

## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 5<sup>th</sup> April 2022 at 7.00 pm in the

**COUNCIL OFFICES**

### **A G E N D A**

	Chairman to ask if anyone wishes to record proceedings and if so to remind those present that a set of guidelines have been adopted by the Council.	
1	Apologies for absences	
2	Declarations of Interest	<b>A</b>
3	To resolve that the minutes of the Council meeting held on 1 <sup>st</sup> March 2022 are a correct record.	<b>B</b>
4	To receive an update about progress of items from the last meeting of the Council on 1 <sup>st</sup> March 2022 / previous meetings.	
5	To note the minutes and ratify the decisions of the Leisure Environment Enterprise & Tourism Committee meeting held on 15 <sup>th</sup> March 2022.	<b>C</b>
6	To confirm payment of monthly creditors – March 2022.	<b>D</b>
7	Public Participation- members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes unless directed by the Chairman of the meeting.	
8	Browick Road Recreation Ground Working Group Report	<b>E</b>
9	Break Charity – Mammoths – request to site on The Fairland.	<b>F</b>
10	Markets – To consider report and approve recommendations of Working Group	<b>G</b>
11	Chandlers Hill – To consider plan and specifications.	<b>To Follow</b>
12	Ukraine Refugee Crisis motion.	<b>H</b>
13	Reports from County / District Councillors	
14	Reports from representatives on outside committees	
15	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.	
16	To note the notes and confirm the recommendations of the Council Buildings, Health & Safety and Personnel working group meeting held on 24 <sup>th</sup> March 2022.	<b>I</b>

29<sup>th</sup> March 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?

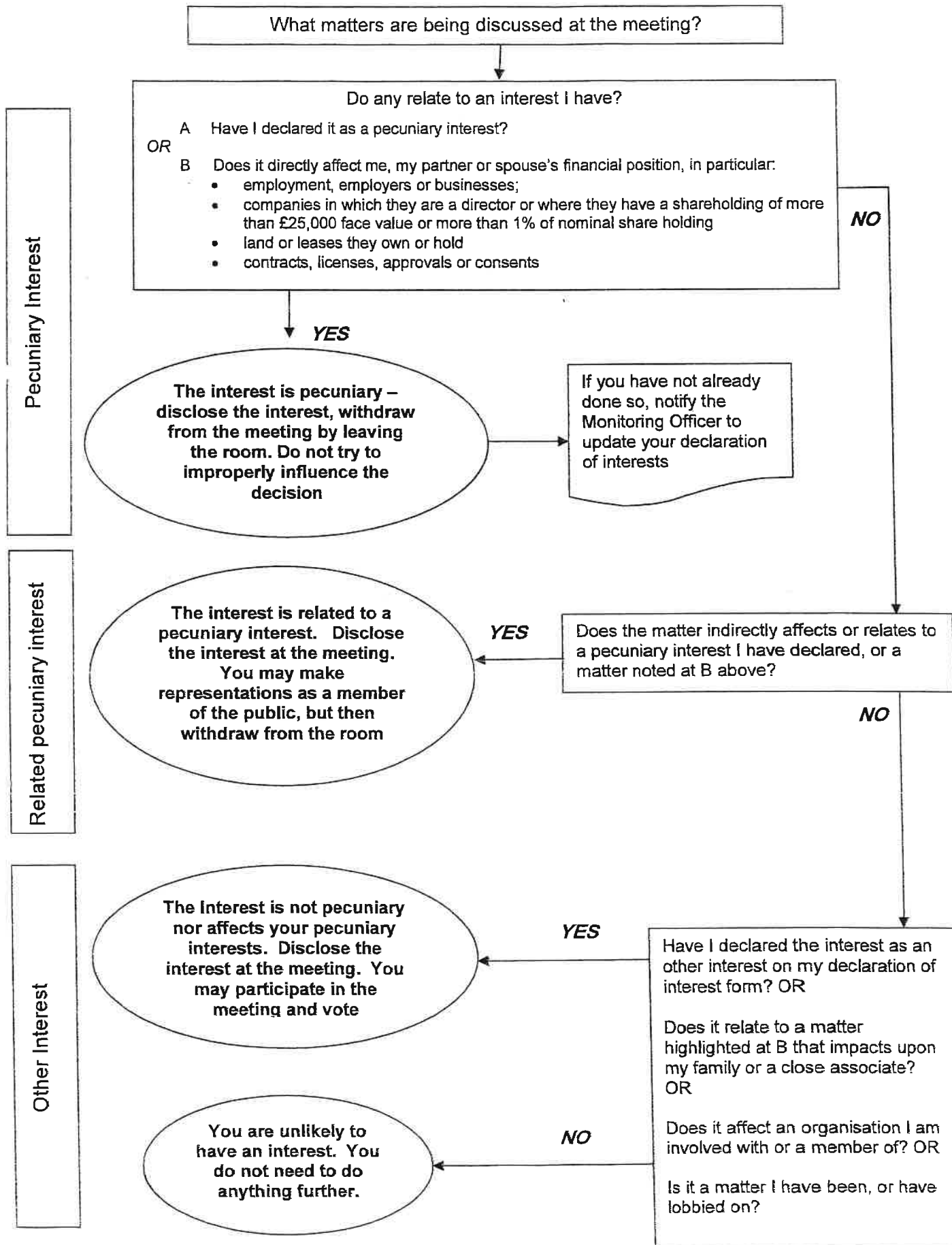
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 1<sup>st</sup> March 2022  
 in the Council Offices at 7.05 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
R Savage	J Murrell	

