 Aug 2025 - 23 Sep 2025**  
Charge date: 24 Sep 2025  
Invoice date: 24 Sep 2025  
Tax point date: 23 Sep 2025

CUSTOMER NAME	SHIPPING ADDRESS

BILLING ADDRESS

INVOICE NUMBER
IIUKDN1115632247

PRINTER	SERIAL NUMBER
HP OfficeJet Pro 9020 All-in-One Printer	TH09N760VN

ACCOUNT NUMBER	ACCOUNT PLAN
9768352841	£13.49 - 300 Pgs / Mo

PAGES PRINTED	
Regular Pages:	274 - £13.49
Rollover Pages:	0 - N/A
Additional Pages:	0 - £0.00
<b>Total Pages Printed:</b>	<b>274</b>

PAYMENT BALANCE	
Previous billing cycle charges:	£0.00
Current billing cycle charges:	£13.49
<b>Total:</b>	<b>£13.49</b>
Included VAT (20%):	£2.25
Subtotal less VAT:	£11.24

DATE *	PAGES PRINTED		
	REGULAR	ROLLOVER	ADDITIONAL
28 Aug 2025	27		
29 Aug 2025	19		
30 Aug 2025	2		
31 Aug 2025	4		
1 Sep 2025	4		
2 Sep 2025	42		
3 Sep 2025	1		
4 Sep 2025	6		
5 Sep 2025	13		
6 Sep 2025	4		
7 Sep 2025	6		
8 Sep 2025	2		
9 Sep 2025	3		
10 Sep 2025	14		
11 Sep 2025	10		
12 Sep 2025	8		
13 Sep 2025	8		
14 Sep 2025	1		
15 Sep 2025	1		
16 Sep 2025	15		
17 Sep 2025	7		
18 Sep 2025	33		
19 Sep 2025	9		
20 Sep 2025	6		
22 Sep 2025	10		
23 Sep 2025	19		

\*\* Page counts are not recorded in real time. Printed pages are automatically recorded about once per day and reflected in your Print History on the date they were printed provided that the printer is connected to the Internet via WiFi or Ethernet. If pages are printed when the printer is not connected to the Internet (offline), those pages will be recorded on the date the printer comes back online. Pages printed without using Instant Ink cartridges are not recorded.  
\*\*\* You have **additional charges** that will appear in the next billing cycle as your printer is currently offline.  
\*\*\*\* You have charges from a previous billing cycle because your printer was offline.



Invoice

Billing Cycle from **24 Oct 2025 - 23 Nov 2025**  
Charge date: 24 Nov 2025  
Invoice date: 24 Nov 2025  
Tax point date: 23 Nov 2025

CUSTOMER NAME	SHIPPING ADDRESS

BILLING ADDRESS

INVOICE NUMBER
IIUKDN1119173696

PRINTER	SERIAL NUMBER
HP OfficeJet Pro 9020 All-in-One Printer	TH09N760VN

ACCOUNT NUMBER	ACCOUNT PLAN
9768352841	£13.49 - 300 Pgs / Mo

PAGES PRINTED	
Regular Pages:	232 - £13.49
Rollover Pages:	0 - N/A
Additional Pages:	0 - £0.00
<b>Total Pages Printed:</b>	<b>232</b>

PAYMENT BALANCE	
Previous billing cycle charges:	£0.00
Current billing cycle charges:	£13.49
<b>Total:</b>	<b>£13.49</b>
Included VAT (20%):	£2.25
Subtotal less VAT:	£11.24

DATE *	PAGES PRINTED		
	REGULAR	ROLLOVER	ADDITIONAL
24 Oct 2025	1		
25 Oct 2025	1		
26 Oct 2025	2		
27 Oct 2025	12		
29 Oct 2025	1		
1 Nov 2025	37		
2 Nov 2025	4		
3 Nov 2025	1		
4 Nov 2025	17		
5 Nov 2025	6		
6 Nov 2025	5		
7 Nov 2025	3		
8 Nov 2025	4		
9 Nov 2025	9		
10 Nov 2025	3		
11 Nov 2025	15		
12 Nov 2025	24		
13 Nov 2025	8		
14 Nov 2025	6		
16 Nov 2025	14		
17 Nov 2025	7		
18 Nov 2025	9		
19 Nov 2025	9		
20 Nov 2025	28		
21 Nov 2025	3		
23 Nov 2025	3		

\*\* Page counts are not recorded in real time. Printed pages are automatically recorded about once per day and reflected in your Print History on the date they were printed provided that the printer is connected to the Internet via WiFi or Ethernet. If pages are printed when the printer is not connected to the Internet (offline), those pages will be recorded on the date the printer comes back online. Pages printed without using Instant Ink cartridges are not recorded.  
\*\*\* You have **additional charges** that will appear in the next billing cycle as your printer is currently offline.  
\*\*\*\* You have charges from a previous billing cycle because your printer was offline.



