

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

A MEETING OF THE TOWN COUNCIL is to be held on

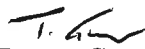
TUESDAY 1st March 2022 at 7.00 pm in the

COUNCIL OFFICES

A G E N D A

	Chairman to ask if anyone wishes to record proceedings and if so to remind those present that a set of guidelines have been adopted by the Council.	
1	Apologies for absences	
2	Presentation By Graham Peers (South Norfolk Council Tourism Officer) followed by short Q&A session by Councillors.	
3	Declarations of Interest	A
4	To resolve that the minutes of the Council meeting held on 1 st February 2022 are a correct record.	B
5	To receive an update about progress of items from the last meeting of the Council on 1 st February 2022 / previous meetings. 1. To note the notes and confirm the recommendation of the New Cemetery Working Group meetings held on 25 th January 2022. And 11 th February 2022. 2. To note the notes of the Browick Road Recreation Ground Working Group meeting held on 15 th February 2022. 3. To note the notes and confirm the recommendations of the Council Buildings, Health & Safety and Personnel working group meeting held on 22 nd February 2022.	C D E
6	To note the minutes and ratify the decisions of the Finance & General Purposes Committee meeting held on 15 th February 2022.	F
7	To confirm payment of monthly creditors – February 2022.	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	Town Co-ordinator – To formally establish or otherwise a formal Town Co-ordinator role.	
10	To formally approve a new Whistle-blower policy.	H
11	To formally approve job descriptions following the review by the Councils Building, Health & Safety and Personnel working group.	I
12	Representatives on Outside Bodies 1. To note resignation of Cllr. Halls – Lizard Trustees. 2. To appoint new Trustee – Lizard Trustees.	
13	Annual Parish Meeting (26/4/22)– To note guest Speaker – Wymondham Archive Group.	
14	Meeting Room Access – Cllr. Carsok.	J
15	Reports from County / District Councillors	
16	Reports from representatives on outside committees	

23rd February 2022


Trevor Gurney (Town Clerk)
Council Offices Ketts Park
Harts Farm Road
Wymondham
NR18 0UT

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

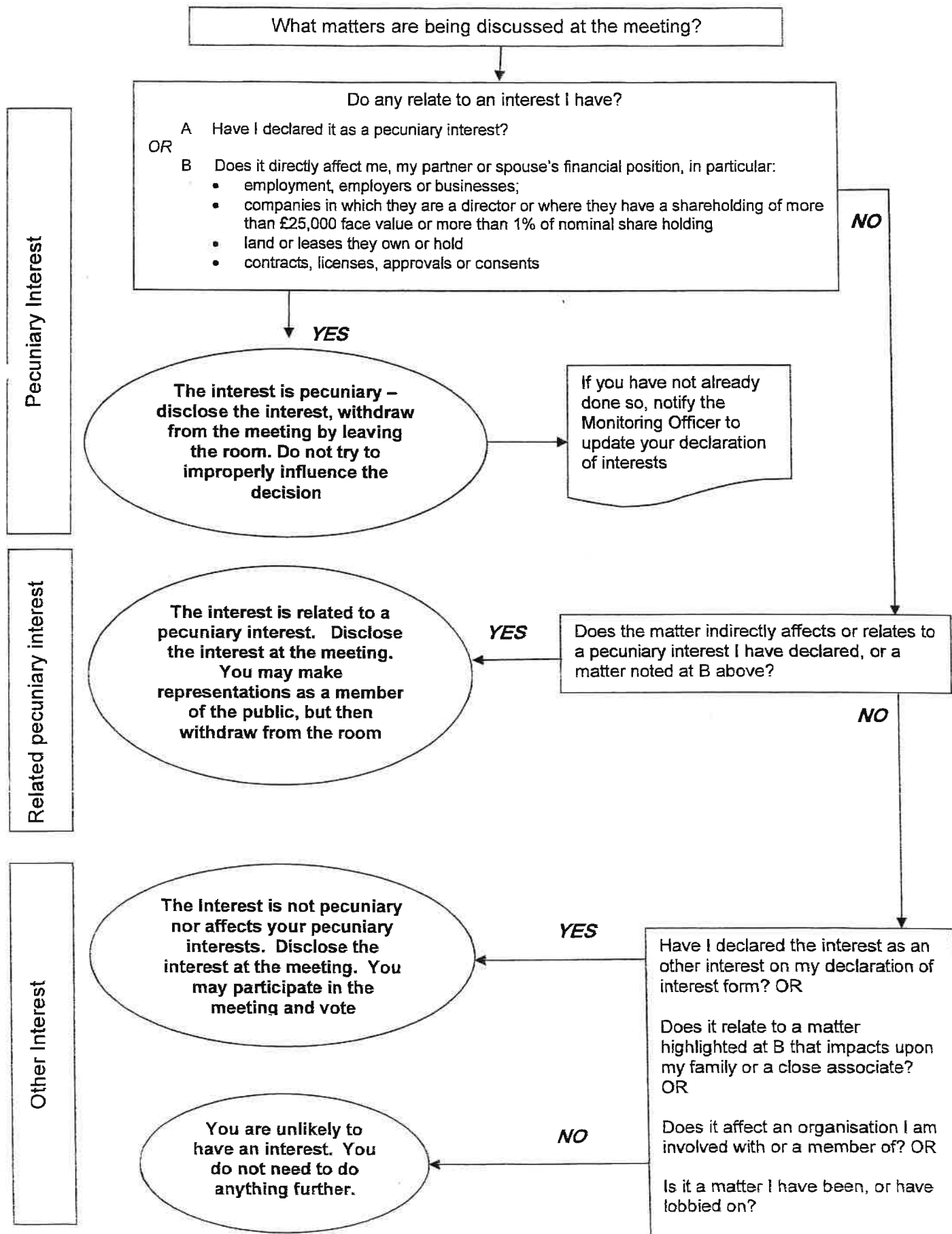
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WYMONDHAM TOWN COUNCIL
MINUTES OF A TOWN COUNCIL
MEETING HELD ON TUESDAY 1st February 2022
in the Council Offices at 7.00 pm.

Councillors Present

S Nuri-Nixon	P Broome	K Hurn
K Cross	P Hubble	Y Astley
A Holden	J Halls	I Flatt
A James	K Carsok	R Elliott

Member(s) of the Public: 1

Councillor Hurn in the Chair

013/22	<u>APOLOGIES FOR ABSENCE</u> – Cllrs. Savage & Murrell.
014/22	<u>DECLARATIONS OF INTEREST</u> – None.
015/22	<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 January 2022 were unanimously approved as a correct record.
016/22	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> • Council Buildings, Health & Safety & Personnel Working Group – notes of their meeting held on 18th January 2022 were noted and their recommendations ratified. The businesses data to be updated before contact is made in order that replies can be considered before the work in respect of the proposed Town Co-ordinator position is completed.
017/22	<u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE</u> minutes of meeting held on 18th January 2022 were noted.
018/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Elliott it was resolved to pay accounts for January 2022, as per the submitted list in the sum of £18,483.74 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £7,899.28
019/22	<u>PUBLIC PARTICIPATION:</u> None.
020/22	<u>FARMERS MARKET COMMUNITY STALL</u> Cllr. Elliott introduced his paper to formalise a community stall on the Farmers Market. It was agreed that this would be for none trading activities and would be free of charge with the emphasis on Wymondham based organisations. The pitch would be published on the Councils Facebook and web pages. Upon the proposition of Cllr. Elliott and seconded by Cllr. Cross it was unanimously resolved that this council agrees that a single market stall, under the Market Cross canopy, is made freely available for a local Wymondham charity or community organisation for each Farmers' Market, starting in February 2022.

