

## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

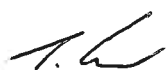
A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 4<sup>th</sup> January 2022 at 7.00 pm in the

**COUNCIL OFFICES**

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

	Chairman to ask if anyone wishes to record proceedings and if so to remind those present that a set of guidelines have been adopted by the Council.	
1	Apologies for absences	
2	Declarations of Interest	<b>A</b>
3	To resolve that the minutes of the Council meeting held on 7 <sup>th</sup> December 2021 are a correct record.	<b>B</b>
4	To receive an update about progress of items from the last meeting of the Council on 7 <sup>th</sup> December 2021 / previous meetings. <ul style="list-style-type: none"><li>To note the meeting on 16<sup>th</sup> December 2021 and approve the Terms of Reference of the Browick Road Recreation Ground Review Group.</li></ul>	<b>C</b>
5	To note the minutes of the Finance & General Purposes Committee meeting held on 21 <sup>st</sup> December 2021.	<b>D</b>
6	To confirm payment of monthly creditors – December 2021.	<b>E</b>
7	To note Mayors Engagements.	<b>F</b>
8	Public Participation- members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes unless directed by the Chairman of the meeting.	
9	To adopt or amend precept for 2022/23 as proposed by the Finance & General Purposes Committee.	<b>G</b>
10	Risk Assessments – to approve action plans	<b>H</b>
11	Reports from County / District Councillors	
12	Reports from representatives on outside committees	



24<sup>th</sup> December 2021

Trevor Gurney (Town Clerk)

Council Offices Ketts Park

Harts Farm Road

Wymondham

NR18 0UT

## DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

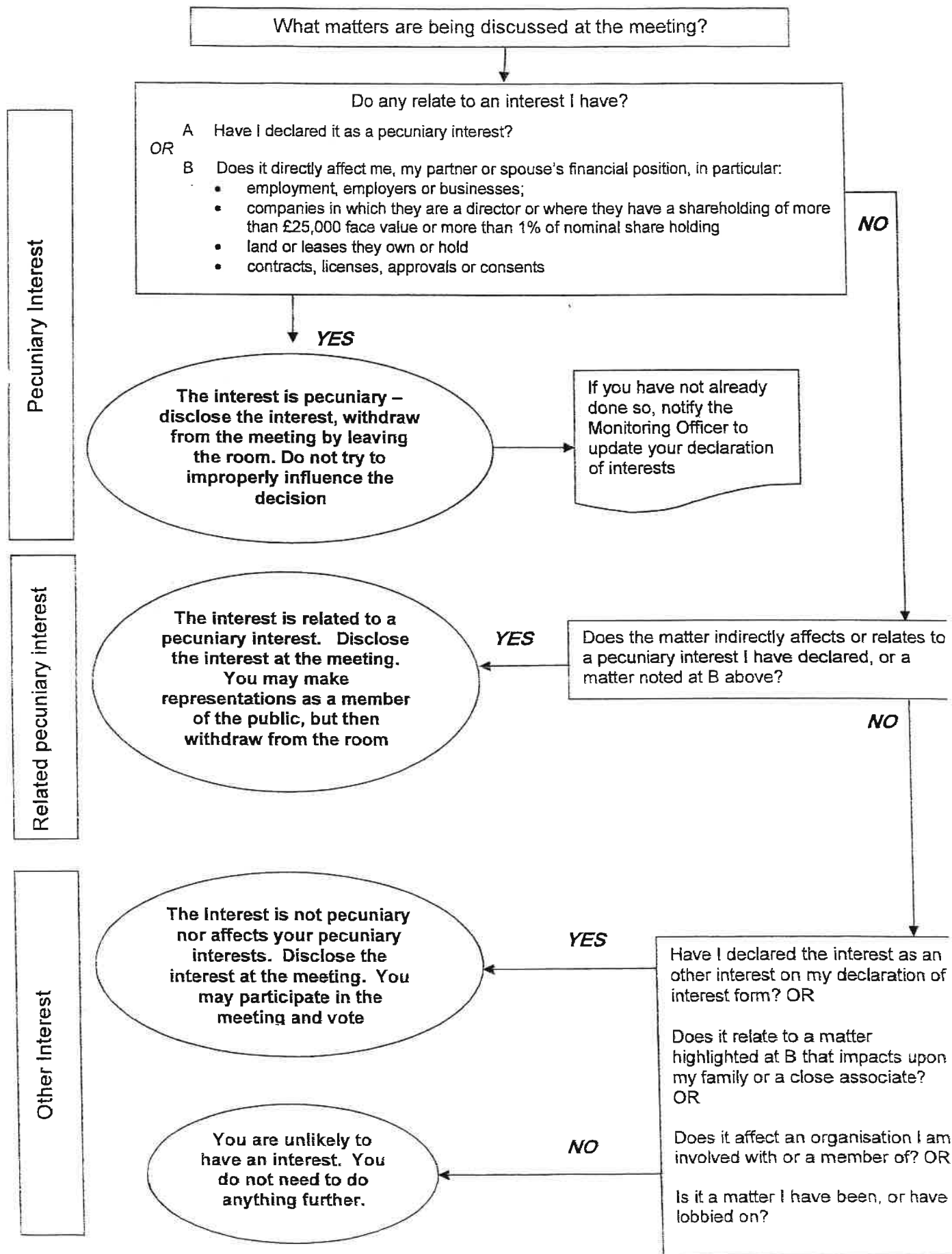
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.  
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A TOWN COUNCIL**  
**MEETING HELD ON TUESDAY 7<sup>th</sup> December 2021**  
**in the Council Offices at 7.00 pm.**

Councillors Present

S Nuri	P Broome	K Hurn
K Cross	A James	Y Astley
R Elliott	K Carsok	I Flatt
A Holden	R Savage	J Halls
P Hubble		