Invoice

Billing Cycle from 24 Feb 2026 - 23 Mar 2026  
Charge date: 24 Mar 2026  
Invoice date: 24 Mar 2026  
Tax point date: 23 Mar 2026

CUSTOMER NAME	SHIPPING ADDRESS

BILLING ADDRESS

INVOICE NUMBER
IIUKDN1126114860

PRINTER	SERIAL NUMBER
HP OfficeJet Pro 9020 All-in-One Printer	TH09N760VN

ACCOUNT NUMBER	ACCOUNT PLAN
9768352841	£13.49 - 300 Pgs / Mo

PAGES PRINTED	
Regular Pages:	300 - £13.49
Rollover Pages:	88 - N/A
Additional Pages:	0 - £0.00
<b>Total Pages Printed:</b>	<b>388</b>

PAYMENT BALANCE	
Previous billing cycle charges:	£0.00
Current billing cycle charges:	£13.49
<b>Total:</b>	<b>£13.49</b>
Included VAT (20%):	£2.25
Subtotal less VAT:	£11.24

DATE *	PAGES PRINTED		
	REGULAR	ROLLOVER	ADDITIONAL
25 Feb 2026	2		
27 Feb 2026	1		
28 Feb 2026	1		
1 Mar 2026	28		
2 Mar 2026	13		
3 Mar 2026	18		
4 Mar 2026	8		
5 Mar 2026	4		
6 Mar 2026	14		
7 Mar 2026	1		
8 Mar 2026	11		
9 Mar 2026	7		
10 Mar 2026	28		
11 Mar 2026	36		
12 Mar 2026	5		
13 Mar 2026	14		
14 Mar 2026	1		
15 Mar 2026	10		
16 Mar 2026	28		
17 Mar 2026	2		
18 Mar 2026	3		
19 Mar 2026	40		
20 Mar 2026	8		
21 Mar 2026	8		
23 Mar 2026	9	88	

\*\* Page counts are not recorded in real time. Printed pages are automatically recorded about once per day and reflected in your Print History on the date they were printed provided that the printer is connected to the Internet via WiFi or Ethernet. If pages are printed when the printer is not connected to the Internet (offline), those pages will be recorded on the date the printer comes back online. Pages printed without using Instant Ink cartridges are not recorded.  
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 \*\*\*\* You have charges from a previous billing cycle because your printer was offline.



# TAX INVOICE

Fleggburgh Parish Council  
Attention: Fleggburgh Parish Council  
C/o Filby Post Office  
Main Road  
Filby  
Great Yarmouth  
Norfolk  
NR29 3AA  
GBR

**Invoice Date**  
23 Feb 2026

**Invoice Number**  
INV-0853

**Reference**  
Neighbourhood Plan

**VAT Number**  
332891590

Collective Community  
Planning Ltd  
13 The Close  
Norwich  
NR1 4DS  
Tel. 01603 972553  
Email:  
louise@collectivecommuni  
typlanning.co.uk  
VAT Number: 332 8915 90  
Company Number:  
12190918

Description	Quantity	Unit Price	VAT	Amount GBP
Final 50% of agreed fee for the remaining agreed work on the Fleggburgh Neighbourhood Plan Review, including finalising the Regulation 14 consultation draft, preparing the Submission Version of the Plan, and producing the required Supporting Statements	1.00	1,575.00	20%	1,575.00
			Subtotal	1,575.00
			TOTAL VAT 20%	315.00
			<b>TOTAL GBP</b>	<b>1,890.00</b>

## Due Date: 31 Mar 2026

BACS Payments to: TSB, Collective Community Planning Ltd  
Sort code: 77 68 22  
Account No: 00038778

# PAYMENT ADVICE

To: Collective Community Planning Ltd  
13 The Close  
Norwich  
NR1 4DS  
Tel. 01603 972553  
Email: louise@collectivecommunityplanning.co.uk  
VAT Number: 332 8915 90  
Company Number: 12190918  
Company Registration No: 12190918

**Customer** Fleggburgh Parish Council

**Invoice Number** INV-0853

**Amount Due** **1,890.00**

**Due Date** 31 Mar 2026

**Amount Enclosed**

Enter the amount you are paying above



# TAX INVOICE

Fleggburgh Parish Council  
Attention: Fleggburgh Parish Council  
C/o Filby Post Office  
Main Road  
Filby  
Great Yarmouth  
Norfolk  
NR29 3AA  
GBR

**Invoice Date**  
4 Dec 2025

**Invoice Number**  
INV-0836

**Reference**  
Neighbourhood Plan

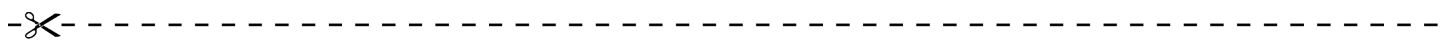
**VAT Number**  
332891590

Collective Community  
Planning Ltd  
13 The Close  
Norwich  
NR1 4DS  
Tel. 01603 972553  
Email:  
louise@collectivecommuni  
typlanning.co.uk  
VAT Number: 332 8915 90  
Company Number:  
12190918

Description	Quantity	Unit Price	VAT	Amount GBP
50% of agreed fee for the remaining agreed work on the Fleggburgh Neighbourhood Plan Review, including finalising the Regulation 14 consultation draft, preparing the Submission Version of the Plan, and producing the required Supporting Statements	1.00	1,575.00	20%	1,575.00
			Subtotal	1,575.00
			TOTAL VAT 20%	315.00
			<b>TOTAL GBP</b>	<b>1,890.00</b>

## Due Date: 31 Jan 2026

BACS Payments to: TSB, Collective Community Planning Ltd  
Sort code: 77 68 22  
Account No: 00038778



# PAYMENT ADVICE

To: Collective Community Planning Ltd  
13 The Close  
Norwich  
NR1 4DS  
Tel. 01603 972553  
Email: louise@collectivecommunityplanning.co.uk  
VAT Number: 332 8915 90  
Company Number: 12190918  
Company Registration No: 12190918

<b>Customer</b>	Fleggburgh Parish Council
<b>Invoice Number</b>	INV-0836
<b>Amount Due</b>	<b>1,890.00</b>
<b>Due Date</b>	31 Jan 2026
<b>Amount Enclosed</b>	_____
	Enter the amount you are paying above

**Invoice 032**

Miss Lolly J Dawson

**Billing Address:**  
Fleggburgh Parish Cot

To provide administrative services, and attend and take min  
Assembly on 16/04/2025.