Member(s) of the Public: 20

Councillor Hurn in the Chair

Before the meeting Lord Dannatt presented a plaque in respect of the work done by the Town Council, voluntary groups and Individuals in respect of the Covid 19 pandemic.

024/22	<u>APOLOGIES FOR ABSENCE</u> – None
025/22	<u>SOUTH NORFOLK COUNCIL</u> G Peers (Tourism Officer) gave a presentation on the work undertaken by himself and his colleagues. His brief is to undertake a strategic role in the promotion of Tourism in South Norfolk/Broadland primarily focusing on 6 market Towns including Wymondham. This was followed by a Q & A session from Councillors.
026/22	<u>DECLARATIONS OF INTEREST</u> – None.
027/22	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Astley and seconded by Cllr. Hubble the minutes of the meeting held on 1 <sup>st</sup> February 2022 were unanimously approved as a correct record subject to the addition of an amendment under minute 016/22 ‘Cllr. Holden asked if the recruitment of a part time replacement Administration Assistant had been discussed by the Working Group. Clerk replied - No.
028/22	<p><u>PROGRESS UPDATES</u></p> <ul style="list-style-type: none"> <li>The notes of the New Cemetery Working Group were confirmed. After discussion upon the proposal of Cllr. Holden and seconded by Cllr. Carsok it was proposed to defer the <i>virement</i> of CIL funds for a further report to be prepared. A recoded vote was requested:</li> </ul> <p>For: Cllrs Carsok, Murrell, Holden. Cross, Flatt, Elliott &amp; Hubble (7)          Against: Cllrs Astley, Savage, Hurn, Broome, Halls, Nuri-Nixon &amp; James (7)</p> <p>In accordance with Standing Orders Cllr. Hurn used his Chairman’s casting vote and voted against and the proposal was lost.</p> <p>A further recorded vote was then taken to ratify the working groups proposal to <i>vire</i> the balance of the CIL reserve to the Cemetery reserve.</p>

	<p>For: Cllrs Astley, Savage, Hurn, Broome, Halls, Nuri-Nixon &amp; James (7) Against: Cllrs Carsok, Murrell, Holden. Cross, Flatt, Elliott &amp; Hubble (7)</p> <p>In accordance with standing Orders Cllr. Hurn used his Chairman's casting vote and voted for and the proposal was ratified.</p> <ul style="list-style-type: none"> <li>• The notes of the Browick Road Recreation Ground Review Working Group were noted.</li> <li>• The notes of the Councils Buildings, Health &amp; Safety and Personnel Working Group were discussed at length in particular the proposed Town Co-ordinator job description. Cllr. Holden queried if professional help from an HR expert or South Norfolk Council had been consulted. It was agreed to defer a decision in order that Cllr. Holden could submit some amendments to be considered by the Council Buildings, Health &amp; Safety and Personnel Working Group.</li> </ul>
029/22	<u>FINANCE &amp; GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 15 <sup>th</sup> February 2022 were noted.
030/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Broome and seconded by Cllr. Savage it was resolved to pay accounts for February 2022, as per the submitted list in the sum of £30,370.44 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £8,297.58
031/22	<u>PUBLIC PARTICIPATION:</u> <ul style="list-style-type: none"> <li>• 7 residents/business owners spoke in favour of the Town Co-ordinator role and the proposal to allow small community groups to use meeting rooms in the Council offices.</li> </ul>
032/22	<u>TOWN CO-ORDINATOR</u> A lengthy discussion took place on the merits of appointing a Town Co-ordinator during which several Councillors read out prepared statements. Upon the proposition of Cllr. Carsok and seconded by Cllr Elliott it was resolved to appoint a Town Co-ordinator on a 12 month fixed contract in accordance with the job description to be agreed. A recorded vote was requested:  For: Cllrs. Carsok, Murrell, Holden, Cross, Elliott, Hubble, James, Nuri-Nixon & Flatt Against: Cllrs. Savage, Astley, Broom & Halls Abstentions: Cllr. Hurn
033/22	<u>WHISTLE BLOWER POLICY</u> Upon the proposition of Cllr. Broome and seconded by Cllr. Halls it was resolved to approve the policy.
034/22	<u>JOB DESCRIPTIONS</u> After discussion it was agreed that this item would be deferred to a future meeting.

