

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 3rd January 2023 at 7.00 pm.

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 and to note that this meeting is being streamed live by the Council.	
1	Apologies for absences	
2	Declarations of Interest	A
3	To resolve that the minutes of the Council meeting held on 6 th December 2022 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 6 th December 2022 / previous meetings. <ul style="list-style-type: none">To note the notes of the Christmas Lights Working Group meeting held on 6/12/22.To note the notes of the Policies & Standing Order Working Group meeting held on 20/12/22 and to ratify the recommendations therein.To note appointment by South Norfolk Council of Corrina Pharoah as the Town Centre Co-ordinator.	C D
5	To note the minutes of the Finance & General Purposes Committee meeting held on 20 th December 2022 including monthly creditors correction (min F35/22)	E
6	To confirm payment of monthly creditors – December 2022	F
7	To note Mayors Engagements	G
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 2023/24 as proposed by the Finance & General Purposes Committee.	H
10	South Norfolk Council approved - Code of Conduct – To adopt	I
11	Risk Assessments – to approve action plans	J
12	Christmas Lights – Cllr. Holden	K
13	CCTV – Market Place – Cllr. Holden	L
14	Town Centre Proposal – Cllr. Holden	M
15	Written Questions to Chairs -Such questions and follow up questions are expected to be answered in full but can be deferred to the following meeting or answered in writing, with all written replies shared with all Councillors.	
16	Reports from County / District Councillors	
17	Reports from representatives on outside committees	


Trevor Gurney
(Town Clerk)
Council Offices
Ketts Park
Harts Farm Road
Wymondham

22nd December 2022

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?

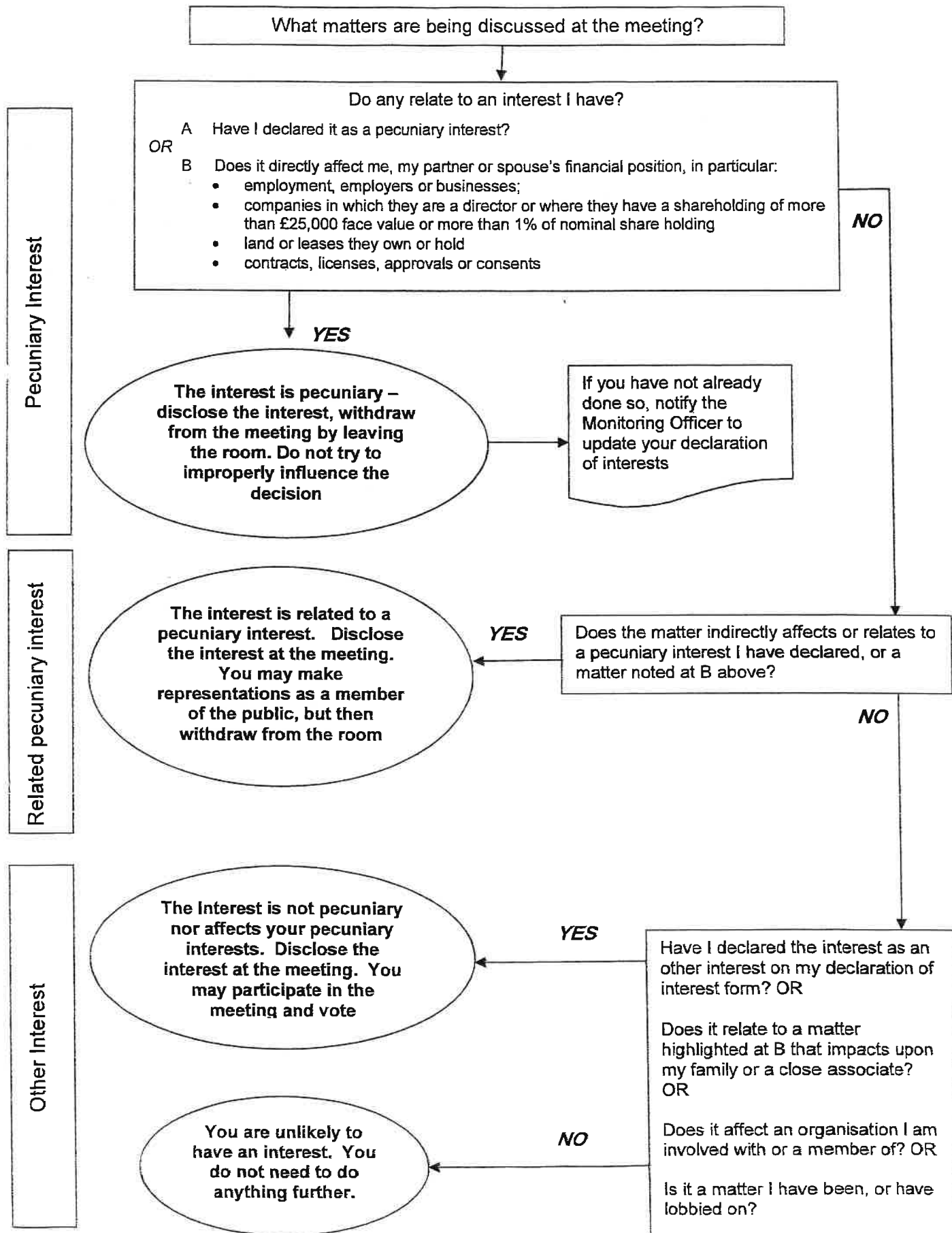
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 6th December 2022
in the Council Offices at 7.00 pm.

Councillors Present

A Holden	P Broome	K Hurn
K Cross	S Nuri-Nixon	P Hubble
Y Astley	J Halls	R Savage

Member(s) of the Public: 4

Councillor Hurn in the Chair

147/22	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Elliott, Flatt, James & Carsok.
148/22	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> • Cllr. Savage – Agenda item 13- Non-pecuniary – Trustee Wymondham Fuel Allotment Charity.
149/22	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Broome and seconded by Cllr. Halls the minutes of the meeting held on 4 th October 2022 were approved as a correct record.
150/22	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> • Cllr. Holden asked when a new Cemetery Working Group meeting will take place. Clerk advised that a Zoom meeting with CDS had been held recently and all working group members had received an invitation to attend. A meeting will be arranged in the new year. • Civility & Respect training : Clerk advised 7 Cllrs had attended webinar. • The notes of the Communications Working Group meeting held on 24/10/22 were noted and upon the proposal of Cllr. Nuri-Nixon and seconded by Cllr. Cross the recommendations therein were ratified • The notes of the Christmas Lights Working Group meeting held on 24/11/22 were noted and upon the proposal of Cllr. Hubble and seconded by Cllr. Holden the recommendations therein were ratified. Cllr. Holden advised that a further meeting of the working group was held earlier this afternoon. • The notes of the Policies Review Working Group meeting held on 24/11/22 were noted and upon the proposition of Cllr. Hubble and seconded by Cllr. Halls the recommendations therein were ratified including expanding the review to include Standing Orders.
151/22	<u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE</u> minutes of meeting held on 11 th October 2022 were noted.
152/22	<u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE</u> minutes of meeting held on 15 th November 2022 were noted.

153/22	<p><u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Savage it was resolved to pay accounts for October 2022, as per the submitted list in the sum of £50,580.58</p> <p>In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,169.45</p>
154/22	<p><u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Cross it was resolved to pay accounts for November 2022, as per the submitted list in the sum of £69,668.94</p> <p>In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £14,428.03</p>
155/22	<u>MAYORS ENGAGEMENTS</u> – Noted.
136/22	<p><u>PUBLIC PARTICIPATION:</u></p> <ul style="list-style-type: none"> • Representative from Greening Wymondham spoke in support of the proposal re Becketswell. • Representative from Cup O Tea spoke on behalf of their Youth Support application outlining their proposals and answered questions.
137/22	<p><u>NCC WASTE CENTRE CONSULTATION</u> Cllr. Savage introduced Norfolk County Councils proposal to site a new Waste Centre on the B1172 near Besthorpe. The constraints of the existing site in Wymondham were noted and upon the proposal of Cllr. Savage and seconded by Cllr. Halls it was resolved that Wymondham Town Council supports the proposed new Wymondham Recycling Centre.</p>
138/22	<u>MEETING DATES 2023</u> proposed schedule was noted.
139/22	<p><u>WYMONDHAM FUEL ALLOTMENT CHARITY</u> Cllr. Hurn introduced his proposal to allocate funds from the General Reserve to the Wymondham Fuel Allotment Charity for distribution to those Wymondham residents who are registered with them and in need of help during the present winter fuel crisis. After discussion upon the proposal of Cllr. Hurn and seconded by Cllr. Holden it was resolved to make a donation of £2500.</p>
140/22	<p><u>YOUTH SUPPORT</u> Paper submitted by Cllr. Carsok to fund Cup O Tea Wellness and Therapy Services to provide 20 two hour session for a maximum of 10 participants in the sum of £4,937 from the Youth Support earmark reserve. After a long discussion during which Standing Orders were suspended and a representative of Cup O Tea answered questions a counter proposal was put forward. Upon the proposition of Cllr. Halls and seconded by Cllr. Nuri-Nixon it was proposed that a sum of £2640 be granted to cover the cost of an Occupational Therapist and Therapy Assistant.</p> <p>Fore: 2 Against: 4 Abstain: 3</p> <p>The amendment was lost.</p> <p>Upon the proposition of Cllr. Hubble and seconded by Cllr. Cross it was proposed that Wymondham Town Council agrees to use £4,937 of the earmarked reserve for Youth Support to pay for twenty 2 hour mental health sessions for Wymondham</p>

