



Newton Flotman Parish Council

Tel 01508 447688

Email clerk@newtonflotmanpc.co.uk

www.newtonflotmanpc.co.uk

Grant Application Form

For all not-for-profit groups and organisations meeting within the parish, and operating for the benefit of the residents of Newton Flotman.

Name of Group/Organisation **Newton Flotman Village Centre and Alan King Playing Field – (NFVC)**

Registered Charity Number (if applicable) **1091607**

Purpose of Group/Organisation **Community amenity serving residents of Newton Flotman through the use of the Village Hall and Playing Field**

Current Membership

Age Range	Under 5	5-12 yrs	13-19 yrs	20-54 yrs	55 +	Total Overall	Total from Newton Flotman
Female							
Male							

Current Officers	Name	Address	Tel. No
Chairman & Treasurer	William Ball	23 Alan Avenue Newton Flotman NR15 1PY	07785 264016 01508 471506
Secretary	Hilary Beach	Hamford Flordon Road Newton Flotman NR15 1PY	01508 470473
Vice-Chairman	Richard Green	The Olde Cottage Old Street Newton Flotman NR15 1PD	07407 096284

Sources of Regular Funding

Regular hirers of the Village Hall, including Skybound Therapies, Newton Flotman Charities (Cherry Tree Café), YMCA (Youth Club) and Newton Flotman Parish Council

Occasional hirers of the Village Hall for parties, meetings and social events

Newton Flotman Social Club and Bar events

Newton Flotman Football Club for use of the playing field and changing rooms

Events organised by NFVC including a summer fete, film nights and social events

Subject of Application

Assistance with those costs incurred with a community-benefit

Other Financial Sources being pursued

None in respect of this grant application

Documents to be sent with application:

- copies of two written quotations / estimates for all costs involved

For established groups:

- latest set of accounts and balance sheet - attached
- details of current financial position: the Village Centre is in a reasonably comfortable financial position and is expecting income in the current year to cover known expenses. We also have reserves which are designated to provide improvements to the fabric of the building and playground equipment. During the last year, we have formed an Improvements Sub-committee to consider priorities when it comes to committing funds and this has proved both useful and worthwhile in as much as it highlights areas of ambition as well as necessity.

Project details and reason for application:

The NFVC committee is seeking financial support from NFPC regarding the following:

1. **Grounds maintenance contract.** A competitive tender process was conducted in 2024 in accordance with NFVC's financial policy. Three companies were invited to bid for the contract, two of which put forward detailed quotations, ie the previous incumbent supplier Nurture (previously CGM) and Norse Group. Following discussion at a committee meeting, it was decided by the trustees to accept the quotation from Norse despite the fact that it was not the lowest quote. The main reason for this decision was based on having received a poor level of service at the beginning of the grass cutting season resulting in an untidy playing field and critical comments from residents. The Football Club also had difficulties in achieving an acceptable playing surface and incurred additional costs to ensure they could fulfil their fixtures. Norse have delivered their contractual commitments in full and to a satisfactory standard. Their contract renewal quotation is £4,237.05, representing a 6% increase. It is, therefore, the Committee's wish that Norse should continue to handle the grounds maintenance contact in to a second year. It is customary for NFPC to fund this cost in full and **we are requesting a grant of 100% of the contract amount.**

Total Cost of Project, not including budget amounts	£ 4,237.05
Total of budget amounts, payable only if needed	£
Amount requested from Parish Council, up to	£ 4,237.05 (plus VAT)

Declaration: the above information is submitted to the Parish Council and is correct to the best of my / our knowledge.

Signature of Applicant: **W S Ball**

Printed Name: William Ball

Position in Organisation: Chair

Date: 13 October 2025

Please note that the Parish Council likes to meet with all applicants, the Parish Clerk will let you know at which meeting this application will be considered.

Please send this completed form, together with supporting information to the Parish Clerk: clerk@newtonflotmanpc.co.uk. By 14th October 2025

Data Protection

The data contained on this form will be retained for the purposes of this grant and, if you are successful, within the Council's accounts for the required seven years. The data is held securely and will not be shared or be used for any other purpose.

As a data subject you have detailed rights including: right of access to your own personal data, right of correction, erasure and to object to processing and the right to lodge a complaint with the Information Commissioner (the ICO).

