Borough Council of
King's Lynn &
West Norfolk

Community Project Fund and Budget Setting Task Group

Agenda

Thursday, 26th November, 2026
at 4.00 pm

in

Meeting Room 1-3
King's Court
Chapel Street
King's Lynn

Also available to view at:
https://www.youtube.com/user/WestNorfolkBC

Borough Council of
King's Lynn &
West Norfolk

King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200

18 November 2026

Dear Member

Community Project Fund and Budget Setting Task Group

You are invited to attend a meeting of the above-mentioned Task Group which will be held on **Thursday, 26th November, 2026 at 4.00 pm** in the **Meeting Room 1-3 - First Floor, King's Court, Chapel Street, King's Lynn PE30 1EX** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Apologies

2. Notes of the previous meetings (Pages 5 - 19)

3. Declarations of interest

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a disclosable pecuniary interest is declared, the Members should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting.

4. Urgent business

To consider any business which, by reason of special circumstances, the

Chair proposes to accept as urgent under Section 100(b)(4)(b) of the Local Government Act, 1972

5. Members attending under Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chair of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chair.

6. Chair's correspondence

To receive any Chair's correspondence (if any).

7. Update on Councillor Community Grants (Pages 20 - 23)

8. Date of next meeting

9. Exclusion of Press and Public

To consider passing the following resolution:

"That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 or 3 of Part 1 of Schedule 12A to the Act".

10. Exempt - Updated Medium Term Financial Strategy

To:

Community Project Fund and Budget Setting Task Group: A Beales, T de Winton, D Heneghan, S Lintern, A Moore, C Morley (Chair) and S Sandell

Officers

Kate Blakemore	-	Chief Executive
Carl Holland	-	Assistant Director, Finance
Michelle Drewery	-	Deputy Chief Executive & Section 151 Officer
Emma Hodds	-	Monitoring Officer and Chief of Staff

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

COMMUNITY PROJECT FUND AND BUDGET SETTING TASK GROUP

Minutes from the Meeting of the Community Project Fund and Budget Setting Task Group held on Thursday, 3rd September, 2026 at 4.30 pm in the Meeting Room 1:3 and on Microsoft Teams

PRESENT:

Councillor C Morley (Chair)
Councillors A Beales, S Lintern, A Moore and S Sandell

OFFICERS:

Michelle Drewery	-	Deputy Chief Executive & Section 151 Officer
Carl Holland	-	Assistant Director for Finance
Emma Hodds	-	Chief of Staff and Monitoring Officer
Sarah Dennis	-	Finance Business Partner
Philippa Sillis	-	Communications and Engagement Officer

1 **APPOINTMENT OF CHAIR AND VICE CHAIR**

AGREED: That Councillor Morley be appointed as Chair and Councillor Sandell be appointed as Vice-Chair.

2 **APOLOGIES**

There were none.

3 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

4 **URGENT BUSINESS**

There was no urgent business.

5 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor Heneghan attended under Standing Order 34(B)

Councillor Ratcliffe attended under Standing Order 34(A)

6 **CHAIR'S CORRESPONDENCE**

There was no Chair's correspondence.

7 **TERMS OF REFERENCE FOR THE TASK GROUP**

The Chair advised the Task Group that the fund had been created after the previous budget-setting process allowed limited time for member scrutiny and community requests. £500,000 had been set aside so eligible community projects could apply for support. The Task Group would assess applications and make recommendations to Cabinet.

The Task Group considered the Terms of Reference, and they were agreed subject to the Cabinet date - 9th June 2026 date being added under the Task Group Status.

AGREED: That the Terms of Reference for the Task Group are adopted subject to the Cabinet date - 9th June 2026 date being added under the Task Group Status.

8 **COMMUNITY GRANT FUND PROCESSES AND ARRANGEMENTS**

The Assistant Director for Finance gave a presentation to the Task Group on the Community Grant Fund Processes and arrangement.