Services are charged at £25.00 per hour, 2.5 hours complet

Mileage is charged at 0.45p per mile. 78 miles. £35.10

**Method of Payment:**

PRINTING OF INVOICE; ERROR

$$2.5 \times \pounds 25.00 = 62.50$$

Mileage  $\frac{35.10}{\quad}$

**PAID**  $\pounds \frac{97.60}{\quad}$

Sarah Hunt

INVOICE

26<sup>th</sup> April 2025

The Chairman  
Fleggburgh Parish Council

To – Completion of Internal Audit as requested.

£175.00

**TOTAL PAYABLE**

**£175.00**

**PLEASE NOTE NEW ACCOUNT DETAILS:**

Cheques payable to Mrs S Hunt

BACS: Mrs S J Hunt

Account number:

## Invoice 032

Miss Lolly J Dawson

**Invoice Date: 15<sup>th</sup> May 2025**

**Invoice Number: 033**

**Billing Address:**

Fleggburgh Parish Council

To provide administrative services, website and computer support.

Services are charged at £20.00 per hour, 2 hours completed. **£40.00**

Mileage is charged at 0.45p per mile. None.

**TOTAL: £40.00**

Paul Johnson Parish Clerk  
Fleggburgh Parish Council  
c/o Filby Post Office, Main Road, Filby, Norfolk NR29 3AA

**Transaction ID:** 6626883904

**Transaction Date:** 22 Apr 2025, 17:35

Qty	Cat No.	Desc	Unit Price	Gross Cost	VAT	Net Cost	VAT rate
1	2654887	SIM Free Motorola E14 64GB Mobile Phone - Graphite Grey	£59.99	£59.99	£10.00	£49.99	20.0%
<b>Gross Amount</b>				£59.99	£10.00	£49.99	

**NET Amount For VAT: £49.99**

**VAT Amount: £10.00**

**Total: £59.99**

VAT Registration Number: GB 660 4548 36  
Notified terms and conditions apply

Registered Office  
33 Holborn,  
London  
United Kingdom  
EC1N 2HT

**Paid**

Payment reference ID kaW44Nxb1nRML3x2KMFJ  
 Sold by SIM DISTRIBUTORS LTD  
 VAT # GB378692435

Invoice date / Delivery date 26 August 2025  
 Invoice # GB504C87YLWLHI  
 Total payable £17.90

KEITH OSBORNE  
 WREN COTTAGE,MAIN ROAD, ON B1152 BEHIND  
 'SAIL VIEW COTTAGE',, CLIPPESBY  
 GREAT YARMOUTH, NORFOLK, NR29 3BQ  
 GB

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

Billing address	Delivery address	Sold by
Keith Osborne Wren Cottage,Main Road, On B1152 Behind 'Sail View Cottage',, Clippesby Great Yarmouth, Norfolk, NR29 3BQ GB	Fleggburgh Parish Council C/O WREN COTTAGE MAIN ROAD, CLIPPESBY NORFOLK, Norfolk, NR29 3BQ GB	SIM DISTRIBUTORS LTD 691 LONDON ROAD ISLEWORTH ISLEWORTH, TW7 4ES GB VAT # GB378692435

**Order information**

Order date 26 August 2025  
 Order # 026-4708187-6677948

**Invoice details**

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
JeeJaan® 200 Black Bin Bags Heavy Duty – 200 Strong large heavy duty Bin Bags 80L for Rubbish – Bin Liners and Rubble Bags Heavy Duty For Kitchen,Office and Resturants Use (18"x29"x39") ASIN: B0DQ268RP1	1	£14.92	20%	£17.90	£17.90
Shipping Charges		£0.00		£0.00	£0.00
<b>Invoice total</b>					<b>£17.90</b>
		VAT rate	Item subtotal (excl. VAT)	VAT subtotal	
		20%	£14.92	£2.98	
	Total		£14.92	£2.98	

**Paid**

Payment reference ID kaW44Nxb1nRML3x2KMFJ  
 Sold by UHH ESSENTIALS LTD  
 VAT # GB366584653

KEITH OSBORNE  
 WREN COTTAGE,MAIN ROAD, ON B1152 BEHIND  
 'SAIL VIEW COTTAGE',, CLIPPESBY  
 GREAT YARMOUTH, NORFOLK, NR29 3BQ  
 GB

Invoice date / Delivery date 27 August 2025  
 Invoice # GB50356QO7NJFI  
 Total payable £9.95

For customer support visit [www.amazon.co.uk/contact-us](http://www.amazon.co.uk/contact-us)

Billing address	Delivery address	Sold by
Keith Osborne Wren Cottage,Main Road, On B1152 Behind 'Sail View Cottage',, Clippesby Great Yarmouth, Norfolk, NR29 3BQ GB	Fleggburgh Parish Council C/O WREN COTTAGE MAIN ROAD, CLIPPESBY NORFOLK, Norfolk, NR29 3BQ GB	UHH ESSENTIALS LTD 05 Llewelyn Road SWINDON, Wiltshire, SN25 4DQ GB VAT # GB366584653