More information regarding how the Parish Council handles data can be found in its [privacy statement](#).

Newton Flotman Village Centre and Alan King Playing Field
Accounts 1st January 2024 to 31st December 2024
As at the close of business 31/12/24

Income	2024	Notes	2023	Expenditure	2023	Notes	2023
Cinema Night Ticket Sales	£1,810.80			BAR STOCK PURCHASED	£4,270.35	3	£5,656.82
Cinema Night Bar Sales	£1,087.84			Cinema Night DVD Purchases	£108.37		
Cinema Night DVD Sales	£57.00			Cinema Night Film Licences	£1,398.90		
Cinema Night Raffle	£382.00			CINEMA NIGHTS	£1,507.27	1	£1,366.49
CINEMA NIGHTS	£3,337.64	1	£3,393.34	CONSUMABLES	£0.00		£60.89
DEPOSITS COLLECTED	£250.00		£125.00	DEPOSITS RETURNED	£175.00		£125.00
DONATIONS	£977.09	2	£10.00	ELECTRICITY	£2,200.98		£653.88
Events - AGM	£64.23			Events - Arianne the singer	£170.00		
Events - Arianne (singer)	£444.88			Events - Halloween Disco Night	£105.00		
Events - Bingo	£646.29			Events - Revival Band Night	£200.00		
Events - Charity Race Night 23/02/24	£567.34			Events - Shaun the singer	£200.00		
Events - Charity Race Night 27/09/24	£166.37			EVENTS	£675.00	3	£1,470.00
Events - Christmas Bingo	£744.57			FIXTURES AND FITTINGS	£507.92	8	£2,818.15
Events - D-Day	£238.15			GENERAL CLEANING	£1,544.90		£1,099.09
Events - Easter Craft Fair	£298.00			GRANT FUNDED EXPENDITURE	£10,290.00	4	£0.00
Events - England v Denmark	£33.53			HEALTH AND SAFETY	£857.52	9	£1,146.87
Events - England v Serbia	£116.12			HEATING	£1,212.50		£746.91
Events - England v Slovenia	£43.08			INSURANCE	£1,164.99		£1,128.51
Events - Family Board Games Night 12/04/24	£230.79			LICENCES	£1,255.83	10	£403.80
Events - Family Board Games Night 11/10/24	£120.21			MAINTENANCE	£6,333.65	11	£2,202.87
Events - Family Board Games Night 08/11/24	£57.60			MARKETING	£250.00	12	£0.00
Events - Halloween Disco	£211.45			MISCELLANEOUS EXPENDITURE	£0.20	13	£54.00
Events - Harvest Supper	£253.83			PROFESSIONAL FEES	£0.00		£0.00
Events - Lions Club Quiz Night	£356.11			SOCIAL CLUB EXPENDITURE	£150.00	3	£227.81
Events - Pancake Day	£98.83			TELECOMS	£502.90		£312.82
Events - Quiz Night	£541.79			Village Fete Dog Show	£63.00		
Events - Revival Band Night	£496.93			Village Fete Hay bales	£80.00		
Events - Shaun (singer)	£507.72			Village Fete Raffle	£133.00		
Events - Table Top Sale	£75.00			Village Fete Singer	£180.00		
EVENTS	£6,312.82	3	£6,823.07	VILLAGE FETE	£456.00	7	£498.34
GIVE AS YOU LIVE AND AMAZON SMILE	£0.00		£18.41	WATER	£741.00		£471.00
GRANTS RECEIVED	£11,636.63	4	£1,204.56	WINDOW CLEANING	£230.00		£120.00
Barclays Community Account Interest	£11.15						
COIF 1 Account Interest	£142.04						
COIF 2 Account Interest	£232.07						
INTEREST	£385.26		£288.35				
INTERNAL TRANSFERS	£0.00		£39.10				
MISCELLANEOUS INCOME	£135.05	5	£23.62				
OCCASIONAL HALL BOOKINGS	£1,306.50	6	£1,590.80				
REGULAR HALL BOOKINGS	£7,257.97	6	£4,214.51				
SOCIAL CLUB BAR TAKINGS	£4,340.72	3	£5,472.55				
Village Fete Bar	£738.65						
Village Fete Balloon Models	£61.00						
Village Fete Dog Show	£241.50						
Village Fete Donation	£0.00						
Village Fete Raffle	£938.00						
Village Fete Pitch Fees	£550.00						
Village Fete Coconut Shy	£35.00						
VILLAGE FETE	£2,564.15	7	£2,823.72				
TOTAL INCOME	£38,503.83		£26,027.03	TOTAL EXPENDITURE	£34,326.01		£20,563.25
SURPLUS / DEFECIT	£4,177.82		£5,463.78				
				Bank Account Balances			
				Community Account	£6,320.42		
				Outstanding Community Account items	£1,612.17		
				Business Premium Account	£15,061.15		
				Outstanding Business Premium Account Items	£0.00		
				COIF Account 1	£3,470.63		
				Outstanding COIF 1 Account items	£0.00		
				COIF Account 2	£4,761.56		
				Outstanding COIF 2 Account items	£0.00		
					£31,225.93		
				Cash float	£102.05		
					£31,327.98		
Balance b/f 31/12/23	£27,150.16						
2024 Surplus or Deficit	£4,177.82						
Balance c/f	£31,327.98						