It was explained that applicants could request up to £5,000 for revenue expenditure or up to £25,000 for capital expenditure. The online application system allows applicants to save a partially completed form and return to it using an individual reference; applicants were advised to read the guidance and coordinate with relevant councillors and groups before submitting.

Applications would be scored against seven criteria, with each criterion receiving points. A proposed threshold of 50 points would identify applications eligible for consideration, rather than guaranteed funding; the Task Group could still exercise judgement, and Cabinet would make the final award decisions.

The application window opened on 31 July 2026 and would close on 2 October. Officers would begin screening applications during the process, seek clarification where submissions were incomplete, and prepare recommendations for the Task Group. The Task Group would be expected to meet during the week ending 16 October so recommendations could be submitted ahead of the 17 November Cabinet meeting.

A second application round was planned for spring 2027, subject to the number and value of applications received in round one and any remaining funding. No fixed cap for the first round was agreed.

Councillors examined how projects without established community organisations, projects crossing ward boundaries and projects

previously considered through CIL should access the fund, with officers agreeing to investigate workable governance arrangements.

Cllr Heneghan asked whether applicants must be constituted community groups with their own bank account, and officers confirmed that this was the current requirement to ensure grants were paid into a recognised account rather than an individual's account.

Cllr Heneghan explained that some worthwhile projects lacked an established community group, particularly in unparished areas. The group discussed whether the council, a parish council or another suitable body could receive or administer funds, noting that some parish arrangements already held funds through the council. Officers agreed to take the issue offline, identify suitable parameters and seek a solution.

Officers highlighted potential VAT, ownership and insurance complications where the council directly paid for or owned project assets, such as play equipment. The appropriate arrangement would depend on the project and must avoid creating unclear responsibility for maintenance, ownership or liability.

In response to a question from Councillor Moore, it was explained that the project location, rather than the applicant's home address, should determine the relevant ward councillor. Projects crossing wards or benefiting a wider area should involve collaboration or appropriate endorsement from the affected councillors.

Councillor Ratcliffe addressed the Task Group in accordance with Standing Order 34 and gave an example of an application where the ward councillor was unavailable. It was advised that other councillors could support the application if this was clearly explained.

In response to a question about unsuccessful CIL applications, the group indicated that projects should not simply be re-badged and resubmitted to the Community Project Fund. A substantially revised project could be considered where it had independent merit, but applicants should not receive an automatic advantage merely because work was previously completed for a CIL submission.

The Task Group considered how officers should communicate with unsuccessful applicants and how applications close to the proposed threshold could be treated, balancing transparency with the administrative burden of detailed feedback.

It was advised that Officers would screen applications before they reached the Task Group and provide the Task Group with information on all submissions, including those not progressing under the proposed threshold. Early submission was encouraged because officers might be able to identify omissions or seek clarification before the deadline.

The Task Group discussed whether unsuccessful applicants should receive detailed feedback. Experience from other grant schemes was that detailed explanations could lead to prolonged challenges and requests to amend applications, so the likely approach was a standard notification that a project had not been prioritised because of oversubscription or insufficient funds, with encouragement to apply again where appropriate.

Members proposed that applications scoring close to, but below, 50 points could receive additional consideration or feedback, potentially within a tolerance range such as 40–49 points. The group recognised that this would depend on the volume of applications and the strength of higher-scoring bids.

It was explained that the scoring system was intended to rank application quality, but the Task Group could revisit borderline scores where the evidence suggested an application had been assessed incorrectly. Eligibility above 50 points did not require Cabinet or the Task Group to award funding if the available budget was insufficient.

AGREED:

(1) That a compliant route for projects be assessed in unparished areas that lack an established community group or bank account, including the relevant governance, VAT and insurance arrangements.

(2) That the final treatment of applications near the proposed 50-point threshold be confirmed, including whether scores between 40 and 50 should receive additional consideration or feedback.

