

## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT  
A MEETING OF THE TOWN COUNCIL is to be held on  
TUESDAY 1<sup>st</sup> February 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 4th January 2022 are a correct record.	<b>B</b>
4	To receive an update about progress of items from the last meeting of the Council on 4 <sup>th</sup> January 2022 / previous meetings. 1. To note the notes and confirm the recommendation of the Council Building, Health & Safety and Personnel Working Group meeting held on 18 <sup>th</sup> January 2022.	<b>C</b>
5	To note the minutes of the Leisure Environment Enterprise & Tourism Committee meeting held on 18 <sup>th</sup> January 2022.	<b>D</b>
6	To confirm payment of monthly creditors – January 2022.	<b>E</b>
7	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.	
8	Farmers Market – Community stall – Cllr. Elliott	<b>F</b>
9	Representatives on Outside Bodies 1. To note resignation of Cllr. Elliott – Greening Wymondham 2. To appoint new representative to Greening Wymondham	
10	Reports from County / District Councillors	
11	Reports from representatives on outside committees	



25<sup>th</sup> January 2022  
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?

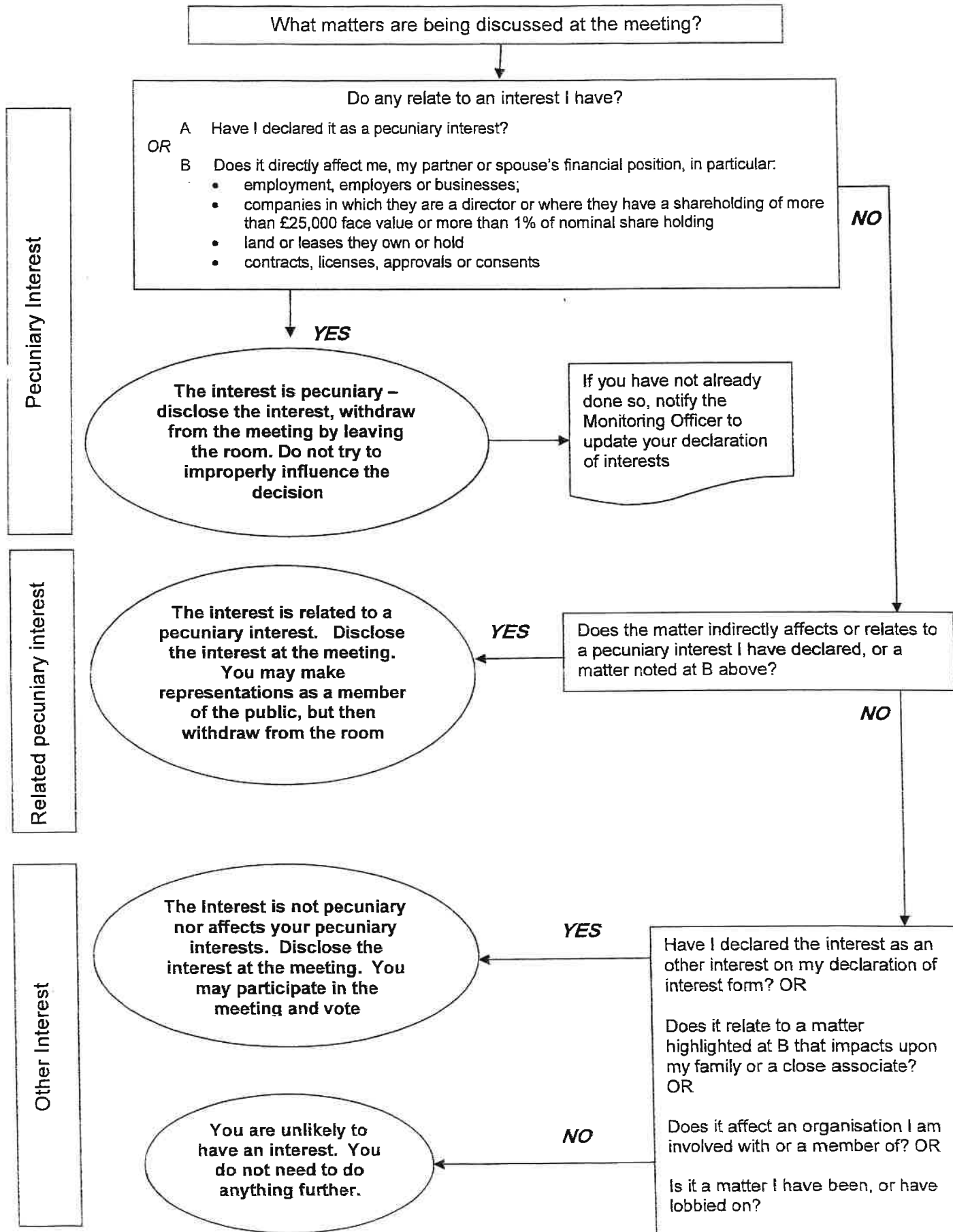
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 4<sup>th</sup> January 2022  
 in the Council Offices at 7.00 pm.

