


WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND - NOTICE IS HEREBY GIVEN THAT THERE WILL BE A REMOTELY HOSTED VIRTUAL MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE ON TUESDAY 16th FEBRUARY 2021 at **6.00 pm**

A G E N D A

1. Apologies for absence
2. To receive Declarations of Interest **A**
3. To confirm the minutes of the Finance & General Purposes Committee meeting held on 22nd December 2020. **B**
4. To receive an update about progress of items arising from the last meeting of the committee meeting held on 22nd December 2020/ previous meetings.
5. 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.
6. To *Vire* (transfer) £25,000 from General Reserve to New Office Build Reserve to cover final retention monies to builder and architects and to provide base sum for future maintenance.
7. To review Council charges/fees. **C**
8. To note interim report letter from Internal Auditors – Larking Gowen **D**
9. Grant application – To further consider application from Wymondham in Bloom **E**
10. Verbal report on internal Draft interim financial position as at 31st December 2020.

Council Offices
Ketts Park Harts Farm Road
Wymondham
NR18 0UT


T B Gurney
Town Clerk
9th February 2021

Committee Members

Cllr. Halls	Cllr. Flatt	Cllr. Hurn
Cllr. Savage	Cllr. Hubble	

If a member of the public would like to attend to speak on an agenda item in accordance with public participation, please email your request to the Town Clerk at office@wymondhamtc.co.uk no later than 3.30pm Friday 12th February 2021

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?

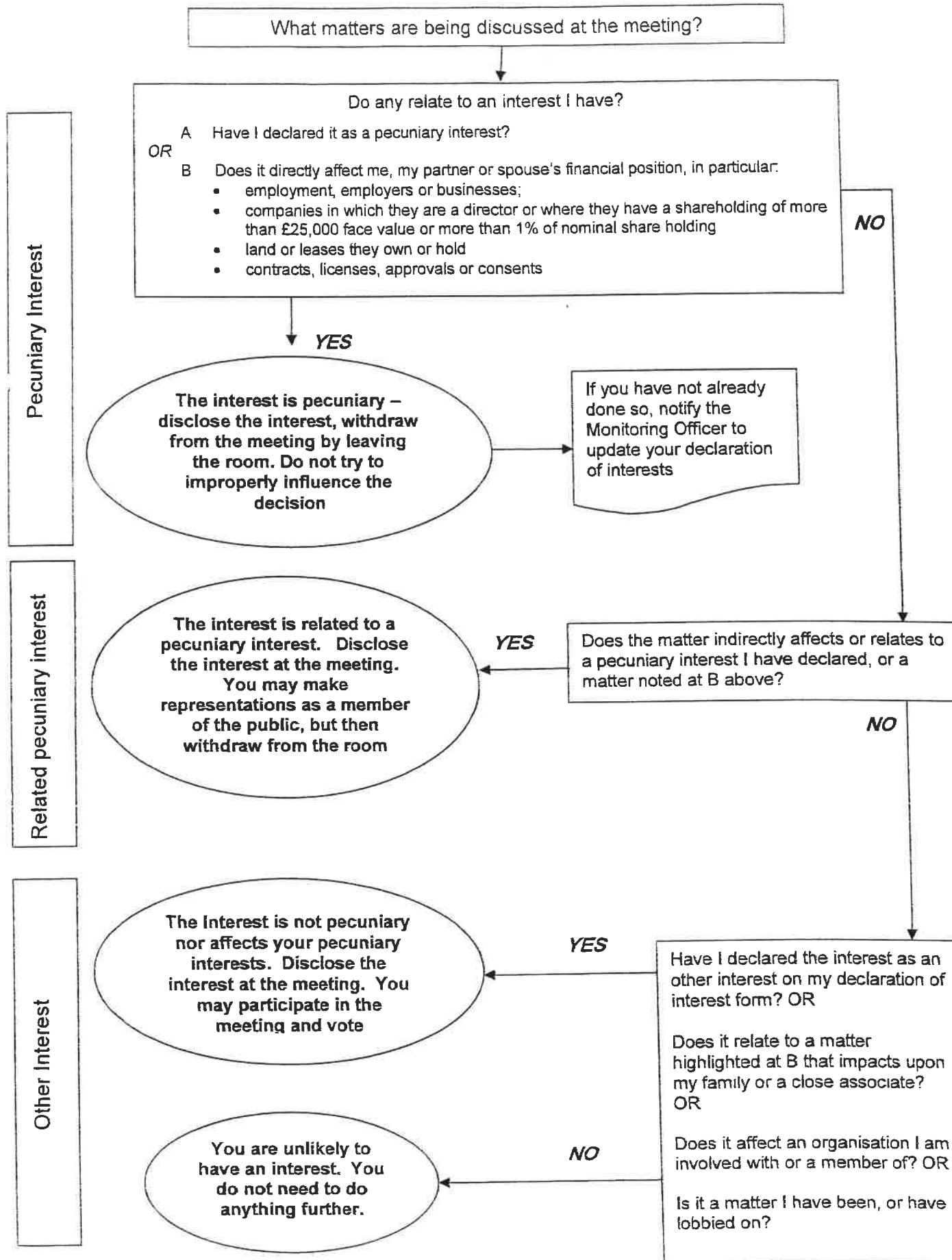
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 REMOTELY HOSTED VIRTUAL MEETING OF THE FINANCE &
GENERAL PURPOSES COMMITTEE held on Tuesday 22nd December 2020
commencing at 6.00 pm