	<p>Youth as per the following project outline from Cup-O-T Wellness and Therapy Services.</p> <p>Fore:3 Against: 6</p> <p>The motion was lost.</p>
141/22	<p><u>BECKETSWELL</u> Cllr. Hurn introduced his paper in respect of proposed improvements to the site following his visit with representatives of Greening Wymondham. After discussion during which the consensus was to support the scheme upon the proposition of Cllr. Hurn and seconded by Cllr. Hubble it was unanimously resolved that Becketswell Park is assessed by ecology specialists, tree surgeons and landscape designers to produce detailed proposals for the park. A landscape Designer should draw up a master plan on which the public can be consulted.</p>
144/22	<p><u>CHAIRPERSONS QUESTIONS</u> Clerk advised that a question regarding the new Cemetery had been received and this had been answered under progress updates.</p>
145/22	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u></p> <ul style="list-style-type: none"> • Cllr. Savage <ul style="list-style-type: none"> ○ As part of the A11 resurfacing project 4 static speed warning signs will be installed at various points along the B1172. ○ Traffic Lights at the Station Road/Harts Farm Road junction have been reprogrammed to improve traffic flow. ○ Norfolk Fire & Rescue Service are moving to a fleet of electric emergency response cars. <p><u>South Norfolk Council</u></p> <ul style="list-style-type: none"> • Nothing to report.
146/22	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u></p> <ul style="list-style-type: none"> • Cllr. Hubble/Hurn – Wynterfest had been very successful with a large number of the public attending. Thanks go the Town Team for organising festivities.

[The meeting closed at 20.24 pm]

DATED thisday of2022

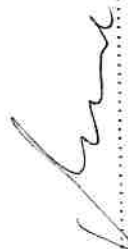
SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
7	Barclays Payflow	Salaries - October	Admin Salaries Estab Salaries Cemetery Salaries TIC Salaries	5923.95 1831.23 1712.04 702.23			10169.45	D/D
TOTALS						0.00	10169.45	

TOTALS 0.00 10169.45


..... Chairman


..... Deputy Chairman

No.	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
212	Sanitec Cleaning (Norwich) Ltd	Daily Cleaning Services - October	Public Toilets	4300		1,001.00	200.20	1201.20	707084
213	EDF	24.9.22-24.10.22	TIC - Electricity	8040		98.88	4.94	103.82	707085
214	Poppy Appeal	Poppy Wreath	Est - Miscellaneous	4090		50.00	0.00	50.00	707086
215	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	102.82		20.56		
		Wheeled Bin Account	Cemetery Refuse	4420	102.06		20.41	245.85	707087
216	Abbeygate Garage	Fuel Account	L & E Maintenance	6130		603.46	120.68	724.14	707088
217	HMRC	PAYE/NIC	PAYE/NIC	4000		6,294.57	0.00	6,294.57	707089
218	Norfolk Pension Fund	Pensions	Pensions	4000		5,851.18	0.00	5,851.18	707090
219	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000	3,089.50		617.90		
		Temporary Ground staff	L & E Brighton Wymondham	6160	695.99		139.20	4,542.59	707091
220	Hugh Crane Cleaning Equipment Ltd	5 No. Savon Pearle 5ltr	Public Toilets	4300		46.60	9.32	55.92	707092
221	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		115.00	0.00	115.00	707093
222	Mr Overallis Ltd	Jacket and trousers	Est - Health & Safety	4195		36.90	7.38	44.28	707094
223	The CDS Group	New Cemetery Development	Est - Miscellaneous	4090		2,950.00	590.00	3,540.00	707095
224	Sanitec Cleaning (Norwich) Ltd	Deep clean of public toilets 6.11.22	Public Toilets	4300	180.00		36.00		
		Daily Cleaning Services - November	Public Toilets	4300	1,001.00		200.20	1,417.20	707096
225	Robert Hawkins Builders Ltd	Final invoice for groundworks for Christmas tree - Market Place	Est - Christmas Lights	4120		1,080.00	360.00	1,440.00	707097
226	Broadland Tree Services	Remove rotten tree and hanging branch	Cemetery maintenance	4440		740.00	148.00	888.00	707098
227	Jewson Ltd	Raweplugs	L & E Maintenance	6130		20.18	4.04	24.22	707099
228	Tony Vale	Hire of Fairland United Reformed Church - Lemon Day	Est - Civic Events	4085		65.00	0.00	65.00	707100
229	Ernest Doe & Sons Ltd	Hand shears, bleach, blue nitrile, platednyloc nuts	L & E Maintenance	6130	99.07		19.82		
		Repairs to Textron Jacobs, ZS-ride on	L & E Equipment Maintenance	6140	617.33		123.47	859.69	707101
230	Skillplane Limited	Grab lorry for green waste	Cemetery maintenance	4440		355.00	71.00	426.00	707102
231	Rentokil Initial UK Ltd	Service contract - sanitary unit	Est - Miscellaneous	4090		163.50	32.70	196.20	707103
232	Stannah Lift Services Limited	Lift servicing 10/8/22-9/11/22	Est - Miscellaneous	4090		162.50	32.50	195.00	707104
233	Wymondham Heritage Society	5 No. Parish maps, 4 No. History of a Norfolk Market Town	TIC - Purchases	8050		42.00	0.00	42.00	707105
234	Anglia Air Conditioning Ltd	To supply and install air conditioning in main office	Est - Miscellaneous	4090		3,608.00	721.60	4,329.60	707106
235	HAGS-SMP Ltd	Gate spring - Belrope Park	L & E Maintenance	6130		80.00	16.00	96.00	707107
236	BT	Telephone and internet	TIC - Telephone	8100		249.05	49.81	298.86	707108
237	EDF	25.10.22 - 22.11.22	TIC - Electricity	8040		60.32	3.02	63.34	707109
238	Great Melton Farms	Christmas tree and delivery	Est - Christmas lights	4120		270.00	54.00	324.00	707110
					5,887.77	23,943.14	3,602.75	33,433.66	
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		85.00	17.00	102.00	
	Valda Energy Limited	9.9.22-8.10.22	L & E Electric - Browick	6040		8.74	0.44	9.18	
	EE	Groundsmans telephone	Admin-telephone	4320		14.08	2.82	16.90	
	BT	Lift Line	Admin/telephone	4320		10.28	2.06	12.34	
	Anglian Internet	Telephone and internet -	Admin - telephone	4320		98.54	19.71	118.25	
	E.ON Next	1.9.22-8.9.22	L & E Electric - Browick	6040		4.05	0.20	4.25	
	Public Works Loan Board	Half yearly payment	Est - Miscellaneous	4090	5,887.77	35,972.36	0.00	35,972.36	
						60,136.19	3,644.98	69,668.94	

Chairman

Deputy Chairman

30th November 2022

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
8	Barclays Payflow	Salaries - November	Admin Salaries		7,814.18			
			Estab Salaries		2,639.84			
			Cemetery Salaries		2,349.05			
			TIC Salaries		1,624.96		14,428.03	D/D
TOTALS							14,428.03	

..... Chairman

..... Deputy Chairman

30th November 2022

C

WYMONDHAM TOWN COUNCIL
CHRISTMAS LIGHTS WORKING GROUP

Notes of meeting held on 6th December 2022 at 5.00 pm in the Council Offices.