035/22	<p><u>REPRESENTATIVES ON OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> <li>• Resignation of Cllr. Halls from the Lizard Trustees was noted.</li> <li>• Upon the proposition of Cllr. Nuri-Nixon as the only nominee it was resolved to appoint Cllr. James as a Council representative on the Lizard Trustees</li> </ul>
036/22	<p><u>ANNUAL PARISH MEETING</u> The date of the Annual Parish meeting of 26<sup>th</sup> April 2022 was noted together with a guest speaker from the Wymondham Archive group.</p>
037/22	<p><u>MEETING ROOM</u> Cllr. Carsok presented her paper. Upon the proposition of Cllr. Carsok and seconded by Cllr. Holden it was resolved 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.</p>
038/22	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u> – Cllr. Savage</p> <ul style="list-style-type: none"> <li>• Ketts Trail an 18-mile walk launches on 25<sup>th</sup> March 2022.</li> <li>• School Streets - a scheme to close streets outside school during arrival and leaving times (inc. Robert Kett and Browick Road schools) will be trialled later this year after consultation.</li> </ul> <p><u>South Norfolk Council</u> – None.</p>
039/22	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> <li>• Cllr. Carsok – Greening Wymondham – Browick Road Recreation Ground orchard work continues.</li> <li>• Cllr. Elliot – March Farmers Market Raffle– Council agreed to fund a raffle prize (s) to a maximum value of £25.</li> <li>• Cllr. Hubble – Town Team – had emailed the Clerk today to seek advice on a Beacon and a Time Capsule.</li> </ul>

*[The meeting closed at 21.50 pm]*

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


SIGNED .....(Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
302	Sanitec Cleaning (Norwich) Ltd	Daily clean of public toilets and emergency clean -January	4300		940.33	188.07	1,128.40	706778
303	Viking	Postage stamps	4330	149.50				
		Tipp-ex and envelopes and black sacks	4310	32.95				
304	EDF	Elec 28/12/21-25/1/22	8040		67.09	6.59	189.04	706779
305	Anglian Water Services Ltd c/c Savills UK Ltd	Uplift of rent for 14/6/21-24/3/22	4600		213.61	0.00	213.61	706782
306	Viking	Black sacks	6130		72.98	14.60	87.58	706783
307	Hays Recruitment	Temporary Ground staff	4000		357.07	71.41	428.48	706784
308	Abbeygate Garage Ltd	Fuel Account	6130		279.52	55.89	335.41	706785
309	E.ON Next	Elec 1/1/22-31/1/22	6040		13.36	0.67	14.03	706787
310	E.ON Next	Elec 1/12/21-31/1/22	4040		1,003.01	200.60	1,203.61	706789
311	HMRC	PAYE/NIC	4000		2,611.18	0.00	2,611.18	706791
312	Norfolk Pension Fund	Pensions	4000		3,152.17	0.00	3,152.17	706792
313	R W Rice	Fee for Permissive footpath - Tiffey Valley	6160		600.00	0.00	600.00	706793
314	Hays Recruitment	Temporary Ground staff	4000		2,402.12	480.44	2,882.56	706794
315	Cemetery Development Services Ltd	Block plan design	4090		750.00	150.00	900.00	706795
316	Mrs O Gaul	Cleaning of Council Offices	4050		120.00	0.00	120.00	706796
317	Farmbits Direct Limited	32 No. posts	4800		136.00	27.20	163.20	706797
318	Stannah Lift Services Limited	Service Stannah Maxi Hydraulic lift 10/11/21-9/2/22	4090		162.50	32.50	195.00	706798
319	Cleaning Supplies Ltd	Mini jumbo toilet rolls	4300		103.90	20.78	124.68	706799
320	Biffa Waste Services Ltd	Wheeled Bin Account	4520	100.35				
		Wheeled Bin Account	4420	92.26				
321	Canon UK Ltd	Lease charges 1/3/22-31/5/22	4310		98.03	19.61	117.64	706801
322	Wymondham Tyre Services Ltd	1 No. inner tube	6130		18.00	3.60	21.60	706802
323	Jewson	Postcrete, masonry paint, rawl plugs, sealant, drill bit	6130	60.35				
		Union strongbolt 5 lever sashlock	4300	35.40				
324	Ernest Doe & Sons Ltd	Repairs to flail	6140	692.52				
		Starter cord, batteries, axe, mole trap, wood glue, tape	6130	118.06				
325	Mr P Baker	Retention of Health & Safety Services for 12 months	4195		600.00	0.00	600.00	706804
326	South Norfolk Council	By-election 6 May 2021	4090	2,859.43				
		By-election 21 October 2021	4090	7,007.24				
327	Viking	Staples, A-Z expand files, hole punch	4310		41.65	0.00	9,866.67	706806
328	North Wymondham Community Centre Association	Grant	4700		1,500.00	0.00	1,500.00	706807
329	Collier Turf Care Ltd	Grass seed	6130		269.26	0.00	269.26	706809
330	Katherine Hannam T/A Wymondham Magazine	About Wymondham - March edition	4820		1,500.00	0.00	1,500.00	706811
331	Glebe Farm Services	Grab load of Green waste - Cemetery	4440		275.00	55.00	330.00	706810
332	Hygiene Supplies Direct Ltd	4 No. Brushed stainless steel jumbo toilet roll holders	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	4310		82.25	16.45	98.70	
	Anglian Internet	Telephone and internet	4320		99.31	19.86	119.17	
	EE	Groundsmans telephone	4320		15.64	3.13	18.77	
		<b>TOTALS</b>		11,148.06	17,601.38	1,621.00	30,370.44	



