Minutes of the Dersingham Parish Council meeting held on 22nd June 2026 at 7.00pm in the Dersingham Village Centre

Councillors present: Coral Shepherd (Chairman), Brian Anderson, Nigel Barker, Tony Bubb, Su Foxley, Robert Frost, Mike Shepherd, Jordan Stokes, Brett Thomas, and Dennis Wright.

Also present: Karen Orgill (Business Manager - BM)
Geraldine Scanlon (Assistant Business Manager - ABM – Minute taker)

Not in Attendance: Cllrs Valerie Brundle and Cllr John Houston

1 **Apologies for absence –** Cllrs Martin Noble, Mark Ward, Ann Watkins and Sarah Whitehead.
Responsible Finance Officer (RFO) Jo MacCallum.

2 **Declarations of interest and request dispensations by Councillors in any of the agenda items listed**
Cllrs S Foxley, C Shepherd and D Wright declared an interest in Dersingham Sports Ground Association (DSGA) agenda item 21.

3 **Open meeting to allow public participation**
None present

4 **To receive a verbal report from Norfolk County Councillor**
Cllr C Shepherd advised that Cllr Lee Jarvis had sent his apologies as he was unable to attend the meeting however, he had emailed a report which had been circulated via SharePoint prior to the meeting.

5 **To receive a verbal report from the Borough Councillors**
Cllr Judy Collingham was not present.
Cllr Bubb advised there were no issues relating to Dersingham. He reported that he had been advised by Ben Colson that a traffic plan is in place for the RHS flower show due to take place 22nd to 26th July. There will be no right hand turns along the A149 until 1pm on the 22nd. This will be reviewed to see if it is necessary for the remaining four days. He had no update regarding the traffic arrangement for the concerts due to take place at Sandringham in August.
Cllr C Shepherd asked if Cllr Bubb knew anything about the implementation of the National Planning Scheme of Delegation of Planning Function. Cllr Bubb said he had no information.
Cllr C Shepherd asked how Cllr Bubb felt regarding the removal of rights for Borough Councillors to "call in" planning applications. Cllr Bubb said it has been queried by Councillors.

6 **To approve the Annual Governance and Accountability Return (AGAR) 2025/26**
(a) Annual Internal Audit Report 2025/26
Cllr C Shepherd thanked both the RFO and Cllr M Shepherd for their hard work throughout the Internal Audit. Thanks, had also been received from Price Bailey.

There was one recommendation from the audit, which was to write an Investment Policy, this has now been done.

(b) Approve Annual Governance and Accountability Return (AGAR) form 2025/26
Cllr C Shepherd said the completed AGAR had been circulated via SharePoint prior to the meeting and advised the following:
Page 2 Guidance and list of requirements.
Page 3 Annual Internal Report – completed by Price Bailey
Page 4 Section 1 Annual Governance Report – to confirm correct procedures are in place.
Page 5 Section 2 Accounting Statements 2025/26 – Accounting Summary
Page 6 Section 3 External Auditor's Report and Certificate 2025/26

Cllr C Shepherd asked councillors if they had read the statement and proposed that Section 1 of the form be signed as a true record. **It was resolved to approve the proposal.**

Cllr C Shepherd proposed that Section 2 of the form be signed as a true record. **It was resolved to approve the proposal.**

Cllr C Shepherd advised the AGAR form had to be submitted by the 31st June 2026 and publicly displayed for 30 days from 23rd June and said Cllr M Shepherd will upload it to the Parish Council website and the ABM will display them on the noticeboards.

7 Finance

(a) Current Financial Position (FBC and Reserves reports)
Cllr C Shepherd advised the accounts and reserves reports to 31st May 2026 had been placed on SharePoint and had been seen by the F&A Committee at their meeting on the 8th June 2026. There were no comments or question from Councillors regarding the reports.

Cllr M Shepherd reported that the invoices shown on the Aged Debtors list have all been paid. He said the approved transfers from the General Fund to the ear marked Reserves have been carried out.