Councillors Present

R Savage	P Broome	K Hurn
K Cross	P Hubble	Y Astley
A Holden	J Halls	I Flatt

Member(s) of the Public: 1

Councillor Hurn in the Chair

001/22	<u>APOLOGIES FOR ABSENCE</u> – Cllrs. Nuri-Nixon, James, Carsok & Murrell.
002/22	<u>DECLARATIONS OF INTEREST</u> – None.
003/22	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Astley and seconded by Cllr. Savage the minutes of the meeting held on 7 <sup>th</sup> December 2021 were unanimously approved as a correct record.
004/22	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <li>Browick Road Recreation Ground Review working group meeting notes of the 16<sup>th</sup> December 2021 and Terms of Reference were noted.</li> </ul>
005/22	<u>FINANCE &amp; GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 21 <sup>st</sup> December 2021 were noted.
006/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Flatt it was resolved to pay accounts for December 2021, as per the submitted list in the sum of £18,822.54 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £7,560.98
007/22	<u>MAYORS ENGAGEMENT (S)</u> – noted.
008/22	<u>PUBLIC PARTICIPATION:</u> <ul style="list-style-type: none"> <li>Resident commented on agenda item 9 (precept) that it would be appreciated that any increase is kept the same or even lower than previous years.</li> </ul>
009/22	<u>PRECEPT 2022/2023</u> Clerk introduced the budget that has been recommended by the Finance & General Purposes Committee. Projected income is £57,360 expenditure of £528,142 and allocations to earmarked reserves of £132,250 leaving a funding and precept requirement of £603,032. With a tax base of 6129 dwellings this results in a band ‘D’ property being charged at £98.39 pa an increase of £2.86 pa on last year. Following discussion upon the proposition of Cllr. Halls and seconded by Cllr. Broome it was unanimously resolved to approve the budget and precept as outlined.

010/22	<u>RISK ASSESSMENTS RISK ASSESSMENTS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Broome it was unanimously resolved to approve the risk assessments for 2021/2022 and resulting action plan
011/22	<u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council - None.</u>  <u>South Norfolk Council – None.</u>
012/22	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES - None.</u>

*[The meeting closed at 19.15 pm]*

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

SIGNED .....(Chairman)

DRAFT

**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	6140	335.54		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	Farbits 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>	

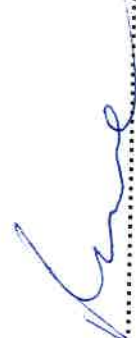
Deputy Chairman.

Chairman  
31st December 2021

**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



**WYMONDHAM TOWN COUNCIL**  
**NOTES OF A MEETING OF**  
**THE COUNCIL BUILDING, HEALTH AND SAFETY**  
**& PERSONNEL WORKING GROUP MEETING**  
**HELD ON 18<sup>th</sup> JANUARY 2022 AT 9.00am**

Present: Cllrs. Cllr. P Broome  
Cllr. R Savage  
Cllr. J Halls  
Cllr. S Nuri- Nixon  
Also Present: Cllr. K Hum.