Member(s) of the Public: 13

Councillor Hurn in the Chair

113/21	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Murrell
114/21	<u>DECLARATIONS OF INTEREST</u> – None.
115/21	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Astley and seconded by Cllr. Broome the minutes of the meeting held on 2 <sup>nd</sup> November 2021 were unanimously approved as a correct record.
116/21	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <li>• Allotment Ditch - on Grounds keeping list for winter.</li> <li>• CIL: Funds not yet formally allocated to Cemetery earmarked reserve.</li> </ul>
117/21	<u>LEISURE ENVIRONMENT ENTERPRISE &amp; TOURISM COMMITTEE</u> minutes of meeting held on 19 <sup>th</sup> January 2021 were noted. <ul style="list-style-type: none"> <li>• Business Database: Cllr. Carsok advised that she had forwarded 98 invitations using her Wymondham in Bloom database and 15 replies had been received to date.</li> </ul>
118/21	<u>OUTSIDE BODIES</u> It was resolved to Appoint Cllr. Nuri-Nixon as the Councils representative to Wymondham Town Football Club Limited.
119/21	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Savage it was resolved to pay accounts for November 2021, as per the submitted list in the sum of £74,491.80 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £8,664.86
120/21	<u>MAYORS ENGAGEMENT (S)</u> – noted.
121/21	<u>PUBLIC PARTICIPATION:</u> <ul style="list-style-type: none"> <li>• Town Team representative read out statement in support of proposed Co-ordinator position.</li> <li>• Resident supported proposed Co-ordinator position and proposal for Chandlers Hill gardens to become the Queens jubilee garden.</li> <li>• Greening Wymondham representative was against Chandlers Hill as the Jubilee gardens as they were unambitious plans preferring the pond area at Becketswell.</li> </ul>

122/21	<p><u>JUBILEE GARDEN</u> After a lengthy discussion encompassing different aspects of how the garden should be laid out including trees, bushes, flowers, plaques, signage and seating upon the proposition of Cllr. Cross and seconded by Cllr. Carsok it was resolved to dedicate this area as the Queens Platinum Jubilee Gardens and to consult with local volunteers and to engage a garden designer and carry out the work within a maximum budget of £5,000.</p>
123/21	<p><u>TOWN CENTRE CO-ORDINATOR</u> Cllr. Holden outlined his paper for the appointment of a part time (2 days per week) Co-ordinator and their role.</p> <p>A detailed discussion then took place on the merits of the proposal together with concerns such as should this be the role of South Norfolk Council, the cost and what the role will entail. How would success be achieved and measured? Does the Council have the ambition to move to the next step?</p> <p>Original Proposal by Cllr. Holden seconded by Cllr. Elliott:</p> <p>This council agrees to employ a town co-ordinator on an initial 12month contract for a flexible 16 hours per week. The job description, person specification and salary level are to be determined by the Town Council Personnel group.</p> <p>Upon the resolution of Cllr. Halls and seconded by Cllr. Savage the following amendment to the original resolution was proposed and voted upon:</p> <p>For the position of Town co-ordinator, the job description, person specification and salary level are to be determined by the Town Council Personnel Group. The Personnel Group shall report back to the Full Council for ratification of their decision, and degrees of measurement will be included in the job specification.</p> <p>A recorded vote was requested.</p> <p>Those For: Cllrs. Hubble, Hall, Nuri-Nixon, James, Broome, Hurn, Astley &amp; Savage</p> <p>Those against: Cllrs. Elliott, Carsok, Cross, Flatt &amp; Holden.</p> <p>The amended resolution was passed.</p>
124/21	<p><u>PROPOSED SCHEDULE OF MEETING DATES 2022</u> – Noted.</p>
125/21	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u></p> <ul style="list-style-type: none"> <li>• Cllr. Savage <ul style="list-style-type: none"> <li>○ Update on Wymondham railway station access improvements</li> <li>○ B1172 resurfacing – Elm Farm roundabout to The Drive to commence on 8/12/21</li> <li>○ New recycling centre had open at Harford and Kettering depot closed.</li> <li>○ Budget consultation had started.</li> </ul> </li> </ul> <p><u>South Norfolk Council</u></p>

	<ul style="list-style-type: none"> <li>• Cllr. Halls <ul style="list-style-type: none"> <li>○ Concerns that consideration was being given to 3 new settlement sites (Hethel, Honingham Thorpe &amp; Silfield) despite the existing allocations for Wymondham. Wymondham Area Action plan lists 2200 new dwellings but actual number is 333.</li> </ul> </li> </ul>
126/21	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> <li>• Cllr. James – Wymondham Access Group have recommenced meetings and are still concerned about disabled access at the railway station.</li> <li>• Cllr. Halls – attended the Old Grammar School Trust meeting to award education grounds. More recipients were required.</li> <li>• Cllr. Hubble – Town Team Wynterfest – praised volunteers.</li> <li>• Cllr. Holden – Allotment Association – 9 plots had been marked and 2 more were in progress.</li> <li>• Cllr. Hurn – Draft neighbourhood plan had been published and was now in a consultation stage. Copies could be viewed online or at the Council Offices/Library.</li> <li>• Cllr. Elliott – Greening Wymondham <ul style="list-style-type: none"> <li>○ Browick Recreation Ground orchard project was progressing, 4 sessions todate with 20 participants.</li> <li>○ Litter pick had been a success.</li> <li>○ NCC million tree project was there going to be a stage 3. Cllr. Savage advised he thought their would be but where will the trees go.</li> </ul> </li> </ul>

*Cllr. Hurn wished everybody a Merry Christmas and a prosperous new year*

*[The meeting closed at 20.47 pm]*

DATED this .....day of .....2021

SIGNED .....(Chairman)