Present:

Cllrs	J Halls
	P Broome (substitute for I Flatt)
	K Hurn
	R Savage (Chairman)
	P Hubble

Also Present

0	Member (s) of the public
Cllrs.	Nuri

F18/20	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Flatt.
F19/20	<u>DECLARATIONS OF INTEREST:</u> Cllr. Hubble agenda item 7, member of Wymondham Business Group, parent group of Wymondham in Bloom. Non- pecuniary. Cllr. Halls as member of Spooner Row Community Council in respect of letter re Cemetery fees. Non- pecuniary.
F20/20	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Halls and seconded by Cllr. Hubble it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 17 th March 2020 as a correct record.
F21/20	<u>PROGRESS UPDATES</u> – None.
F22/20	<u>PUBLIC PARTICIPATION</u> – None.
F23/20	<u>SPOONER ROW COMMUNITY COUNCIL</u> Letter received requesting Council reviews Cemetery charges to incorporate residents of Spooner Row Community Council. After discussion it was unanimously resolved that the current regulations, including a discounted fee offered only to residents of the Parish of Wymondham, be maintained. The residents of Spooner Row, Wattlefield and part of Sutton had been advised that normal charges would be applied at the time they decided to form their own Council. Cllr. Halls left meeting for this item and took no part in discussion or decision.
F24/20	<u>GRANT</u> Application received from Wymondham in Bloom who are part of the Wymondham Business Group requesting a grant of £3200 to assist in the purchase of planters, subsidising hanging baskets for businesses and competition entry fees totalling £7400. After discussion it was resolved that this application be deferred to the committees February meeting to enable further information such as where new planters are to be situated and how these planters will be maintained to be obtained and to invite the organiser to attend the meeting to answer questions.

B

F25/20	<u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as at 30 th September 2020 as shown by the 'Draft Internal' accounts that had been prepared. Income is in surplus against budget by £2504 with expenditure below budget by £36094 Clerk then outlined some of the significant variances gave explanations and answered questions raised.
F26/20	<u>INTERNAL AUDITOR</u> It was resolved to appoint Larking Gowen for the 2020/2021 financial year.
F27/20	<u>EXTERNAL AUDIT</u> Certificate from LLP Littlejohn for the financial year ending 31 st March 2020 was noted stating 'In our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'. was noted.
F28/20	<u>EXCLUSION PRESS & 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
F29/20	<u>2021/22 DRAFT FINANCE & GENERAL PURPOSES COMMITTEE BUDGET</u> Cllr. Savage outlined the budget that had been prepared for the 2021/22 financial year. After discussion upon the resolution of Cllr. Broome and seconded by Cllr. Halls it was unanimously resolved to recommend a budget of £408,004.
F30/20	<u>2021/22 DRAFT COUNCIL BUDGET</u> Cllr. Savage outlined the proposed full budget for the 2021/22 year being an amalgamation of the budgets recommended by the Leisure & Environment Committee (£153,617) and the Finance & General Purposes Committee (£408,004). 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 3.9%. After further discussion upon the proposition of Cllr. Halls and seconded by Cllr. Hurn it was resolved to recommend a precept of £561,621 resulting in a Band D charge increase of £3.59 pa from £91.94 to £95.53 pa.