(b) To approve Payment for June 2026
Cllr C Shepherd reported that there are four payment lists for this month. The DD/SO, the Confidential and the Purchase Card lists are for information only and one BACs lists for approval. All the payment lists had been circulated via SharePoint prior to the meeting.

It was resolved to approve the payments.

(c) To agree and approve Bank Signatories for 2026
Cllr C Shepherd advised the current signatories for the Barclays Bank account are Cllrs B Anderson, T Bubb, R Frost, M Noble, C Shepherd, and M Shepherd. Cllr M Shepherd has

read only access and the BM and RFO are also signatories. Cllrs B Anderson and R Frost have requested to be removed from the account.
The current signatories for the Unity Bank accounts are Cllrs T Bubb, M Noble, C Shepherd and M Shepherd along with the RFO.
Cllr C Shepherd proposed Cllrs B Anderson and R Frost be removed from the Barclays Bank account and all other signatories remain for both Barclays and Unity bank accounts.
It was resolved to approve the proposal.

8 Minutes

(a) Minutes of the Annual Parish/Full Council Meeting 18th May 2026
It was resolved to approve the Minutes as a true and accurate record and for the Chairman to sign the minutes.

(b) Minutes of the Environment Committee meeting 1st June 2026.
Cllr R Frost said there were no items to bring to Full Council.
Cllr C Shepherd advised the Environment Committee are working on apriority project list that will be presented to full council for discussion once completed.

(c) Minutes of the Finance & Admin Committee meeting 8th June 2026
Cllr M Shepherd advised the following documents had been circulated via SharePoint.

(i) Recommendation to approve Terms of Reference (TOR)
Cllr M Shepherd said the F&A Committee had reviewed their TORs and said the only amendment was the removal of the word "undertake" from paragraph 4. Cllr M Shepherd proposed the revised TORs be adopted by Full Council. **It was resolved to approve the proposal.**

(ii) New Investment Policy
Cllr M Shepherd advised an Investment Policy had been written by the RFO after it had been recommended by the Internal Auditor. The policy had been reviewed at the F&A committee meeting held the 8th June. Cllr M Shepherd proposed the Investment Policy be adopted by Full Council. **It was resolved to approve the proposal.**

(iii) New Reserves Policy
Cllr M Shepherd said the Parsh Council had taken part in a pilot to complete the AGAR electronically however, the RFO had been unable to submit the form as a Reserve Policy was required. A Reserve Policy had been written by the RFO and reviewed at the F&A Committee held the 8th June. Cllr M Shepherd proposed the Reserve Policy be adopted by Full Council. **It was resolved to approve the proposal.**

(d) Minutes of the Staffing Committee meeting 15th June 2026
Cllr C Shepherd said the Staffing Committee had agreed staff salaries.

(i) Recommendation to approve Terms of Reference (TOR)
Cllr C Sheperd said the committee had reviewed their TOR sand no amendments had been made. She proposed the TOR are re-adopted by Full Council. **It was resolved to approve the proposal.**

Cllr C Shepherd reported that HMRC have increased the mileage allowance from 45p per mile to 55p. She proposed that the Parish Council increase the mileage allowance to 55p per mile for both Staff and Councillors. **It was resolved to approve the proposal.**

9 Planning applications:

Applications:

26/00825/CHSR17 – Application under the Habitats Regulations 2017 – 4 Shepherds huts and 5 tents at land north of 71 and west of 92 Hunstanton Road, Dersingham.

