

WYMONDHAM TOWN COUNCIL

MINUTES OF A REMOTELY HOSTED VIRTUAL TOWN COUNCIL
ANNUAL GENERAL MEETING
HELD ON TUESDAY 4th May 2021 at 7.00pm.

Councillors present:

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

Members of the public: 3

Norfolk County Council: Cllr. Mooney

South Norfolk Council: Cllr. Hornby

032/21 ELECTION OF MAYOR & CHAIRMAN OF THE COUNCIL

Cllr. Hurn called for nominations. Cllr. Hurn was nominated upon the proposition of Cllr. Astley and seconded by Cllr. Broome, with no further nominations Cllr. Hurn was elected unopposed. A declaration of acceptance of office has been signed.

Cllr. Hurn gave an acceptance speech and thanked Cllr. Mooney, on behalf of the Town Council, for his work as he is not standing for re-election to Norfolk County Council. The work of Cllr. Foulger who represents Forehoe Division (includes South Wymondham) was also acknowledged as he is also not standing for re-election.

033/21 ELECTION OF DEPUTY MAYOR & VICE CHAIRMAN OF THE COUNCIL

Cllr. Hurn called for nominations. Cllr. Broome was nominated upon the proposition of Cllr. Savage and seconded by Cllr. Hurn, with no further nominations Cllr. Broome was elected unopposed. A declaration of acceptance of office has been signed.

034/21 APOLOGIES FOR ABSENCE – Cllr. Hubble.

035/21 DECLARATIONS OF INTEREST – None.

036/21 MINUTES OF MEETING Upon the proposition of Cllr. Halls and seconded by Cllr. Broome the minutes of the meeting held on 2nd March 2021 were approved as a correct record.

037/21 PROGRESS UPDATE

- Wymondham in Bloom – Cllr. Hurn confirmed that a grant had been approved and that a meeting would now have to be held to resolve a small number of technical issues,
- Review of Job descriptions – Cllr. Hurn advised that this work would be undertaken by the end of June before being brought to the full Council.

038/21 FINANCE & GENERAL PURPOSES COMMITTEE minutes of meeting held on 20th April 2021 were noted.

039/21 FINANCIAL REGULATIONS Cllr. Hurn explained that these have been reviewed by the Finance & General Purposes Committee. Upon the proposition of Cllr. Savage and seconded by Cllr. Halls it was resolved to adopt these.

040/21 FORMAL RE-ADOPTION – Cllr Hurn advised that the following protocols and procedures are included within the pack issued to all Councillors and upon the proposition of Cllr. Holden and seconded by Cllr. Astley it was unanimously resolved to formally re-adopt the following:

- Standing Orders
- Complaints
- Correspondence
- Computer & Telephone Misuse Policy
- Data Protection
- Dignity at Work/ Bullying and Harassment Policy
- Equal Opportunities
- Freedom of Information
- Health & Safety
- Information Protection Policy
- Information Security Incident Policy
- Press & Media
- Removable Media Policy
- Risk Assessment
- Social Media and Electronic Communication Policy*
- Treasury Management Policy

*to be reviewed as Council now has a Facebook page.

041/21 TO NOTE INVENTORY OF LAND & ASSETS Cllr. Hurn advised that these were outlined on Paper E issued with the agenda.

042/21 TO NOTE INSURANCE COVER Clerk advised that this is covered by the Council's block policy with Zurich Insurance.

043/21 COUNCIL / EMPLOYEES MEMBERSHIP OF OTHER BODIES List provided with agenda was noted.

044/21 SUNDRY CREDITORS On the proposition of Cllr. Astley and seconded by Cllr. Halls it was unanimously resolved to pay accounts for March 2021, as per the submitted list in the sum of £121,599.42.

In compliance with Financial Regulations the Clerk tabled a list of salaries paid in the sum of £9,194.22

045/21 SUNDRY CREDITORS On the proposition of Cllr. Astley and seconded by Cllr. Savage it was unanimously resolved to pay accounts for April 2021, as per the submitted list in the sum of £17,188.02.

In compliance with Financial Regulations the Clerk tabled a list of salaries paid in the sum of £9,409.05

046/21 PUBLIC PARTICIPATION – None.