1. APOLOGIES FOR ABSENCE – None
2. DECLARATIONS OF INTEREST– Cllr. Nuri-Nixon – Agenda item 7 (Town Co-ordinator) – lobbied by Wymondham Town Team.
3. EXCLUSION OF PRESS AND PUBLIC It was resolved 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.
4. NOTES OF THE MEETING The confidential notes of the meeting held on 16<sup>th</sup> February 2021 were unanimously approved and signed by the Chairman as a true record.
5. MATTERS ARISING – None.
6. JOB DESCRIPTIONS Clerk present job descriptions covering all positions within the Council. After discussion and examination, it was agreed to recommend these to the full Council.
7. TOWN CO-ORDINATOR Cllr. Savage outlined that the working group had been tasked to produce a job description, person specification and salary level for a potential new post. After a long discussion as to the work to be undertaken and the attributes and qualifications needed for the post an initial draft description and specification etc was drafted. It was felt that before this work could be finalised businesses should be contacted to seek their views as to the work, they would wish the Council to consider in formulating the work the Co-ordinator should undertake. Clerk confirmed that 13 responses had been received to the request for a businesses database and the working group felt that they should be contacted, and their replies compiled before a further meeting of the working group to progress this matter and finalise the work.
8. STAFFING
  - a. ADMINISTRATION ASSISTANT The resignation of C Mann and the appointment of G Baker were noted.
  - b. GROUNDS CARE The resignation of J Smith was noted and it was agreed that the position would be advertised on the existing terms and conditions.

**The above decisions to be ratified by full Council.**

[Meeting closed at 1.00 pm)

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

SIGNED ..... (Chairman)



**WYMONDHAM TOWN COUNCIL**  
 MINUTES OF A MEETING OF THE LEISURE, ENVIRONMENT,  
 ENTERPRISE AND TOURISM  
 COMMITTEE held on Tuesday 18<sup>th</sup> January 2022  
 in the Council Offices commencing at 7.00 pm

Present:

Cllrs	A Holden (Chair)
	R Savage
	K Hurn (substitute for Y Astley)
	K Carsok (substitute for J Murrell)
	P Hubble

Also Present

2 Members (s) of the public  
 Cllr. Broome, James & Nuri-Nixon.

LE01/22	<u>APOLOGIES FOR ABSENCE</u> – Cllrs. Astley & Murrell.
LE02/22	<u>DECLARATIONS OF INTEREST</u> – Cllr. Carsok – member of Wymondham in Bloom.
LE03/22	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Carsok and seconded by Cllr. Savage it was resolved to approve the minutes of the Leisure, Environment, Enterprise & Tourism Committee meeting held on 16 <sup>th</sup> November 2021 as a correct record.
LE04/22	<u>PROGRESS UPDATES</u> Business List Clerk advised 13 emails had been received.
LE05/22	<u>PUBLIC PARTICIPATION</u> Planters Two members of Wymondham in Bloom read out statements in support of a scheme and the benefits to the Town.
LE06/22	<u>PLANTING</u> After discussion upon the proposition of Cllr. Holden and seconded by Cllr. Carsok it was resolved to schedule an early meeting with representatives of Wymondham in Bloom to work with them to create a planting plan for the Councils planters.

*[The meeting closed at 19.25 pm]*

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

SIGNED ..... (Chairman)



**WYMONDHAM TOWN COUNCIL SALARIES**

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
10	Barclays Payflow	Salaries - January	Admin Salaries	£4,791.44				
			Estab Salaries	£1,588.06				
			TIC Salaries	£153.59				
			Cemetery Salaries	£1,366.19			£7,899.28	D/D
<b>TOTALS</b>							<b>£7,899.28</b>	

..... Chairman

..... Deputy Chairman

31 January 2022

## **Farmers' Market – Proposal for Charity or Community Organisation Stall**

The Farmers' Market normally operates on the third Saturday of each month. It provides an outlet for local producers to trade and for local people to buy locally produced goods. It is also a focal point for the community to meet.

There is also an opportunity to provide a single Market stall at each Farmers' Market for one local charity or community group to promote and provide information about various good causes in and near the town. This can serve to raise awareness of a local charity or community organisation.

Several local charities and community organisations have previously been granted a space at the Farmers' Market for this purpose in 2020 with great success. There is no cost to the charity or local organisation. However, the charity or local organisation should not be permitted to trade.

The Council now has the chance to formalise this ad hoc arrangement, making available a single stall each Farmers' Market and inviting applications from relevant local charities and community organisations, starting with the February Farmers' Market. To provide consistency the charity stall space should remain constant and could be under the Market Cross.

If agreed, this proposal will help to demonstrate to local people how this Council positively recognises and supports the ways that the work of voluntary local charities and community organisations helps support the well-being of the town and its people.

It is therefore proposed that this Council agrees that a single market stall, in a fixed location to be agreed, is made freely available for a local charity or community organisation for each Farmers' Market, starting in February 2022.

Proposed: Cllr Richard Elliott

Seconded: Cllr Kathryn Cross

22 January 2022