- Could the applicant confirm the total number of units proposed together with a breakdown between shepherd's huts/caravans and tents. Is it anticipated that the Shepherds Huts will be permanent, or will there be touring caravans? No decision should be made until this information is received.
- We would support the Ecology Officers comments that insufficient information has been given around the details for the Shepherds Huts.
- We note that Natural England asked for the details of the application, these comments should be available before the application is determined.
- When planning permission was given for the building at the site (tractor shed/implement store) a condition was placed on the original permission that the "use of the store hereby approved shall be limited to the storage of logs, machinery, equipment and materials used in connection with the management of the woodland….. and shall at no time be used for independent business or commercial purposes" How does this equate with the use by campers for toilets and showers?
- The site is woodland and is protected by a woodland TPO made in 1981. Has the tree officer been consulted as we are concerned about the deteriorating condition and safety of the ash trees in the northern half of the site. If these trees need to be felled, they should be replaced, and we are concerned that any new planting could be jeopardised by camping. We are also concerned that vegetation and soil has been placed around the perimeter of the site and against the trunks and over the root plates of protected trees on the perimeter thus potentially harming the long-term welfare of these trees.
- Please note that Dersingham Parish Council is in the process of preparing a Neighbourhood Plan and this site has been proposed to be a designated Green Space and there is concern that future visual amenity value of the site will be at risk.

26/00876/F – Single storey side extension and insertion of bay window into principal elevation at 34 Stanton Road, Dersingham. **-** It was agreed to make no objections, but requested a condition on a planning permission that states "the extension must stay within the property grounds/boundary"

26/00893/F – Variation of Condition 2 of Planning Permission 25/00486/F-23/00932/F Construction of three dwellings, including new turning area for emergency and refuse vehicles at The Orchard 17 Senters Road, Dersingham – it was agreed to make no objections.

26/00981/F – Extension to existing dwelling to link to existing Annex and associated alterations at 14 Station Road, Dersingham – It was agreed to make no objections.

Determinations:

26/00613/F – Demolition of existing conservatory, replacing with an extension, converting a part of the existing garage into a utility room and w.c., etc. at
Denerfin, 55A Chapel Road, Dersingham – Application Permitted – 29 May 2026 – Delegated Decision

26/00897/TDD – 5 Day Notice – Removing this dead/diseased ash (T1) in Dersingham conservation area – 12 Shernborne Road, Dersingham – 5 Day Notice Decision – 29 May 2026 – Tree Application

26/00064/TREECA – T1 Oak located in close proximity to the dwelling and the boundary – dismantle and remove at Ivy Cottage, 46 Chapel Road, Dersingham
Tree Application – No objection – 5th June 2026 – Delegated Decision

10 Priority Projects

Cllr C Shepherd advised she had written a report highlighting detailing a Priority Project list which had been circulated via SharePoint. She advised that there are streetlights that the PC will need to replace, but replacement streetlights are no longer eligible for grants from the Borough Councils CIL fund. She said the Environment Committee had discussed various projects that are shown in the report and the BM has begun obtaining quotes for those projects. She asked if Councillors had any other projects they wished to add to the list. Cllr Barker asked if the list was in any particular order. Cllr C Shepherd said no and advised the list would be reviewed once the quotes have been received and a revised list will be presented at the September Full Council meeting.

11 Appointment of new Trustee for Dersingham United Charities (DUC)

Cllr C Shepherd advised a new trustee had been appointed by the DUC and had been added to the list of trustees on the Charity Commissions Website. Cllr Bubb said he had proposed the new trustee who had then been appointed.

12 Change of day for Full Council Meeting from Monday to Tuesday due to BH's at Cllr at request of Cllr Bubb

Cllr Bubb suggested, as Bank Holidays can interfere with meeting dates, that the meeting could be moved to another Monday in the month. Cllr C Shepherd advised she had checked the Bank Holidays throughout the year and the only Monday affected is the 31st August however the PC do not meet throughout August. Environment Committee had sometimes met on Tuesdays due to accounting issues however the Environment Committee meetings have now reverted to Mondays.

13 Chairmans Report

The Chairman reported the following:
A grant of £99,881.87 has been awarded by the Borough Council as a result of the CIL grant application for the refurbishment of the Pavilion and said there are further grants that can be applied for. Cllr B Thomas asked if the PC would control the spending on the project. Cllr C Shepherd confirmed the PC would.
Cllr R Frost had requested to join the Communications Committee after the last Full Council meeting. Cllr C Shepherd proposed Cllr R Frost join the committee. **It was resolved to approve the proposal.**

Cllr C Shepherd asked Councillors to provide a brief explanation or background to any items requested as agenda items.