047/21 REPORTS FROM COUNTY / DISTRICT COUNCILLORS

- NORFOLK COUNTY COUNCIL
- Cllr. Mooney.
 - Retiring, thank Council for support.
 - Children back at school in Covid secure conditions a success.
 - Library service launching reading initiatives.
 - New 5-year programme to support young people allowing them to stay at home.
 - Railway Station platform access – SNC are leading discussions with NCC, Network Rail & Greater Anglia who are doing technical work. Further consultation to take place.

- SOUTH NORFOLK COUNCIL
- Cllr. Nuri – Nixon
 - Training courses on Emergency Planning are being prepared.
 - New Chair had selected Blood Bikes as nominated charity for year.
- Cllr. Savage
 - Flooding work will include North Wymondham.
 - Elm Farm planning application for 150 homes has gone to appeal.
- Cllr. Hornby
 - Leisure centres have re-opened and should be fully operational after 17th May 2021.
 - Help Hub is assisting residents.
 - Allotment ditches need inspecting.

048/21 REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES - None.

[The meeting closed at 19.48 pm]

DATED thisday of2021

SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS										
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE	
299	Mrs Gaul	Cleaning of Council premises	Est - Cleaning	4050		120.00	0.00	120.00	706426	
300	Hays	Temporary Grounds staff	Salaries and wages	4000		1936.53	387.31	2323.84	706427	
301	BT	Telephone and internet	TIC - Telephone	8100		210.12	42.02	252.14	706428	
302	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		371.46	74.30	445.76	706429	
303	EE	Mobile phone bill	Admin - Telephone	4320		15.46	3.09	18.55	706430	
304	Norman Wenn Ltd	Hire of skip	Cemetery maintenance	4440		166.67	33.33	200.00	706431	
305	Longwater Gravel	7 tonne builders sand, 7 tonne screened top soil	Ketts Park Maintenance	6210		429.20	85.84	515.04	706432	
306	HMC/TS	Earnings attachment	Salaries and wages	4000		93.80	0.00	93.80	706433	
307	Christine Cottrell	Donation - Wymondham Listeners	Est - Civic Events	4085		175.00	0.00	175.00	706434	
308	M N Horticulture Limited	Landscaping	Est - Miscellaneous	4090		4218.27	843.65	5061.92	706435	
309	Anglian Water Business (National) Ltd	4/12/20-3/3/21	L & E water - Browick	6030		11.72	0.00	11.72	706436	
310	Suffolk County Council	Year 1 LED street light lantern installations	Street Lights	6030		70645.86	14129.17	84775.03	706439	
311	HMRC	PAYE/NIC	PAYE/NIC	4200		3095.31	0.00	3095.31	706440	
312	Norfolk Pension Fund	Pensions	Pensions	4000		3685.14	0.00	3685.14	706441	
313	Canon UK Ltd	Printer costs 1/12/20-28/2/21	Admin - Print/stationery	4310		42.23	8.45	50.68	706442	
314	Anglian internet	Office 265 sub per annum, Domain annual renewal	Admin - Print/stationery	4310		156.50	31.30	187.80	706443	
315	Collier Luf Care Ltd	10 bags Prestige Sportsfield fertiliser, 2 bags grass seed	Ketts Park Maintenance	6210		437.44	43.00	480.44	706444	
316	Wymondham Tyre Services Ltd	1 No. Bosch battery - VW Caddy	Est - van maintenance	4155		99.00	19.80	118.80	706445	
317	Viridor Waste Management Ltd	Wheeled Bin Account October	Council Refuse	4520	75.04		15.01			
		Wheeled Bin Account October	Cemetery Refuse	4420	92.94		18.59	201.58	706446	
318	Savills/Anglian Water Services Ltd	Rent in advance 25/3/21-23/6/21	Allotments	4600		907.12	0.00	907.12	706447	