Present:	Cllr. Holden
	Cllr. Cross
	Cllr. Hubble
Town Clerk	T Gurney
Town Team	D Hodges

1	<u>APOLOGIES</u> – Cllrs. Carsok & Elliott.
2	<u>DECLARATIONS OF INTEREST</u> – None.
3	<u>MEETING 24th November 2022</u> Upon the proposition of Cllr. Hubble and seconded by Cllr. Holden it was resolved to accept the notes of the meeting.
4	<u>MATTERS ARISING FROM THE MEETING HELD ON 24th November 2022</u> – None.
5	<p><u>GENERAL DISCUSSION</u> Cllr. Holden presented a list of options and then invited Mr Hodges to outline the current practice. Mr Hodges then gave a report on how the lights are installed from Fairland Street down to Town Green and then around to the Back Lane shops including the 60+ artificial trees installed in the flag holders. The lights are currently stored in the Baptist Church cellar but need to be moved. He outlined his desire that when the Council purchases new lights for the Market Place that new lights running through the Town should match which he estimates will cost £15,000. He also wished to extend down Fairland Street to Myhills and had a vision that the Trees around the Fairland should be illuminated. To be more efficient he recommended that a number of outside electrical points with timers be installed at strategic places so the lights can easily be installed without the need for wires to go through windows into premises. He also expressed a view that he wished to hand over the reins of organising the group of volunteers who assist him in installing/taking down the lights but that it was important that this method continued as it has community benefits. Discussion then took place, incorporating how do other Towns fund/ install lights and should business sponsorship be sought, on the options outlined in list provided by Cllr. Holden being</p> <ul style="list-style-type: none">a) Have no lights.b) Maintain current situation – WTC to supply and install lights around Market Place, volunteer group to supply and install lights through town.c) WTC to supply all lights and install lights to Market Place, volunteer group to install lights through town.

- d) WTC to supply and install all lights.
- e) Any hybrid of the above.

It was agreed that a paper be prepared recommending option C to the full Council.

It was agreed that the next meeting of the working group would be at 4.30 pm on Tuesday 17th January 2023 here in the Council Offices.

[The meeting closed at 5.40 pm]

DATED this day of 2023

SIGNED

Draft

WYMONDHAM TOWN COUNCIL

POLICIES REVIEW WORKING GROUP

Notes of meeting held on 20th December 2022 at 5.00pm in the Council Offices.

Present:	Cllr. Holden
	Cllr. Elliott
	Cllr. Halls
Town Clerk	T Gurney

1	<u>APOLOGIES</u> – None.
2	<u>DECLARATIONS OF INTEREST</u> – None.
3	<u>MEETING 24th NOVEMBER 2022</u> It was resolved to accept the notes of the meeting on the 24 th November 2022 as a correct record.
4	<u>MATTERS ARISING</u> There were no matters arising from the meeting held on 24 th November 2022.
5	<p><u>GENERAL DISCUSSION</u></p> <p>The following policies were reviewed and the amend policies to be ratified by the full Council.</p> <ol style="list-style-type: none"> 1. Civility & Respect (approved 6th September 2022) 2. Computer and Telephone misuse 3. Equal Opportunities Information 4. Information Protection Policy 5. Removeable Media Policy <p>It was agreed that the following policies would be reviewed at the next meeting to be held at 5.00pm on Tuesday 21st February 2023 at 5.00pm.</p> <ol style="list-style-type: none"> 1. Social Media & Electronic Communication 2. Press & Media 3. Information Security Incident 4. Freedom of Information 5. Data Protection 6. Correspondence

[The meeting closed at 17.41pm]

DATED this day of2022

SIGNED

WYMONDHAM TOWN COUNCIL

Computer and Telephone Misuse Policy

JUNE 2018

Revised December 2022

Computer and Telephone Misuse Policy

Purpose

This document formalises how ICT and associated equipment should be used by people employed by External Agencies, working for Wymondham Town Council.

2 Scope

Computer equipment, software, data access and services provided by Wymondham Town Council. for use in conducting Council business is supplied on the following terms and conditions as set out below.

3 General

- 3.1 These Conditions of Use may be modified from time to time, in response to changing circumstances of an operational, legislative or technological nature.
- 3.2 Annual checks may be made by Internal Audit staff to ensure compliance with these conditions. Where required to do so you must disclose passwords for this purpose.

4 Ownership

- 4.1 The computer equipment, software, data access and services provided are the property of Wymondham Town Council. The equipment shall be recorded in the inventory of IT equipment and software, which is maintained by Wymondham Town Council. They are provided for the duration of your work with the Authority.
- 4.2 At the end of that period services provided will be terminated and computer equipment and software must be returned to Wymondham Town Council.in full working condition.
- 4.3 If equipment has been lost or damaged whilst on loan, a charge may be made for its replacement or repair.

5 Installation

- 5.1 The equipment, software and services will be prepared for your use by an officer of Wymondham Town Council.
- 5.2 Wymondham Town Council. will be responsible for supplying the equipment and any leads necessary to operate the equipment.

6 Training

- 6.1 It is the responsibility of the Town Clerk to ensure that every member of staff working on Wymondham Town Council systems has been given sufficient training to use the systems.

7 Use Of Computer Equipment, Software And Services

- 7.1 The equipment, software and services are provided for use in respect of Wymondham Town Council. business. In making use of the facilities provided you are required to comply with Wymondham Town Council. policy and guidelines with respect to the use of Information Communications Technology. These include, but are not limited to:

Computer and Telephone Misuse Policy

- 7.1.1 Financial Regulations
- 7.1.2 The Information Security Policy
- 7.1.3 The Internet Code of Practice
- 7.1.4 The Council's Personnel Policies and Procedures

- 7.2 The relevant policies will have been supplied to you, and are available in the Wymondham Town Council files. If you cannot find a policy, ask the Town Clerk.
- 7.3 Private use of the ICT facilities provided is allowable within the guidelines indicated above.
- 7.4 Wymondham Town Council. accepts no liability for any consequences (including financial or other loss) which may arise through private use of the facilities provided. You should also note that the security of private information and data is your responsibility. You are advised that simply deleting files does not permanently remove them from a computer.
- 7.5 Access to the Internet may be provided by Wymondham Town Council. You should be aware that the Internet contains potentially offensive material.
- 7.6 Wymondham Town Council accepts no liability for any offence, injury or consequences that may result from your use of the Internet and its associated facilities. See section 8 for more detail.
- 7.7 You are also reminded of your responsibility of probity (see section 9 below).

8 Legal Implications

- 8.1 Wymondham Town Council. must comply with all UK legislation with respect to the use of ICT. In using Wymondham Town Council. facilities you must do likewise. You may be held personally liable for any breach of current legislation and any future legislation that may be enacted:
 - 8.2 Examples of current legislation include, but are not limited to:
 - 8.2.1 Data Protection Act 1998 and 2018
 - 8.2.2 General Data Protection Regulations
 - 8.2.3 Copyright Designs and Patents Act 1988
 - 8.2.4 Computer Misuse Act 1990
 - 8.2.5 Obscene Publications Act 1959
 - 8.2.6 Freedom of Information Act 2000
 - 8.3 It is your responsibility to ensure that your use of any personal information complies with the provisions of the Data Protection legislation.
 - 8.4 The transmission of personal information contained within electronic mail or as an attachment to electronic mail is also subject to the provisions of the Data Protection Act.
 - 8.5 Personal information must not be sent over the internet without consent.
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Computer and Telephone Misuse Policy

- 8.6 Printed reports must be disposed of with regard to the sensitivity of the information concerned and all material making reference to personal data must be disposed of in accordance with Wymondham Town Council's policies and procedures.
- 8.7 All recordable media must be returned to Wymondham Town Council. for disposal.
- 8.8 Please also be aware that no unauthorised disclosure of information is permitted and all requests for access to personal data must be referred to the Town Clerk.
- 8.9 The use, or possession, of unlicensed copies or "pirated" versions of software is illegal and is expressly prohibited under the Copyright Designs and Patents Act and Wymondham Town Council. policy.
- 8.10 The use of equipment must be in compliance with all relevant legislation.
- 8.11 For specific guidance, please contact the Town Clerk.

9 Computer Security

- 9.1 The Information Security Policy must be complied with at all times, with the following sub policies being of utmost important to third party staff.