14 Business Managers Report

The BM reported:
A new printer/photocopier has now been installed in the office.
Quotes are being sought for the Priority Project list.
New adult pads have been purchased and installed in the de-fib located at the QE II Jubilee Hall.

15 Correspondence

15.1 CAN's email regarding Norfolk Playing Fields Association (NPFA)

Cllr C Shepherd said the last financial return submitted by the NPFA to the Charity Commission was in 2018. Community Action Norfolk (CAN) had been contacted by the BM to establish membership for the PC, a response has been received advising CAN are no longer associated with NPFA. Cllr C Shepherd thought that the charity appeared to be defunct proposed NPFA is removed from the list of PC external organisations list requiring councillor representation. **It was resolved to approve the proposal.**

15..2 BCKLWN's email – Section 65 of the English Devolution and Community Empowerment Act 2026

Cllr C Shepherd advised, an email had been received from the Borough Council advising that from the 29th June 2026 - section 65 of the English Devolution and Community Empowerment Act 2026 removes the requirement to publish an Elected Member's home address.

Cllr C Shepherd advised notification of the Holkham Outlaw Triathlon had been received. It is due to take place the 4th and 5th July with the cycling event coming through Dersingham on Sunday the 5th July.

16 Open the meeting to allow Public Participation -None present

17 Items for inclusion on the next agenda

Neighbourhood Plan Update
Cllr C Shepherd asked Councillors to notify the BM of any items for the next Full Council agenda.

18 Date of next meeting –

Full Council Meeting 7.00pm Monday 27th July 2026 in the Garden Room.

The meeting was placed in closed session at 8.17pm

19 Exclusion of Press and Public

To consider passing the following resolution: "That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

20 Lease Update – QE II Jubilee Hall

Cllr C Shepherd said there was no update regarding the lease and suggested the PC consider an increase to the Social Clubs rent.

21 Sports Ground Update

Cllr C Shepherd advised she had just received an email from the PC solicitor regarding the underlease and would update Councillors as soon as possible.

With no further business the meeting was closed at 8.20pm

Action Points

Cllr M Shepherd

- To arrange for the agreed Barclay Bank signatories to be removed.
- To upload the relevant AGAR forms onto the PC website

ABM

- To place the relevant AGAR forms on the PC noticeboards

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

BACS APPROVALS LIST 22.06.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
1000	BACS.AUR. 30.06.26	£103.55	£17.26	£86.29	£103.55	27/04/26	232683	Aurora Managed Services Ltd - Photocopier charges	£0.00
985	BACS.PB.3 0.06.26	£1,080.00	£180.00	£900.00	£1,080.00	15/05/26	82190	Price Bailey - Renewal of Audit services for the year 25-26 @£1800 Additionallly quoted for audit services for 26-27 @£2,200 and 27-28 @£2,600 if we require services for these years. Net of Vat Invoiced in 2 parts 50% each part	£1,080.00

Signature ______________ Signature ______________

Date ______________

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

BACS APPROVALS LIST 22.06.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
991	BACS.BROX.30.06.26	£501.60	£83.60	£418.00	£501.60	29/05/26	349231	Broxap Ltd - To purchase one x Broxap Derby E XL Litter Bin in Black with a straight top at £329.00 Delivery £89.00 Total cost is £418.00 To be delivered direct to the War Memorial Gardens on the corner of Station Road/Hunstanton Road, Dersingham. PE31 6HH Please contact: Karen Orgill on 01485 541465 for deliveries on Monday, Tuesday or Thursday and Coral Shepherd on 01485 542247 for deliveries on Wednesday or Friday	£501.60
	1	£120.00	£20.00	£100.00	ENV	Litter Bin			
	2	£381.60	£63.60	£318.00	ENV	General Maintenance			