Chairman

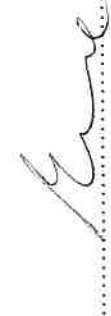


Deputy Chairman

**WYMONDHAM TOWN COUNCIL SALARIES**

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
11	Barclays Payflow	Salaries - February	Admin Salaries	5,227.89				
			Estab Salaries	1,588.06				
			TIC Salaries	115.44				
			Cemetary Salaries	1366.19			8,297.58	D/D
<b>TOTALS</b>							<b>8,297.58</b>	

  
..... Chairman

  
..... Deputy Chairman

28th February 2022



**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE LEISURE, ENVIRONMENT,**  
**ENTERPRISE AND TOURISM**  
**COMMITTEE held on Tuesday 15<sup>th</sup> March 2022**  
**in the Council Offices commencing at 7.00 pm**

Present:

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

Also Present : Cllrs, Cross, Carsok & James.

LE07/22	<u>APOLOGIES FOR ABSENCE</u> – Cllrs Savage & Astley.
LE08/22	<u>DECLARATIONS OF INTEREST</u> – None.
LE09/22	<u>MINUTES OF MEETING</u> Upon the proposition of Cllr. Hurn and seconded by Cllr. Hubble it was unanimously resolved to approve the minutes of the Leisure, Environment, Enterprise & Tourism Committee meeting held on 18 <sup>th</sup> January 2022 as a correct record.
LE10/22	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <li>• LE06/22 <u>PLANTING</u> – Clerk advised that a design and wish list of plants required had today been received from Wymondham in Bloom. Wymondham Garden Centre would now be approached to seek a quotation to supply the plants.</li> </ul>
LE11/22	<u>PUBLIC PARTICIPATION</u> – None.
LE12/22	<u>SOUTH NORFOLK COUNCIL QUEENS JUBILEE</u> Cllr. Holden advised that the Town Council could apply for a £300 grant to used towards Jubilee events in the Town. Various options were discussed including advertising that these funds were available and asking local group/event organisers to apply and the event being organised by the Town Team. Upon the proposition of Cllr. Hubble and seconded by Cllr. Holden it was resolved to apply for the grant and to give it all to the Town Team.
LE13/22	<u>BREAK CHARITY</u> Request received to place a Mammoth sculpture in the Town as part of their GoGo discover trail. After discussion when it was thought that the Fairland was not an appropriate location because it is not in the Town Centre and concerns were raised about safety in crossing the road onto the grassed area. Other sites such as outside the library, the grassed area at the Back Lane car park or in the Market Place (where Market stalls are sited) were discussed. Ultimately it was decided to refer this to the full Council.
LE14/22	<u>CHANDLERS HILL</u> A basic design for this area was presented. After discussion it was agreed that a more detailed costed plan was required from the designer, to allow Council to approve the layout and for contractors to accurately quote for the work. The costed plan to be presented to the full Council at its April meeting. Cllr. Carsok was requested to obtain a formal quote from the designer and upon the proposition of Cllr. Hubble and seconded by Cllr. Hurn it was resolved to approve an amount of £300 for the design.

LE15/22	<u>GROUNDS STAFF</u> As requested Clerk read out a list of the work undertaken by the Council's Grounds staff over the last 2 months and their proposed work over the coming month(s). Cllr. Broome queried the purpose of this item and Cllr. Holden responded that they were undertaking work on areas which come under LEET. Cllr. Hurn advised that he received a number of comments praising the work and it was agreed that this would be passed onto the grounds staff.
LE16/22	<u>TOURIST INFORMATION CENTRE</u> Discussions took place on the summer opening hours and if they were relevant or needed adjusting, in particular in respect of Mid Norfolk Railway Trains arriving. It was felt by some Councillors that the use of Tourist Information Centres was declining with more usage of websites to obtain information. Cllr. Hurn advised that the Market Cross should be kept active, otherwise it would deteriorate, perhaps in conjunction with events arranged by the Heritage Society.
LE17/22	<u>QUEENS JUBILEE</u> Three projects to mark the Queens Platinum Jubilee were noted <ol style="list-style-type: none"> <li>1. Chandlers Hill project as discussed earlier</li> <li>2. A Commemorative souvenir book being produced by One Press Publications which will be delivered to all households</li> <li>3. A celebration event at Ketts Park being organised by the Town Team for Sunday 5<sup>th</sup> June 2022.</li> </ol>