(3) That a full-day meeting date be reserved during the week ending 16 October 2026 to evaluate Community Project Fund applications and prepare recommendations for Cabinet.

9 **EARLY BUDGET INFORMATION**

The Assistant Director for Finance presented updated 2027–28 assumptions, identifying a net additional pressure of around £1.17m from pay, utilities, fees, planning income and local government reorganisation, alongside uncertainty over future government funding.

CPI had increased to 2.8% against the previous 2.3% assumption. Officers recommended using 2.8% for discretionary fees and charges, creating an estimated £107,000 pressure.

Planning fee income was projected separately due to government-set fees. Based on demand, major developments and potential fee changes, a positive income projection of approximately £515,000 was included.

Historic spending indicated additional utilities and fuel pressures of around £259,000. The 2026–27 pay award of 3.3%, compared with the assumed 2.5%, created an ongoing pressure of around £1m per year.

The council had budgeted £2m for local government reorganisation, but current estimates suggested a further £250,000 pressure. After accounting for all changes, the revised 2027–28 position showed a net adverse movement of approximately £1.17m.

The Deputy Chief Executive and Section 151 Officer advised that the revised assumptions would significantly reduce general fund reserves, while declining government support, the end of transitional protection and unresolved drainage-board funding increased uncertainty beyond 2027–28.

General fund reserves were forecast to rise to around £11m at the end of 2026–27 before reducing by approximately £2.4m in 2027–28 and falling to around £3.8m by 2029–30.

Members noted that direct government funding was projected to fall from £10.6m in 2026–27 to £7.4m by 2029–30. Officers continued to lobby for support for internal drainage board levies, but future funding remained uncertain.

Members reviewed assumptions for council tax, second-home premiums and the council tax base. Officers were tasked with reassessing forecast housing growth and the assumption of 300 additional Band D equivalent properties.

The second-home premium was expected to generate around £440,000 for the borough. Discussions with Norfolk County Council continued regarding a projected £1.3m borough share of premium income. Members also noted that affordable housing premium income was ring-fenced and broadly budget neutral.

The Task Group reviewed the capital programme, emphasising the need for realistic project costs, delivery profiles and borrowing assumptions. Capital projects were categorised into Tier 1 (major projects), Tier 2 (recurring operational schemes) and Tier 3 (pipeline schemes requiring further development). Key projects included coastal defence works, leisure and wellbeing developments, the West Lynn Ferry and the South Lynn Fire Safety Training Facility.

Members requested further detail on exempt schemes and challenged the deliverability of some projects. Officers were asked to continue reviewing estimates and profiling expenditure realistically. It was noted that project timing affected cash flow, borrowing and treasury management.

AGREED:

(1) That the projected council tax base be reviewed with Jo Stanton and the planning team, taking account of actual housing development and related factors, and bring an updated forecast back to the task group.

(2) That the latest position on 100% business-rates retention for renewable-energy developments be reviewed and circulate the implications and remaining risks to the group.

(3) That negotiations continue with Norfolk County Council to secure the projected £1.3 million share of second-home council tax premium income for 2027–28.

(4) That the task group be provided with details of the exempt capital schemes and review the delivery profiles and estimated figures with project managers to improve the robustness of the capital programme and borrowing assumptions.

10 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 or 3 of Part 1 of Schedule 12A to the Act.

11 EXEMPT - EARLY BUDGET INFORMATION

The exempt session modelled potential changes to council tax and discretionary charges, and the task group agreed that members should gather alternative proposals from their groups before the budget timetable advances.

AGREED:

(1) The Task Group agreed to separate grant application assessment from budget-option work, seek member proposals promptly and organise further modelling before the October application-evaluation meeting.

12 WORK PROGRAMME AND DATE OF THE NEXT MEETING

To be arranged.