Signature ____________________ Signature ____________________

Date ____________________

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

BACS APPROVALS LIST 22.06.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
990	BACS.PJB. 31.05.26	£1,668.01	£277.99	£1,390.02	£1,668.01	01/06/26	SI-1227	P J & B Jones Ltd - Grass cutting for May 26	£1,668.01
1		£214.34	£35.72	£178.62		REC		To cut grass at Playing £89.31 (3 of 16)	
2		£71.90	£11.98	£59.92		REC		To cut childrens play ar @£29.96 (3 of 16)	
3		£169.92	£28.32	£141.60		ENV		To cut grass at Broadla close @£70.80 (3 of 14	
4		£53.35	£8.89	£44.46		ENV		To cut grass at Earls Cl £22.23 (3 of 14)	
5		£210.12	£35.02	£175.10		ENV		To cut grass at Crisp Cl @£87.55 (3 of 14)	
6		£133.54	£22.26	£111.28		ENV		To cut grass at village c north, south and west @ of 14	
7		£96.30	£16.05	£80.25		WARR		to cut grass at pakenha £80.25 (2 of 6)	
8		£25.68	£4.28	£21.40		ENV		to cut grass at Mountba @£21.40 (2 of 6)	
9		£126.72	£21.12	£105.60		WARR		to cut grass at Phillip Nu Road @£52.80 (3 of 14	
10		£109.14	£18.19	£90.95		WARR		to cut grass The Warrer fire break @£90.95 (2 c	
11		£78.37	£13.06	£65.31		WARR		to cut grass The Warrer footpaths GC1 @£65.31	
12		£83.46	£13.91	£69.55		ENV		to cut grass Lynn / Heat @£69.55 (2 of 6)	

Signature ______________ Signature ______________

Date ______________

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

BACS APPROVALS LIST 22.06.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
	13	£138.43	£23.07	£115.36		WARR	to cut FP3 right of way (@£115.36 (1 of 6)		
	14	£156.74	£26.12	£130.62		ENV	to strim dyke Manor Ro: Sherbourne Road (GLC		
992	BACS.VIK. 30.06.26	£64.61	£10.77	£53.84	£64.61	01/06/26	4410755901	Viking Direct Ltd - One x HP OneLam 400 46 x 14 x 8.6cm A3 Laminator 400mm/min 125 Micron 2 min Warm-up period Brand HP – Viking No. 1132117 at £47.89 each Budget Code: 1040 Office Equipment	£64.61
995	BACS.DDO M.30.06.26	£98.00	£0.00	£98.00	£98.00	03/06/26	May 26	David Doman - War Memorial Maintenance 4 visits @ £20.00 plus 12 geraniums to fill the wooden planters including compost	£98.00
	1	£80.00	£0.00	£80.00		ENV	4 Visits to war memoria		
	2	£18.00	£0.00	£18.00		ENV	plants for the planters		
999	BACS,ARK. 05.06.26	£9.46	£1.58	£7.88	£9.46	05/06/26	806426	Ark ICT Solutions Ltd - Monthly Phone Charges	£9.46

Signature ______________________ Signature ______________________

Date ______________________

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

BACS APPROVALS LIST 22.06.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
997	BACS.OP.30.06.26	£237.60	£39.60	£198.00	£237.60	09/06/26	1500	Online Playgrounds - As per your quotation number: 76468 dated 30th April 2026 1 x Sw25b – red replacement 2 point suspension birds nest swing ropes including shackles, thimbles and chain (sold as set of 2 per pair) at £185. Plus, delivery of £13.00 Total cost = £198.00 plus vat of £39.60	£237.60
998	BACS.DVCA.30.06.26	£1,144.43	£0.00	£1,144.43	£1,144.43	09/06/26	874	Dersingham Village Centre Association - October 25 to March 26 contribution at 6.61%	£1,144.43
1001	BACS.AUR.30.06.26	-£103.55	-£17.26	-£86.29	-£103.55	17/06/26	CN3788	Aurora Managed Services Ltd - Photocopier charges	£0.00