No.	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
205	Funeral Services Ltd	Refund of duplicate payment	Burials and Memorials	3300	1020.00	1020.00	0.00	1020.00	706680
206	EE	Groundsmen's telephone - October	Admin - telephone	4320		15.64	3.13	18.77	706681
207	EDF	Elec 24/9/21-22/10/21	TIC - Electricity	8040		89.23	4.46	93.69	706682
208	Sanitec Cleaning (Norwich) Ltd	Daily clean of public toilets and emergency clean -October	Public Toilets	4300		1022.33	204.47	1226.80	706683
209	Poppy Appeal	Poppy Wreath	Est - Miscellaneous	4090		50.00	0.00	50.00	706684
210	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		485.69	97.15	582.84	706685
211	Singhs Flakes Ltd	Ice cream van - Mayors Civic Reception	Est - Civic Events	4085		220.00	0.00	220.00	706686
212	E.ON Next	Elec Council Offices and Maintenance shed 21/0/21-31/10/21	Est - Electricity	4040		278.85	55.77	334.62	706687
213	Great Melton Farms	Christmas tree - Market Place	Est - Christmas lights	4120		114.17	22.83	137.00	706688
214	EDF	Elec 23/10/21-22/11/21 - Market Place	TIC - Electricity	8040		96.87	4.84	101.71	706689
215	BT	Telephone and Internet	TIC - Telephone	8100		226.57	45.31	271.88	706690
216	HMRC	PAYE/INIC	PAYE/INIC	4000		2,763.38	0.00	2,763.38	706691
217	Norfolk Pension Fund	Pensions	Pensions	4000		3,152.17	0.00	3,152.17	706692
218	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	85.04		17.01		
219	East Fire Extinguishers & Alarms UK Ltd	Wheeled Bin Account	Cemetery Refuse	4420	89.41		17.88	209.34	706693
220	Sanitec Cleaning (Norwich) Ltd	Intruder Alarm/Fire Alarm/Call system service	Est - Maintenance	4180		180.00	36.00	216.00	706694
221	Wymondham Tyre Services Ltd	Deep clean of public toilets - November	Public Toilets	4300	180.00		36.00		
222	Wymondham Garden Centre	Daily clean of public toilets and emergency clean - November	Public Toilets	4300	1,010.33		202.07	1,428.40	706695
223	Wymondham Tyre Services Ltd	2 No. inner tubes	L & E Maintenance	6130		36.00	7.20	43.20	706696
224	Viking Payments	Plants and Compost	L & E Brighter Wymondham	6160		732.49	146.49	878.98	706697
225	Neil Thomas	Clear Trees around street lights - Cemetery	Admin - print/stationery	4310		34.42	6.88	41.30	706698
226	Hays Recruitment	Temporary Ground staff	Cemetery maintenance	4440		400.00	0.00	400.00	706699
227	Jewson Limited	Temporary Ground staff	Salaries and wages	4000	3,002.65		600.55		
228	Mr Overalls Ltd	3 No. sheets ply wall board, saw - School's Christmas designs	L & E Brighter Wymondham	6160	1,071.21		214.23	4,885.64	706700
229	Mrs O'Gaul	Cable avoiding tool	Cemetery maintenance	4090	87.99		17.60		
230	Ernest Doe & Sons Ltd	Hire of digger, softwood sleeper and coach screws	Cemetery maintenance	4440	25.00		5.00	368.15	706701
231	Ingham Pinnock Associates	1 pr trousers	Est - Health & Safety	4195	193.80		6.85	41.10	706702
232	H Brett & Son	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	706703
233	Canon UK Ltd	Mirror Glass, wheel, repairs to Husqvarna, repairs to Wessex	L & E Equipment maintenance	6140	1,561.16		312.25		
234	Glasdon UK Limited	Patio magic, grease, round up, brake part cleaner, saw chain	L & E Maintenance	6130	925.97		185.20		
235	Rentokil Initial UK Ltd	Safety Boots, head light, anti vibe gloves	Est - Health & Safety	4195	97.49		19.50	3,101.57	706704
236	Wymondham Heritage Society	Neighbourhood Plan consultancy services	Est - Miscellaneous	4090		2,364.00	472.80	2,836.80	706705
237	Wymondham Town Archive	Cleaning of the War Memorial	Est - Miscellaneous	4090		2,800.00	560.00	3,360.00	706706
238	Wymondham Heritage Society	Rental 1, 12/21-28/02/22	Admin - Print/stationery	4310		98.03	19.61	117.64	706707
239	Charisma Spatial Planning Limited	3 No picnic benches, 3 No. benches	Est - Miscellaneous	4090	3579.79		715.96		
240	Stannah Lift Services Limited	1 No. black waste bin	Est - Miscellaneous	4090	173.00		34.60	4,503.35	706708
241	Katherine Hannam T/A Wymondham Magazine	Service contract - sanitary unit	Est - Miscellaneous	4090		148.64	29.73	178.37	706709
242	EE	Wet pour repairs at Kings Head Meadow and Bellope	Est - Miscellaneous	4090		698.00	139.60	837.60	706710
		70 posts, wire and staples	Est - Archives	4170		456.82	91.37	548.19	706712
		Grant	TIC - Sales	7000		500.00	0.00	500.00	706713
		Pack of 4 Greeting Cards	Est - Miscellaneous	4090		18.90	0.00	18.90	706714
		Neighbourhood Plan Health Check Review	Est - Miscellaneous	4090		1,650.00	330.00	1,980.00	706715
		Lift servicing 10/8/21-9/11/21	Est - Miscellaneous	4090		162.50	32.50	195.00	706716
		About Wymondham - December edition	About Wymondham - Editorial	4820		1,500.00	0.00	1,500.00	706717
		Groundsmen's telephone - November	Admin - telephone	4320		15.64	3.13	18.77	706718
					12,082.84	21,484.59	4,736.73	38,304.16	
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		79.75	15.95	95.70	
	Anglian Internet	Telephone and Internet -	Admin - telephone	4320		99.65	19.93	119.58	
	Public Works Loan Board	Half yearly payment	Est - Miscellaneous	4090		35,972.36	0.00	35,972.36	
					12,082.84	57,636.35	4,772.61	74,491.80	

Chairman

Deputy Chairman

# WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
8	Barclays Payflow	Salaries - November	Admin Salaries		5,103.69			
			Estab Salaries		2,954.25			
			Cemetery Salaries					
			TIC Salaries		606.92		8,664.86	D/D
TOTALS							8,664.86	

..... Chairman

..... Deputy Chairman

30th November 2021



## WYMONDHAM TOWN COUNCIL

## Browick Road Recreation Ground Review Working Group

Notes of meeting held on 16<sup>th</sup> December 2021 at 2.00pm in the Council Offices.

Present :	Cllr. Nuri - Nixon
	Cllr. K Carsok
	Cllr. A James
	Cllr. P Broome
Town Clerk	T Gurney

1	<u>CHAIRMAN</u> It was unanimously resolved to appoint Cllr. Nuri-Nixon as Chairman
2	<u>VICE CHAIRMAN</u> It was unanimously resolved to appoint Cllr. James as Vice Chairman
3	<u>APOLOGIES</u> – Cllr. Hurn.
4	<u>DECLARATIONS OF INTEREST</u> – None.
5	<u>TERMS OF REFERENCE</u> The Terms of reference appended to these notes was agreed.
6	<p><u>GENERAL DISCUSSION</u></p> <p>Clerk gave an background history of the site since its purchase by the Council in 1934 and its use and designations over the last 18 years.</p> <p>Cllr. James then presented a paper appended to these notes outlining thoughts and ideas for the way forward and outlining stakeholders who need to be consulted. It was agreed that the primary purpose of the area was recreation and formal sports and that it may be necessary to seek recommendations from sports consultants and landscape consultation in respect of the periphery of the site. Care needs to be taken in respect of the flora and fauna already there.</p> <p>The next meeting of the group will be in January 2022 at a date set by the Clerk/Chair and working group members are encouraged to visit other skateboard facilities such as Loddon.</p>

*[The meeting closed at 15.00 pm]*

DATED this ..... day of .....2022

SIGNED .....