*[The meeting closed at 20.19 pm]*

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

SIGNED ..... (Chairman)

DRAFT

**WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS**

No	PAID TO	DESCRIPTION	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
		<b>SERVICES</b>						
333	Joseph Ash Medway	Part for gate at Play park - Ketts Park	6210		475.00	95.00	570.00	706813
334	Norfolk Association of Local Councils	Being an Effective Councillor course - February 2022	4140		108.00	21.60	129.60	706814
335	EDF	Market Place elec 26.1.22-23.2.22	8040		70.63	0.00	70.63	706815
336	Sanitec Cleaning (Norwich) Ltd	Daily clean of public toilets and emergency clean -February	4300	940.33		188.07		
		Additional cleaning due to vandalism and flooding	4300	70.00		14.00	1212.40	706816
337	BT	Lift line	4320		10.28	2.06	12.34	706817
338	BT	Telephone and Internet	8100		222.90	44.58	267.48	706818
339	Anglian Internet	Office 365 subscription, Domain renewal	4310		187.80	0.00	187.80	706819
340	Netmatters Ltd	Time and skills on Compliance Development - website	4310		816.00	163.20	979.20	706820
341	Ingham Pinnock Associates	Neighbourhood plan consultancy services	4090		2486.64	497.33	2983.97	706821
342	E.ON Next	Elec 1.2.22 - 28.2.22	6040		10.27	0.51	10.78	706822
343	E.ON Next	Elec 1.2.22 - 28.2.22	4040		472.59	94.52	567.11	706823
344	Norman Wenn Ltd	Hire of skip - Cemetery	4440		154.17	30.83	185.00	706824
345	BT	Lift line	4320		10.28	2.06	12.34	706825
346	Anglian Water Business (National) Ltd	Water 4.12.21 - 3.3.22	6030		11.78	0.00	11.78	706826
347	Abbeygate Garage Ltd	Fuel Account	6130		60.83	12.17	73.00	706827
348	South Norfolk Council	Dog bin - annual charge 2021/2022	6170		6,746.60	1,349.32	8,095.92	706829
349	Post Office	Road tax - van	4155		275.00	0.00	275.00	706830
350	Britannia Safety and Training	Scissor lift and cherry picker training, Harness and lanyard	4140		225.99	45.20	271.19	706831
351	Anglian Water (Business) Ltd	Water charge 10.12.21 - 9.3.22	4300		503.81	0.00	503.81	706832
352	Anglian Water (Business) Ltd	Water charge 12.12.21-11.3.22	4430		61.18	0.00	61.18	706833
353	Ingham Pinnock Associates	Neighbourhood Plan consultancy services	4090		800.00	160.00	960.00	706834
354	Mr R Stone	Delivery of Wymondham Magazine	4810		508.20	0.00	508.20	706835
355	Ray Tuttle Lift Services Limited	LOLER inspections on passenger lift and scissor platform	6140		163.80	32.76	196.56	706836
356	Westcote Ltd	2 No. SAM2 speed camera batteries	4090		160.00	32.00	192.00	706837
357	Sanitec Cleaning (Norwich) Ltd	Daily clean of public toilets - March 2022	4300		940.33	188.07	1,128.40	706838
358	Suffolk County Council	LED upgrade on 14 units	4200		6,727.66	1,345.53	8,073.19	706840
359	TG Bodyshop	MOT and service Citroen relay	4155		236.74	39.75	276.49	706841
360	Alan R Cross & Son	Replace heater in toilet	4440		281.33	56.27	337.60	706842
361	Anglian Internet	Wipe and reinstall windows and office - virus on computer	4310		175.00	35.00	210.00	706843
362	EDF	Electricity 26.1.22-23.2.22	8040		67.27	3.36	70.63	706844
363	Ernest Doe & Sons Ltd	Repairs to Ferris Mower	6140		388.04	77.62	465.66	706845
364	HMRC	PAYE/NIC	4000		3,615.99	0.00	3,615.99	706846
365	Norfolk Pension Fund	Pensions	4000		3,786.73	0.00	3,786.73	706847
366	C C Clements & Sons	2 No. mortice keys	6130		9.76	1.94	11.70	706848
367	Edmundson Electrical Ltd	Connector and plug	6130		15.51	3.10	18.61	706849
368	Canon UK Ltd	Printing costs 1.12.21 - 28.2.22	4310		84.89	16.98	101.87	706850
369	Hays recruitment	Temporary Ground staff	4000		2,402.12	480.44	2,882.56	706851
370	Mrs O Gaul	Cleaning of Council Offices	4050		150.00	0.00	150.00	706852
371	T G Bodyshop	Replace offside front spring - Citroen relay van	4155	186.66		37.33		
		Service and MOT - VW Caddy	4155	238.86		40.17	503.02	706853
372	Hugh Crane Cleaning Equipment Ltd	5 No. Savon pearle 5 litre soap	4300		43.60	8.72	52.32	706854
373	Broadland Tree Services	Cutting back trees overhanging the Loke	4090	560.00		112.00		
		Pollard Sycamore tree and removal of Pine branch	4440	660.00		132.00	1,464.00	706856
374	StandleySteel Stockholders	Modifying gate - Ketts Park Play Area	6130		40.00	8.00	48.00	706857
375	Biffa Waste Services Ltd	Wheeled Bin Account	4520	87.68		17.54		
		Wheeled Bin Account	4420	76.18		15.24	196.64	706858
376	Viking Payments	Brother printer	8050	87.49		17.50		
		DL envelopes	4310	24.99		5.00	134.98	706859