021/22	<u>REPRESENTATIVES ON OUTSIDE BODIES</u> <ul style="list-style-type: none"> • Resignation of Cllr. Elliott from Greening Wymondham was noted. • Upon the proposition of Cllr. Elliott and seconded by Cllr. Holden it was resolved to appoint Cllr. Carsok as the Councils representative to Greening Wymondham.
022/22	<u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council</u> – Cllr. Hurn on behalf of Cllr. Savage. <ul style="list-style-type: none"> • New recycling centre for Wymondham proposed for site at Spooner Row. • A11 Northbound closed overnight 31/1/22-11/2/22 for road works <u>South Norfolk Council</u> –Cllr. Halls <ul style="list-style-type: none"> • Following flooding issues <ul style="list-style-type: none"> ○ SNC propose to employ a Water Management Officer. ○ Work has undertaken to identify ditches that should be maintained.
023/22	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u> <ul style="list-style-type: none"> • Cllr. Holden -Allotment Association – Sheds broken into, and items stolen. • Cllr. James – Wymondham Access Group – formally consultees re Railway Station Access. • Cllr. Halls – Lizard Trustees – has formally resigned.

[The meeting closed at 19.46 pm]

DATED thisday of2022

SIGNED(Chairman)

WYOMDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
271	EDF	Elec 23/11/21-27/12/21	Est - Electricity	4040		126.05	6.30	132.35	706747
272	Richard Stone	Delivery of Wyomdham Magazine	About Wyomdham Distribution	4810		507.60	0.00	507.60	706748
273	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	108.04		21.61		
		Wheeled Bin Account	Cemetery Refuse	4420	108.04				
274	BT	Telephone and Internet	Admin - Telephone	4320		10.28	2.06	259.30	706749
275	Netmatters Ltd	Time and skills on web for Dec 21	Admin Print/Stationery	4310		85.00	17.00	102.00	706751
276	Alan R Cross & Son	Supply wireless doorbell	Est - Miscellaneous	4090		55.50	11.10	66.60	706752
277	Wyomdham Tyre Services Ltd	Van battery	Est - van maintenance	4155		128.00	25.60	153.60	706753
278	EE	Groundsman's telephone - December	Admin - telephone	4320		15.64	3.13	18.77	706754
279	Wyomdham Community Book Shop	2 x £25.00 book vouchers - schools	Est - Miscellaneous	4090		50.00	0.00	50.00	706755
280	Edmundson Electrical Ltd	Light bulb - Grounds staff maintenance shed	Cemetery - maintenance	4440		6.37	1.27	7.64	706756
281	Abbeigate Garage Ltd	Fuel Account	L & E Maintenance	6130		149.86	29.97	179.83	706757
282	Post Office Ltd	Vehicle tax	Est - van maintenance	4155		275.00	0.00	275.00	706758
283	Biffa Waste Services Ltd	Rental charges	Cemetery Refuse	4420		11.91	2.38	14.29	706759
284	Stannah Lift Services Ltd	Repair to lift	Est - Miscellaneous	4090		968.30	193.66	1,161.96	706760
285	E.ON Next	Elec 1/12/21-31/12/21	L & E Electric - Browick	6040		14.93	0.75	15.68	706761
286	Biffa Waste Services Ltd	Overweight charge	Cemetery Refuse	4420		15.18	3.04	18.22	706762
287	The Mid-Norfolk Railway Preservation Trust	Grant	Grants	4700		1,200.00	0.00	1,200.00	706763
288	C & L Mail Order Ltd	Acrylic numbered discs	Allotments	4600		51.50	10.30	61.80	706764
289	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000		1,444.52	288.91	1,733.43	706765
290	Hugh Crane Cleaning Equipment Ltd	3 x 5 litre liquid soap	Public toilets	4300		23.76	4.75	28.51	706766
291	Larking Gowen	Mid year internal audit for y/e 31.3.22	Est - Audit	4110		1,410.00	282.00	1,692.00	706767
292	HMRC	PAYE/NIC	PAYE/NIC	4000		2,771.50	0.00	2,771.50	706768
293	Norfolk Pension Fund	Pensions	Pensions	4000		3,091.16	0.00	3,091.16	706769
294	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	706770
295	Anglian Internet	Remote support - Upgrade on Sage	Admin - Print/Stationery	4310		30.00	6.00	36.00	706771
296	Information Commissioners Office	Data Protection renewal	Est - Miscellaneous	4090		40.00	0.00	40.00	706772
297	Jewson Ltd	White rock salt	L & E Maintenance	6130		61.70	12.34	74.04	706773
298	Ernest Doe & Sons Ltd	Paint brush, file, paint, kirkweld, cable ties, screen wash	L & E Maintenance	6130	158.74		31.75		
299	Broadland Tree Services	Brake part cleaner, blade, filters, V belt, air filter, cable, repairs	L & E Equipment maintenance	6140	2091.51		418.30	2,700.30	706774
300	Rosedale Funeral Home	Remove dead tree Rothbury Park, cut back trees Ketts Park	L & E Maintenance	6130		1,300.00	260.00	1,560.00	706775
301	Cash	Refund of duplicate BACS payment	Est - Miscellaneous	4090		100.00	0.00	100.00	706776
		Kitchen supplies	Est - Miscellaneous	4090	24.61		0.00		
		Varnish for noticeboard	L & E Maintenance	6130	9.97		1.99		
		Post clips	L & E Maintenance	6130	7.74		1.55	45.86	706777
					2,508.65	14,063.76	1,657.37	18,229.78	
	Direct Debits								
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		82.25	16.45	98.70	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		97.97	19.59	117.56	
	Npower Commercial Gas Ltd	Electricity	Est - Electricity	4040		35.90	1.80	37.70	
					2,508.65	14,279.88	1,695.21	18,483.74	
					Deputy Chairman				
					Chairman				

31st January 2022

WYMONDHAM TOWN COUNCIL SALARIES

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

..... Chairman

..... Deputy Chairman

31 January 2022

WYMONDHAM TOWN COUNCIL

New Cemetery Working Group

Notes of meeting held on 25th January 2022 at 2.30pmand 11th February 2022 at 9.00 am both in the Council Offices.