[The meeting closed at 19.00 pm]

DATED this day of2021

SIGNED (Chairman)

U

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larking-gowen.co.uk



D

Strictly Private and Confidential – addressee only

Mr T Gurney
Town Clerk
Wymondham Town Council
Wymondham Town Council Offices
Ketts Park
Harts Farm Road
Wymondham
Norfolk
NR18 0UT

Our Ref: 04/GK/MC/W130020

Your Ref:

3 February 2021

Dear Mr Gurney

**Wymondham Town Council
Internal audit
Interim visit for 2020/21**

Further to our mid-financial year internal audit carried out during the week of 7 December 2020, I confirm that the procedures undertaken did not identify any instances of non-compliance for the period reviewed.

However, as you are aware, not all procedures were carried out as some are restricted to year-end and these will be performed once the accounts for the year ending 31 March 2021 have been prepared. We will update and conclude our testing during our year end audit in May 2021.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Giles'.

Giles Kerkham
Director
For and on behalf of Larking Gowen LLP

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Dear Mr Gurney,

E

Thank you for your letter of 4th January 2021 advising of the questions raised by the Finance Committee. Our responses are as follows:

1. Re-use of baskets

It is the intention that, where possible, the businesses will reuse planting containers such as hanging basket hardware, purchased in 2019 or earlier. If a hanging basket is refilled by the Garden Centre, they will take £5 off the price of a new full hanging basket and only charge for plants, compost and labour. We do not know which businesses have retained their hardware from previous years. In general the vast majority of the money is spent on plants and compost, not on the basket itself, so we do not anticipate a reduction in overall spending. Many of our participants use upcycled items for their displays and we will encourage them to do so again.

2. Norfolk County Council permission for road barrier planters

We are in contact with Norfolk County Council and are still awaiting a definitive reply. However we believe that there will be no objections based on how commonly barrier baskets are used in Bloom towns throughout Norfolk and the entire UK. The following extract is from Norwich in Bloom's website:

Barrier Basket displays are very popular with Norwich shoppers, visitors, residents and local business, providing colour and interest all year round at busy locations across the city. Norwich City Council through the Norwich in Bloom Scheme offer sponsorship/advertising on railings adjacent to Barrier Baskets to see a full list visit www.norwichinbloom.co.uk All Barrier Baskets are twin skinned and have a large capacity reservoir helping retain and provide water to sustain plants for a longer period of time helping reduce visits to water, many of the Barrier Basket units have been in use in Norwich since the mid 1990's and still look good and perform well.

*It is also our expectation that having Wymondham Town Council as a supporter of the application will ensure NCC's approval.

3. South Norfolk Council permission for Welcome to Wymondham sign

We are also in contact with South Norfolk District Council and are still awaiting a definitive reply, we sincerely hope that that there would be no objection as the proposed welcome sign is for the benefit of the Town and was recommended by the Wynne-Williams report 2018 stating that the

"Entrance points to the town centre, both by foot and by vehicle, lack a sense of arrival and welcome (fig 4.11 - 4.13). This is apparent on all approaches into Wymondham town centre."

4. Costs of producing and installing Welcome to Wymondham sign

We are obtaining budget quotations currently regarding the Welcome sign. The ballpark estimate is around £1,000 for the pictured signage. If a different design would be preferred by the Town Council or SNDC heritage officer etc, we would of course go with that.

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5. Responsibility for maintenance, winter planting and watering

We would request that we have further discussions on responsibilities etc. for the planters as the proposals are for the benefit of the Town overall. Our expectation is that the WTC head groundsman would prefer one cohesive scheme for all planting in the town and not several different schemes. As discussed in our meeting last year, we would be happy to mobilise and coordinate volunteers to support the grounds crew in designing, ordering and planting up the town's planters (paid for by the existing planting budget). Some top up watering could also be done by our volunteers in the hottest weeks. The ultimate authority on all the planters would remain with WTC. We would hope that we can support the Town Council in obtaining sponsorship deals with local companies (building on the current programme) to cover additional costs of plants for winter and following years. Maintenance would be very limited as the planters we propose to purchase are very hard wearing and last for at least ten years.

With these proposals we hope to contribute to making Wymondham look more welcoming and relaunch the Town Centre shopping and dining experience this summer.

We would be pleased to accept your invite to the next meeting on Tuesday 16th February 2021, to answer any questions. Could you please advise how we go about taking part?

Kindest regards,

Kim Carsok & the Wymondham in Bloom team