- 9.1.1 User responsibilities
- 9.1.2 Password Policy
- 9.1.3 Removable Media
- 9.1.4 Security Incident Definition

- 9.2 Fundamental sections of the sub policies state that:

- 9.2.1 All Passwords should conform to the password policy contained within the Information Security policy.
 - 9.2.2 Information concerning Wymondham Town Council's computer security arrangements and access methodologies must not be divulged to unauthorised persons.
 - 9.2.3 The use of all media must conform to the media policy, and must be checked for viruses before use.
 - 9.2.4 Where a virus is suspected/detected, the matter must be reported to the Town Clerk immediately. Until virus repair is affected, an infected PC must not be used.
 - 9.2.5 Virus repair must be undertaken only by or under the guidance of staff of the Council's approved IT contractor.
 - 9.2.6 Software or programs (including screen savers and wallpaper), must not be downloaded from the Internet or installed from removable media. This includes programs or software available for trial purposes or those that are free of charge.
 - 9.2.7 No software can be loaded onto Wymondham Town Council's ICT equipment, except by the Town Clerk.
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Computer and Telephone Misuse Policy

- 9.2.8 Data stored on portable IT equipment must be backed-up on a regular basis. A network connection will be provided to facilitate this.
- 9.2.9 The data on networked PCs should only be saved to designated areas on the network. Data must not be saved onto any PC.
- 9.2.10 Where information is kept on portable media, such as floppy disks, then such media must be kept securely when not in use.
- 9.2.11 Where stolen equipment and/or software are recovered; or where it is suspected that equipment or software have been tampered with, they must be returned to the Council's approved IT contractor for testing prior to re-use.

10 Risk Management And Insurance

- 10.1 As part of its risk management and risk financing arrangements, the Council maintains insurance on the equipment provided to you, including cover against the perils of theft, accidental damage, malicious damage and fire.
- 10.2 All computer equipment must be secured from theft or unauthorised use as far as is practical.
- 10.3 If you travel with a laptop or other equipment, it should not be left in an unattended vehicle unless there is no other option, in which case it should be secured out of sight in the boot. There is no insurance cover for losses arising from unlocked vehicles, hotel rooms or other unsecured situations. (Council to cover loss) Therefore, you should be especially careful when taking a laptop away from Council offices, as you will be liable for any such loss.
- 10.4 Any loss of, or damage to, the equipment should be reported as soon as possible to the Clerk in the first instance and any criminal damage should be reported to the Police.
- 10.5 Any loss of personal data as the result of loss or theft of equipment shall be reported to the Council's Data Protection Officer.

11 Internet Access and Electronic Mail

- 11.1 Internet access, electronic mail, electronic diaries and associated services may be made available for your use, if required in connection with Council business.
 - 11.2 The policy for Acceptable use of the Internet must be adhered to at all times.
 - 11.3 If required, email will be provided using the corporate email service. You will be provided with an official Council electronic mail address. You are requested to monitor and manage your electronic mail and calendar on a regular basis, preferably daily.
 - 11.4 While the corporate electronic mail system is provided primarily for official business, personal use is permitted provided it complies with the Council's policies and guidelines, and such use does not hamper or conflict with official business.
-

Computer and Telephone Misuse Policy

- 11.5 In accordance with the Telecommunications (lawful business practice) Interception of communications regulations, the Council may lawfully view and monitor all email created, sent, forwarded, received or saved on the corporate email system without prior notice, and reserves the right to do so. You are therefore advised to think carefully before the facilities provided are used to communicate personal or sensitive information. The nature and content of electronic mail should be considered carefully and treated in the same way you would conventional mail.
- 11.6 The Council may also lawfully view and monitor all internet access, and reserves the right to do so.
- 11.7 You are reminded that Council facilities may only be used for lawful purposes. Viewing or transmission of any material which may be regarded as offensive or in violation of any UK law or legislation is not permitted. Such material may include copyright material, material judged to be threatening, pornographic, obscene or sexually explicit and material protected by trade secret. This is not an exhaustive list and may include other material.

12 Probity

- 12.1 All officers and members are reminded that you are bound by the National Code of Local Government Conduct and that the general principles contained within the Code also apply to specific instances, such as the use of the Internet, Intranet or e-mail. You should ensure that your conduct accords with the requirements of the National Code and that of Wymondham Town Council's Code of Conduct. Other people who work in council offices will be expected to act in a manner that complies with these codes.
- 12.2 Any allegations of breach of the Code will be referred to the Clerk for investigation.

13 Support

- 13.1 Any computer equipment or software problems which occur should be reported to the Town Clerk during normal working hours. This will ensure that the problem is tracked and concluded as quickly as possible.
- 13.2 No support will usually be provided outside of normal working hours.
- 13.3 In the event that the equipment suffers a complete hardware malfunction, Wymondham Town Council. will be responsible for putting the equipment back to the condition in which it was first supplied. Wymondham Town Council. will also reinstate, in so far as is reasonable and possible, information and data secured from the most recent back-up.

14 Consumables

- 14.1 Wymondham Town Council does not provide consumable items such as paper and toner cartridges for printers.
-

Computer and Telephone Misuse Policy

15 Health and Safety

15.1 In the interests of health and safety, you are advised to adhere to the following recommendations for the safe use of personal computer equipment as specified in the Display Screen Equipment regulations

15.2

15.3 If you have any concerns relating to the safe use of your computer equipment, please contact the Health and Safety Officer (The Clerk)

16 Data Use

16.1 Any data that is available to be accessed must only be used for Wymondham Town Council purposes and must not be transferred to any third party or other employers without the explicit agreement of the Clerk.

WYMONDHAM TOWN COUNCIL

Equal Opportunities Policy

Revised December 2022

Equal Opportunities Policy

EQUAL OPPORTUNITIES POLICY

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexual orientation, religion, marital status or social class. We oppose all forms of unlawful and unfair discrimination.

All employees whether full-time, part-time, fixed contract, agency workers or temporary, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

OUR COMMITMENT

- Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- The commitment to equal opportunities in the workplace is good management practice and makes sound business sense
- Breaches of our equal opportunities policy will be regarded as misconduct and could lead to disciplinary proceedings
- This policy is fully supported by all levels of management and has been agreed with employers (National Association of Local Councils) and employees (Society of Local Council Clerks) representative bodies and trade unions.
- The policy will be monitored and reviewed annually

THE LAW

The policy will be implemented within the framework of the relevant legislation, which includes:

- Rehabilitation of Offenders Act 1974
- Gender Reassignment Regulations 1999
- Race Relations (Amendment) Act 2000
- Equality Act 2010
- The Protection from Harassment Act 1997

WYMONDHAM TOWN COUNCIL

Information Protection Policy

JUNE 2018

Revised December 2022

Information Protection Policy

1 Purpose

- 1.1 Information is a major asset that Wymondham Town Council has a duty and responsibility to protect.
- 1.2 The purpose and objective of this Information Protection Policy is to specify the means of information handling and transfer within the Council.

2 Scope

- 2.1 The Information Protection Policy applies to all Councillors, Committees, Employees of the Council, contractual third parties and agents of the Council who have access to Information Systems or information used for Wymondham Town Council purposes.
- 2.2 Information takes many forms and includes:
 - hard copy data printed or written on paper
 - data stored electronically
 - communications sent by post / courier or using electronic means
 - stored tape or video
 - speech

3 Information Storage

- 3.1 All electronic information will be stored on centralised facilities to allow regular backups to take place.
- 3.2 Information will not be held that breaches the Data Protection Act (1998) or formal notification and guidance issued by Wymondham Town Council. All personal identifiable information will be used in accordance with the Caldicott Principles.
- 3.3 Records management and retention policy will be followed.
- 3.4 Staff should not be allowed to access information until line managers are satisfied that they understand and agree the legislated responsibilities for the information that they will be handling.
- 3.5 Databases holding personal information will have a defined security and system management policy for the records and documentation.
- 3.6 This documentation will include a clear statement as to the use, or planned use of the personal information, which is cross-referenced to the Data Protection Notification.
- 3.7 Files which are listed by Wymondham Town Council as a potential security risk should not be stored on the network, except for in designated application storage areas. To facilitate this Wymondham Town Council will implement an electronic File security solution.

Disclosure of Information - Computer and Paper Based

- 4.1 The disclosure of personal information to other than authorised personnel is forbidden. If there is suspicion of a Member or employee treating confidential Council information in a way that could be harmful to the Council or to the data subject, then it is be reported to the Data Control Officer (Clerk) who will take appropriate action.
- 4.2 Do not remove printed information from premises without the express consent of the information owner. Consent will only be given in exceptional circumstances
- 4.3 Protectively marked, personal or sensitive documents are not to be left unattended and, when not in use, are to be locked away and accessed only by authorised persons.
- 4.4 Disposal methods for waste computer printed output and other media must be in accordance with Wymondham Town Councils disposal policy.
- 4.5 Distribution of information should be via the most secure method available.

