

WYMONDHAM TOWN COUNCIL
MINUTES OF A REMOTELY HOSTED VIRTUAL TOWN COUNCIL
MEETING HELD ON TUESDAY 2nd March 2021 at 7.00 pm.

Councillors Present

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

Member(s) of the Public: 1 (EDP reporter)
 Norfolk County Council: Cllr. Mooney.

Councillor Hurn in the Chair

016/21	<u>APOLOGIES FOR ABSENCE</u> – None
017/21	<u>DEPUTY MAYOR & VICE CHAIR OF COUNCIL</u> Cllr. Hurn called for nominations. Cllr. Holden seconded by Cllr. Astley proposed Cllr. Broome. Cllr. James seconded by Cllr. Halls proposed Cllr. Nuri. A vote was taken with Cllr. Broome receiving 6 votes and Cllr. Nuri 5 votes. Cllr. Broome was duly elected.
018/21	<u>DECLARATIONS OF INTEREST</u> – Cllr. Nuri – lobbied by a member of staff in respect of agenda item 16.
019/21	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Savage and seconded by Cllr. James the minutes of the meeting held on 5 th January 2021 were unanimously approved as a correct record.
020/21	<u>PROGRESS UPDATES</u> – None.
021/21	<u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE</u> minutes of meeting held on 19 th January 2021 were noted.
022/21	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 16 th February 2021 were noted.
023/21	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Holden it was unanimously resolved to pay accounts for January 2021, as per the submitted list in the sum of £17,611.64. In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £9,387.10
024/21	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Astley and seconded by Cllr. Broome it was resolved to pay accounts for February 2021, as per the submitted list in the sum of £12,449.76. In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £9,417.98
025/21	<u>COMMITTEE VACANCIES</u> <ul style="list-style-type: none"> • Planning Lighting & Highways – Upon the proposition of Cllr. Astley seconded by Cllr. Broome it was resolved to appoint Cllr. Savage. • Leisure Environment Enterprise & Tourism – Upon the resolution of Cllr. Savage

	<p>and seconded by Cllr. Broome it was resolved to appoint Cllr. Astley.</p> <ul style="list-style-type: none"> • Leisure Environment Enterprise & Tourism – Upon the resolution of Cllr. James and seconded by Cllr. Travis it was resolved to appoint Cllr. Nuri.
026/21	<u>PUBLIC PARTICIPATION</u> – None.
027/21	<u>GRANT</u> A request received from the Citizens Advice Bureau was discussed. Cllr. Hurn advised that South Norfolk Council had ceased funding as they were now undertaking work through their help hub. There was therefore the possibility that the Wymondham CAB office may close. Upon the proposition of Cllr. Hurn and seconded by Cllr. Holden it was unanimously resolved to pay a grant of £250 per month whilst the Wymondham office is open for a maximum of 12 months.
028/21	<u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <ul style="list-style-type: none"> • Norfolk County Council <ul style="list-style-type: none"> ○ Cllr. Mooney <ul style="list-style-type: none"> ▪ NCC have been working with schools who re-open next week. ▪ Covid 19 vaccination programme working well. ▪ There had been an increase in on-line scams. ▪ Footpath work on Browick Road had commenced. • South Norfolk Council <ul style="list-style-type: none"> ○ Cllr. Savage reported that Covid 19 surge testing in Diss would cease tomorrow.
029/21	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u> - None.
030/21	<u>EXCLUSION OF THE PRESS & PUBLIC</u> On the proposition of Cllr. Broome and seconded by Cllr Holden 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.
031/21	<u>COUNCIL BUILDINGS, HEALTH & SAFETY and PERSONNEL WORKING GROUP</u> After discussion upon the proposal of Cllr. Hurn and seconded by Cllr. Halls the recommendations of the working group were ratified subject to the following amendments. Finance officer to be placed on NJC scale point 17 w.e.f 1 st April 2021, immediately rising to scale point 19 following successful completion of Sage instant Accounts and Payroll qualification. Further scale point rises to a maximum of point 23 by way of a 1 point annual increment subject to satisfactory performance and appraisals. New job description to be prepared and contract amended to reflect this with a 2 month notice period. A general review of all job descriptions to be carried out in due course.