**Order information**

Order date 26 August 2025  
 Order # 026-7957959-1941132

**Invoice details**

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Haya Home 20 Heavy Duty Wheelie Bin Liners 240 Litre Large Refuse Sacks Wheelie Bin Bags For Garden Kitchen House Office Caterers Rubbish made from 100% Waste Recycled Material ASIN: B095HX68ZF	1	£8.29	20%	£9.95	£9.95
Shipping Charges		£0.00		£0.00	£0.00

<b>Invoice total</b>			<b>£9.95</b>
	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£8.29	£1.66
<b>Total</b>		<b>£8.29</b>	<b>£1.66</b>

# Payne's

## Horticultural Services

..a friendly, personal garden solution

### INVOICE

**Customer:** C/o Paul Johnson  
Fleggburgh  
Parish Council

**Date:** 01/11/2025

Description	
Footpath tender cutting Grass and Hedges as quoted  7 Cuts in total in 2025	£1,100.00
<b>Total:</b>	<b>£1,100.00</b>

Please pay by bank transfer:

Barclays Bank

**Account number:** 43623092

**Sort Code:** 20-99-21

Please quote your name when making payments

Alternatively make cheques payable to:

'Barry Payne'

**PAYMENT TERMS:** 7 days from invoice date

Kind regards

Barry

Barry Payne, 3 Rollesby Road, Fleggburgh, Great Yarmouth, Norfolk NR29 3AN

**T:** 01493 368123 **M:** 07530 165 039 **E:** [barrypayne@hotmail.co.uk](mailto:barrypayne@hotmail.co.uk)

[facebook.com/payneshorticulturalservices](https://facebook.com/payneshorticulturalservices)

# MAPLE

## TREE SERVICES LIMITED

Company no: 12888302

Bracken Lodge  
Barn Lane  
Runham  
Great Yarmouth  
Norfolk  
NR29 3EF

Tel: 01493 369127  
Mobile: 07979 962780  
Email: mapletreeservices123@gmail.com  
www.firewoodgreatyarmouth.co.uk

### INVOICE

**Address:**

FAO: Paul Johnson  
Parish Clerk  
Fleggburgh Parish Council

**Invoice no:** 00013

**Invoice date:** 16<sup>th</sup> October 2025

**Reference:** FleggburghParishCouncil

Grass cutting at Fleggburgh Church Yard for 2025 season-  
15 cuts @ £175.00 per cut

£2625.00

**TOTAL:**

**£2625.00**

All cheques to please be made payable to **Maple Tree Services Limited**

Please write invoice number or reference on the reverse of the cheque.

For **BACS** payments – Account name: **Maple Tree Services Limited**

Account type: **Business**

**Sort code: 09-01-29 Account number: 55594484**

Please quote invoice number or reference.

Payment terms: 21 days

Re-issued invoices will incur a £20 administration fee.

27

To Fleggburgh Parish Council

From Paul may  
1 Hall cottage  
Hall road  
Clippesby  
NR29 3BL

Grass cutting +  
General maintenance  
for St. Peter's Church  
Clippesby

from 1<sup>st</sup> January to  
31<sup>st</sup> December 2025

£850-00

Sort code 20-99-21

Account 20613231

Barclays Great Yarmouth



# TAX INVOICE

Fleggburgh Parish Council  
Jubilee Farm  
Fleggburgh Road  
Rollesby  
Great Yarmouth  
Norfolk  
NR29 5HH  
GBR

**Invoice Date**  
2 Jan 2025

**Invoice Number**  
INV-0644

**Reference**  
Neighbourhood Plan

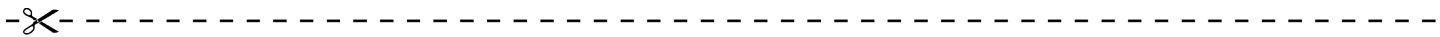
**VAT Number**  
332891590

Collective Community  
Planning Ltd  
55 Bussey Bridge  
Bergh Apton  
Norwich  
NR15 1DF  
Tel. 01603 972553  
Email:  
louise@collectivecommuni  
typlanning.co.uk  
VAT Number: 332 8915 90  
Company Number:  
12190918

Description	Quantity	Unit Price	VAT	Amount GBP
Support resident consultation for the neighbourhood plan	1.00	1,050.00	20%	1,050.00
			Subtotal	1,050.00
			TOTAL VAT 20%	210.00
			<b>TOTAL GBP</b>	<b>1,260.00</b>

## Due Date: 31 Jan 2025

BACS Payments to: TSB, Collective Community Planning Ltd  
Sort code: 77 68 22  
Account No: 00038778



# PAYMENT ADVICE

To: Collective Community Planning Ltd  
55 Bussey Bridge  
Bergh Apton  
Norwich  
NR15 1DF  
Tel. 01603 972553  
Email: louise@collectivecommunityplanning.co.uk  
VAT Number: 332 8915 90  
Company Registration No: 12190918  
Company Number: 12190918

<b>Customer</b>	Fleggburgh Parish Council
<b>Invoice Number</b>	INV-0644
<b>Amount Due</b>	<b>1,260.00</b>
<b>Due Date</b>	31 Jan 2025
<b>Amount Enclosed</b>	Enter the amount you are paying above