D

377 Alan R Cross & Son	Carry out appliance tests, repair extension leads, supply flex	L & E Maintenance	6130		437.56	87.51	525.07	706860
378 Jewson	Posifix and softwood sleepers	L & E Maintenance	6130		75.92	15.18	91.10	706861
379 Suffolk County Council	Street light maintenance and energy 1.4.21-31.3.22	Street Lights	4200		4,839.43	967.89	5,807.32	706862
380 Cash	Bouquet	Est - Miscellaneous	4090	40.00		0.00		
	Fan Heater	Cemetery maintenance	4440	11.99		0.00		
	Ratchet set	L & E Maintenance	6130	8.49		1.70		
	Aerosol spray	L & E Maintenance	6130	9.58		1.92		
	2 No. Queens Platinum Jubilee Flags	Est - Miscellaneous	4090	15.98		0.00		
	Toilet seat fixings	Public Toilets	4300	5.00		1.00		
	Wall mountable lockable letter box	TIC purchases	8050	28.00		0.00		
	Kitchen supplies	Est - Miscellaneous	4090	6.99		0.00	130.65	706863
				3,058.22	38,859.63	6,501.97	48,419.82	
Direct debits								
EE	Groundsman mobile phone	Admin - telephone	4320		15.64	3.13	18.77	
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		99.11	19.82	118.93	
				3,058.22	39,056.63	6,541.37	48,656.22	

..... Chairman ..... Deputy Chairman

31st March 2022

**WYMONDHAM TOWN COUNCIL SALARIES**

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
11	Barclays Payflow	Salaries - February	Admin Salaries	5,227.89				
			Estab Salaries	1,588.06				
			TIC Salaries	115.44				
			Cemetary Salaries	1366.19			8,297.58	D/D
<b>TOTALS</b>							<b>8,297.58</b>	

..... Chairman

..... Deputy Chairman

28th February 2022

**Report and recommendations to Wymondham Council – Tuesday 5<sup>th</sup> April 2022**  
**Browick Road Recreation Ground Review Working Group**

This Working Group has made some good progress and, as previously agreed, we are reporting back to full Council with our recommendations on how to progress the revamp of Browick Road Recreation Ground.

Our initial meetings mapped out what kind of facilities we might want to see at the Park, who the various stakeholders might be, the practicalities of the project and possible funders.

At our most recent meeting on 22 March, the Group met with Steven Peet from South Norfolk District Council who is Leisure Business Development Manager. Our talks with him were very constructive and he gave us information on how to proceed and what our next steps might be.

It is clear that we need to put together a professional proposal drawn up by specialist consultants for the Park because this would not only help with seeking long term funding from grant giving bodies but could also provide the Council with a properly project managed solution. Our vision to have work done at the Park in stages and revamping the skate park would be the first phase, with other phases to follow in due course.

Steven Peet gave us various contacts for consultants in our meeting with him who undertake this kind of work. It would seem logical to use a company such as FMG Consulting ([www.fmgconsulting.co.uk](http://www.fmgconsulting.co.uk)) who are tried and tested, and have worked with District Council in the past. But other consultants (such as [www.surfacingstandards.co.uk](http://www.surfacingstandards.co.uk)) are available of course.

We would ask them to do a project analysis and give us costings on how we can achieve our vision. Naturally there is a cost here and we are advised by Mr Peet that, from his experience, he thinks we will need in the region of £15-20K to obtain professionally drawn up proposals.

Wymondham Town Council currently has a funding pot for Youth Support and although this is a modest £1,500 a year, there is currently £10K already in the pot. Together with the next financial year's allocation, this would bring us up to £11,500.

Bearing this in mind, we would recommend the Town Council agrees to vire (transfer) a further £8,500 to this fund from the Council's general reserve. This would provide us with the required funds of £20K for consultancy, giving us the kick start we need.

We would remind Council that our original paper, discussed at Nov 2021's full Council meeting, highlighted the cost of doing nothing and suggested a holistic approach to the revamp that would "bring the whole of the Park into more constant use and [see it] become a proper community asset for Wymondham."

This is in line with central Government's commitment to increasing activity levels across the country. Nigel Huddleston MP, Minister for Sport, Tourism, Heritage and Civil Society, responded in February 2022 to the House of Lords National Plan for Sport and Recreation Committee's Report 'A National Plan for Sport, Health and Well Being' with the words: "The government agrees with the Committee's overarching recommendation on a need for a new ambitious national plan for sport.