## **TERMS OF REFERENCE FOR WYMONDHAM TOWN COUNCIL BROWICK ROAD RECREATION GROUND REVIEW WORKING GROUP**

### **AIMS**

1. To consider the feasibility of improving the recreation ground by engaging stakeholders and identifying funding bodies.
2. To identify relevantly qualified professional consultants who can assist with designing a plan for the whole recreation ground.
3. Subject to the outcomes of points 1 & 2, if appropriate, to make recommendations in regard to the proposed project, about any facilities to be provided, the design, planning and landscaping, and estimates of costs to full Council.
4. To seek full Council approval to delegate the authority to monitor and manage a new scheme within agreed budgetary controls to the working group.
5. To seek full Council approval to delegate the authority to approve any minor scheme amendments to the Town Clerk up to an agreed budgetary level.

### **GENERAL**

#### **1. Membership and Chairing**

Unless otherwise specified the working group will consist of a maximum of *six* Councillors as appointed by the full Town Council.

The Town Clerk or appointed representative will attend all meetings of the working group.

The working group will elect a chair and vice chair from among the members of the group. In the absence of the chair at a meeting the working group will elect any other working group member to act as chairman for that meeting.

The working group may invite other Town Councillors advisers or members of the public to attend but in a non-voting capacity.

#### **2. Voting and Quorums**

Only appointed members of the working group can vote. No vote may be taken at any meeting unless the meeting is quorate which shall be not less than three appointed members.

### **3. Notes and Meetings**

Notes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the full Council a clear proposal or alternatives to debate and decide upon.

Notes will be circulated to all appointed members of the working group as soon as appropriate after the meeting, and to all Councillors with the agenda of the next appropriate full Town Council meeting.

The Town Clerk in conjunction with the working group Chairman will set the date of the next meeting of the working group.

### **4. Functions**

The working Group will consider matters as set out in these terms of reference or as requested by the full Town Council, taking advice as appropriate.

The working group will recommend the powers that should be delegated to it by the full Town Council. The full Town Council may modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for the working group.

Any recommendations which require a spending commitment over and above agreed budget provision must be referred to the full Town Council. The Chairman should also check with the Town Clerk before recommending expenditure to ensure that there is no change in the financial position of the Council.

### **5. Training**

Members of the working group should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.

## **Browick Road Recreation Ground Working Group (WG)**

A discussion paper for the initial WG meeting on 16<sup>th</sup> December 2021. Tasks:

- 1) Define our Working Group's desired SMART (Specific, Measurable, Achievable, Realistic and Timebound) **initial objective/Mission Statement**. Proposed & agreed by attendees:

*By the end of March 2022, we will have identified the following key project elements:*

- *Stakeholders*
- *Potential funding bodies for the longer-term redevelopment of the park*
- *Consultant(s) who can help define the needs and design the new park*
- *The identified consultant(s)' associated fees.*

*In April or May 2022, we aim to present our initial findings to the full council with a request for funding to pay the consultant(s)' fees.*

- 2) Identify the **stakeholders**. As of 16.12.21 we believe the stakeholders are:

a) Government/official bodies:

- Wymondham Town Council: especially the grounds staff whose workload may change as the site becomes more complex and it is used more
- South Norfolk District Council
- NCC
- Police
- Greater Norwich Development Partnership
- Sport England (an – their words - 'arm's length body of government') who, if we wish to remove the existing rugby pitches for example, will want to know WHY and will legally insist that a suitable alternative site is provided/is already available.

b) Residents: those nearby in Browick Road/Gunton Road and the wider townsfolk who may use the park currently and in the future.

c) Businesses in Ayton Road:

- Workers may use the current and updated park. Companies may be affected e.g. by more public use in terms of increased numbers of people parking on the road. Some businesses might even be 'tapped' for some sponsorship
- Gilly B's coffee stall.

d) Current users: dog walkers, parents and children, teenagers e.g. BMX/Pump park users, skateboarders etc

e) Greening Wymondham: Community orchard work is ongoing; need GW's input re: maintaining and developing biodiversity, and so on...

f) WyNG: for input on all things wildlife, alongside Greening Wymondham.

g) Heritage Society: is there a history to the area that we should be celebrating/ highlighting with, for example, information boards?

h) Potential new users to consult:

- Browick Road Primary School
- Windmill House care home
- Wymondham Access Group.

i) Past users it would make sense to engage with:

- The Football Club
- The Rugby Club
- The Tennis Club.

*ACTION: WG members to identify any other potential stakeholders for inclusion in this list and report back at the next meeting*

3) At future meetings we should:

- Consider how we engage the stakeholders
- Identify suitably qualified professional consultant(s) to help us plan the park; and detail the cost of hiring them. **WG members to research/identify and report back at next meeting**
- Identify potential funding bodies to cover the cost of the main work. **WG members to research/identify and report back at the next meeting.**

4) The final task of this WG under its current Terms of Reference (TOR) will be to prepare a report to take back to the Full Council in April or May 2022. This will include a) a request for funding to pay for the initial consultancy and b) the identification of next steps with possible target dates and milestones.

**The History of Browick Road Recreation Ground – for background information.**

- Following a resolution to purchase it in 1933, The Browick Road site was purchased by the then Rural District Council, in 1934
- SNDC bought a corner of land near the current car park in 1988
- The area has been a formal sports area since its inception and it has previously hosted football, rugby and tennis
- The land drains well, having originally been a gravel/sand pit, so it does not get waterlogged - unlike some other open spaces in Wymondham
- In 2006 a multi-sports area was installed
- The Youth Bus used to visit Browick to support and engage with the young people that use the park but this does not happen currently.