# NORFOLK PARISH TRAINING & SUPPORT

## INVOICE

Fleggburgh Parish Council

01603 857004  
team@norfolkpts.org

22 Henry Preston Road  
Tasburgh  
Norwich  
NR15 1NU

Date: 17 March 2025

Invoice number: **21524**

Terms: 30 days

Description	No	Price	Cost
Induction for Clerks 1, 8 & 15 April 2025 Paul Johnson to be held online	1	£80.00	£80.00
<b>TOTAL</b>			<b>£80.00</b>

Please make cheques payable to: Norfolk Parish Training & Support

BACS Payments

Norfolk Parish Training & Support  
Account number: 00010734 Sort code: 77-68-22  
**Please use the invoice number in the reference line**

No VAT is charged on this invoice

Statement Address	Remit to Address
Fleggburgh Parish Council c/o Filby Post Office Main Road FILBY Great Yarmouth NR29 3AA	Norfolk County Council County Hall Martineau Lane NORWICH NR1 2UG

VAT Number GB 106 9951 52

<b>Customer Number</b>	<b>490002</b>
<b>Service Provided to</b>	<b>Fleggburgh Parish Council</b>
<b>Statement Date</b>	<b>30-Jun-2025</b>

According to our records this is your current balance of account, which may include overdue and current balances, as at the statement date above.

**PAYMENT IS DUE IMMEDIATELY.**

If you have any queries about the balance of the account please contact 01603 224446.

Please note any payments you have made within the last seven days may not be shown.

Invoice Number	Transaction Type	Due Date	Amount	Amount Due
10112879	Invoice	20-Jun-2025	1,900.00	1,900.00

<b>Amount of Open Invoices</b>	GBP	1,900.00
--------------------------------	-----	----------

The table below shows unapplied receipts which is money we have received and not applied to an invoice but has been credited to your account.

Transaction Status	Receipt Number	Receipt Date	Amount	Open Amount

<b>Balance</b>	GBP	0.00
----------------	-----	------

Current	1-30 Days	31-60 Days	61-90 Days	90+ Days	Total
0.00	1,900.00	0.00	0.00	0.00	1,900.00

## How to Pay Invoices on this Statement



### Online

Pay online by visiting [www.norfolk.gov.uk/payinvoice](http://www.norfolk.gov.uk/payinvoice)



### Direct Debit

Call **01603 638501** to request a Direct Debit mandate. Please pay by another payment method until your Direct Debit has been set up.



### Telephone

To pay by debit or credit card using our 24 hour automated payment line call **0344 800 8020** and select option '4 - Automated Payment Line'. Please have your invoice number, customer account number and card details with you.

### Other Payment Methods

Pay using internet banking, payments should be made to sort code **20-62-61** account number **00675261**. Please quote your invoice and customer account numbers as your payment reference.

**If your payment covers more than one invoice, please e-mail the details of the invoice number(s) and amounts to [bacsremittances@norfolk.gov.uk](mailto:bacsremittances@norfolk.gov.uk)**

For further information on how to pay by BACS please call 01603 638501 or email [bacsremittances@norfolk.gov.uk](mailto:bacsremittances@norfolk.gov.uk)

For information on other payment methods please call 01603 638501.



**If you would like this document in large print or alternative format please contact (01603) 638501 / (Minicom) and we will do our best to help.**

### Contact us

If you have a query with your Statement, please contact us via email to [nccstatements@norfolk.gov.uk](mailto:nccstatements@norfolk.gov.uk) or alternatively call 01603 224446 and one of our advisors will assist.

# REEDSAFE

## Electrical Appliance Inspection

72 Cannerby Lane. Sprowston. Norwich. NR7 8NE

www.reedsafe.co.uk mail@reedsafe.co.uk

Office 01603 409629 Mobile 07818 038 049

# INVOICE

INVOICE DATE: 14 February 2026

REEDSAFE INVOICE REF: 4661/2026

YOUR ORDER REF:

ORDER PLACED BY: Paul Johnson

### INVOICE TO:

Fleggburgh Parish Council

C/o Filby Post Office

Main Road, Filby

Norfolk

NR29 3AA

DESCRIPTION OF SERVICE	QTY	EACH	LINE TOTAL
To attend Fleggburgh Village Hall on 14/2/2026 for community electrical safety session.	1	£120.00	£120.00
To attend Fleggburgh Village Hall on 14/3/2026 for community electrical safety session.	1	£120.00	£120.00
Replacement plugs supplied and fitted.	5	£0.85	£4.25

**TOTAL DUE**

**£244.25**

### REEDSAFE BANK DETAILS

Proprietor: Kevin Reed

The Co-Operative Bank

Account name: KD Reed t/a Reedsafe

Sort code: 08 92 50

Account: 681 058 40

Please use the invoice number as a reference

### TERMS AND CONDITIONS OF BUSINESS

Payment of the Total Cost shall be due within 30 days of the invoice date. Interest on overdue invoices shall accrue from the date when payment becomes due calculated on a daily basis until the date of payment at the rate of 8% per annum above Bank of England base rate in force. Interest shall accrue after as well as before any judgement.