Present :	Cllr. A Holden
	Cllr. J Halls
	Cllr. P Broome
	Cllr. Hurn
	Cllr. Holden
Town Clerk	T Gurney

1	Apologies for absence: None.
2	Declarations of Interest: None.
3	Upon the resolution of Cllr. Halls and seconded by Cllr. Hurn it was resolved to approve the notes of the meeting held on 8 th September 2021
4	There were no matters arising from the meeting on 8 th September 2021.
5	Clerk advised that a preliminary block plan of the site had been received from Cemetery Development Services (CDS). Discussion then took place regarding different layouts including possibly a loop road. It was agreed that representatives from CDS would be invited to attend a further meeting for an exchange of ideas.
6	Discussion took place over the funding of the project, and it was resolved to recommend that the full balance of the Community Infrastructure Levy (CIL) be <i>vired</i> to the Cemetery Reserve.
	(This meeting closed at 15.30pm)
	New Cemetery Working Group Notes of meeting held on 11 th February 2022
	Attendees – As meeting on 25 th January 2022 together with Ben Copeland & Anne Jennings representing CDS.
7	A general discussion took place on the proposed positioning of a building which would incorporate an assembly room for mourners and equipment storage/welfare facilities and a secure compound. This needs to be determined so that the proper investigations can take place in respect of soil and drainage. Road/path layouts were discussed as was the need for the following: <ul style="list-style-type: none"> • Baby section • Non- faith section • Potential private family burial plots • Cremation remains section

- Full interments (double plots)
- Possible future glade area.

The importance of installing infrastructure at the beginning was emphasised so as to mitigate possible disruption in the future.

Car parking for approx. 30 cars plus an overflow (grasscrete) area was discussed.

Planning will require a drainage strategy, Environment strategy and geo-technical surveys together with a visual appraisal. Improvements to biodiversity, landscaping and potential wildflower areas are key, as is the choice of native species.

CDS will now proceed to draw up further plans and costings.

(This meeting closed at 11.15 am)

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DATED this day of 2022

SIGNED (Chairman)

WYMONDHAM TOWN COUNCIL

Browick Road Recreation Ground Review Working Group

Notes of meeting held on 15th February 2022 at 17.00pm in the Council Offices.

Present:	Cllr. Nuri - Nixon
	Cllr. K Carsok
	Cllr. K Hurn
	Cllr. P Broome
Town Clerk	T Gurney

1	<u>APOLOGIES</u> – Cllr. James.
2	<u>DECLARATIONS OF INTEREST</u> – None.
3	<u>MEETING 16th DECEMBER 2021</u> It was resolved to accept the notes of the meeting.
4	<u>MATTERS ARISING FROM THE MEETING HELD ON 16th DECEMBER 2021</u> – None.
5	<p><u>GENERAL DISCUSSION</u></p> <p>Contact had been made with a company called Freestyle Collective who had provided some illustrations of scheme costing from £300K to £1m.</p> <p>It will be important to identify stakeholders including potential user's groups, Wymondham Access Group, residents, other Councils, police etc. Contact had already been made with a SNC officer – Steve Peet – Leisure Business Development Manager. He has advised that SNC have already used two companies to undertake work – FMS & Alliance and it would seem that appointing a firm to undertake consultation work and to prepare plans for the site is the way forward. This could cost in the region of £15,000 and it may be possible to seek some funding from SNC. Once an approved plan is in place then funding can be sought.</p> <p>Future steps:</p> <ol style="list-style-type: none"> 1. Arrange meeting with Steve Peet (SNC) for week commencing 23/3/22 2. Seek funding for consultants. 3. Consider maintenance costs. 4. Should there be a small building (Café) 5. Age groups – what facilities are required 6. Consider parking arrangements.

[The meeting closed at 17.55 pm]

DATED this day of2022

SIGNED

WYMONDHAM TOWN COUNCIL
NOTES OF A MEETING OF
THE COUNCIL BUILDING, HEALTH AND SAFETY
& PERSONNEL WORKING GROUP MEETING
HELD ON 22nd FEBRUARY 2022 AT 9.00am

Present: Cllrs. Cllr. P Broome
 Cllr. R Savage
 Cllr. S Nuri- Nixon

1. APOLOGIES FOR ABSENCE – Cllr. Halls
2. DECLARATIONS OF INTEREST– None.
3. EXCLUSION OF PRESS AND PUBLIC It was resolved under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
4. NOTES OF THE MEETING The confidential notes of the meeting held on 18th January 2022 were unanimously approved and signed by the Chairman as a true record.
5. MATTERS ARISING – None.
6. TOWN CO-ORDINATOR Clerk re- iterated the present position that a draft Job specification had been prepared following the previous working group meeting. He advised that the business contact list supplied by Cllr. Carsok had been amalgamated with the direct responses received by the Council resulting in 34 contacts. As agreed, an email had been sent to these asking for their 3 priorities resulting in five business responses and one from the Baptist Church. These were considered to ensure their thoughts were covered by the job description which was then completed for ratification by the full Council.

In respect of salary, it was agreed to recommend the following NJC band - scale point 22 (£27041) to scale point 31 (£34,728) pro -rata depending upon experience & qualifications. (Pay award pending).

The above decisions to be ratified by full Council.

[Meeting closed at 10.45 am]

DATED this day of2022.

SIGNED (Chairman)

Wymondham Town Centre Co-ordinator

Primary responsibility Provision of a responsive/reactive business support service including signposting and providing advice on funding and grants. Delivering tailored support for a wide range of businesses and stakeholders and to promote the attributes of the Town to residents and visitors.

Reporting to Town Clerk

16 hours per week – one year fixed term contract.

Job Purpose

- To communicate with other partners & stakeholders in respect of the management of the infrastructure, environment, and public realm for the wellbeing of the town as far as reasonably practical.
- To co-ordinate promotion of Wymondham and its hinterland
- To work with partners to create a town where shopping, working, living, and doing business are positive experiences

Key Responsibilities

- To liaise with the Clerk and external partners to ensure that the town is routinely checked and kept safe, clean, tidy, and welcoming.
- To liaise with relevant organisations to ensure the development, maintenance, and enhancement of a first-class public realm to sustain and enhance the “welcome” of the town, and be a great place to live, work and run a business.
- To promote the attributes of the Town.
- Design and deliver pro-active business support activities including workshops.
- Systematically gather and record business intelligence using it to inform the design and delivery of support activities.
- To be a principal point of contact for all routine town related matters including events, markets, street trading, pedlars etc
- Maximise the use of the Council’s communication channels to provide current and relevant information to businesses.
- Develop and maintain relationships between businesses, Wymondham Town Council, South Norfolk Council, Norfolk County Council, the Police, Resident’s, community groups and other town groups.
- Actively promote stakeholder meetings and events
- Secure sponsorship and other funding support, including grants to deliver Town enhancements
- Undertake specific projects as determined by the Town Council from their inception to completion and prepare and present reports at Town Council meetings