Cllr Annette James 16.12.2021

**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE & GENERAL**  
**PURPOSES COMMITTEE** held on Tuesday 21<sup>st</sup> December 2021  
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Cross
	Elliott (Chair)

Also Present

Cllrs. Broome & Nuri-Nixon.

F29/21	<u>APOLOGIES FOR ABSENCE</u> – None
F30/21	<u>DECLARATIONS OF INTEREST</u> – None.
F31/21	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Halls and seconded by Cllr. Cross it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 19 <sup>th</sup> October 2021 as a correct record.
F32/21	<u>PROGRESS UPDATES</u> None.
F33/21	<u>PUBLIC PARTICIPATION</u> None.
F34/21	<u>GRANT APPLICATION</u> Upon the proposition of Cllr. Flatt and seconded by Cllr. Halls it was unanimously resolved to award a grant of £1200 to Mid Norfolk Railway to assist in the relocation and installation of a signal box from Spooner Row to Wymondham.
F35/21	<u>GRANT APPLICATION</u> Upon the proposition of Cllr. Hurn and seconded by Cllr. Halls it was unanimously resolved to award a grant of £1500 to North Wymondham Community Centre to assist in improvement works as outlined in their application.
F36/21	<u>EXCLUSION PRESS &amp; PUBLIC</u>  On the proposition of Cllr. Hurn and seconded by Cllr Halls resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
F37/21	<u>2022/23 DRAFT FINANCE &amp; GENERAL PURPOSES COMMITTEE BUDGET</u> Cllr. Elliott outlined the budget that had been prepared for the 2022/23 financial year. After discussion upon the resolution of Cllr. Halls and seconded by Cllr. Hurn it was unanimously resolved to recommend a budget of £436,626
F38/21	<u>2022/23 DRAFT COUNCIL BUDGET</u> Cllr. Elliott outlined the proposed full budget for the 2022/23 year being an amalgamation of the budgets recommended by the Leisure & Environment Committee (£166,396) and the Finance & General

Purposes Committee (£436,636). Clerk then gave an explanation as to how the budget is constructed and answered questions. With increasing costs, it was considered prudent to recommend an overall increase of 2.99%

After further discussion upon the proposition of Cllr. Cross and seconded by Cllr. Flatt it was resolved to recommend a precept of £603,032 resulting in a Band D charge increase of £2.86 pa from £95.53 to £98.39.

*[The meeting closed at 19.33 pm]*

DATED this ..... day of .....2022

SIGNED ..... (Chairman)

**WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS**

No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
243	BT	Telephone and Internet	Admin - Telephone	4320		10.28	2.06	12.34	706719
244	Anglian Water Business (National) Ltd	Water Charges 4/9/21-3/12/21	L & E Water - Browick	6030		11.91	0.00	11.91	706720
245	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		548.44	109.70	658.14	706721
246	Glebe Farm Services	Grab load of Green waste - Cemetery	Cemetery Maintenance	4440		275.00	55.00	330.00	706722
247	Norfolk County Council	Recruitment advice	Est - Legal	4115		173.60	34.72	208.32	706723
248	E ON Next	Elec - Browick	L & E Electric - Browick	6040		54.04	2.70	56.74	706724
249	Alan R Cross & Son	Interim payment install Christmas lights	Est - Christmas lights	4120		2,768.46	553.69	3,322.15	706725
250	Anglian Water Business (National) Ltd	Water charges 12/9/21-11/12/21	Cemetery - Water	4430		42.57	2.67	45.24	706726
251	E ON Next	Elec 1/11/21-30/11/21	Est - Electricity	4040		460.45	92.09	552.54	706727
252	E ON	Elec 1/10/21-30/11/21	Est - Electricity	4040		44.95	2.25	47.20	706728
253	Wymondham Community Book Shop	Book Tokens	Est - Civic events	4085		100.00	0.00	100.00	706729
254	StandleySteel Stockholders	Christmas tree base	Est - Miscellaneous	4090		340.40	68.08	408.48	706730
255	HMRC	PAYE/NIC	PAYE/NIC	4000		2,705.05	0.00	2,705.05	706731
256	Norfolk Pension Fund	Pensions	Pensions	4000		2,940.95	0.00	2,940.95	706732
257	TG Bodyshop	Wiper blades - Citroen van	Est - van maintenance	4155		37.79	7.56	45.35	706733
258	Savills Client a/c Re Anglian Water Services Ltd	Rent in advance 25/12/21-24/03/22	Allotments	4600		907.12	0.00	907.12	706734
259	Canon UK Ltd	Printing charges 1/9/21-30/11/21	Admin print/stationery	4320		88.67	17.73	106.40	706735
260	T/a Commercial & Ind Cleaning Supplies Ltd	10 boxes mini jumbo toilet rolls - 1 box soap	Public toilets	4300		124.39	24.88	149.27	706736
261	The Society of Local Council Clerks	Annual membership	Est - Subscriptions	4130		351.00	0.00	351.00	706737
262	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000		2,036.93	407.39	2,444.32	706738
263	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	706739
264	Jewson Ltd	Sandpaper, Shingle, carriage nuts & bolts	L & E Maintenance	6130	398.70	68.47	13.69	82.16	706740
265	Ernest Doe & Sons Ltd	Araldite, rake, broom, batteries, jumbo roll, rust remover	L & E Maintenance	6130	336.54		79.75		
		Repairs to tractor - stuck in gear	L & E Equipment Maintenance	6140			67.11		
		Work gloves	Est - Health & Safety	4195	15.79		3.16	900.05	706741
266	Farmbits Direct Limited	4 No. fence posts	Allotments	4600		12.92	2.58	15.50	706742
267	Biffa Waste Services Limited	Wheeled Bin Account	Council Refuse	4520	88.46		17.69		
		Wheeled Bin Account	Cemetery Refuse	4420	88.46		17.69	212.30	706743
268	Anglian Water Business (National) Ltd	Water 15/9/21-9/12/21	Public Toilets	4300		465.81	0.00	465.81	706744
269	Sanitec Cleaning (Norwich) Ltd	Daily clean of public toilets and emergency clean -December	Public Toilets	4300		940.33	188.07	1,128.40	706745
270	Viking	Stationery	Admin - print/stationery	4310	122.15		24.43		
		Postage stamps	Admin - Postage	4330	130.50		0.00	277.08	706746
					<b>1,179.60</b>	<b>15,629.53</b>	<b>1,794.69</b>	<b>18,603.82</b>	
	Anglian Internet	Telephone and internet -	Admin - telephone	4320		100.02	20.00	120.02	
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		82.25	16.45	98.70	
					<b>1,179.60</b>	<b>15,811.80</b>	<b>1,831.14</b>	<b>18,822.54</b>	

Chairman .....  
31st December 2021

Deputy Chairman.....