# Fleggburgh Village Hall & Playing Field

Fleggburgh Village Hall & Playing Field, Main Road, Fleggburgh, Norfolk, NR29 3AG

Invoice to: Paul Johnson  
Parish Council Clerk  
Fleggburgh Parish Council  
C/O Filby Post Office, Main Road  
Filby  
Norfolk  
NR29 3AA

Invoice No.	FVH&PF-2025-0100105
Date	26/01/2026
Total	£80.00

Booking Contact	Paul Johnson, fleggburghpc@gmail.com
Comment	Hi Paul, as discussed, I have added the Neighbourhood Plan Consultation event plus March's committee meeting to February's original invoice. I've extended the payment date to the end of April to allow for plenty of time for payment administration with the Parish Council meetings. Any problems, let me know. Kind regards, Hannah

Booking Date	Booking Name	Rooms / Facilities	Price (£)
14/01/2026 14:30 - 16:30	Parish Council Meeting	Celia Boon Room	20.00
14/02/2026 09:30 - 12:30	Consultation Event - Neighbourhood Development Plan	Celia Boon Room	20.00
11/03/2026 14:30 - 16:30	Parish Council Meeting	Celia Boon Room	20.00
15/04/2026 18:00 - 20:00	Parish Council Meeting	Celia Boon Room	20.00

Net	£80.00
Total	£80.00

# Invoice



Invoice number 33UD007-0001  
Date of issue March 9, 2026  
Date due April 8, 2026

**Parish Online**  
PO Box 6987  
Basingstoke  
RG24 4HQ  
United Kingdom  
+44 1256 586980  
support@parish-online.co.uk

**Bill to**  
Fleggburgh Parish Council  
clerk@fleggburghparishcouncil.gov.uk

## £0.00 due April 8, 2026

Alternative payment methods:

### BANK TRANSFER

Name: Geosphere Ltd | Sort Code: 09-01-29 | Account: 26025982.

### CHEQUE

Please make cheques payable to 'Geosphere Ltd' and post to 'Geosphere Ltd, PO Box 6987, Basingstoke, RG24 4HQ'.

VAT Number: GB296312096.

Description	Qty	Unit price	Amount
GOV.UK Email Package (Core) Mar 9, 2026–Mar 9, 2027	1	£0.00	£0.00
Subtotal			£0.00
VAT (20% on £0.00)			£0.00
Total			£0.00
<b>Amount due</b>			<b>£0.00</b>

Fleggburgh Parish Council  
BY EMAIL

**DDI:**  
+44 (0)20 7516 2200  
**Email:**  
sba@pkf-l.com  
**Date:**  
26 August 2025  
**Our Ref:**  
NO0157  
**SAAA Ref:**  
SB03310

**Fleggburgh Parish Council**  
**Completion of the limited assurance review for the year ended 31 March 2025**

Dear Mr Johnson

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Fleggburgh Parish Council for the year ended 31 March 2025. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2025, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

## Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference NO0157 or Fleggburgh Parish Council as a reference when paying by BACS.

## Timetable for 2025/26

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Wednesday 1 July 2026. It is anticipated that the instructions will be sent out during March 2026, subject to arrangements for the 2025/26 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2026, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
  - at the earliest, between Wednesday 3 June and Tuesday 14 July 2026; and
  - at the latest, between Wednesday 1 July and Tuesday 11 August 2026.

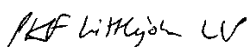
As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

We would like to draw your attention to a change within the Practitioners' Guide 2025 which is mandatory for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites, compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.

## Feedback on 2024/25

We would welcome feedback on your experiences with PKF Littlejohn LLP during the review for the year ended 31 March 2025. Such feedback is important to us to help us drive improvements in client service. If you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

**Fleggburgh Parish Council**

**Notice of conclusion of audit**

**Annual Governance & Accountability Return for the year ended 31 March 2025**

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for <b>Fleggburgh Parish Council</b> for the year ended 31 March 2025 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of <b>Fleggburgh Parish Council</b> on application to:</p> <p>(a) _____            _____            _____            _____</p> <p>(b) _____            _____            _____</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of £____ (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) _____</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) _____</p>	<p>(e) Insert the date of placing of the notice</p>

Fleggburgh Parish Council

**Our ref** NO0157

**SAAA Ref** SB03310

**Invoice No.** SB20251031

**VAT No.** GB 440 4982 50

**Email:** sba@pkf-l.com

**Date:** 26 August 2025

## INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£210.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
<b>TOTAL NET</b>	<b>£210.00</b>
VAT @ 20%	£42.00
<b>TOTAL PAYABLE</b>	<b>£252.00</b>

**THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE**

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>

**For payments by cheque, please return the remittance advice with your payment to:  
PKF Littlejohn LLP, Credit Control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc  
Address: 1-3 Bishopsgate, London, EC2N 3AQ  
Sort Code: 40-02-31  
Account number: 11070797  
Account Name: PKF Littlejohn LLP  
Please include NO0157 or Fleggburgh Parish Council as the reference.**

**For account queries, contact [sba@pkf-l.com](mailto:sba@pkf-l.com)**

**PKF Littlejohn LLP**  
15 Westferry Circus,  
Canary Wharf, London  
E14 4HD

**T: +44 (0)20 7516 2200**  
**pkf-l.com**

Fleggburgh Parish Council

**Our ref** NO0157

**SAAA Ref** SB03310

**Invoice No.** SB20251031

**VAT No.** GB 440 4982 50

**Email:** sba@pkf-l.com

**Date:** 26 August 2025

## REMITTANCE ADVICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2025	£210.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
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<b>TOTAL NET</b>	<b>£210.00</b>
VAT @ 20%	£42.00
<b>TOTAL PAYABLE</b>	<b>£252.00</b>