Person Specification

Category	Criteria	How Assessed
Experience	<p>Educated to degree standard or relevant experience of working in town management or shopping centre or retail development role, management or in regeneration</p> <p>A track record of successful project management and delivery</p> <p>Working knowledge and understanding of current business and social enterprise legislation and issues at a national, regional, and local level</p> <p>Experience in marketing, promotion, and Public Relations</p> <p>Experience of working under pressure including tight timescales</p> <p>An understanding and experience of the private sector, ideally retail and town management</p> <p>Flexible approach to working arrangements (evening work may be required)</p>	Application form/interview
Skills, abilities, knowledge	<p>A good understanding of IT systems and the ability to use standard IT software systems including Word, Excel, Internet Explorer and Outlook</p> <p>An ability to exercise a high degree of personal initiative and independent action, with strong organisational and time management skills</p> <p>Ability to write funding bids to secure external funding</p> <p>Understanding of how Local Government works and partnership working</p> <p>Ability to adopt a problem solving and flexible approach</p>	Application form/interview

	<p>Ability to apply consistently strong and effective written and verbal communication and presentation skills that inspire confidence, trust, and respect</p> <p>Excellent interpersonal skills with the ability and confidence to persuade, advise, negotiate and influence audiences from a variety of organisations</p> <p>Operational Knowledge of Social Media platforms</p>	
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Key Performance Indicators

Category	Criteria	How Assessed
<u>Funding</u>	To secure a minimum of £100,000 pa grant funding for infrastructure and realm improvement purposes	New money not funding available from South Norfolk or Norfolk County Councils. Receipt of funds
<u>Funding</u>	To secure minimum grant funding of a minimum of £50,000 towards the shortfall for the access improvements to Wymondham Railway Station	New money not funding available from South Norfolk or Norfolk County Councils. Receipt of funds
Tourism	An increase from 2019 base-line of 2 additional tourist coaches per week visiting town in July and August either direct or via the Mid Norfolk Railway and 1 additional coach in the months of June & September	Record of coach visits
Tourism	A 10% increase in footfall through the Town Centre over the 2019 base- line	Measured by car park ticket sales and/or Mid Norfolk railway passenger numbers
<u>Town Centre Footfall</u>	Increase footfall, profits and turnover	Business liaison and reporting of activity levels

WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE & GENERAL
PURPOSES COMMITTEE held on Tuesday 15th February 2022
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Cross
	Elliott (Chair)

Also Present

Cllrs. Carsok, Broome & Nuri-Nixon.

F01/22	<u>APOLOGIES FOR ABSENCE</u> – None
F02/22	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> Cllr. Hurn – Scouts grant application – allocated South Norfolk Council members grant – non-pecuniary.
F03/22	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Halls and seconded by Cllr. Flatt it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 15 th February 2022 as a correct record.
F04/22	<u>PROGRESS UPDATES</u> None.
F05/22	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> Cllr. Carsok referred to the grant application from Wymondham in Bloom to encourage more businesses to participate.
F06/22	<u>COUNCIL FEES / CHARGES</u> After discussion in respect of fees charged by neighbouring Council's upon the proposition of Cllr. Hurn and seconded by Cllr. Flatt it was resolved to recommend a new scale of fees and charges to the full Council with effect from 1 st April 2022, in accordance with the schedule appended to these minutes.
F07/22	<u>INTERNAL AUDIT</u> - Letter from Larking Gowen advising 'Whilst we did not identify any instances of non-compliance, we take this opportunity to record one good practice suggestion below – 'Whistleblowing policy' was noted.
F08/22	<u>GRANT APPLICATION</u> Upon the proposition of Cllr. Hurn and seconded by Cllr. Halls it was unanimously resolved to award a grant of £1050 to Wymondham Scouts to assist in the replacement of their building's roof and electrical works.
F09/22	<u>GRANT APPLICATION</u> After discussion upon the proposition of Cllr. Cross and seconded by Cllr. Flatt it was resolved to award a grant of £2700 to Wymondham in Bloom being a maximum of £2,500 towards a 50% subsidy of hanging baskets and £200 for entry fees, printing of flyers costing £400.

F10/22	<p><u>PLANTER SPONSORSHIP</u> Paper prepared by Cllr. Carsok on a sponsorship scheme for planters was discussed. Upon the resolution of Cllr.Hurn and seconded by Cllr. Halls it was unanimously resolved that for one standard Amberol planter the sponsorship fee per year would be £50. This charge would not include the cost of producing the signage. If a business wish to sponsor three or more planters simultaneously a bulk discount would be offered being £145 for one year or £280 for two years. The new four-tiered planter next to the public toilets will be charged at £100 per annum.</p> <p>Scheme to be advertised on Council website.</p>
F11/22	<p><u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as at 31st December 2021 as shown by the 'Draft Internal' accounts that had been prepared. Income is in surplus against budget by £5809 with expenditure below budget by £13827 Clerk then outlined some of the significant variances gave explanations and answered questions raised.</p>

[The meeting closed at 20.06 pm]

DATED this day of2022

SIGNED (Chairman)

[illegible]