**WYMONDHAM TOWN COUNCIL SALARIES**

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
9	Barclays Payflow	Salaries - December	Admin Salaries	4294.75				
			Estab Salaries	1677.92				
			TIC Salaries	222.12				
			Cemetery Salaries	1366.19			7560.98	D/D
<b>TOTALS</b>							<b>7,560.98</b>	

.....  
Chairman

.....  
Deputy Chairman

31st December 2021

MAYOR'S ENGAGEMENTS

05/12/21 WYNTERFEST, VARIOUS LOCATIONS IN WYMONDHAM

10/12/21 THETFORD CIVIC CAROL SERVICE, CLOVERFIELD COMMUNITY CHURCH, THETFORD

11/12/21 CREATIVE ARTS EAST, AZAADI: FREEDOM BY SAMIA MALIK AT THE FAIRLAND CENTRE,  
WYMONDHAM

2022/23

	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
2017/18						
2018/19						
2019/20						
2020/21						
2021/22						
2022/23						

	Total Budget	426303	455857	492565	536838	561621	603032
	Transitional Grant	-12920	-6577	0	0	0	0
	Precept	413383	449280	492565	536838	561621	603032
	Tax Base	5,360	5602	5572	5839	5879	6129
	Band A 6/9ths	51.91	53.47	58.93	61.30	63.69	65.59
	Band B 7/9ths	60.57	62.38	68.76	71.51	74.31	76.53
	Band C 8/9ths	69.22	71.29	78.58	81.73	84.92	87.46
	Band D 9/9ths	77.12	80.20	88.40	91.94	95.53	98.39
	Band E 11/9ths	95.17	98.02	108.04	112.38	116.76	120.25
	Band F 13/9ths	112.48	115.85	127.69	122.59	137.99	142.12
	Band G 15/9ths	129.78	133.67	147.33	153.24	159.22	163.98
	Band H 18/9ths	155.74	160.4	176.80	183.88	191.06	196.78
	Band D % Increase	2.00	4.00	4.00 + SC	4.00	3.9	2.99%
							\$2.86 6p per week
	153,617 LEISURE ENVIRONMENT ENTERPRISE & TOURISM C	166,396					
	408,004 FINANCE & GENERAL PURPOSES COMMITTEE	436,636					
	561,621	603,032					
	561,621 Total Budgeted Expenditure	603,032					

**Leisure Environment Enterprise & Tourism Budget 2022/23**

<b>Expenditure</b>		<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
		<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Recreation &amp; Open Space</b>				
Salaries		91806	94217	98526
6010 Rates	Browick	1650	1650	1655
6040 Electricity	Browick	300	100	175
6030 Water	Browick	100	50	60
6160 Brighter Wymondham		12000	12000	12000
6120 Bellrope rent		600	600	600
6130 Maintenance		13000	13000	20000
6210 Maint Ketts Park		3500	3500	3500
6140 Equipment maint/repairs		4000	5000	6000
6170 SNC - Dog bins		7000	7000	7150
Sub total		<b>133956</b>	<b>137117</b>	<b>149666</b>
<b>Contribution to Reserves</b>				
Play Equipment/Safety		5000	5000	5000
Ketts Park		23000	23000	23000
Cemetery		31250	To F&GP	To F&GP
Open Space		2000	2000	3500
Youth Support		1500	1500	1500
Sub total		<b>62750</b>	<b>31500</b>	<b>33000</b>
<b>Expenditure Total</b>		<b>196706</b>	<b>168617</b>	<b>182666</b>
<b>Income Income</b>				
SNC Ketts Park lease		10000	10000	10920
5120 Kings Head Meadow		5000	5000	5350
Income Total		<b>15000</b>	<b>15000</b>	<b>16270</b>
<b>Net cost to Council</b>		<b>181706</b>	<b>153617</b>	<b>166396</b>

**F & GP Budget 2022/23**

<b>Expenditure</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Market</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
4550 Water	60	60	60
Salaries	4484	4617	2489
4510 Rates	1760	1800	1800
4520 Refuse	1000	1100	1125
4530 Farmers Market	1500	1500	1000
4540 Maint/misc	500	500	500
	<b>9304</b>	<b>9577</b>	<b>6974</b>
<b>Allotments</b>			
4600 Rent & Repairs	4000	4000	4000
	<b>4000</b>	<b>4000</b>	<b>4000</b>
<b>Cemetery</b>			
Salaries	26094	26930	27607
4410 Rates	2650	2650	3060
4420 Refuse	1000	1100	1150
4430 Water	200	220	275
4440 Repairs,maint,tools	3000	3000	3000
	<b>32944</b>	<b>33900</b>	<b>35092</b>
<b>Administration</b>			
Salaries	105529	108873	113634
4340 Office Equip/repairs	500	500	500
4310 Printing/ Stationery	2500	2500	2500
4320 Telephones	1500	1750	1750
4330 Postages	1200	1000	750
	<b>111229</b>	<b>114623</b>	<b>119134</b>
<b>Establishment</b>			
Loan -PWL B	72000	72000	72000
4010 Rates	12000	23500	24000
4020 Rent	2500	0	0
4030 Water	350	350	350
4040 Electricity	5000	6000	6100
4050 Cleaning/Window Cleaning	3000	2000	1750
4070 Insurance	16000	16500	16000
4085 Civic Events/Sponsorship	2500	2500	2500
4090 Misc	7637	7250	7266
4155 Van Maintenance	2000	2000	2000
4110 Audit	5400	5100	5000
4120 Christmas lights	2000	2700	3000
4170 Archives	500	500	500
4130 Subscriptions	1750	1800	1800
4115 Legal fees	2500	2500	2500
4195 Health & Safety	1500	2000	1500
4140 Staff Training	1250	1250	1250
	<b>137887</b>	<b>147950</b>	<b>147516</b>