Signature ______________________ Signature ______________________

Date ______________________

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

BACS APPROVALS LIST 22.06.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
1011	BACS.RPS. 30.06.26	£256.80	£42.80	£214.00	£256.80	19/06/26	Inv98921	Rospa Playsafety Ltd - Annual Safety Inspection to be conducted during June to inspect the outdoor play area at a special discounted rate. Children's Recreation Area on Hunstanton Road, Dersingham – Annual Inspection £83.00 Skate Park – Recreation Area on Hunstanton Road, Dersingham – Annual Inspection £83.00 Additional items x 12 at £4.00 each £48.00 Total net cost £214.00	£256.80
1010	BACS.DCS. 22.06.26	£300.00	£0.00	£300.00	£300.00	22/06/26	Grant	Dersingham Choral Society - Grant for Choir	£300.00
Total		£5,360.51	£636.34	£4,724.17	£5,360.51				

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

DC APPROVAL LIST 22.06.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
996	DC.DEFIB. 03.06.26	£158.40	£26.40	£132.00	£158.40	03/06/26	66439	Defib Store Limited - G5 CPR pads for defib machine	£158.40
Total		£158.40	£26.40	£132.00	£158.40				

Signature

Signature

Date

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

CONFIDENTIAL APPROVALS LIST 22.06.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
		£8,358.40	£0.00	£8,358.40	£8,358.40		Confidential		
Total		£8,358.40	£0.00	£8,358.40	£8,358.40				

Signature ______________________ Signature ______________________

Date ______________________

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

DD & SO APPROVAL LIST 22.06.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
986	DD.BARC.30.06.26	£11.50	£0.00	£11.50	£11.50	19/05/26	April to May	Barclays Bank - E-Payment Plan Charges for 13 April to 12 May 2026	£11.50
983	DD.BCKLWN.30.06.26	£819.94	£136.66	£683.28	£819.94	20/05/26	June 26	Borough Council Of King's Lynn & West Norfolk - Monthly Dog Bin Charges June 26	£819.94
987	SO.KIDD.30.06.26	£320.00	£0.00	£320.00	£320.00	01/06/26	June 26	Domestic Cleaning Services, Simon Kidd - Monthly Cleaning Contract June 26	£320.00
988	SO.30.06.26	£100.00	£0.00	£100.00	£100.00	01/06/26	June 26	Jo Halpin Jones - Village Voice Honorarium June 26	£100.00
993	DD.K&M.30.06.26	£169.74	£28.29	£141.45	£169.74	01/06/26	10033	K & M Lighting Services - Street Lighting Monthly Maintenance charges 1st June to 30th June 2026	£169.74
994	DD.DRAX.30.06.26	£258.40	£12.35	£246.05	£258.40	02/06/26	IN1109437895	Drax Energy Solutions Ltd - Electricity 1st May - 31st May 2026	£258.40
1006	DD.UTY.22.06.26	£7.00	£0.00	£7.00	£7.00	22/06/26	Monthly Charge	Unity Trust Bank - Bank Charges	£7.00
1007	DD.LS.30.06.26	£47.99	£8.00	£39.99	£47.99	22/06/26	June 26	LightSpeed Broadband Ltd - Monthly Broadband Charges	£47.99
1008	DD.SYS.30.06.26	£134.82	£22.47	£112.35	£134.82	22/06/26	June 26	System:3 Business Solutions - Monthly Microsft Business Basic subscription x 17 @£4.83 plus Business Standard subscription x 3 @£10.08	£134.82

Signature ______________ Signature ______________

Date ______________

Dersingham Parish Council

Expenditure transactions - payments approval list **Start of year 01/04/26**

DD & SO APPROVAL LIST 22.06.26

No	Payment Reference	Gross	Vat	Net	To pay	Invoice date	Invoice no.	Details	Payment Reference Total
Total		£1,869.39	£207.77	£1,661.62	£1,869.39				

Signature ______________________ Signature ______________________

Date ______________________