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

NO	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
302	Sanitec Cleaning (Norwich) Ltd	Daily clean of public toilets and emergency clean - January	Public Toilets	4300		940.33	188.07	1,128.40	706778
303	Viking	Postage stamps	Admin - Postages	4330	149.50				
		Tip-ex and envelopes and black sacks	Admin - Print/stationery	4310	32.95		6.59	189.04	706779
304	EDF	Elec 28/12/21-25/1/22	TIC - electricity	8040		67.09	3.35	70.44	706781
305	Anglian Water Services Ltd c/c Savills UK Ltd	Uplift of rent for 14/6/21-24/3/22	Allotments	4600		213.61	0.00	213.61	706782
306	Viking	Black sacks	L & E Maintenance	6130		72.98	14.60	87.58	706783
307	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000		357.07	71.41	428.48	706784
308	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		279.52	55.89	335.41	706785
309	E.ON Next	Elec 1/1/22-31/1/22	L & E electric - Browick	6040		13.36	0.67	14.03	706787
310	E.ON Next	Elec 1/12/21-31/1/22	L & E Maintenance	4040		1,003.01	200.60	1,203.61	706789
311	HMRC	PAYE/NIC	Est - Electricity	4000		2,611.18	0.00	2,611.18	706791
312	Norfolk Pension Fund	Pensions	PAYE/NIC	4000		3,152.17	0.00	3,152.17	706792
313	R W Rice	Fee for Permissive footpath - Tiffney Valley	Pensions	4000		600.00	0.00	600.00	706793
314	Hays Recruitment	Temporary Ground staff	L & E Brighter Wymondham	6160		2,402.12	480.44	2,882.56	706794
315	Cemetery Development Services Ltd	Block plan design	Salaries and wages	4000		750.00	150.00	900.00	706795
316	Mrs O Gaul	Cleaning of Council Offices	Est - Miscellaneous	4090		120.00	0.00	120.00	706796
317	Farmbits Direct Limited	32 No. posts	Est - Cleaning	4050		136.00	27.20	163.20	706797
318	Stannah Lift Services Limited	Service Stannah Maxi Hydraulic lift 10/11/21-9/2/22	Est- Miscellaneous	4090		162.50	32.50	195.00	706798
319	Cleaning Supplies Ltd	Mini jumbo toilet rolls	Public toilets	4300		103.90	20.78	124.68	706799
320	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	100.35				
		Wheeled Bin Account	Cemetery Refuse	4420	92.26				
321	Canon UK Ltd	Lease charges 1/3/22-31/5/22	Admin - Print/stationery	4310		98.03	19.61	117.64	706801
322	Wymondham Tyre Services Ltd	1 No. inner tube	L & E Maintenance	6130		18.00	3.60	21.60	706802
323	Jewson	Postcrete, masonry paint, rawl plugs, sealant, drill bit	L & E Maintenance	6130	60.35		12.07		
		Union strongbolt 5 lever sashlock	Public Toilets	4300	35.40		7.08	114.90	706803
324	Ernest Doe & Sons Ltd	Repairs to flail	L & E Equipment maintenance	6140	692.52		138.51		
		Starter cord, batteries, axe, mole trap, wood glue, tape	L & E maintenance	6130	118.06		23.26	972.35	706804
325	Mr P Baker	Retention of Health & Safety Services for 12 months	Est - Health & Safety	4195		600.00	0.00	600.00	706805
326	South Norfolk Council	By-election 6 May 2021	Est - Miscellaneous	4090	2,859.43		0.00		
		By-election 21 October 2021	Est - Miscellaneous	4090	7,007.24		0.00	9,866.67	706806
327	Viking	Staples, A-Z expand files, hole punch	Admin - Print/stationery	4310		41.65	8.33	49.98	706807
328	North Wymondham Community Centre Association	Grant	Grants - General	4700		1,500.00	0.00	1,500.00	706808
329	Collier Turf Care Ltd	Grass seed	L & E Maintenance	6130		269.26	0.00	269.26	706809
330	Katherine Hannam T/A Wymondham Magazine	About Wymondham - March edition	About Wymondham - Editorial	4820		1,500.00	0.00	1,500.00	706811
331	Glebe Farm Services	Grab load of Green waste - Cemetery	Cemetery Maintenance	4440		275.00	55.00	330.00	706810
332	Hygiene Supplies Direct Ltd	4 No. Brushed stainless steel jumbo toilet roll holders	Public toilets	4300		133.04	26.61	159.65	706812
					11,148.06	17,419.82	1,584.69	30,152.57	
	Direct debits								
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		82.25	16.45	98.70	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		99.31	19.86	119.17	
	EE	Groundsmans telephone	Admin - telephone	4320		15.64	3.13	18.77	
		TOTALS			11,148.06	17,601.38	1,621.00	30,370.44	

Chairman

Deputy Chairman

28th February 2022

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WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
11	Barclays Payflow	Salaries - February	Admin Salaries Estab Salaries TIC Salaries Cemetary Salaries	9,047.74 2,700.63 115.44 2197.12			14,060.93	D/D
TOTALS							14,060.93	

..... Chairman

..... Deputy Chairman

28th February 2022

WYMONDHAM TOWN COUNCIL

Whistle Blowing Policy

1. INTRODUCTION

- 1.1 The Whistleblowing Procedure sets out the framework for dealing with allegations of illegal and improper conduct. Wymondham Town Council is committed to the highest standards of transparency, probity, integrity, and accountability.
- 1.2 This procedure is intended to provide a means of making serious allegations about standards, conduct, financial irregularity or possible unlawful action in a way that will ensure confidentiality and protect those making such allegations in the reasonable belief that it is in the public interest to do so from being victimised, discriminated against or disadvantaged.
- 1.3 This procedure is intended to ensure that the Wymondham Town Council complies with its duty under the Public Interest Disclosure Act 1998.

2. SCOPE

- 2.1 This procedure applies to all employees, including volunteers and contractors.
- 2.2 This procedure does not replace other Wymondham Town Council policies or procedures.
- 2.3 This procedure applies to, but is not limited to, allegations about any of the following:
 - ☐ Conduct which is an offence or breach of the law
 - ☐ Alleged miscarriage of justice
 - ☐ Serious Health and Safety risks
 - ☐ The unauthorised use of public funds
 - ☐ Possible fraud and corruption
 - ☐ Sexual, physical or verbal abuse, or bullying or intimidation of employees, customers or service users
 - ☐ Abuse of authority
 - ☐ Other unethical conduct

3. REPORTING

- 3.1 Contact Details for Reporting: (in writing) Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, NR18 0UT.
- 3.2 Wymondham Town Council recognises that the decision to make an allegation can be a difficult one to make. However, whistle-blowers who make serious allegations in the reasonable belief that it is in the public interest to do so have nothing to fear because they are doing their duty to the Council and to those for whom they are providing a service.
- 3.3 The Council will take appropriate action to protect a whistle-blower, who makes a serious allegation in the reasonable belief that it is in the public interest to do so, from any reprisals, harassment or victimisation.

4. CONFIDENTIALITY

- 4.1 All allegations will be treated in confidence and every effort will be made not to reveal a whistle-blower's identity unless the whistle-blower otherwise requests. However, if the matter is subsequently dealt with through other procedures such as the Disciplinary Procedure, there might be a need to give evidence in order for a case to be successful.
- 4.2 Similarly, if the allegation results in court proceedings then the whistle-blower may have to give evidence in open court if the case is to be successful.
- 4.3 The Council will not, without the whistle-blower's consent, disclose the identity of a whistle-blower to anyone other than a person involved in the investigation/allegation.

5. ANONYMOUS ALLEGATIONS

- 5.1 This procedure encourages whistle-blowers to put their name to an allegation wherever possible as anonymous allegations may often be difficult to substantiate or prove. Allegations made anonymously are much less powerful but anonymous allegations will be considered at the discretion of either the Clerk or if the matter is raised with the Chairman, they can decide together and in consultation with a Committee Chairman.
- 5.2 In exercising discretion to accept an anonymous allegation, the factors to be taken into account include:
 - ☐ The seriousness of the issue raised
 - ☐ The credibility of the allegation; and
 - ☐ Whether the allegation can realistically be investigated from factors or sources other than the complainant

6. UNTRUE ALLEGATIONS

- 6.1 No disciplinary or other action will be taken against a whistle-blower who makes an allegation in the reasonable belief that it is in the public interest to do so even if the allegation is not substantiated by an investigation. However, disciplinary action may be taken against a whistle-blower who makes an allegation without reasonable belief that it is in the public interest to do so (e.g. making an allegation frivolously, maliciously or for personal gain where there is no element of public interest).

7. PROCEDURE FOR MAKING AN ALLEGATION

- 7.1 It is preferable for allegations to be made to the Clerk, to whom there is currently direct reporting. However, circumstances vary, and this may depend on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. It might also be the case, in the future, that there are other line managers within the organisation to whom an employee reports; in such cases, if the whistle-blower believes that their manager is involved it would be inappropriate to raise it directly with them. The whistle-blower may then make an allegation direct to any of the following:
- ☐ The Clerk
 - ☐ If the matter concerns the Clerk, to the Chairman (or in their absence the Vice Chairman), who will decide together and in consultation with a Committee Chairman
- 7.2 If the allegation relates to fraud, potential fraud or other financial irregularity the Responsible Financial Officer will be informed within 5 working days of receipt of the allegation, unless the alleged matter relates to their malpractice. They will then determine whether the allegation should be investigated and the method of investigation.
- 7.3 The recipient of an allegation shall ensure that it is referred appropriately for investigation where it is a relevant matter and following discussion with the whistle-blower to check that they wish to proceed with the allegation being investigated.