The meeting closed at 6.35 pm

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

COMMUNITY PROJECT FUND AND BUDGET SETTING TASK GROUP

Minutes from the Meeting of the above Task Group held on Friday, 16th October, 2026 at 9.30 am in the Meeting Room 2-4, King's Court, Chapel Street, King's Lynn

PRESENT:

Councillor C Morley (Chair)
Councillors A Beales, T de Winton, D Heneghan and A Moore

1 **APOLOGIES**

Apologies for absence had been received from Councillors Lintern and Sandell.

2 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3 **URGENT BUSINESS**

There was no urgent business.

4 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor S Bearshaw attended under Standing Order 34.

5 **CHAIR'S CORRESPONDENCE**

There was no Chair's correspondence.

6 **COUNCILLOR COMMUNITY GRANT BIDS OCTOBER 2026**

The Chair confirmed that the meeting related solely to the Community Projects Fund and not to budget setting. The £500,000 fund was a one-off fund created from available financial headroom to support community projects, particularly in rural, coastal and unparished communities where projects might not be affordable through parish or town precepts, reserves or existing arrangements for unparished areas of King's Lynn.

Members were advised that revenue awards were capped at £5,000 and capital awards at £25,000. The Task Group's role was to endorse,

amend or reject officer recommendations before submission to Cabinet for final determination.

Michelle Drewery explained that applications had been assessed against community need, value for money, financial need, match funding, reach and deliverability. More experienced applicants had generally provided stronger evidence, while some lower scores reflected missing constitutions, accounts, permissions or supporting information rather than a lack of community need.

Members asked how applications involving parish or borough CIL and existing reserves had been treated. Officers explained that applicants had been asked to demonstrate financial need and explain why other resources could not be used. Sarah Dennis advised that relevant applications were being checked against approved funding to avoid duplication. Members noted that reserves could be earmarked for other projects and agreed that a universal match-funding requirement would disadvantage organisations with very limited resources.

Members discussed access to the scheme in King's Lynn. Councillor Heneghan commented that the route through the King's Lynn Advisory Committee had not been sufficiently clear or timely and that short notice had made it difficult to convene the necessary meeting. The Chair noted that the fund had been announced earlier, while acknowledging the need for a clearer mechanism in future. Officers confirmed that the governance arrangements allowed an application to be supported by a councillor other than the relevant Ward Member where appropriate.

Michelle Drewery advised that recommended grants could be made subject to tailored conditions, including receipt of constitutions, accounts, planning permission, financial clarification, correct VAT treatment, match-funding evidence, milestones and proof of expenditure. Where organisations could not pre-finance works, some funding could be released in advance subject to appropriate milestones. Outstanding information was to be obtained wherever possible before Cabinet on 17 November 2026.

AGREED: That recommended applications would proceed to Cabinet subject to the necessary project-specific conditions and receipt of outstanding evidence.

REVIEW OF APPLICATIONS RECOMMENDED FOR APPROVAL

The Task Group considered the applications recommended for approval individually. Unless otherwise stated, Members endorsed the officer recommendation for submission to Cabinet, subject to outstanding supporting information and appropriate grant conditions.

Barroway Drove Village Hall
Members supported the refurbishment of accessible and baby-changing facilities. The award was to remain within the £25,000 capital limit.

Downham Market Sports Federation
Members supported the proposed refurbishment of squash courts and creation of a community kitchen.

Harpley Village Hall applications
Members noted the strength of the capital and revenue applications and the evidence supplied. The discussion highlighted that experienced applicants could score more strongly than groups with similar community need but weaker applications.

Thornham Sports Pavilion
Members heard that the project would complete existing works and improve inclusive changing facilities. Officers advised that further supporting documentation was still required and would form a condition of any offer.

Great Massingham Car Scheme
Members supported the application, noting the importance of the service to rural communities. Officers explained that the proposal also sought to reintroduce medical-support journeys and that the organisation was seeking increased contributions to improve longer-term sustainability.