5 Disclosure of Information – Telephone, Fax and E-mail

- 5.1 Where this involves the exchange of sensitive information then the following procedures will be applied.

6 Telephone calls:

- 6.1 Verify the identification of members before disclosing information. If in doubt, return their call using a known telephone number.
- 6.2 For external callers, verify their identity and their need to know the requested information. Telephone them back before releasing information and ask the caller to provide evidence of their identity (this could be passport, driving license, household bill).
- 6.3 Ensure that you are authorised to disclose the information requested.
- 6.4 Ensure that the person is entitled to be given this information.
- 6.5 Ensure that the information you give is accurate and factual.

7 Fax transmissions:

- 7.1 Fax should not be used to transmit personal or sensitive information.

8 Disclosure of information by email:

- 8.1 Personal or sensitive information is at risk if sent outside of the Council's network.
- 8.2 If an e-mail is sent to an address that is not a Council domain address the email will be delivered through the public network and the message may be left at several locations on its journey and could be deliberately intercepted.
- 8.3 Email should not be used for sending personal or sensitive information unless technical measures are in place to keep the message secure.
- 8.5 The sender should be satisfied of the identity of the recipient, if in doubt the email should not be sent and alternative methods should be used.
- 8.6 Only relevant personal information should be included when sending on emails.
- 8.7 The recipients of Wymondham Town Council emails are prohibited from being forwarded, copied or blind copied to any third party within or outside of the Council.
- 8.8 Any Councillor email contact with a member of the public where appropriate shall be directed to the Councils Office for the attention of the Clerk.

9 Sharing of Personal Information

- 9.1 Information originating from the Council relating to individuals shall not be shared with other authorities without the agreement of the Data Control Officer.
- 9.2 Staff should be aware of their responsibilities to be able to justify the sharing of information and to be able to maintain security when transferring information in person, by email, phone or post.

WYMONDHAM TOWN COUNCIL

Removable Media Policy

JUNE 2018

Revised December 2022

1 Purpose

- 1.1 This policy supports the controlled storage and transfer of information by Councillors of Wymondham Town Council and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Wymondham Town Council
- 1.2 Information is used throughout the Authority and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Authority and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Authority that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Authority's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - 1.4.1 Enabling the correct data to be made available where it is required
 - 1.4.2 Maintaining the integrity of the data
 - 1.4.3 Preventing unintended consequences to the stability of the computer network
 - 1.4.4 Building confidence and trust in data that is being shared between systems
 - 1.4.5 Maintaining high standards of care towards data and information about individual citizens, staff or information that is exempt from disclosure
 - 1.4.6 Compliance with legislation, policies or good practice requirements

2 Scope

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:
 - USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.
- 2.3 The Policy applies to all removable media.
- 2.4 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.5 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

- 3.1 The Town Clerk will ensure that everyone that is authorised to access the Authority's information systems is aware of their obligations arising from this policy.
- 3.2 The Town Clerk should be consulted over any hardware or system issues. The Council's I.T advisors should be approached for advice and guidance on using software packages.
- 3.3 Should this policy appear to conflict with any other approved Council policy, then contact the Town Clerk for guidance.

4 Responsibilities

- 4.1 All employees are responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

5 Incident Management

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Town Clerk.
- 5.2 It is the duty of all Councillors to report any actual or suspected breaches in information security to the Town Clerk.

6 Data Administration

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.

- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

7 Security

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the authority's network and computers. Virus and malware checking software approved by the Councils contractors must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 Use of removable media

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.2 Material that is classified as RESTRICTED or higher must not be stored on removable media at any time.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 All data transferred to removable media should be in accordance with an agreed process established by the Directorate so that material can be traced.
- 8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.

- 8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

9 Faulty or Unneeded Storage Devices

- 9.1 Damaged or faulty media must not be used. The Town Clerk must be consulted over any damaged equipment, peripherals or media.
- 9.2 All unneeded or faulty storage devices must be sent to the Town Clerk who will securely remove the data before reallocating or disposing of the device.

10 Requests to suspend this policy

- 10.1 This Policy is designed to protect Council business data and to accommodate the needs of users. However, should aspects of this policy interfere with a valid business requirement; an application can be made to the Town Clerk for an amendment to this policy. An outline risk assessment should be submitted with the application.

11 Breach procedures

- 11.1 Users who do not adhere to this policy will be dealt with through the Council's disciplinary process.
- 11.2 For Councillors, the Mayor in association with the Town Clerk will ensure appropriate action is taken.
- 11.3 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.
- 11.4 Where the public have access to the Wymondham Town Council system, that access will be withdrawn if there is an actual or likely breach of information security, until adequate controls are in place.

12 Review and Revision

- 12.1 This policy will be reviewed regularly by the Town Clerk and revised according to developments in legislation, guidance, accepted good practice and operational use.

13 Key Messages for Staff

- 13.1 Data and information are valuable and must be protected.
- 13.2 Do not use removable media for material that is marked 'restricted' or above.
- 13.3 Only transfer data onto removable media, if you have the authority to do so.
- 13.4 All transfer arrangements carry a risk to the data.
- 13.5 Run the virus checking programme on the removable media each time it is connected to a computer.
- 13.6 Only use approved products for Council data.
- 13.7 Activate encryption on removable media wherever it is available and password protection if not available
- 13.8 Data should be available for automatic back up and not solely saved to removable media.
- 13.9 Delete files from removable media, or destroy the media, after the material has been used for its purpose.
- 13.10 Ask your manager if you are unsure.

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WYMONDHAM TOWN COUNCIL
**MINUTES OF A MEETING OF THE FINANCE & GENERAL
 PURPOSES COMMITTEE** held on Tuesday 20th December 2022
 in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Holden
	Elliott (Chair)

Also Present

Cllr. Broome

F29/22	<u>APOLOGIES FOR ABSENCE</u> – None
F30/22	<u>DECLARATIONS OF INTEREST</u> – None.
F31/22	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Halls and seconded by Cllr. Hurn it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 19 th May 2022 as a correct record.
F32/22	<u>PROGRESS UPDATES</u> : None.
F33/22	<u>PUBLIC PARTICIPATION</u> : None.
F34/22	<u>EXTERNAL AUDIT</u> Certificate from LLP Littlejohn for the financial year ending 31 st March 2022 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.
F35/22	<u>INTERNAL AUDITOR</u> - Letter from Larking Gowen re interim internal Audit was noted. It was noted that the total formulas at the bottom of the April 2022 monthly creditors presented to full Council had omitted a small amount of data resulting in a miscast total £42,389.76 rather than a correct total of £43,054.06. The formula has now been corrected and new hard copies signed by the Council’s Chair and Vice-Chair.
F36/22	<u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as at 30 th September 2022 as shown by the ‘Draft Internal’ accounts that had been prepared. Income is in surplus against budget by £1,468 with expenditure below budget by £2,821 Clerk then outlined some of the significant variances gave explanations and answered questions raised.
F37/22	<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.