319	Standley Steel Stockholders	4no. 4ft lengths galv handrail	L & E Maintenance	6130		43.44	8.69	52.13	706448	
320	Ernest Doe & Sons Ltd	Chain saw helmet, ear muffs, goggles/glasses	Est - Health & Safety	4195	66.65		10.24			
		Spray gun, broom, rake, oil stone, steel nuts, fire lighters	L & E Maintenance	6130	156.34		30.88			
		Blades, chain, air filter, sharpen blades	L & E Equipment maintenance	6140	156.47		31.30			
		Carry out service and repairs to New Holland tractor	L & E Equipment maintenance	6140	789.73		157.95	1,400.56	706449	
321	E ON	10/2/21-4/3/21	Est - Electricity	4040		394.53	78.91	473.44	706450	
322	E ON	11/2/21-2/3/21	TIC - Electricity	8040		62.90	3.15	66.05	706451	
323	T G Bodyshop	MOT and service Citroen van	Est - van maintenance	4155	277.53		47.90			
		MOT and service VW Caddy van	Est - van maintenance	4155	568.90		106.17	1,000.50	706452	
324	Mr R Stone	Delivery of magazine	About Wymondham - Distribution	4810		492.00	0.00	492.00	706453	
325	Anglian Water Business (National) Ltd	12/12/20-11/3/21	Cemetery - water	4430		50.49	0.00	50.49	706454	
326	Mrs Gaul	Cleaning of Council premises	Est - Cleaning	4050		120.00	0.00	120.00	706455	
327	Norfolk Association of Local Councils	Annual subscription 2021/22	Est - Subscriptions	4310		1,332.92	0.00	1,332.92	706456	
328	C Clements & Sons	3 No cylinder keys	L & E Maintenance	6130		10.13	2.02	12.15	706457	
329	Barlett Signs	5 No. signs	L & E Maintenance	6130		190.00	38.00	228.00	706458	
330	Suffolk County Council	Street Lighting Energy & Maintenance costs 20/21	Street Lights	4200		5,192.89	1,038.58	6,231.47	706459	
331	Jewson Ltd	1 No. heavy duty tarpaulin	L & E Maintenance	6130		29.99	6.00	35.99	706460	
332	Post Office	Road tax - Citroen relay van	Est - van maintenance	4155		265.00	0.00	265.00	706461	
333	Ernest Doe & Sons Ltd	Service and repairs to Wessex cutting deck	L & E Equipment maintenance	6140		1,205.08	241.02	1,446.10	706462	
334	Sanitec Cleaning (Norwich) Ltd	Daily cleaning of public toilets	Public toilets	4300		940.33	188.07	1,128.40	706463	
335	E ON	26/11/20-25/3/21	L & E Electric - Browick	6040		57.12	2.86	59.98	706464	
337	Cash	Kitchen supplies	Est - Miscellaneous	4090	33.76		0.00			
		Welding repairs to towbar	Est - van maintenance	4155	30.00		0.00			
		Window cleaner	Est - van maintenance	4050	50.00		0.00			
		Hand sanitiser	Est - Miscellaneous	4090	21.89		0.00	141.65	706465	
338	I/a Corn & Ind Cleaning Supplies Ltd	Toilet rolls and soap	Public toilets	4300		114.56	22.91	137.47	706466	
339	M N Horticulture Limited	Fencing	Est - Miscellaneous	4090		1,483.27	296.65	1,779.92	706476	
340	Groundwork UK	NP refund	Est - Miscellaneous	4090		2,200.00	0.00	2,200.00	706468	
					2,320.25	101,011.48	18,052.16	121,383.89		
	Direct debits									
	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		99.86	19.97	119.83		
					2,320.25	101,191.09	18,088.08	121,599.42		

[Signature]
Deputy Chairman

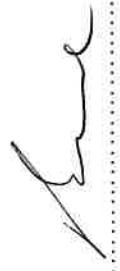
[Signature]
Chairman

WYMONDHAM TOWN COUNCIL SALARIES

NO	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
12	Barclays Payflow	Salaries - March	Admin Salaries	4924.46				
			Estab Salaries	4051.64				
			TIC Salaries	218.12				
			Cemetery Salaries				9194.22	D/D
TOTALS							9194.22	

..... Chairman

Deputy Chairman

.....