Purfleet Trust – South Lynn Community Centre
Members supported the application. In response to a question about councillor support, officers confirmed that the scheme did not require support to come exclusively from the Ward Member.

Harpley Village Hall - Community cinema project
Members asked what an in-kind contribution meant. Officers explained that this represented volunteer time and support rather than direct expenditure. Members noted the potential for the cinema to generate income and support the sustainability of the village hall.

Boughton Parish Council - Village pond restoration
Members supported pond restoration, noting the community and wildlife benefits and the impact of the dry summer.

Castle Acre Village Hall
Members supported the application but discussed the inclusion of contingency. Officers advised that contingency would not automatically be funded and that payment would be based on evidenced eligible expenditure.

North Wootton Village Hall - Solar panel and related projects
Members asked about planning requirements. Officers confirmed that planning status would be checked and any necessary permission would be a condition of the grant. Cabinet papers would identify projects subject to planning conditions.

Stoke Ferry Common
Members supported the application subject to clarification of planning matters and checks to ensure there was no duplication with CIL funding.

Rudhams & District Village Hall - toilet refurbishment
Members questioned the absence of match funding. Officers explained that some organisations had very low reserves or had already committed reserves to other works. Members agreed not to impose a fixed match-funding percentage.

King's Lynn Creative Studios
Councillor Heneghan spoke in support of the project and its work with young people. Members supported the application, subject to clarification of the figures and in-kind contribution.

St Clement Church, Terrington St Clement
Members supported the application. As with Castle Acre Village Hall, any contingency element was to be excluded unless supported by evidence of actual eligible expenditure.

Tilney St Lawrence Village Hall and Community Hub
Members supported the project in principle but required officers to clarify the project cost and the amount requested before the recommendation was submitted to Cabinet.

Hunstanton Sailing Club
Members questioned the community reach of a membership organisation. The discussion established that the facility was not considered exclusive and supported wider activity. Members supported the application subject to clarification of any planning requirement.

Howdale Pax - Scout and Guides Hut
Members supported the electrical and solar panel works in principle. Sarah Dennis was asked to provide the applicant with details of an organisation that might undertake electrical works free of charge and ask them to explore that option.

Downham Market and District Foodbank
Members supported the maximum £5,000 revenue request. Officers noted reliance on external funding and the need for longer-term sustainability planning.

King's Lynn Town Band
Members supported the building improvement application.

Sandringham Bowls Club
Members queried the project figures and community reach. Officers confirmed that reclaimable VAT should be excluded and that a corrected cost breakdown was required. The applicant was also to explain why earmarked reserves could not fund the works.

Wereham Village Hall solar panels, awnings and entrance canopy
Members supported the project as a whole. Officers highlighted that the awnings were intended to increase use of the hall and generate additional income.

Little Miracles Charity
Members supported the application and noted the level of match funding.

MAP – Chill Spot – provision of youth group services
Members supported the application.

Outwell Parish Council – Fen Sluice Project
Members supported the application.

PLUS at Edward de Moundeford – Preloved school uniform shop
Members supported the project, recognising the benefit to families on low incomes. Officers highlighted uncertainty over future sustainability. Members agreed that the grant letter should make clear that the award was one-off funding with no expectation of future support and should require outcome reporting.

YMCA Norfolk - Youth and homelessness support
Members supported the application, noting the value of early intervention and confidence-building support. Officers clarified that the organisation held reserves in the context of a much larger annual operating budget.

Stanhoe Parish Council – dredging and desilting of village pond
Members supported the application.

Castle Acre Bowls Club - seating project
Members supported the application subject to the organisation explaining why its earmarked reserves could not be used.

Pandora Project – new laptops for staff
Members supported the project in principle. Officers explained that the £20,000 request mixed capital and revenue expenditure. The Task Group agreed that the immediate recommendation should be capped at £10,000 capital for approximately ten laptops, with clarification sought on any eligible revenue element before Cabinet.