F38/23	<p><u>2023/24 DRAFT FINANCE & GENERAL PURPOSES COMMITTEE BUDGET</u></p> <p>Cllr. Elliott outlined the budget that had been prepared for the 2023/2024 financial year. After discussion upon the resolution of Cllr. Flatt and seconded by Cllr. Holden it was unanimously resolved to recommend a budget of £490,057</p>
F39/21	<p><u>2023/24 DRAFT COUNCIL BUDGET</u></p> <p>Cllr. Elliott outlined the proposed full budget for the 2023/2024 year being an amalgamation of the budgets recommended by the Leisure & Environment Committee (£166,581) and the Finance & General Purposes Committee (£490,057). 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 5.00%.</p> <p>After further discussion upon the proposition of Cllr. Halls and seconded by Cllr. Hurn it was unanimously resolved to recommend a precept of £656,638 resulting in a Band D charge increase of £4.92 pa from £98.39 to £103.31.</p>

[The meeting closed at 19.31 pm]

DATED this day of2023

SIGNED (Chairman)

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
9	Barclays Payflow	Salaries - December	Admin Salaries	6175.62				
			Estab Salaries	1914.31				
			TIC Salaries	280.97				
			Cemetery Salaries	1665.05			£10,035.95	D/D
TOTALS							£10,035.95	

.....
Chairman

.....
Deputy Chairman

31st December 2022

MAYOR'S ENGAGEMENTS

09/12/22 THE MAYOR OF THETFORD'S CAROL SERVICE, ST CUTHBERTS CHURCH, THETFORD

11/12/22 WYMONDHAM SYMPHONY ORCHESTRA CHRISTMAS CONCERT AT WYMONDHAM CENTRAL HALL

13/12/22 THE MAYOR OF GT YARMOUTH & HIGH SHERIFF OF NORFOLK'S CAROL SERVICE, THE MINSTER, GREAT YARMOUTH

15/12/22 PRISCILLA BACON LODGE MEMORIAL AND REMEMBRANCE CAROL SERVICE, NORWICH CATHEDRAL

16/12/22 WYMONDHAM DEMENTIA SUPPORT GROUP CHRISTMAS PARTY, WYMONDHAM RUGBY CLUB (INCLUDING PRESENTATION OF A CHEQUE FOR £515 FROM PROCEEDS RAISED AT THE MAYOR'S CHARITY FUNDRAISER BINGO NIGHT)

17/12/22 WYMONDHAM COMMUNITY OUTREACH PROJECT, WYMONDHAM ROMAN CATHOLIC CHURCH (PRESENTATION OF A CHEQUE FOR £515 FROM PROCEEDS RAISED AT THE MAYOR'S CHARITY FUNDRAISER BINGO NIGHT)

18/12/22 BBC RADIO NORFOLK (TREASURE QUEST PROGRAMME) THE MARKET CROSS, WYMONDHAM

18/12/22 WYMONDHAM ABBEY CAROL SERVICE, WYMONDHAM ABBEY



Leisure Environment Enterprise & Tourism Budget 2023/24

Expenditure		2021/22	2022/23	2023/24
Recreation & Open Space		Budget	Budget	Budget
Salaries		94217	98526	97771
6010 Rates	Browick	1650	1655	1650
6040 Electricity	Browick	100	175	200
6030 Water	Browick	50	60	60
6160 Brighter Wymondham		12000	12000	13000
6120 Bellrope rent		600	600	600
6130 Maintenance		13000	20000	20000
6210 Maint Ketts Park		3500	3500	2500
6140 Equipment maint/repairs		5000	6000	7000
6170 SNC - Dog bins		7000	7150	7150
Sub total		137117	149666	149931
Contribution to Reserves				
Play Equipment/Safety		5000	5000	5000
Ketts Park		23000	23000	23000
Open Space		2000	3500	3500
Youth Support		1500	1500	1500
Sub total		31500	33000	33000
Expenditure Total		168617	182666	182931
Income Income				
SNC Ketts Park lease		10000	10920	11000
5120 Kings Head Meadow		5000	5350	5350
Income Total		15000	16270	16350
Net cost to Council		153617	166396	166581

F & GP Budget 2023/24				
Expenditure	2021/22	2022/23	2023/24	
Market	Budget	Budget	Budget	
4550 Water	60	60	120	
Salaries	4617	2489	3002	
4510 Rates	1800	1800	1800	
4520 Refuse	1100	1125	1500	
4530 Farmers Market	1500	1000	1000	
4540 Maint/misc	500	500	500	
	9577	6974	7922	
Allotments				
4600 Rent & Repairs	4000	4000	4000	
	4000	4000	4000	
Cemetery				
Salaries	26930	27607	35704	
4410 Rates	2650	3060	3000	
4420 Refuse	1100	1150	1500	
4430 Water	220	275	200	
4440 Repairs,maint,tools	3000	3000	3000	
4445 Electricity			195	
	33900	35092	43599	
Administration				
Salaries	108873	113634	143233	
4340 Office Equip/repairs	500	500	500	
4310 Printing/ Stationery	2500	2500	3000	
4320 Telephones	1750	1750	1700	
4330 Postages	1000	750	500	
	114623	119134	148933	
Establishment				
Loan -PWLb	72000	72000	72000	
4010 Rates	23500	24000	24000	
4030 Water	350	350	400	
4040 Electricity	6000	6100	8000	
4050 Cleaning/Window Cleaning	2000	1750	1750	
4070 Insurance	16500	16000	17000	
4085 Civic Events/Sponsorship	2500	2500	2500	
4090 Misc	7250	7266	6066	
4155 Van Maintenance	2000	2000	2000	
4110 Audit	5100	5000	5250	
4120 Christmas lights	2700	3000	26190	
4170 Archives	500	500	500	
4130 Subscriptions	1800	1800	1850	
4115 Legal fees	2500	2500	2500	
4195 Health & Safety	2000	1500	1500	
4140 Staff Training	1250	1250	1250	
4165 CCTV	0	0	3810	
	147950	147516	176566	

<u>Tourist Information Centre</u>						
Salaries	6579		26710		27137	
8010 Rates	1600		1600		1600	
8040 Electricity	1000		1100		1800	
8100 Telephone	900		900		1100	
8110 Printing & Stationery	200		200		200	
8120 Misc	250		250		250	
8200 Tourism development	1000		6000		6000	
8020 Town mini guide	2000		0		0	
		13529		36760		38087
<u>Toilets</u>						
4300 Cleaning/maint	17000	17000	17000	17000	18000	18000
4200 Street Lights	9000	9000	7500	7500	12000	12000
<u>Grants</u>						
4700 Grants	5000		5000		5000	
		5000		5000		5000
<u>About Wymondham</u>						
4800+4 Printing/editing	8000		4500		1500	
4810 Distribution	1900		0		0	
		9900		4500		1500
Expenditure Total		364479		383476		455607
<u>Income</u>						
3100 Market(Friday)	4575		10700		9100	
3110 Farmer's Market	2500		2040		1800	
7000 TIC Sales	300		350		400	
3200 Allotments	4350		4500		5000	
3300 Burials,memorials	23000		23500		23500	
3500 About Wymondham	1500		0		0	
3600 Interest on deposits	0		0		15000	
Income Total		36225		41090		54800
Net cost to Council		328254		342386		400807
<u>Allocation to Reserves</u>						
Machinery	15000		25000		25000	
New Projects	7500		12500		7500	
Market Cross repairs	5000		5000		5000	
Cemetery	31250		31250		31250	
Council Office - Maint	0		5000		5000	
Neighbourhood Plan	5000		0		0	
Toilets	1000		2500		2500	
Street Lights	13000		13000		13000	
		77750		94250		89250
TOTAL		406004		436636		490057

WYMONDHAM TOWN COUNCIL									
BUDGET	ACTUAL v BUDGET			FULL COUNCIL		FOR THE 6 MONTHS ENDED 30th September 2022			
BUDGET 2023/2024 £		BUDGET 2022/23 £				VARIANCE £	BUDGET 6 mths £	ACTUAL 30/09/2022 £	
INCOMING RESOURCES									
0		0		Grants		0	0	0	
23500		23500		Burial management		-3210	11750		8540
0		0		Recreation	Tennis	0	0	0	
0		0			Rugby - Browick	0	0	0	
5350		5350			Football - KHM	446	2675	3121	
5350		5350			Other	0 446	0 2675	0	3121
0		0		Office rents		0	0		0
9100		10700		Market stall rents	Friday	-856	5350	4494	
1800		2040			Farmers	-185 -1041	1020 6370	835	5329
10900		12740		Allotments		2623	2250		4873
5000		4500		Tourist Information Centre		205	175		380
400		350		About Wymondham		0	0		0
0		0		Other Income + KP Lease		1010	5460		6470
11000		10920		Bank interest		1435	0		1435
15000		0		Community Infrastructure Levy		0	0		0
71150		57360		TOTAL INCOMING RESOURCES		1468	28680		30148
RESOURCES EXPENDED									
279710		242256		Wages and salaries	Admin	-6059	121128	115069	
0		0			Market	0		0	
0		0			Establishment	0		0	
0		0			Cemetery	0		0	
0	279710	0	242256		Recreation	0 -6059	121128	0	115069
24000		24000		Establishment	Rates	-274	12000	11726	
0		0			Rent	0	0	0	
400		350			Water	381	175	556	
8000		6100			Electric	-1800	3050	1250	
1750		1750			Cleaning	-55	875	820	
0		0			Heating	0	0	0	
17000		16000			Insurance	-1462	8000	6538	
72000		72000			PWLB	-28	36000	35972	
2500		2500			Civic events	-1271	1250	-21	
6066		7266			Misc and Maint	-330	3633	3303	
2000		2000			Van maintenance	-188	1000	812	
3810		0			CCTV	0	0	0	
5250		5000			Audit	-2315	2500	185	
26190		3000			Christmas lights	-1500	1500	0	
500		500			Archives	-250	250	0	
1850		1800			Subscriptions	568	900	1468	
2500		2500			Legal	-1250	1250	0	
1500		1500			Health and Safety	-482	750	268	
1250	176566	1250	147516		Training	-415 -10671	625 73758	210	63087
18000		17000		Toilets		303	8500		8803
500		500		Office costs	Equipment	-250	250	0	
3000		2500			Print and stationery	709	1250	1959	
1700		1750			Telephone	303	875	1178	
500	5700	750	5500		Postages	-161 601	375 2750	214	3351