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**Newton Flotman Village Centre
& Alan King Playing field**

**Grounds Maintenance
Service Level Agreement**

**Straight forward,
honest and analytical**

Our partnership is built upon these foundations.



United In Purpose

Service Level Agreement Summary

This Service Level Agreement is between TFM Grounds (Norse Eastern Ltd) and Newton Flotman Village Centre & Alan King Playing Field

The duration of the agreement is **12mths**

START DATE: **1st November 2025** END DATE: **31st October 2026**

At an annual value of : **£4237.05 Excl Vat**

A legal contract copy has been attached to this SLA which will include the terms and conditions of the agreement. Commencement of agreement will only take place once the signed contract copy has been returned to us electronically at : Info.Norsegrounds@norsegrounds.co.uk

This Service Level Agreement has been designed in agreement to the client service requirements and it aims to explain who TFM Grounds is, how we can deliver this service, the schedule of works and communication.

Introducing you to TFM Solutions

Total Facilities Management (TFM) is best described as a profession that brings together multi disciplines to ensure the functionality of any built environment. TFM provides services such as building maintenance, building repairs, cleaning, grounds maintenance, tree surveys and maintenance, security, car park management, reception services, catering provision and many others.

We are proud to have grown at an extraordinary rate in recent years. This is the result of our work commitment whilst remaining focused on improving the way we operate to ensure we deliver the most efficient and qualitative services for