Walpole Parish Foundation Recreation Trust facility
Members supported repairs to address water ingress. Following questions about the lack of match funding, officers explained the organisation's limited available cash and ongoing running-cost commitments.

Pelicans Hockey Club
Members supported the project. Officers noted that further detail on the allocation of proposed school-support hours and rural reach would strengthen the application.

AGREED: The recommended applications were endorsed for referral to Cabinet, subject to the individual conditions and amendments identified above.

APPLICATIONS RECONSIDERED AND APPLICATIONS NOT PROGRESSED

The Task Group reviewed applications that had not been recommended for approval, considering whether exceptional community need, urgency or further clarification justified a different recommendation.

Clenchwarton Memorial Hall
The officer recommendation had been not to progress the air-conditioning project because of concerns about the building fabric and whether investment would be effective without addressing insulation.

Under Standing Order 34, Councillor Bearshaw addressed the Task Group snd explained that the hall was used seven days a week, including by a preschool serving a wider area, and outlined previous investment in solar panels, batteries, kitchens, toilets and flooring.

Members considered that the solar and battery installation helped address the energy concern and that cooling was important during hot weather.

The Task Group therefore **supported** the application for referral to Cabinet.

St Margarets Church - Walsingham Way Pilgrim Guide
Although the application had scored below the normal approval threshold, Members considered the heritage and walking project worthwhile and supported it. Officers were asked to obtain further detail on VAT, CIL implications and any relevant tourism or visitor-attraction support before finalising the recommendation.

The Task Group therefore **supported** the application for referral to Cabinet.

William Street car park, King's Lynn - Resurfacing
Members discussed the poor condition of the Council-owned car park and its importance in keeping vehicles off narrow residential streets. Questions were raised about the application route, signatories and whether special expenses were the more appropriate funding route.

Members considered the works urgent and supported the project through the Community Projects Fund, with officers asked to progress preparatory work in parallel where possible. The asset and future maintenance were also to be included in the annual King's Lynn special-expenses review.

The Task Group therefore **supported** the application for referral to Cabinet

Applications not progressed

Wretton Parish Council Village Play Area
Reject as the ownership had not been confirmed, the design was not agreed, and other funding had not been secured.

North Wootton's Christmas fair application
Reject as the financial picture and match funding were incomplete despite reported reserves.

SWAN application
Reject – as the application was not progressed because it overlapped with an existing Council service-level agreement and did not clearly identify an additional project.

Ten Mile Bank playing-field proposal
Reject - This was not progressed because the land remained in County Council ownership, transfer could take up to three years and future parish arrangements and contributions were unresolved.

Downham Market Town Council – New Skate Park
Reject - The proposal was not progressed because procurement, delivery, timescale and balance-of-funding details were insufficient and the Town Council had access to CIL.

Discover King's Lynn information screens & the Civic Society public-realm proposal
These were considered potentially worthwhile but not ready for this fund; officers agreed that strategic town-centre or master-plan routes should be explored.

Fen Zen CIC
This was not progressed because it principally sought feasibility and professional costs rather than delivery of the asset, did not address ongoing operating costs and could fall to be treated as revenue expenditure.

King's Lynn Town Football Club's solar proposal
This was not progressed because evidence of community need, delivery arrangements and financial sustainability was insufficient; Members considered that the wider relationship with the club and town strategy should be explored separately.

King's Lynn Civic Society – Tree planting and benches in High Street, King's Lynn
Whilst Members were supportive of the principle, they could not support the application and felt that a wider discussion was required.

Northwold Parish Council
This was not supported.

The Burnham Market outdoor-gym proposal
This was not progressed because the organisation was not fully formed and detailed costs, permissions, safeguarding and insurance arrangements were absent.

Flitcham Social Club
This was not supported.

Adapted sports hub proposal
This was not progressed because the request principally related to consultation rather than delivery.

Dersingham street-light safety application.
Members considered street lighting to be routine capital expenditure more appropriately met through the responsible council's own resources, noting the level of unrestricted reserves and the availability of match funding.