<u>Tourist Information Centre</u>						
Salaries	6398		6579		26710	
8010 Rates	1600		1600		1600	
8040 Electricity	1000		1000		1100	
8100 Telephone	800		900		900	
8110 Printing & Stationery	200		200		200	
8120 Misc	200		250		250	
8200 Tourism development	1000		1000		6000	
8020 Town mini guide	0		2000		0	
		<b>11198</b>		<b>13529</b>		<b>36760</b>
<u>Toilets</u>						
4300 Cleaning/maint	18300	<b>18300</b>	17000	<b>17000</b>	17000	<b>17000</b>
4200 Street Lights	12000	<b>12000</b>	9000	<b>9000</b>	7500	<b>7500</b>
<u>Grants</u>						
4700 Grants	5000		5000		5000	
4710 CAB	3000		2000		0	
		<b>8000</b>		<b>7000</b>		<b>5000</b>
<u>About Wymondham</u>						
4800+4 Printing/editing	8000		8000		4500	
4810 Distribution	1900		1900		0	
		<b>9900</b>		<b>9900</b>		<b>4500</b>
<b>Expenditure Total</b>		<b>354762</b>		<b>366479</b>		<b>383476</b>
<u>Income</u>						
3100 Market(Friday)	6000		4575		10700	
3110 Farmer's Market	2900		2500		2040	
7000 TIC Sales	400		300		350	
3200 Allotments	4250		4350		4500	
3300 Burials,memorials	22000		23000		23500	
3400 Sub-letting	580		0		0	
3500 About Wymondham	1500		1500		0	
3600 Interest on deposits	3500		0		0	
<b>Income Total</b>		<b>41130</b>		<b>36225</b>		<b>41090</b>
<b>Net cost to Council</b>		<b>313632</b>		<b>330254</b>		<b>342386</b>
<u>Allocation to Reserves</u>						
Machinery	15000		15000		25000	
New Projects	7500		7500		12500	
Market Cross repairs	5000		5000		5000	
Cemetery	0		31250		31250	
Council Office - dilapidations	0		0		5000	
Neighbourhood Plan	0		5000		0	
Toilets	1000		1000		2500	
Street Lights	13000		13000		13000	
		<b>41500</b>		<b>77750</b>		<b>94250</b>
<b>TOTAL</b>		<b>355132</b>		<b>408004</b>		<b>436636</b>

WYMONDHAM TOWN COUNCIL										
BUDGET	ACTUAL v BUDGET			FULL COUNCIL		FOR THE 6 MONTHS ENDED 30th September 2021				
BUDGET 2022/23 £		BUDGET 2021/22 £				VARIANCE £	BUDGET 6 mths £		ACTUAL 30/09/2021 £	
INCOMING RESOURCES										
0		0		Grants		0	0		0	
23500		23000		Burial management		2147	11500		13647	
0		0		Recreation	Tennis	0	0		0	
0		0			Rugby - Browick	0	0		0	
5350		5000			Football - KHM	-2500	2500		0	
5350		5000			Other	0 -2500	0 2500		0	0
0		0		Office rents		0	0		0	
10700		4575		Market stall rents	Friday	1272	2288		3560	
2040		2500			Farmers	-83 1189	1250 3538		1167	4727
12740		7075		Allotments		2352	2175		4527	
4500		4350		Tourist Information Centre		15	150		165	
350		300		About Wymondham		-750	750		0	
0		1500		Other Income + KP Lease		357	5000		5357	
10920		10000		Bank interest		25	0		25	
0		0		Community Infrastructure Levy		0	0		0	
57360		51225		TOTAL INCOMING RESOURCES		2835	25613		28448	
RESOURCES EXPENDED										
242256		234637		Wages and salaries	Admin	-13274	117318		104044	
0		0			Market	0			0	
0		0			Establishment	0			0	
0		0			Cemetery	0			0	
0	242256	0	234637		Recreation	0 -13274	117318		0	104044
24000		23500		Establishment	Rates	-24	11750		11726	
0		0			Rent	0	0		0	
350		350			Water	-175	175		0	
6100		6000			Electric	-1778	3000		1222	
1750		2000			Cleaning	-250	1000		750	
0		0			Heating	0	0		0	
16000		16500			Insurance	-596	8250		7654	
72000		72000			PWLB	-28	36000		35972	
2500		2500			Civic events	-56	1250		1194	
7266		7250			Misc and Maint	-1077	3625		2548	
2000		2000			Van maintenance	-468	1000		532	
0		0			CCTV	0	0		0	
5000		5100			Audit	-2495	2550		55	
3000		2700			Christmas lights	-1350	1350		0	
500		500			Archives	-250	250		0	
1800		1800			Subscriptions	528	900		1428	
2500		2500			Legal	-1250	1250		0	
1500		2000			Health and Safety	-706	1000		294	
1250	147516	1250	147950		Training	-35 -10010	625 73975		590	63965
17000		17000			Toilets	-1299	8500		7201	
500		500		Office costs	Equipment	29	250		279	
2500		2500			Print and stationery	536	1250		1786	
1750		1750			Telephone	30	875		905	
750	5500	1000	5750		Postages	-202 393	500 2875		298	3268

WYMONDHAM TOWN COUNCIL											
BUDGET	ACTUAL v BUDGET				FULL COUNCIL		FOR THE 6 MONTHS ENDED 30th September 2021				
BUDGET	BUDGET				VARIANCE		BUDGET		ACTUAL		
	£				£		£		£		
7150	7000				-3500		3500		0		
					0		0		0		
1655	1650				-14		825		811		
175	100				18		50		68		
60	50				-1		25		24		
					0		0		0		
12000	12000				2693		6000		8693		
600	600				300		300		600		
20000	13000				-674		6500		5826		
					0		0		0		
6000	47640	5000	39400		2044	866	2500	19700	4544	20566	
3060	2650				172		1325		1497		
1150	1100				41		550		591		
275	220				27		110		137		
3000	7485	3000	6970		2201	2441	1500	3485	3701	5926	
60	60				-30		30		0		
1800	1800				-26		900		874		
1125	1100				32		550		582		
1000	1500				-750		750		0		
500	4485	500	4960		68	-706	250	2480	318	1774	
0	0				0		0		0		
26710	6579				-149		3290		3141		
1600	1600				-14		800		786		
1100	1000				-5		500		495		
900	900				11		450		461		
200	200				-19		100		81		
0	2000				-1000		1000		0		
250	250				-1		125		124		
6000	36760	1000	13529		-500	-1677	500	6765	0	5088	
0	0				0		0		0		
3500	3500	3500	3500		-1750	-1750	1750	1750	0	0	
0	2000				-1000		1000		0		
4500	8000				-1000		4000		3000		
0	4500	1900	9900		57	-943	950	4950	1007	4007	
	4000				-98		2000		1902		
	7500				-4230		4500		270		
528142	498596				-31287		249298		218011		