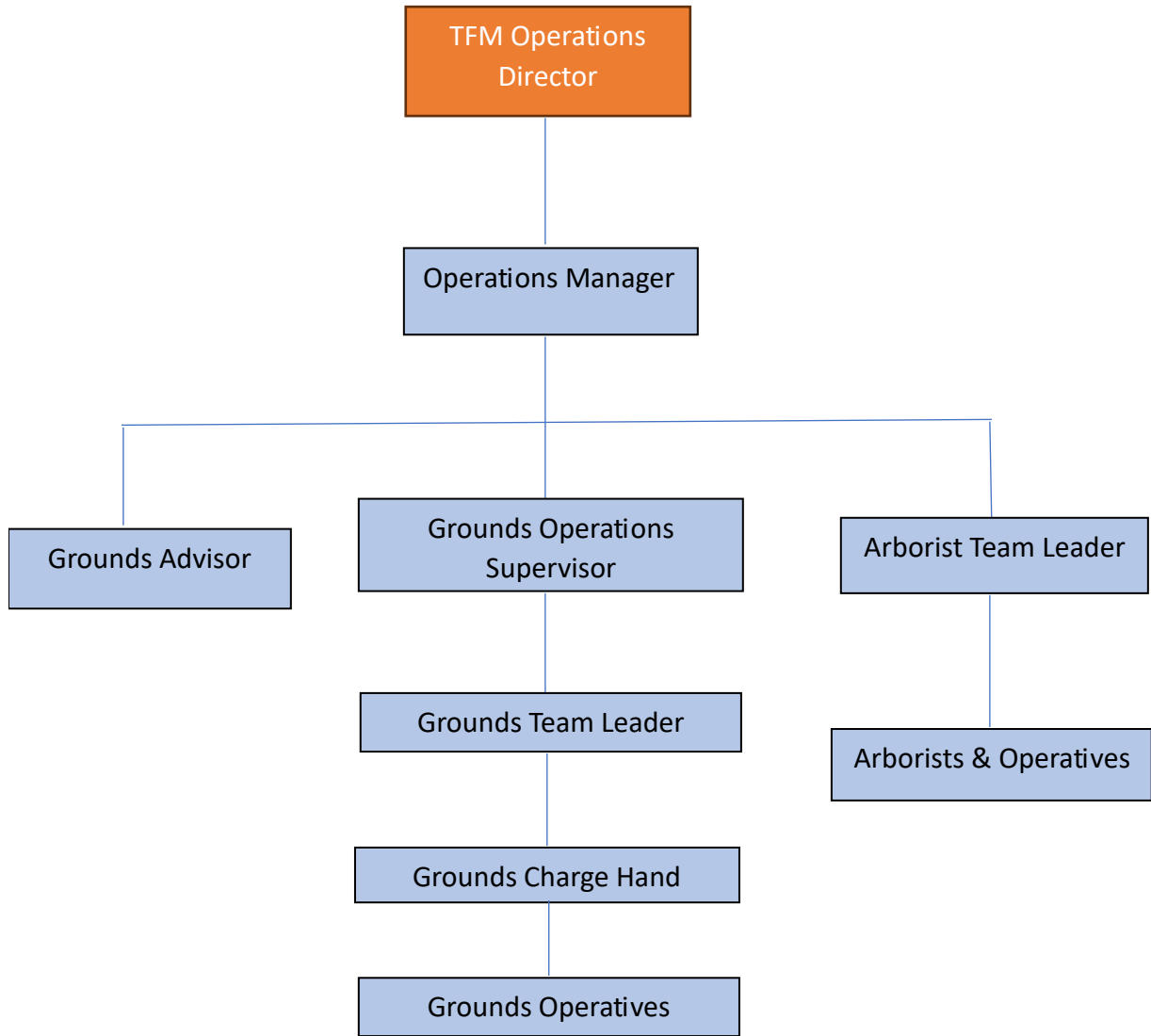
our clients from private and public sectors.



Grounds now forms part of the TFM family, which attracts a significant number of advantages that we are now able to offer for our clients:

- Simplicity, one-stop shop, one contract, one point of contact
- Helpdesk operating 24 hours per day, 365 days per year
- Quality levels and standards already built-in, Norse being ISO:9001 accredited
- Unconditional support from Norse's TFM management
- Proactive approach rather than reactive
- Tailored services to suit the needs, nature and specifications of any building

TFM Grounds Structure



Communication

There are a number of ways in which our clients can reach us at all time. The Norse TFM Helpdesk is the main point of call for our clients, however, all members of our team are happy to be contacted during working hours.

The Helpdesk

Provision of professionally managed, high quality helpdesk service which will be adequately staffed and will be capable of accepting all enquiries and queries relating to the services provided under this contract.

The Norse helpdesk service operates 24 hours per day, 365 days per year,.

At all times the helpdesk service will be permanently staffed and capable of ensuring continued service delivery for all services. Out of hours, the helpdesk will operate to the same professional standards as normal working hours, namely 9am to 5.30pm.

All calls or enquiries made with the helpdesk will be logged on a Computer Aided Facilities Management (CAFM) system and a unique work order number will be issued to the requester.

The work order will then be distributed to the relevant member of our team who aims to response to the requester within a matter of days.

Helpdesk Contact Details:

E-mail: Norse.Helpdesk@norsegroup.co.uk or call: 0845 8500319

Other contact details:

- general information: info.Norsegrounds@norsegrounds.co.uk
- Operations Manger: Luke.shacklock@norsegroup.co.uk
- Grounds Operations Supervisor: Mark.allen@norsegroup.co.uk
- Grounds Team Leader: Karl.howard@norsegroup.co.uk
- For any tree surveys, maintenance or works please contact our Grounds Advisor: Nicola Richardson: nicola.richardson@ncsgrp.co.uk

TFM Grounds Operatives

All of our operatives are experienced groundsmen, DBS checked and are suitably trained and coached against industry standards, all staff either have or are working towards Lantra award level certification.