AGREED: The Clenchwarton Memorial Hall, Walsingham Pilgrim Guide and William Street car park applications would be added to the recommendations to Cabinet; the other applications identified above would not progress through this round.

OVERALL FUNDING RECOMMENDATION

Michelle Drewery confirmed that, following the decisions made, Appendix A totalled £374,774 after removal of the Dersingham street-light application and the reduction of the Pandora Project recommendation to £10,000. Clenchwarton Memorial Hall added £8,519, the Walsingham Pilgrim Guide added £3,069 and the William Street/St Nicholas car park added £25,000.

AGREED: The overall amount recommended to Cabinet was £411,362.

POTENTIAL FURTHER FUNDING ROUND

Members discussed whether any remaining balance should be made available through a second round. Michelle Drewery advised that the first round had been significantly more labour-intensive than anticipated and had coincided with quarter-two reporting, the statement of accounts, the Medium-Term Financial Plan and budget-setting work. A completely open second round was therefore considered impractical.

Several Members nevertheless supported providing a further opportunity because public communications had suggested that another round might be possible and some applications appeared to have strong community merit but were incomplete or underdeveloped. Members favoured a limited process under which selected applicants could be invited to address deficiencies rather than reopening the scheme to all applicants.

AGREED: Officers and the Finance Team would consider a limited resubmission process, subject to Cabinet's decision and the remaining balance, with timing to avoid the main budget and year-end workload.

GRANT CONDITIONS AND NEXT STEPS

Officers confirmed that grants would be individually conditioned and that formal offers or payments would not be made until required evidence had been received. Conditions could include planning permission, constitutions, financial clarification, VAT treatment, match-funding evidence, milestones and proof of expenditure.

Members agreed that unsupported contingency sums should not automatically be funded and that payment should relate to actual eligible expenditure. Officers would also continue checks for possible duplication with S106/CIL funding and obtain corrected project-cost breakdowns where VAT, capital/revenue splits or year-one/year-two figures were unclear.

7 **DATE OF NEXT MEETING**

The next meeting concentrating on budget setting had been arranged for **Thursday 26 November 2026** at 4pm in Meeting Room 1-3, King’s Court.