31st March 2021

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
1	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		148.70	29.73	178.43	706469
2	BT	Telephone line	Admin - telephone	4320		52.34	12.34	64.68	706470
3	EE	Groundsmans telephone	Admin - telephone	4320		15.46	3.09	18.55	706471
4	ICCM	Membership 2021/22	Est - subscriptions	4130		95.00	0.00	95.00	706472
5	Alan R Cross & Son	Replace faulty RCBO pop up, cable protector	Markets - Maintenance	4540		568.69	113.74	682.43	706473
6	Hays	Temporary Ground staff	Salaries and wages	4000		648.08	129.62	777.70	706474
7	E.ON	Town sign - 1/1/21-31/3/21	Est - Electricity	4040		57.71	2.89	60.60	706475
8	Norfolk Parish Training & Support	Understanding Yours Council's Finance	Est - Staff Training	4140		45.00	0.00	45.00	706476
9	E.ON	Elec 4/3/21-12/4/21	Est - Electricity	4040		548.66	109.73	658.39	706478
10	South Norfolk Council	Refund of grant sent in error	Grants receivable	3700		2667.00	0.00	2667.00	706479
11	E.ON	Electricity	Est - Electricity	4040		97.02	0.00	97.02	706480
12	EDF	Elec 3/3/21-9/4/21	TIC - Electricity	8040		97.71	4.89	102.60	706481
13	HMRC	PAYE/NIC	PAYE/NIC	4000		3244.73	0.00	3244.73	706482
14	Norfolk Pension Fund	Pensions	Pensions	4000		3,642.75	0.00	3,642.75	706483
15	T G Bodyshop	Repairs to van	Est - van maintenance	4155		150.01	59.75	209.76	706484
16	Viridor Waste Management Ltd	Wheeled Bin Account & Adhoc yearly charge	Council Refuse	4520	75.34		15.07		
		Wheeled Bin Account & Adhoc yearly charge	Cemetry Refuse	4420	97.64		19.53	207.58	706485
17	Wymondham Tyre Services Ltd	Supreme turf and Kenda block tyre	L & E Maintenance	6130		99.00	19.80	118.80	706486
18	House of Flags Ltd	6m white flagpole	Est - Miscellaneous	4090		936.28	187.26	1,123.54	706487
19	Barclays Bank/Mr Overalls	1 x 6 pack centrefeed 1 Pr work trousers	L & E Maintenance Est - Health & Safety	6130 4195	14.50 44.40		2.90 8.88	70.68	706488
20	Ernest Doe & Sons Ltd	Fire lighters, split pins, gen socket, round up Repairs to Boomer, Air filters, carb	L & E Maintenance L & E Equipment Maintenance	6130 6140	154.26 371.59		30.85 74.33		
		Anti vibe gloves, trousers, chainsaw gloves	Est - Health & Safety	4195	43.67		8.34	683.04	706489
21	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	706490
22	Hays	Temporary Ground staff	Salaries and wages	4000	897.12		179.42		
		Temporary Ground staff	L & E Brighton Wymondham	6160	539.62		107.92	1,724.08	706491
23	Anglian Internet	Cloudcare Anti-virus annual renewal	Admin - Print/stationery	4310		125.00	25.00	150.00	706492
24	EE	Groundsmans telephone	Admin - telephone	4320		15.64	3.13	18.77	706493
25	Farmbits Direct Ltd	16 no. fence posts	Allotments	4600		60.80	12.16	72.96	706498
26	Viking	Envelopes and stamps	Admin - Print/stationery	4310	79.47		8.10		
		Toner cartridge	TIC - Print/stationery	8110	40.49		6.29	134.35	706494
		TOTALS			2,358.10	13,435.58	1,174.76	16,968.44	
	DD								
	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		103.23	20.65	123.88	
					2,358.10	13,679.36	1,211.36	17,188.02	

Chairman



Deputy Chairman



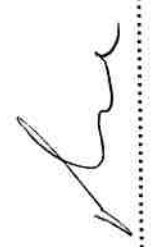
30th April 2021

WYMONDHAM TOWN COUNCIL SALARIES								
No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
1	Barclays Payflow	Salaries - April	Admin Salaries Est Salaries TIC Salaries Cemetery Salaries	5,103.69 2,785.05 153.92 1,366.39			9,409.05	D/D

TOTALS

9,409.05


 Chairman


 Deputy Chairman

30th April 2021