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PKF Littlejohn LLP, Credit Control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD**

**For payments by credit transfer, our bank details are:-**

**HSBC Bank plc  
Address: 1-3 Bishopsgate, London, EC2N 3AQ  
Sort Code: 40-02-31  
Account number: 11070797  
Account Name: PKF Littlejohn LLP  
Please include NO0157 or Fleggburgh Parish Council as the reference.**

**For account queries, contact [sba@pkf-l.com](mailto:sba@pkf-l.com)**

**PKF Littlejohn LLP**  
15 Westferry Circus,  
Canary Wharf, London  
E14 4HD

**T: +44 (0)20 7516 2200**  
**pkf-l.com**

Westcotec Limited  
34 Bertie Ward Way  
Rash's Green Industrial Estate  
Dereham  
Norfolk  
NR19 1TE



Tel : 01362 853124

INVOICE

Page 1

Email : payments@westcotec.co.uk

Fleggburgh Parish Council  
FAO: Accounts Payable  
Filby Post Office  
Main Road  
Filby  
Norfolk NR29 3AA

Invoice No	17383
Invoice Date	11/12/2025
Order No	.
Account Ref	FLEGGBUR

Our Ref 105443

VAT Reg No: 775 3958 74

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1.00	To supply & install Cycle Stands as per quotation 16109	1,475.00	1,475.00	20.00	295.00

**PAYMENT METHODS:**

CHEQUES - please make payable to Westcotec Limited

BACS - NatWest Bank Sort Code: 60 07 47 Account No.: 67109438

Please use your invoice number as a reference - thank you.

Card payments can be made using the 'Pay Now' button.

Total Net Amount	£	1,475.00
Total VAT Amount	£	295.00
Invoice Total	£	<u>1,770.00</u>



Late payments will be subject to the Late Payment of Commercial Debts (Interest) Act 1998. A penalty and interest at the standard rate will be applied. If you have issues settling your account, please contact us before the due date to make alternative arrangements.

Fleggburgh Parish Council (Great Yarmouth)  
Post Office  
Main Road  
Filby  
Great Yarmouth  
Norfolk  
NR29 3AA

Zurich Town, Parish and  
Community Council Team  
PO Box 726  
Chichester  
PO19 9PS

## Invoice

Invoice Date: 21st July 2025

Invoice No: 546549252

Client ref: 104802367

Policy	Policy Term	(£) Premium
YLL-2720934473	22/08/2025-21/08/2026	353.57
Inspection Contract (If Applicable)		0.00
Sub total		353.57
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		42.43
<b>TOTAL</b>		<b>£396.00</b>

**Payment is due before your cover starts, or immediately if your cover is already in place.**

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

**If paying by BACS, please note our new bank details and amend your records accordingly.**

Acc Name: Zurich Town & Parish, Insurer Trust Account      Acc Number: 23110249  
Sort Code: 20 – 65 - 82      Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

### Invoice Queries

Phone: 0800 917 9426

Email: [accounts.team@uk.zurich.com](mailto:accounts.team@uk.zurich.com)

Our VAT registration number is: 107 8316 77

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Fleggburgh Parish Council (Great Yarmouth)  
Post Office  
Main Road  
Filby  
Great Yarmouth  
Norfolk  
NR29 3AA

**Zurich Town, Parish and  
Community Council Team**  
**PO Box 726**  
**Chichester**  
**PO19 9PS**

## Remittance Advice

Invoice Date: 21st July 2025

Invoice No: 546549252

Client ref: 104802367

Policy	Policy Term	(£) Premium
YLL-2720934473	22/08/2025-21/08/2026	353.57
Inspection Contract (If Applicable)		0.00
Sub total		353.57
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		42.43
<b>TOTAL</b>		<b>£396.00</b>

**Payment is due before your cover starts, or immediately if your cover is already in place.**

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

**If paying by BACS, please note our bank details and amend your records accordingly.**

Acc Name: Zurich Town & Parish, Insurer Trust Account      Acc Number: 23110249  
Sort Code: 20 – 65 - 82      Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

### Invoice Queries

Phone: 0800 917 9426

Email: [accounts.team@uk.zurich.com](mailto:accounts.team@uk.zurich.com)

Our VAT registration number is: 107 8316 77

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.



Norfolk County Council  
County Hall Martineau Lane  
NORWICH, NR1 2UG  
VAT No. GB106995152

Invoice Number	10119000
Invoice Date	14-Oct-2025
Your Reference	
Your Account Number	490002

For the attention of:  
**Fleggburgh Parish Council**  
c/o Filby Post Office  
Main Road  
FILBY  
Great Yarmouth  
NR29 3AA

Any questions? Please contact:  
Highways - Asset, Programme &  
Funding 01603 222627



**IMPORTANT:** Please use your account number and invoice number if you contact us.

Item	Description	Amount (£)	VAT(%)
1	Parish Council contribution for PPS Gateways. Quantity: 1      Unit Price: 1,865.00	1,865.00	0.00
	Sub Total	1,865.00	
	VAT	0.00	

Payment amount due now

**£1,865.00**

### Remittance Advice

Find out how to pay your invoice over the page.