8. ALLEGATION

- 8.1 Whether a written or oral report is made it is important that relevant information is provided including:
- ☐ The name of the person making the allegation and a contact point.
 - ☐ The background and history of the allegation (giving relevant dates and names and positions of those who may be in a position to have contributed to the allegation);
 - ☐ The specific reason for the allegation. Although someone making an allegation will not be expected to prove the truth of any allegations, they

will need to provide information to the person they have reported to, to establish that there are reasonable grounds for the allegation.

8.2 Someone making an allegation may be accompanied by another person of their choosing during any meetings or interviews in connection with the allegation. However, if the matter is subsequently dealt with through another procedure the right to be accompanied will at that stage be in accordance with the relevant procedure.

8.3 Action on receipt of an allegation

8.3.1 The Clerk or other relevant recipient of the allegation will record details of the allegation gathering as much information as possible, (within 5 working days of receipt of the allegation) including:

- ☐ The record of the allegation:
- ☐ The acknowledgement of the allegation;
- ☐ Any documents supplied by the whistle-blower

8.3.2 The investigator will ask the whistle-blower for their preferred means of communication and contact details and use these for all communications with the whistle-blower in order to preserve confidentiality.

8.3.3 If the allegation discloses evidence of a criminal offence it will immediately be reported for the purpose of disciplinary or other procedures, as appropriate and a decision will be made as to whether to inform the Police. If the allegation concerns suspected harm to children, the appropriate authorities will be informed immediately.

8.3.4 If the issue is around suspected harm to vulnerable adults, appropriate advice should be sought and the matter dealt with lawfully, appropriately and sensitively.

8.4 Timetable

The allegation will be acknowledged in writing within 10 working days with

- ☐ An indication of how the Council proposes to deal with the matter
- ☐ An estimate of how long it will take to provide a final response
- ☐ An indication of whether any initial enquiries have been made
- ☐ Information on whistle-blower support mechanisms
- ☐ Indication whether further investigations will take place and if not, why not

Where the allegation has been made internally and anonymously, the Council will be unable to communicate what action has been taken.

8.5 Support

8.5.1 The Council will take steps to minimise any difficulties which may be experienced as a result of making an allegation. For instance, if a whistle-blower is required to give evidence in criminal or disciplinary proceedings the Council will arrange for them to receive advice about the procedure and advise on the support mechanisms that are available.

8.5.2 The Council accepts that whistle-blowers need to be assured that the matter has been properly addressed. So, subject to legal constraints, the Council will inform those making allegations of the outcome of any investigation.

9. RESPONSIBILITY FOR THE PROCEDURE

9.1 The Council has overall responsibility for the operation of this procedure and for determining the administrative processes to be followed and the format of the records to be kept. Accordingly, this policy will be reviewed at least annually.

10. MONITORING

10.1 A register will record the following details:

- ☐ The name and status (e.g. employee) of the whistle-blower
- ☐ The date on which the allegation was received
- ☐ The nature of the allegation
- ☐ Details of the person who received the allegation
- ☐ Whether the allegation is to be investigated and, if yes, by whom
- ☐ The outcome of the investigation
- ☐ Any other relevant details

10.2 The register will be confidential, and records shall be maintained appropriately by the Clerk.

10.3 The Clerk will report to the Councils Buildings, Health & Safety and Personnel working group on the operation of the procedure and on the whistle-blowing allegations made during the period covered by the report. The report will be in a form which does not identify whistle-blowers. The Chairman (or Vice Chairman) will report and ensure that an appropriate person maintains records where matters relate to the Clerk.

WYMONDHAM TOWN COUNCIL

JOB DESCRIPTION – TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The postholder will also carry out the duties of a Responsible Finance Officer and as such will be responsible for all financial records of the Council and the careful administration of its finances.

The Clerk will be responsible for ensuring that the lawful instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources (including its buildings and land) and will report to them as and when required.

The Clerk will advise on investment and general financial policy, in conjunction with external advisors as necessary.

The Clerk will develop, on instructions from the Council, positive links with other organisations, statutory, private, voluntary and community.

Specific responsibilities

1. To ensure that Statutory and other provisions governing or effecting the running of the Council are observed and properly undertaken.
2. To undertake the duties of Responsible Financial Officer under S151 and to be responsible for the preparation and submission of records for audit purposes and VAT in line with current legislation. To undertake the duties of the of Data Protection Officer in accordance with the General Data Protection Regulations.
3. To ensure that the Town Council's Standing Order and Financial Regulations are properly observed and implemented.
4. To ensure the Council's obligations for Risk Assessment and insurance are properly met.
5. To prepare, (in consultation with appropriate members) advertise and distribute (in accordance with the requirements of the law) agenda for meetings of the

Council, its Committees and sub-committees and to attend such meetings and prepare minutes for approval, (other than where such duties have been delegated to another Officer).

6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
7. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussions by the Council.
8. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. To be the Council's principal advisor on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, effectiveness. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all council policies and procedures meet statutory requirements.
10. To attend to the day to day management of the Council's property and/or areas of responsibility.
11. To supervise other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, working practices, annual appraisals, conditions of employment and work of other staff.
12. The Town Clerk to have delegated power after consultation with the Buildings, Health & Safety and Personnel Working Group Committee to progress any staffing matters. To manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassion leave, flexible leave requirements, and staff inductions in line with current agreed council policies.
13. To advise on and implement changes to staff structure as required and authorised by the Council.
14. To prepare and balance final accounts in accordance with the regulations and report thereon to Finance and General Purposes Committee and Council.
15. To produce accounts and records for internal & external audit in accordance with the regulations.

- 16.** To monitor compliance with the council's financial regulations and to ensure correct financial systems and controls are in place. The purpose of financial regulations is to set out the arrangements for governing the conduct of the financial transactions of the council and to ensure compliance with the accounting requirements of the regulations.
- 17.** To maintain the council's register of property and assets.
- 18.** To be responsible for drawing up specifications for all goods and services required by the Council, obtaining quotation and tenders, negotiating terms, and monitoring the quality of such goods and services obtained.
- 19.** To be responsible for Health & Safety matters in conjunction with the council's Health & Safety Risk Advisor.
- 20.** To represent the Council, on Working Parties and meetings of external bodies, as specifically instructed by the Council, producing written reports for the Council (other than where such duties have been delegated to another Officer).
- 21.** To prepare, in consultation with the Chairman, press releases about activities of or decisions of the Council and to prepare for publication the Council's newsletters.
- 22.** To undertake overall responsibility as instructed by the council for the organisation of civic events and functions.
- 23.** To be responsible for the management of the Town Council's website and uploading of information.
- 24.** To uphold the Council's status of being able to use the 'General Power of Competence' by being/becoming a qualified clerk who holds a the CiLCA qualification including achievement of General Power of Competence Management.
- 25.** To maintain high standards of professional knowledge through training, possessing, or seeking the status of a qualified Clerk, and membership of the Society of Local Council Clerks and the Institute of Local Council Management.
- 26.** To attend training courses on the work and role of Town Clerk and Responsible Financial Officer as authorised by the Council. To attend, if appropriate the Conference of the National Association of Local Council, Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required.
- 27.** To undertake such other duties commensurate with the level of the post and job purposes as required by the Council from time to time.