WYMONDHAM TOWN COUNCIL									
BUDGET	ACTUAL v BUDGET			FULL COUNCIL	FOR THE 6 MONTHS ENDED 30th September 2022				
BUDGET	BUDGET				VARIANCE	BUDGET		ACTUAL	
	£				£	£		£	
7150	7150			Dog Bins	-3575	3575		0	
				Recreation					
				Tennis electricity	0	0		0	
1650	1655			Browick rates	-17	828		811	
200	175			Browick electricity	-2	87		85	
60	60			Browick water	-30	30		0	
13000	12000			Brighter Wymondham	4907	6000		10907	
600	600			Bellrope lane rent	300	300		600	
20000	20000			Maintenance	996	10000		10996	
				HP repayments	0	0		0	
7000	49660	6000	47640	Equipment repairs	2897	5476	3000	23820	5897
									29296
3000	3060			Cemetery					
1500	1150			Rates	-33	1530		1497	
395	275			Refuse	65	575		640	
				Water/Electricity	-49	138		89	
3000	7895	3000	7485	Repairs	-6	-23	1500	3743	1494
									3720
120	60			Markets					
1800	1800			Water	21	30		51	
1500	1125			Rates	-27	900		873	
1000	1000			Refuse	127	562		689	
500	4920	500	4485	Farmers market	-475	500		25	
				Maintenance	3071	2717	250	2242	3321
									4959
0	0			Grants		0		0	
27137	26710			TIC					
1600	1600			Salaries	-8968	13355		4387	
1800	1100			Rates	-14	800		786	
1100	900			Electric	-253	550		297	
200	200			Telephone	60	450		510	
0	0			Print and stationery	-34	100		66	
250	250			Town Mini Guide	0	0		0	
6000	38087	6000	36760	Misc/Purchases	311	125		436	
				Tourist development	-2960	-11858	3000	18380	40
									6522
0	0			Ketts Park					
2500	2500	3500	3500	Changing rooms	0	0		0	
				Maintenance	-1750	-1750	1750	1750	0
									0
1500	8000			About Wymondham	-750	2250		1500	
0	1500	1900	9900	Printing/Editing	0	-750	0	2250	0
				Distribution					1500
4000	4000			Allotments	53	2000		2053	
12000	9000			Street Lights	-3750	3750		0	
600538	535042			TOTAL RESOURCES EXPENDED	-25711	264071		238360	

WYMONDHAM TOWN COUNCIL									
ACTUAL v BUDGET			FULL COUNCIL		FOR THE 6 MONTHS ENDED 30th September 2022				
BUDGET		BUDGET			VARIANCE		BUDGET		ACTUAL
£		£			£		£		30/09/2020 £
71150		57360	TOTAL INCOME		1468		28680		30148
600538		528142	TOTAL EXPENDITURE		25711		264071		238360
-529388		-470782	EXCESS EXPENDITURE OVER INCOME		27179		-235391		-208212
			Allocations to Earmarked funds						
0		0	Neighbourhood plan				0		0
31250		31250	Cemetery		0		15625		15625
5000		5000	Dilapidations/Maint		0		2500		2500
25000		25000	Equipment		0		12500		12500
0		0	Friarscroft Land/New Office		0		0		0
5000		5000	Grants		0		2500		2500
23000		23000	Ketts Park		0		11500		11500
13000		13000	Street Lights		0		6500		6500
5000		5000	Market Cross Refurbishment		0		2500		2500
7500		12500	New Projects		0		6250		6250
3500		3500	Open Spaces		0		1750		1750
5000		5000	Play Site Safety		0		2500		2500
0		0	Browick Road Rec		30000		0		30000
0		0	TIC		0		0		0
2500		2500	Toilets				1250		1250
1500	127250	1500	132250	Youth Support	0	30000	750	66125	750
									96125
-656638		-603032	FUNDING REQUIREMENT		-2821		-301516		-304337
656638		603302	Precept				301516		301516
0		0	Surplus		-2821		0		-2821

Local Government Association
Model Councillor Code of Conduct 2020

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registerable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the

	<p>councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>

	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

- a) any unpaid directorships
 - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
 - c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Risk / Hazard

ID Requirement / Control

Assessment year: 2022

Likelihood & Impact
Score
Action to be taken
Responsibility & Action by date completed

Allotments

52 Environmental

Untidy Plots,

Medium

4

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 reports problems and notifies Council if holders pass away or move.

31/12/2023

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.

Clerk

304 Environmental

Vermin.

Medium

4

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.

31/12/2023

To control and minimise impact.

Define responsibility for standards of hygiene/cleanliness etc of site - Allotment holders - Allotment site near river.

Enforce conditions of tenancy agreement.

Weekly inspection by Council Grounds Staff.

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):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
 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).

Assessment year: 2022

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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Bus Shelters

265	Environmental	Vandalism.	Medium	4	Bus shelters monitored weekly and vandalism Graffiti reported to police.	31/12/2023	
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To minimise the risk of loss/damage/injury arising from vandalism.

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

Clerk

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kevin Hum

Signed by responsible Finance officer: Trevor Gurney

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
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 4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS .

Risk / Hazard

ID Requirement / Control

Assessment year: 2022

Likelihood & Impact Score Action to be taken Responsibility & Action by date Action completed

Cemeteries/Churchyards

293 Environmental

Dog fouling.

Medium

4

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

31/12/2023

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.

Clerk

Submitted to council:

No of issues listed: 1

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

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
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4. Action completed - that the proposed action has been taken (ticked)

(not recorded on LCRS .

Assessment year: 2022

Risk / Hazard

ID	Requirement / Control	Likelihood & Impact	Score	Action to be taken	Responsibility & Action by	Action by date	Action completed
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Employment of Staff

17 Professional Inability to recruit. Medium 4 Vacancy advertised on website, Facebook page and external sites.

To improve recruitment.

Exit interviews held if required by employee.

Vacancies advertised in 'About Wymondham' newsletter and on Council website and facebook page.

Recruitment policy reviewed when the need arises to recruit staff.

Submitted to council:

No of issues listed: 1

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kevin Hum

Signed by responsible Finance officer: Trevor Gurney

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
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 4. Action completed - that the proposed action has been taken (ticked)
- (not recorded on LCRS .

Risk / Hazard

ID Requirement / Control

Assessment year: 2022

Likelihood & Impact Score Action to be taken Responsibility & Action by Action by date Action completed

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

Medium 4 Acts of vandalism reported by Cleaning contractors.

31/12/2023

Clerk

Submitted to council:

No of issues listed: 1

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

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
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 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 .

Assessment year: 2022

Risk / Hazard

Requirement / Control

Likelihood & Impact

Score

Responsibility & Action by

Action by date completed

Skatepark

366 Environmental Vandalism

Medium High

6 Skatepark situated at Browick Road recreation ground in an open easily accessible area. Situation monitored on an almost daily basis by Grounds Staff. Deris and Glass constantly found on or near site and cleared away. Constant graffiti.

31/12/2023

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.

Inadequate Safety Signage

Medium Medium

4 various notices installed and continually vandalised.

31/12/2023

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.

Clerk

Submitted to council:

No of issues listed: 2

Minute reference:

Date:

Signed by chairperson - Chairperson name: Kevin Hum

Signed by responsible Finance officer: Trevor Gurney

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
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).

Christmas lights working group recommendation

At its meeting on 6th December the working group discussed the available options with regard for the future of Christmas lights in the town, including the Market place. The options discussed included -

- a) Have no lights
- b) Maintain current situation
- c) WTC to supply, store and maintain all lights, and install lights to Market place. Volunteer group to install lights through town.
- d) WTC to supply and install all lights
- e) Any hybrid

As a highly motivated volunteer group is already in place, it was agreed to seek the Councils approval to move forward with option c above.