Other important training consists of:

- Lantra Awards: NHSS Sector Scheme 12D Temporary Traffic Management, TTMBC – Temporary Traffic Management Basic Course , T1 – M1 Award Mobile Works Operative ☐ Customer care
- Health & Safety: RAMS, Manual Handling, HAV'S, PPE, Toolbox Talks, Customer Care, Emergency First Aid, Environmental Awareness etc.

Equipment and Machinery

All our vehicles, equipment and machinery undertakes a series of daily, weekly and monthly checks carried out by our operatives. In addition to those, we undertake a series of regular services and maintenance in accordance to legal requirements.



Grounds Maintenance Specification

Newton Flotman Village Centre & Alan King Playing Field

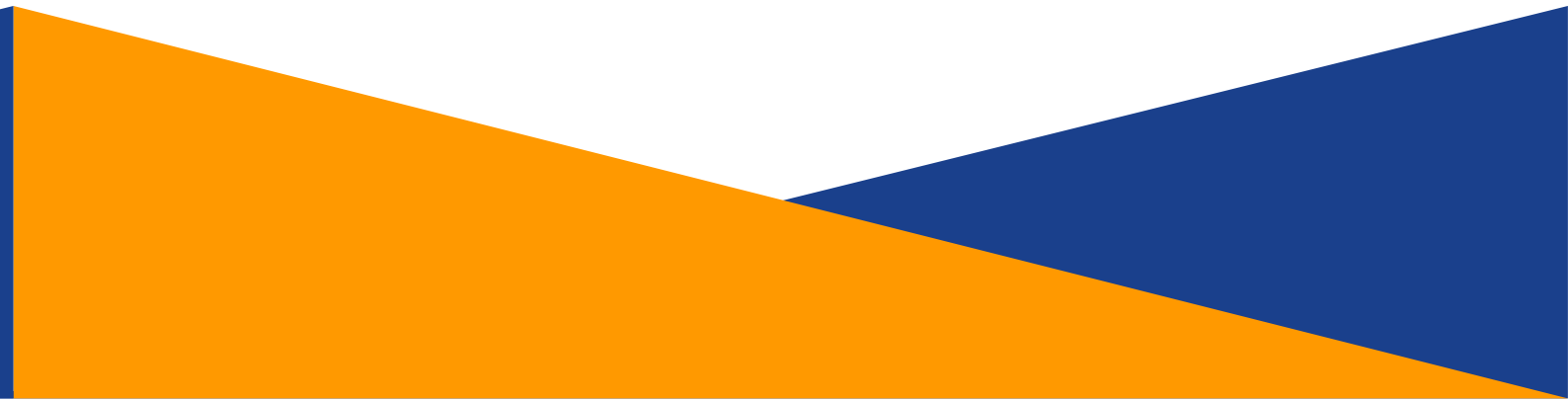
The following provides details of the standards of maintenance to be provided at the named site by TFM Grounds

A description of maintenance to be carried out is detailed. All work should be maintained to the standard identified.

Monthly calendars identify timing of anticipated annual tasks

Variables including weather, site accessibility and ground conditions, will be considered to ensure good horticultural practice is maintained.

Some tasks such as winter seasonal pruning works will be carried out on elongated visits to improve efficiency. This practice may lengthen time between visits.



Newton Flotman Village Centre & Alan King Playing Field

Grass Maintenance

Grass maintenance is carried out to achieve necessary aesthetics and consideration for the differing amenity uses that it will facilitate.

Unless specified otherwise grass length to be cut to between 25mm to 40mm at all times of the year, allowing for seasonal variations. Grass cuttings need not be removed unless stated and should be dispersed evenly back into the sward. Strimming equipment or herbicide may be used to manage features and obstacles in these areas.

Grass areas where naturalised bulbs have established will not be cut before the end of May.