We also agree that sport, health and wellbeing are closely linked and that any Government strategy should reflect those links.” He added “This government is strongly committed to increasing participation and activity levels across the population, and ensuring that everyone has access to opportunities to get active.”<sup>1</sup>

We know that developing Browick Road to fit this central Government vision will not be cheap. Coming back to our meeting with Mr Peet, he did suggest that if we come up with some funding for the project ourselves, we could apply for match funding from other providers, which is general practice and makes sense.

Given this information, and the fact that CIL monies in the region of around £250,000 is due to come to Town Council before the end of April (according to Cllr Savage from our last meeting), we recommend that Council earmarks this latest tranche of CIL for the Browick Road Recreation Ground improvements.

While this particular tranche of CIL money sounds like a big sum for Browick, informal suggestions on how funding might be spent have included facilities such as picnic benches, a running track, proper paths, mini-golf, enhancing the green landscape and improving the tennis and basketball courts. All these options would be discussed with local stakeholders such as residents, community groups, police and of course current users of the grounds in the consultation process.

Such facilities do not come cheap (and costs will continue to rise due to a number of factors beyond our control) but if this Council agrees to earmark £250,000 it would potentially mean we could apply for matched funding, resulting in £500K. This would significantly boost the kind of improvements and facilities we would like to have in place to offer free, multi-generational sport, health and well-being use for all of Wymondham.

#### **Recommendations:**

- 1. Use previously built up reserves of Youth Support money in the region of £10K (and the next financial year’s funding of £1,500) together with a vire of £8,500 from general reserves to provide funding for consultancy for Browick**
- 2. Earmark/ringfence incoming CIL allocation of approx. £250,000 in April 2022 for the Browick Road Recreation Ground improvements**

*Report authors:  
Cllr Nuri-Nixon & Cllr James*

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<sup>1</sup> <https://www.gov.uk/government/publications/government-response-to-the-house-of-lords-national-plan-for-sport-and-recreation-committee-report/government-response-to-the-house-of-lords-national-plan-for-sport-and-recreation-committee-report-a-national-plan-for-sport-health-and-wellbeing>

**Office | Wymondham Town Council**

**From:** Peter Marron <peter.marron@break-charity.org>  
**Sent:** 06 March 2022 16:10  
**To:** Office | Wymondham Town Council  
**Cc:** Eleanor Edge  
**Subject:** FW: GoGoDiscover Sculpture Trail 2022 - permission for location in Wymondham  
**Attachments:** Donna Newman 'Buzz' mammoth.jpg; 187702985\_820119821962160\_3743825916188151986\_n.jpg; IMG-20220302-WA0003.jpg; Fairfields2.jpg

Good afternoon Trevor

Further to our conversation last week – I am pleased to say that the Sponsors of ‘Buzz’ the mammoth sculpture, Lovell Homes have confirmed that they are happy with the sculpture being placed on the grass side on the Fairland common location subject to your permission.

I have supplied dates and an brief overview of the trail in my previous e-mail and as attached images. I have now also attached a couple of images for the location, but we are flexible as long as we are able to crane the sculpture and plinth off from the roadside. Please be assured that we will repair any damage to the grass at the end of the trail as required.

I hope that you have all the information you need for now. I will of course send you the RAMS and finer details nearer to the installation date of 26<sup>th</sup> June.

Good luck with your committee – I am happy to answer any further questions you may have at any time.

Thank you for your support for Break and the GoGoDiscover trail.

Pete

Pete Marron  
 Corporate Fundraising Manager / Project Manager  
 T. 01603670464 | M. 07799210401  
 Schofield House, Spar Road, Norwich, NR6 6BX  
[Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



At Break, we make life better  
 for vulnerable young people.

#ChangingYoungLives

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 Registration No. 1699685, England. VAT Registration No. 595 3666 89.

 Please consider the environment before printing this email

**From:** Peter Marron  
**Sent:** 02 March 2022 10:44  
**To:** 'office@wymondhamtc.co.uk' <office@wymondhamtc.co.uk>  
**Subject:** GoGoDiscover Sculpture Trail 2022 - permission for location in Wymondham

Good morning Trevor



I have kindly been given your contact details from Dan Goodwin from SNDC – he has suggested that you are the person to speak to about locating one of our Steppe Mammoth sculptures in Wymondham for our GoGoDiscover Trail this summer.

I am sure you are aware of our previous trails having been part of the GoGoHares trail in summer 2018 – I believe you have your hare in position on the high street.

For this summer we are having 55 T.rex sculptures in Norwich and 25 Mammoth sculpture across the county. We are also displaying 100 smaller T.rex sculptures in Norwich as part of our learning and education programme too. Here is a link to the project for further info: <https://www.break-charity.org/gogodiscover/>

One of our sponsors, Lovells who are a housebuilder / developer in the town and have requested for their mammoth to be located in a good footfall area within Wymondham. We have a small number of suggested locations but wanted to speak with you first to see if you had any ideas of your own or at least could advise on permission processes please.