Discussions relating to power supply, fixings, costs and possible funding options including sponsorship also took place, but it was felt that until a direction of travel had been agreed, any in depth discussion on these topics was not worthwhile.

The Council is therefore requested to agree in principle to the working group's recommendation, subject to further information to be provided in due course.

Town centre CCTV



Background

Councillors will be aware of the fire that destroyed the newly installed litter bin on the market place, earlier this year. This apparent act of vandalism could easily have caused damage too, or even destroyed, our historic market cross building.

Unfortunately, this was not an isolated incident, a few years ago it was only the quick action of a member of the Co-Op staff that prevented newspaper that had been placed around one of the timber supports of the building being set alight.

These potentially very serious incidents along with the reports of anti-social behaviour have highlighted the need for reliable CCTV around the market place.

Next steps

Working with the clerk, a site visit with a local contractor was arranged, and his recommendations and quote are attached.

It should be noted that no agreement has yet been reached with the landlords or business owners of the proposed mounting sites, but this will be sought if the scheme is agreed.

Proposal

The council authorises the purchase and installation of CCTV equipment as specified in the quotation from Oaks CCTV Ltd including the full 5-year maintenance agreement.

Proposer Cllr Holden

Office | Wymondham Town Council

From: oakscctv@gmail.com
Sent: 29 October 2022 11:09
To: Office | Wymondham Town Council
Subject: Proposal for a new HD CCTV System at the Market Place, Wymondham
Attachments: CCTVCOMM 28.10.22 Wymondham Town Council.doc; COMPANY PROFILE.doc; Maintenance 24 hour.doc; Hikvision 7604-08 NVR up to 4K 2022.pdf; FVS 28 inch 4K cctv monitor 2022.pdf; System Q 5.8 wi fi bridge + 450 mbps 2022.pdf; Hikvision 2047 4Mp bullet IP + 2.8 + colour 247 2022.pdf; Wymondham TC CCTV plan.pdf

Hello Trevor

Re: Proposal for a new HD CCTV System at the Market Place, Wymondham.

Further to my meeting with yourself and Tony, I have put together the following details based on fitting a stand alone 4 camera system linked back to the Market Cross office via wireless video bridges.

As discussed, one of the main issues will be the availability of power from building near to each camera location. This may therefore determine the exact location of every camera. I therefore have shown the ideal locations on the attached pictures but this may need to change depending on power feed location.

Note that all cameras will be linked back to the Market Cross via high quality wireless video links. We can also set the cameras up to prioritise and tag recordings of human and vehicles especially after hours as well if you require.

Lastly, the best cameras to use are the latest 24/7 colour versions which are very impressive especially in well lit town centre areas.

Equipment

4 x External Hikvision 2047 4 megapixel bullet cameras using the latest AcuSense and ColourVu technology. These cameras have a wide angle 90° lens, sun/rain hood, colour 24/7 and built in human/vehicle recognition. Complete with 3 year warranty. To be located as shown on the plans.

3 x System Q 5.8Ghz wireless video bridges to transmit video images from the cameras to the office, 2 year warranty.

3 x Hikvision 4 way PoE switches and boxes, 3 year warranty.

1 x SPRO 28" widescreen 4K CCTV monitor and stand, 2 year warranty.

1 x Hikvision 7608 8 input NVR recorder with mouse control network port, 4Tb hard drive, 3 year warranty.

1 x Set of cables, power supplies, connectors, boxes etc.

Full training in the systems use and operation with relevant documentation.

Warning Signs – Free of charge

TERMS

To supply and install the foregoing equipment with one year full maintenance would cost:-

PURCHASE.....£3150 + VAT
(excluding maintenance after 12 months)

or £3810 + VAT including full 5 year maintenance (Includes one year free)

Hopefully I have covered the main details but if you need more information or to arrange another meeting please let me know.

Kind regards,

Mark Palmer
Managing Director
Oaks CCTV Ltd
Tel: 01953 601775
Mob: 07860 750166
www.oakscctv.co.uk

OAKS C.C.T.V. LIMITED
Quality • Service • Reliability



Background

Wymondham has for generations been the central hub for the surrounding villages and settlements acting as an important commercial centre for the area. Recent retail decline, accelerated by the pandemic has changed the way people shop and use the town. Like many others up and down the country, footfall in its streets has declined.

Over the years the town has been bypassed, driving through traffic to the east and the seismic shift in shopping habits, internet shopping and the large retail offer and easy access to Norwich, Cambridge and beyond, have all contributed to the decline of our traditional High Street. Again, like many Market Towns, Wymondham has struggled to maintain its identity and attract new traders and the subsequent retail following they deliver.

In recent years consultants' reports proposing public realm improvements have been commissioned by the district council and others, looking at how Wymondham can reverse the decline of the town, with the district council alone spending in excess of £36,000 of public funds on the project. A range of exciting proposals designed to improve access and lengthen dwell times have always been dependent on securing suitable funding. The district council has made bids to government high street funds but has always been thwarted as levels of deprivation in the town have never been able to be demonstrated, compared with Great Yarmouth, Thetford, and Kings Lynn for example.

At the onset of Covid 19 the district council supported by a temporary traffic regulation order (TTRO) installed temporary planters outside the Cross Keys public house and Mad Hatters tea shop, to give shoppers room to socially distance and allow the shops to spill out onto the pavements, creating a space for people to relax and spend time. It also served to create a one-way system, making the transition from the pavement to market place a safer proposition; effectively connecting the spaces. A proposal to make this change permanent was discussed between the district, NCC and WTC and at its meeting on 6th September 2022 (minute ref 124/22) the town council agreed to allocate £50,000 of CIL money towards developing the proposal further. Due to concerns raised outside the control of either the town or district council, the project has had to be postponed, with the realistic possibility that it could be cancelled altogether.

From adversity to opportunity

As outlined above, the town council has already demonstrated its commitment to supporting its businesses and making the town a better place to shop and spend time in. Indeed, it has already invested in tangible efforts. January 2023 will see a part-time coordinator, funded by this town council, beginning to engage with local shops and businesses and work hand in hand with the district council in coordinating and promoting its retail and tourist attraction offer to the wider world. This collaborative effort could now reap further benefits from the failure of the immediate project to renew the TTRO. Disappointing as it first appears, it has provided the opportunity to look at a much larger project with the backing of the District Council, potentially seeking improvement to the area of the town from the Market Place to

Town Centre regeneration

Becket's Chapel, utilising data and proposals from the Wynne Williams report and others previously mentioned as a starting point.

However, a big project inevitably comes with a big price tag, and the town council cannot 'go it alone' as the cost of such ambitious changes, as demonstrated by recent work of this nature in Harleston, would be expected to reach or easily exceed £1m. Therefore, a similar commitment to access future funding from South Norfolk would rest on the Town Council demonstrating that it is prepared to commit from its CIL receipts towards a proportion of the costs in a collaborative approach to the public realm improvements in a similar approach to that taken in Harleston.

It is proposed that a project of this scale could be funded by -

- a) The town council agreeing to earmark an additional £200,000 of CIL money bringing its total commitment to £250,000 for town regeneration
- b) The district council has indicated it will allocate the proceeds from the sale of the former Council offices in Middleton Street to the project.
- c) The district council's CIL co-investment scheme would offer a further £250,000 to the project matching the £250,000 commitment by WTC.
- d) Other funding sources are identified by district council officers.

Moving forward

Subject to agreement by this Council, more detailed proposals will be prepared and costed for further consideration. South Norfolk Council are at this stage looking for a commitment by Wymondham Town Council, as was the case in Harleston, to take this proposal to the next stage of development.

Once a draft proposal for town regeneration is developed a full local consultation exercise would follow prior to final consideration by a project board, set up to oversee the project and made up of officers and representatives of all the partners. There would be no requirement to spend any CIL receipts until a final plan had been approved.

Without this council's financial commitment as indicated in the resolution below, the town regeneration scheme will not be carried forward.

Proposal

The council resolves:

1. To work with South Norfolk Council and other partners to develop a proposal for town regeneration, taking account of previous reports and the recently prepared Wymondham Neighbourhood Plan.
2. To demonstrate commitment to a town regeneration proposal by ringfencing £250,000 of Community Infrastructure Levy receipts towards this scheme

Proposed Cllr Tony Holden