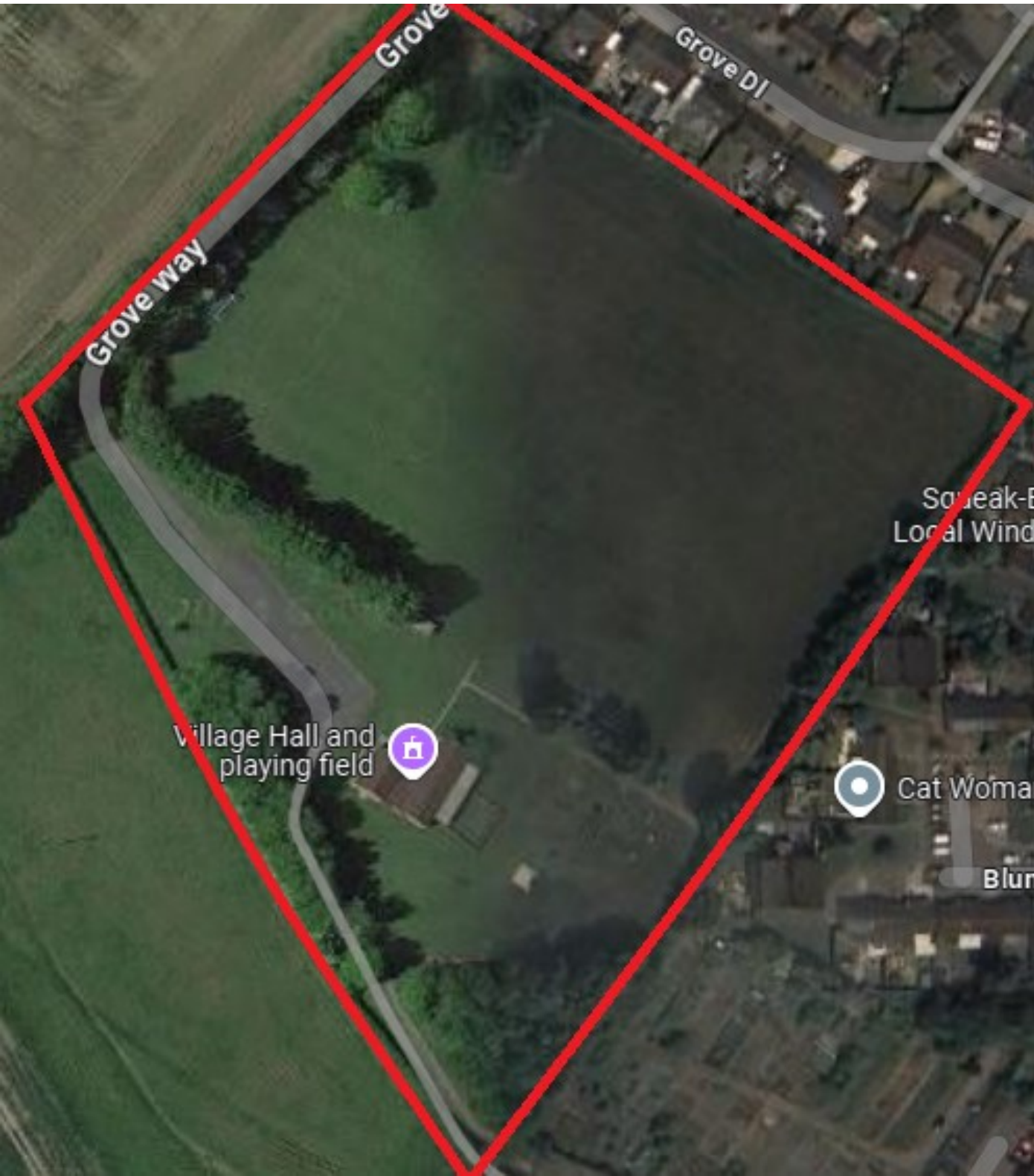
All arisings from grass cuttings left on paths and roads shall be blown or swept clear.

Additional intensive works may be included for specific sports pitch maintenance throughout the year.

Additional Agreed Work and Work Instructions

- Avoid Spring Bulbs when Cutting
- Leave 2 X 1.2M strips between newly planted trees
- Pitch markings & dates to be advised

Site Plan/Picture





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Financial Details

Annual agreed cost from 1st November 2025 - 31st October 2026 for Newton Flotman Village Centre & Alan king Playing Field is £4237.05 excl VAT

We will be billing you on a monthly basis at a value of £353.08 excl VAT. The invoice will be emailed to Clerk@newtonflotmanpc.co.uk (copied to William.ball@outlook.com) and addressed to Grove Way Newton Flotman, Norwich, NR15 1QE

No PO has been issued for this work yet. If this is required please emailed us a copy of the PO at Info.Norsegrounds@norsegrounds.co.uk

If any the above information is incorrect please contact us as soon as possible.



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