Fleggburgh Parish Council c/o Filby Post Office Main Road FILBY Great Yarmouth NR29 3AA	Invoice Number Invoice Date Account Number  Amount Due	10119000 14-Oct-25 490002  £1,865.00
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## How to pay your invoice



### Online

Pay online by visiting [www.norfolk.gov.uk/payinvoice](http://www.norfolk.gov.uk/payinvoice)



### Telephone

To pay by debit or credit card using the 24 automated payment line call **0344 800 8020** and select option '4 – Automated Payment Line'. Please have your invoice number, customer account number and card details with you.



### Direct Debit

Call **01603 638501** to request a Direct Debit mandate. Please pay by another payment method until your Direct Debit has been set up.

### BACS & Faster Payments

To pay by BACS or Faster Payment you will need to provide your bank with the following details:

- Payee: **Norfolk County Council**
- Bank Account Name: **County Fund Account**
- Sort Code: **20-62-61**
- Bank Account Number: **00675261**
- Your invoice number (found on the front of your invoice).

If paying by BACS, please email your BACS remittance to: [bacsremittances@norfolk.gov.uk](mailto:bacsremittances@norfolk.gov.uk)



**If you would like this document in large print or alternative format please contact (01603) 638501 / (Minicom) and we will do our best to help.**



### Difficulty paying your bill?

Please contact us as soon as possible on [01603 224446](tel:01603224446)

An advisor will be able to discuss your payments and the options available to you.



## NORFOLK PARISH TRAINING & SUPPORT

### INVOICE

Fleggburgh Parish Council

01603 857004  
team@norfolkpts.org

22 Henry Preston Road  
Tasburgh  
Norwich  
NR15 1NU

Date: 22 August 2025

Invoice number: 21744

Terms: 30 days

Description	No	Price	Cost
Grant Funding and the Project Process 30 September 2025 Paul Johnson & Kieth Osborne to be held online	2	£40.00	£80.00
		Total excluding VAT	£80.00
		VAT @ 20%	£16.00
<b>TOTAL</b>			<b>£96.00</b>

Please make cheques payable to: Norfolk Parish Training & Support

BACS Payments

Norfolk Parish Training & Support  
Account number: 00010734 Sort code: 77-68-22  
**Please use the invoice number in the reference line**

VAT number: 489 7799 83

# INVOICE

**Norfolk Parish Training and Support**  
22 Henry Preston Road  
Tasburgh, Norfolk NR15 1NU  
VAT Registration No. 489779983

team@norfolkpts.org  
+44 1603857004  
<https://www.norfolkpts.org/>



**NORFOLK PARISH**  
TRAINING & SUPPORT

## Bill to

Fleggburgh Parish Council  
Paul Johnson  
fleggburghpc@gmail.com

## Invoice details

Invoice no.: 30146  
Terms: Net 30  
Invoice date: 17/11/2025  
Due date: 17/12/2025

#	Date	Product or service	Description	Amount	VAT
1.	27/11/2025	<b>Data Protection - Getting it Right</b>	Paul Johnson	£52.00	20.0% S
				Subtotal	£52.00
BACS Payments				VAT @ 20% on £52.00	£10.40
Norfolk Parish Training & Support					
Account number: 00010734 Sort code: 77-68-22					
Please use the invoice number in the reference line					
Please make cheques payable to: Norfolk Parish Training & Support					
				<b>Total</b>	<b>£62.40</b>
				<b>Overdue</b>	17/12/2025

# INVOICE

**Norfolk Parish Training and Support**

22 Henry Preston Road  
Tasburgh, Norfolk NR15 1NU  
VAT Registration No. 489779983

team@norfolkpts.org  
+44 1603857004  
<https://www.norfolkpts.org/>



# NORFOLK PARISH TRAINING & SUPPORT

**Bill to**

Fleggburgh Parish Council  
Paul Johnson  
fleggburghpc@gmail.com

**Invoice details**

Invoice no.: 30139  
Terms: Net 30  
Invoice date: 17/11/2025  
Due date: 17/12/2025

#	Date	Product or service	Description	Amount	VAT
1.	05/12/2025	<b>AGAR Assertion 10 - Digital and Data Compliance</b>	Paul Johnson	£36.00	20.0% S
				Subtotal	£36.00
BACS Payments Norfolk Parish Training & Support Account number: 00010734 Sort code: 77-68-22 Please use the invoice number in the reference line Please make cheques payable to: Norfolk Parish Training & Support				VAT @ 20% on £36.00	£7.20
				<b>Total</b>	<b>£43.20</b>
				<b>Overdue</b>	17/12/2025

# MAPLE

## TREE SERVICES LIMITED

Company no: 12888302

Bracken Lodge  
Barn Lane  
Runham  
Great Yarmouth  
Norfolk  
NR29 3EF

Tel: 01493 369127  
Mobile: 07979 962780  
Email: mapletreeservices123@gmail.com  
www.firewoodgreatyarmouth.co.uk

### INVOICE

**Address:**

FAO: Kieth Osborne  
Fleggburgh Parish Council

**Invoice no:** 00002

**Invoice date:** 7<sup>th</sup> October 2025

**Reference:** FleggburghParishCouncil

Tree works as per quote	£1350.00
<b>TOTAL:</b>	<b>£1350.00</b>

All cheques to please be made payable to **Maple Tree Services Limited**

Please write invoice number or reference on the reverse of the cheque.

For **BACS** payments – Account name: **Maple Tree Services Limited**

Account type: **Business**

**Sort code: 09-01-29 Account number: 55594484**

Please quote invoice number or reference.

Payment terms: 21 days

Re-issued invoices will incur a £20 administration fee.