[The meeting closed at 19.53 pm]


DATED thisday of2021

SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
10	Barclays Payflow	Salaries - January	Admin Salaries Estab Salaries TIC Salaries Cemetery Salaries	£5,053.82 £4,145.64 £187.64			£9,387.10	D/D
TOTALS							£9,387.10	


..... Chairman


..... Deputy Chairman

31 January 2021

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
280	EE	Mobile phone bill	Admin - Telephone	4320		15.46	3.09	18.55	706406
281	Abbeygate Garage	Fuel Account	L & E Maintenance	6130		213.22	42.64	255.86	706407
282	E.ON	7/1/21-10/2/21	Est - Electricity	4040		652.79	107.77	760.56	706409
283	BT	Telephone and Internet	Admin - Telephone	4320		12.58	2.52	15.10	706410
284	E.ON	11/1/21 - 13/2/21	TIC - Electricity	8040		65.68	3.28	68.96	706411
285	Wymondham Magazine	About Wymondham Newsletter	About Wym-Editorial	4820		1,500.00	0.00	1,500.00	706412
286	Canon UK Ltd	Hire of copier 1/03/21-31/05/21	Admin - Print/stationery	4310		124.42	24.88	149.30	706413
287	Jewson Ltd	Kiln dried timber, hire of digger & delivery charge	L & E Maintenance	6130		247.67	49.53	297.20	706414
288	HMRC	PAYE/NIC	PAYE/NIC	4000		3,126.91	0.00	3,126.91	706415
289	Norfolk Pension Fund	Pensions	Pensions	4000		3,533.58	0.00	3,533.58	706416
290	Viridor Waste Management Ltd	Wheeled Bin Account October	Council Refuse	4520	75.34		15.07		
		Wheeled Bin Account October	Cemetery Refuse	4420	84.44		16.89	191.74	706417
291	Westotec Ltd	Additional bracket set - SAMI machine	L&E Maintenance	6130		100.00	20.00	120.00	706418
292	Ernest Doe & Sons Ltd	Wonder wipe tub, green fillis	L & E Maintenance	6130		25.18	5.03	30.21	706419
293	Glasdon Uk Ltd	2 No. dog bin	L & E Maintenance	6130		272.55	54.51	327.06	706420
294	Bartlett Signs	2 No. No Unauthorised Entry signs	L & E Maintenance	6130	78.00		15.60		
		Tree work signs & address stickers	L&E Maintenance	6130	39.00		7.80	140.40	706421
295	Alan R Cross & Son	Electrical work carried out on electric meter Mkt Cross	TIC Misc	8120		338.34	67.67	406.01	706422
296	Farmbits Direct Limited	4 No. posts	L & E Maintenance	6130		16.40	3.28	19.68	706423
297	Sanitec Cleaning (Norwich) Ltd	Daily cleaning public toilets - February	Public toilets	4300	940.33		188.07		
		Additional cleaning following flood	Public toilets	4300	90.00		18.00	1,236.40	706424
298	Cash	Bouquet	Est - Miscellaneous	4090	30.00		0.00		
		Hand sanitiser	Est - Miscellaneous	4090	8.00		0.00		
		Pens	Admin print/stationery	4310	5.00		0.00		
		De-icer	Est - Miscellaneous	4090	4.00		0.00	47.00	706425
					1,354.11	10,244.78	645.63	12,244.52	
	Direct debits								
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		69.75	13.95	83.70	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		101.28	20.26	121.54	
		TOTALS			1,354.11	10,415.81	679.84	12,449.76	


[Signature]


Chairman

Deputy Chairman

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
11	Barclays Payflow	Salaries - February	Admin Salaries	5,053.82				
			Estab Salaries	4,145.84				
			TIC Salaries	218.32				
			Cemetary Salaries				9,417.98	D/D
							TOTALS	9,417.98

..... Chairman

..... Deputy Chairman

28th February 2021