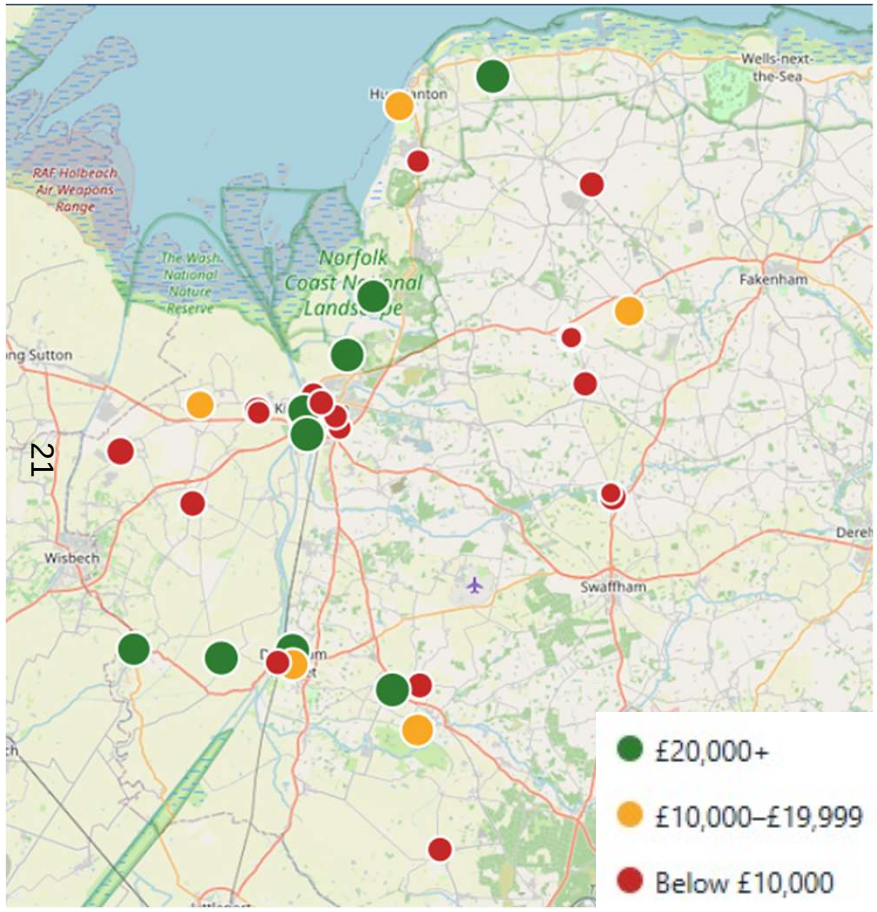
The meeting closed at 12.20 pm

The Community Project Fund

Carl Holland –
Assistant Director – Finance
(Deputy Section 151 Officer)

Borough Council of
King's Lynn &
West Norfolk

Projects Approved by Location



Village / town	Approved schemes	Amount requested	Total project cost	Share of funding
Barroway Drove	1	£25,000.00	£30,000.00	6.1%
Boughton	1	£6,000.00	£8,176.00	1.5%
Castle Acre	2	£9,150.02	£39,111.06	2.2%
Clenchwarton	2	£11,588.00	£13,079.00	2.8%
Downham Market	3	£45,415.00	£107,983.00	11.0%
East Rudham	1	£14,520.00	£14,520.00	3.5%
Emneth	1	£20,800.00	£30,000.00	5.0%
Feltwell	1	£5,000.00	£5,000.00	1.2%
Great Massingham	1	£5,000.00	£13,611.00	1.2%
Harpley	2	£7,200.00	£7,200.00	1.7%
Heacham	1	£3,034.00	£3,870.00	0.7%
Hunstanton	1	£13,184.00	£16,664.00	3.2%
King's Lynn	8	£102,472.16	£138,832.16	24.8%
North Wootton	1	£24,357.00	£27,058.00	5.9%
Stanhoe	1	£6,000.00	£6,000.00	1.5%
Stoke Ferry	1	£19,000.00	£24,100.00	4.6%
Terrington St Clement	1	£10,500.00	£30,000.00	2.5%
Thornham	1	£25,000.00	£515,000.00	6.1%
Tilney St Lawrence	1	£3,762.00	£3,762.00	0.9%
Walpole St Andrew	1	£9,450.00	£9,450.00	2.3%
Wereham	1	£25,000.00	£47,205.00	6.1%
West Newton	1	£21,244.00	£21,244.00	5.1%
Total	34	£412,676.18	£1,111,865.22	100.0%

Borough Council of King's Lynn & West Norfolk

The Community Project Fund Summary

Scheme decision summary

Status	Number of schemes	£	Total project cost
Approved	34	£412,676.18	£1,111,865.22
Budget		£500,000.00	
Uncommitted Balance		£87,323.82	

Status	Number of schemes	£	Total project cost
Rejected	14	£230,470.82	£754,196.13

For every £1 contribution towards scheme projects, it supports an additional £1.69 of community project costs.

Borough Council of King's Lynn & West Norfolk

Next Steps

- Applicants will receive written notification.
- Some bids could be reconsidered, subject to validation of supporting evidence.
- Others were ineligible, had timed-out or lacked evidence of support from affected parties.

Option: reconsider bids with potential

To allocate the uncommitted £87.3k, invite applicants whose rejected bids showed potential to:

- Address officers' comments and validate supporting evidence.
- Return to the Task Group for reconsideration and recommendation to Cabinet.

Borough Council of King's Lynn & West Norfolk