WYMONDHAM TOWN COUNCIL

JOB DESCRIPTION- Finance & Administrative Officer

Job Title:	Finance & Administrative Officer
Responsible To:	Town Clerk
Hours of Work:	37 Hours per week (variable)
Leave Entitlement:	22 days per year (rising to 25 after 5 years' service) plus 2 statutory days. plus public holidays

To carry out financial duties as listed below and assist with a range of administrative duties related to specific activities and functions of the Council at the direction and under the supervision of the Town Clerk. Also, to be familiar with and undertake, at the direction and under the supervision of the Town Clerk, administrative duties normally carried out by other administrative staff during their temporary absence from work due to holidays, sickness or for any other approved reasons.

SPECIFIC RESPONSIBILITIES

1.Accounts

1. To maintain accurate and complete financial records. Prepare year-end Accounts to trial balance stage and assist with the preparation of the statutory accounts, annual report, and audit thereon. The submission of all returns to HMRC.
2. Maintenance of Pension records and completion of statutory returns.
3. Assisting the Responsible Financial Officer with the yearly budget setting process.
4. To process monthly and yearly payroll requirements using SAGE Payroll software.
5. To advise, provide information, and support the Town Clerk on financial matters including preparation of financial statements for Council meetings.
6. To manage Council's routine financial processes. This will require a good working knowledge of SAGE 50.
7. To receive, verify and check all invoices for the supply of goods and services and negotiate with suppliers, particularly contracts for services such as utilities and vehicle maintenance.
8. To process Sales and Purchase ledgers.
9. To ensure the scheduling and completion in good time of annually recurring tasks such as vehicle and equipment servicing and taxing, Public Works Loan Board repayments, Insurance renewals etc.
10. Maintain Asset Register.
11. To support the Town Clerk to make timely payments. To ensure accurate recording of payments to and from the Council including cash, cheques, e-transactions, invoicing, bank reconciliations. Credit Control, and compilation and submission of VAT returns.
12. In all aspects of the Council's finances to maintain sound practice policy and procedures ensuring compliance with current local government, CIPFA and Auditors' standards.
13. To work with the internal and external auditor to ensure successful audits.
14. To work with the Town Clerk in the development of projects and business plans.
15. To comply with the requirements of the Annual Governance Statement, and prepare the Annual Accounting Statement for the Annual Governance and Accountability Return (AGAR).

16. To take the initiative to solve problems as they arise and introduce new procedures with the agreement of the Town Clerk where appropriate.
17. To represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively.

2.Streetlighting

To receive reports of faulty streetlights, input these into our computerised database and forward to our Contractors, or in the case of non-parish owned streetlights, e-mail Norfolk County Council with information.

3.Markets

To take bookings for the hire of Council's Market facilities, and maintain Council booking system and all associated forms and notices.

4.General Administrative Support

1. To assist the Town Clerk in the word processing, printing and distribution of reports, correspondence and information as maybe required.
2. To liaise with colleagues to resolve queries in respect of all aspects of the Council's business.
3. To assist in the filing / electronic filing of all minutes, correspondence, documents, records and accounts and the general maintenance of the Council's filing system.
4. To assist with queries from email, telephone and personal callers to the office and, if unable to be addressed, direct the issue to the correct person.
5. To work positively with other members of staff at the Council in a supportive manner.
6. To undertake such other duties as directed by the Town Clerk.

5. Deputising

1. To provide cover for the Clerk during short periods of absence such as Annual Leave.
 - a. To liaise with Councillors and lead colleagues.
 - b. Occasional evening work to clerk and take minutes of meetings.
 - c. To take responsibility for Council buildings security.
 - d. Respond to correspondence as appropriate.

6.Skills Training

To receive, during normal working hours or at such other times as are mutually agreeable, skills training and attend courses as necessary to understand and perform the normal duties of the post whilst an employee of the Council.

TERMS AND CONDITIONS OF SERVICE

During periods of extraordinary circumstances, the post holder will be expected to work flexibly, including where necessary to work from home, and by agreement, to vary their normal working pattern as maybe reasonably required to support Council's continued functioning. The Terms and conditions of Service of the Post Holder shall be in accordance with the National Joint Council for Local Government Services' Scheme of conditions of Service (Green Book)

WYMONDHAM TOWN COUNCIL

JOB Description – Administration Assistant

Job Title:	Administration Assistant
Responsible To:	Town Clerk
Hours of Work:	20 Hours per week
Leave Entitlement:	22 days per year (rising to 25 after 5 years' service) plus 2 statutory days plus public Holidays.

You will be required to work with the Council's clerical staff of administration as directed by the Town Clerk. Applicants must be self – motivated and able to demonstrate their ability in administration and record keeping and have relevant experience. The following is a list of duties likely to be asked of you, although this is not a comprehensive list:

Specific responsibilities

1. Undertake routine administrative functions to include dealing with telephone, written and email enquiries.
2. To maintain the Councils filing system.
3. To be the first point of contact in respect of visitors to the Council offices.
4. To maintain the Councils records, burial register and plans in respect of the Cemetery, to liaise with Funeral Directors to organise the allocation of burial plots and to maintain records of memorial permits issued.
5. To maintain the Councils records in respect of the Allotments, allocating plots, issuing rental agreements, and liaising with plot holders and the Allotment Association.
6. Maintenance of the Councils website and Facebook page. Adding and deleting posts including news item, agendas, minutes, and public information.
7. Deputising when necessary for the Councils Finance Officer in the collection and banking of Market rents.
8. To use own initiative with minimum supervision and able to work alone or part of a team (supervision will be provided by the Town Clerk)
9. Undertake such other duties as may be required from time to time commensurate with the level of the post.

WYMONDHAM TOWN COUNCIL

JOB Description – Tourist Information Assistant

Job Title:	Tourist Information Assistant
Responsible To:	Town Clerk
Hours of Work:	Variable depending upon season.
Leave Entitlement:	Holiday pay in lieu.

You will be required to work with the Council's clerical staff as directed by the Town Clerk. Principal responsibility for the incumbent will be carrying out all aspects of Tourist Information administration and associated work for the Council. Duties include assisting visitors and residents and partner organisations to obtain tourism information, including details of local attractions, responding to enquiries on the telephone, in writing and in person. You must be able to work flexibly and at weekends.