WYMONDHAM TOWN COUNCIL									
ACTUAL v BUDGET				FULL COUNCIL		FOR THE 6 MONTHS ENDED 30th September 2021			
BUDGET		BUDGET		VARIANCE		BUDGET		ACTUAL	
£		£		£		£		30/09/2020	
57360		51225		TOTAL INCOME		2835		25613	
528142		498596		TOTAL EXPENDITURE		31287		249298	
-470782		-447371		EXCESS EXPENDITURE OVER INCOME		34122		-223685	
Allocations to Earmarked funds									
0		5000		Neighbourhood plan		2500		2500	
31250		31250		Cemetery		0		15625	
5000		0		Dilapidations		0		0	
25000		15000		Equipment		0		7500	
0		0		Friarscroft Land/New Office		0		0	
5000		5000		Grants		0		2500	
23000		23000		Ketts Park		0		11500	
13000		13000		Street Lights		0		6500	
5000		5000		Market Cross Refurbishment		0		2500	
12500		7500		New Projects		0		3750	
3500		2000		Open Spaces		0		1000	
5000		5000		Play Site Safety		0		2500	
0		0		Tennis Courts		0		0	
0		0		TIC		0		0	
2500		1000		Toilets		500		500	
1500		1500		Youth Support		0		750	
132250		114250				0		57125	
-603032		-561621		FUNDING REQUIREMENT		34122		-280810	
0		0		SNC Transitional Grant		0		0	
603032		561621		Precept		280810		280810	
0		0		CIL		0		0	
0		0		Surplus		34122		34122	

Assessment year: 2021

## Risk / Hazard

ID Requirement / Control

Likelihood & Impact Score

Action to be taken

Responsibility & Action by

Action by date Action completed

## Allotments

52 Environmental Untidy Plots.

Medium Medium 4

31/12/2022

To ensure that site is maintained to the required/acceptable standard.

Weekly inspections by Council Grounds Staff and regular inspections by Clerk/Administration Assistant.  
Enforce requirements of tenancy agreement.  
Notify Allotment holder of problem and serve notice where necessary.  
Liaise where appropriate with allotment association.

Allotment visit visited regularly by Council grounds staff. Administration Assistant visits approx every 4 weeks and communicates with allotment holders re untidy plots. Allotment Association also report problems and notifies Council if holders pass away or move.

Clerk

304 Environmental Vermin.

Medium Medium 4

31/12/2022

To control and minimise impact.

Define responsibility for standards of hygiene/cleanliness etc of site - Allotment holders  
Enforce conditions of tenancy agreement.  
Weekly inspection by Council Grounds Staff.

Site situated near River. No recent reports re Rats however situation monitored and if reoccurrence then discussion with Allotment Association / Plot holders to resolve issue.

Clerk

Submitted to council:

No of issues listed: 2

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kevin Hurn

Signed by responsible Finance officer: Trevor Gurney

How to complete (individual risk section):

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2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked) (not recorded on LCRS).

**Risk / Hazard**

ID Requirement / Control

**Bus Shelters**

265 Environmental

Vandalism.

*To minimise the risk of loss/damage/injury arising from vandalism.*

Weekly inspections by Council Grounds Staff. Acts of vandalism/Graffiti reported to police.

Likelihood &amp; Impact

Medium  
Medium

Score

4

Action to be taken

Bus shelters monitored weekly and vandalism Graffiti reported to police.

Responsibility &amp; Action by

Action by date  
completed

Assessment year: 2021

31/12/2022

Clerk

**Submitted to council:**

No of issues listed: 1

**Minute reference:****Date:****Signed by chairperson - Chairperson name:** Kevin Hurn**Signed by responsible Finance officer:** Trevor Gurney

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(not recorded on LCRS .

Assessment year: 2021

**Risk / Hazard**

ID Requirement / Control

**Cemeteries/Churchyards**

293 Environmental

Dog fouling.

To minimize the impact of dog fouling.

- Consider banning dogs from cemeteries.
- Ensure appropriate signs in place.
- Arrange for agency to deal with stray dogs if a problem.

Likelihood & Impact

Medium  
Medium

Action to be taken

4 Occurrences monitored by Cemetery G rounds man. Additional notices put up.

Responsibility & Action by date

31/12/2022

Action completed

Clerk

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kevin Hurn

Signed by responsible Finance officer: Trevor Gurney

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Assessment year: 2021

## Risk / Hazard

ID Requirement / Control

## Public Conveniences

94 Environmental Vandalism.

To minimise the risk of loss/damage/injury arising from vandalism.

- Vandalism reported by cleaning company / users.
- Maintain liaison with local enforcement agencies.
- Take action as appropriate against offenders.
- Cover held with Zurich Insurance.

Toilets open 7.00pm - 6.00pm then closed by lowering metal shutter to entrance.

Likelihood & Impact Score  
Action to be taken

Medium 4  
Medium

Acts of vandalism reported by Cleaning contractors.

Responsibility & Action by

Action by date  
Action completed

31/12/2022

Clerk

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kevin Hurn

Signed by responsible Finance officer: Trevor Gurney

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**Risk / Hazard**

ID Requirement / Control

**Skatepark**

366 Environmental

Vandalism

*To minimise the risk of loss/damage/injury arising from vandalism.**To minimise risk arising from anti-social behaviour.*

Take reasonable action to maintain security of site. - site on open amenity area Arrange for regular site visits - done by Council Grounds staff.

Maintain liaison with law enforcement agencies.  
Define policy for dealing with offenders.

367 Environmental

Inadequate Safety Signage

*To minimise risk.*

Ensure that a notice is displayed at the site providing minimum advice:-  
Location of nearest telephone and first aid facilities.  
Any restrictions of use i.e. equipment and age.  
Persons use facility only at their own risk.  
Users must wear appropriate protective clothing.  
No glass, dogs or alcohol allowed on site.

**Submitted to council:****Minute reference:****Date:****Signed by chairperson - Chairperson name:**

Kevin Hurn

**Signed by responsible Finance officer:**

Trevor Gurney

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No of issues listed: 2