Specific responsibilities

1. Undertake routine administrative functions to include dealing with telephone, written and email enquiries.
2. To maintain the TIC's filing system.
3. To be the first point of contact in respect of visitors to the Tourist Information Centre.
4. To maintain the stock of visitor guides, brochures etc and to give advice and information on local attractions, accommodation, services, and facilities.
5. To maintain and account for a small number of items for sale.
6. Maintenance of the inside of the Tourist Information Centre keeping it clean and tidy.
7. To use own initiative with minimum supervision and able to work alone or part of a team (supervision will be provided by the Town Clerk)
8. Undertake such other duties as may be required from time to time.

WYMONDHAM TOWN COUNCIL

JOB Description-Supervising Grounds Care Person

Job Title:	Supervising Grounds Care Person
Responsible To:	Town Clerk
Hours of Work:	37 Hours per week (Variable)
Leave Entitlement:	22 days per year (rising to 25 after 5 years' service) plus 2 statutory days plus public Holidays.

You will be required to supervise and work with the Council's grounds staff (employees and Agency) in all areas maintained by the Town Council, as directed by the Town Clerk. Applicants must be self – motivated and able to demonstrate their ability in grounds maintenance tasks and have relevant experience. The following is a list of duties likely to be asked of you, although this is not a comprehensive list:

Specific responsibilities

1. Undertake routine grounds maintenance work on playing fields, open spaces, allotments, cemetery, wildlife sites, closed churchyard and any other site owned or maintained by the Town Council. Maintenance work includes grass cutting, strimming, hedge cutting, pruning, litter picking and emptying rubbish and waste bins.
2. All aspect of operational duties in respect of the Friday Charter Market and Saturday Farmers Markets.
3. The creation, marking out and setting up of playing surfaces and pitches on the Council's land and any areas maintained under contract.
4. To supervise and assist in gravedigging preparations of Ashes plots.
5. To organise annual servicing of all Council equipment and vehicles. To ensure all staff comply with the safe use, maintenance and operation of equipment and machinery used in all aspects of work, in the interest of Health and Safety.
6. The routine maintenance of all tools and machinery in good condition, ensuring that they are cleaned and locked away after use and that operator's maintenance work is carried out in accordance with manufacturers' specifications.
7. Possess a sound understanding of legislation relation to chemicals and dangerous substances and to hold or attend training to hold a spraying qualification.

8. Driving vehicles and equipment as required for grounds maintenance operations.
9. Taking corrective action on mechanical defects or breakdown of equipment and, in accordance with Council practices, informing the Town Clerk of any such incidents to enable repairs to be carried out by approved machinery repairers.
10. Maintain the appearance of land owned and/or managed by the Town Council to a high standard.
11. Carry out regular safety checks of play areas and equipment, and accurately recording the outcome of those inspections, such records to identify any risks.
12. Carry out repairs, maintenance and decoration to premises, buildings or other property under the control of the Council.
13. If enforcement powers are delegated to the Council, carry out the enforcement, including the issue of fixed penalty notices, to any persons who allow dogs to defecate in open spaces and playing fields or drop litter on any grounds owned or maintained by the Town Council.
14. Undertake such other duties as may be required from time to time commensurate with the level of the post.

WYMONDHAM TOWN COUNCIL

JOB Description – Grounds Care Person

Job Title:	Grounds Care Person
Responsible To:	Town Clerk
Hours of Work:	37 Hours per week (Variable)
Leave Entitlement:	22 days per year (rising to 25 after 5 years' service) plus 2 statutory days plus public Holidays.

You will be required to work with the Council's grounds staff (employees and Agency) in all areas maintained by the Town Council, as directed by the supervising grounds man or the Town Clerk. Applicants must be self – motivated and able to demonstrate their ability in grounds maintenance tasks and have relevant experience. The following is a list of duties likely to be asked of you, although this is not a comprehensive list:

Specific responsibilities

1. Undertake routine grounds maintenance work on playing fields, open spaces, allotments, cemetery, wildlife sites, closed churchyard and any other site owned or maintained by the Town Council. Maintenance work includes grass cutting, strimming, hedge cutting, pruning, litter picking and emptying rubbish and waste bins.
2. To assist in operational duties in respect of the Friday Charter Market and Saturday Farmers Markets if required.
3. The creation, marking out and setting up of playing surfaces and pitches on the Council's land and any areas maintained under contract.
4. To assist in gravedigging preparations of Ashes plots.
5. The safe use, maintenance and operation of equipment and machinery used in all aspects of work, in the interest of Health and safety.
6. Possess a sound understanding of legislation relating to chemicals and dangerous substances.
7. The routine maintenance of all tools and machinery in good condition, ensuring that they are cleaned and locked away after use and that operator's maintenance work is carried out in accordance with manufacturers' specifications.
8. Driving vehicles and equipment as required for grounds maintenance operations.

9. Taking corrective action on mechanical defects or breakdown of equipment and, in accordance with Council practices, informing the supervising grounds man or Town Clerk of any such incidents to enable repairs to be carried out by approved machinery repairers.
10. Maintain the appearance of land owned and/or managed by the Town Council to a high standard.
11. Carry out repairs, maintenance and decoration to premises, buildings or other property under the control of the Council.
12. To use own initiative with minimum supervision and able to work alone or part of a team (supervision will be provided by the Head Grounds Care Person and the Town Clerk)
13. Undertake such other duties as may be required from time to time commensurate with the level of the post.

Meeting Room Access for Local Community Groups

Wymondham Town Council has recently invested a significant amount of funds in building a new council office. The property has fully accessible meeting rooms with a sound system, hearing loop, display equipment and more in the Chamber. During much of the week, the building is staffed downstairs, but the meeting rooms upstairs are empty.

We propose to allow small community groups and small local charities, who are based in Wymondham and who currently do not pay for a facility, to use the rooms when they are not needed for council business. Similar to the criteria for groups to use the free community stall at the market, they should be able to submit an application form to be an approved group for meeting room access.

The application form for meeting room access would also have a terms of use clause requiring the group leader's signature. This would include items such as a requirement to leave the room tidy, not exceed their allotted time slot, ensure no damage is caused, etc. Breaches of the terms would result in revoking the right to use the meeting rooms by that group in future.

Applications from suitable groups will be considered for approval by the Town Clerk or the Mayor within seven days of receipt.

Following approval, each time the community group wishes to book a meeting room they would contact the Town Clerk either via email or phone in order to request their preferred day or time. During office hours they would be let into the building by the staff members. If a meeting needed to take place outside of working hours, they could be allowed to use the council building if an elected Councillor accompanied them.

Making better use of our property assets and enabling our local community groups to use this professional space for meetings will demonstrate how this Council positively recognises and supports the ways that their voluntary work helps enhance the well-being of the town and its people.

It is therefore proposed that this Council agrees to allow small Wymondham-based community groups and charities to use the Council meeting rooms free of charge, subject to application, availability and prior arrangement with the Town Clerk.

Proposed: Cllr Carsok

Seconded: Cllr Holden