The sculptures are approx. 2.1 m long x 2m high x 70cm wide. They will be fixed to a large concrete plinth (2.3m x 1.3m) and craned in to position on Sunday 26<sup>th</sup> June for an 11 week trail period. I can supply RAMS as required nearer to the start date.

I have attached some images for your information and look forward to hearing back from you very soon.

Kind regards

Pete

Peter Marron  
Corporate Fundraising & Project Manager  
07799210401



At Break, we make life better  
for vulnerable young people.

#ChangingYoungLives

[www.break-charity.org](http://www.break-charity.org)

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A Company Limited by Guarantee Registration No. 1699685 England





## WYMONDHAM TOWN COUNCIL

March 2022

### MARKETS

#### Background

Full Council at its meeting on Tuesday 3rd August 2021 resolved to set up a working group to review Market fees and Terms and Conditions.

#### Previous Position

The Town Council administers two markets:

1. A Charter Market that is held every Friday in the Market Place which was established in 1440 and is a general market with no restrictions on the produce/goods sold subject to law.
2. A Farmers Market that was established in 2000 with the aim of promoting sales from local producers.

#### Information

##### **Charter Market:**

The Charter Market presently has 9 stall holders who attend every Friday as follows:

- Vegetables/plants/flowers
- General Groceries
- Coffee and fast-food takeaway
- Wet Fish
- Sweets
- Bread/cakes
- Second hand jewellery
- Ladies clothing
- Well being/groovy vintage items

There is currently space for another 1 number of traders who would have a 3 metre x 3 metre pitch.

Stalls are provided by the traders with some being bespoke units. The Council provides electricity cables and rubber protection covers.

Following a meeting with stallholders and interested parties in July 2018 the previous structure of charging per frontage foot (£1.10 -last increased in 2016) was amended to the fees below. The present fees have been held at this rate since 2018.

- Up to 20ft - £10
- Over 20ft - £20

Electric is supplied through pop ups in the Market Place and is charged as follows

- Stall up to 20ft - £3
- Stall over 20ft - £6

### **Farmers Market**

The Farmer's Market is presently held on the 3<sup>rd</sup> Saturday in the Month with the number of stall holders varying but would normally be:

- Fudge                                      Curry                                      Sweets
- Bread                                        Cakes                                      Goats milk - Soap/moistures
- Vegetables                                Chilli sauces                            Country Markets
- Wet Fish                                    Pastries                                    Dog Treats
- Coffee                                        Plants                                        Candles
- Herbs & Salt

The stalls are normally a combination of those provided by the traders (bespoke units) and canopies provide for and erected by the Town Council which also provides electricity cables and rubber protection covers. Potentially another 2 stalls can be accommodated.

Stallage fees are determined by the Finance & General Purposes Committee and were last set from 1<sup>st</sup> April 2017 and are as follows

- £17.50
- £18.50 if electricity provided.

There is an obvious disparity in the fees charged and an inequality that on the Charter market a normal 3 metre x 3 metre pitch would be charged £10 but a 6 metre x 6 metre pitch being twice the size would also pay £10. A 3 metre x 3 metre pitch on the Farmer's market would be £17.50.

It was agreed that the Working group would look at the following

1. Fees – Charter Market & Farmers Market.
2. Facilities provided
3. Updating rules and regulations
4. Casual use fees.

The need to revitalize the markets was discussed with a view to increasing the number of stall holders attending. In this respect it was considered necessary to review the current fee structure to bring some harmony between the two markets.

## **FEES**

Clerk presented to the Working Group some draft figures showing the present charging structure for the Friday Charter and Farmers Markets showing that the Council presently incurs an overall loss. Following a review, the working group determined that a fee structure based on a £1.00 fee per foot basis should be recommended to the full council which will equalize the fees paid by both markets. Electricity to be charged at a rate of £2 for standard 3m x 3m pitches and £4 for larger ones.

## **FACILITIES PROVIDED**

In order to achieve the above, and to reduce Council costs thereby resulting in the Council moving into a positive position it was determined to recommend that the provision of canopies to the Farmers Market be withdrawn with a subsequent reduction in staffing levels from 2 grounds staff to 1 grounds staff.

## **CASUAL USAGE**

In respect of casual usage fees, it was determined to recommend to full council that fees should be determined by the Clerk, in conjunction with the Mayor, and based upon the market fees.

## **FARMERS MARKET COMMUNITY STALL**

A paper to formalise a community stall on the Farmers Market was discussed at the February full Council meeting. It was agreed that a stall would be made available for none trading activities and would be free of charge with the emphasis on Wymondham based organisations.

## **RULES & REGULATIONS**

A revised set of rules and regulation have been discussed at length by the Working Group and these are attached to this report.

## **RECOMMENDATION**

The Town Council ratifies the recommendations of the Markets Working Review Group as above and adopts the new Rules & Regulations.

TB Gurney

Town Clerk

# WYMONDHAM TOWN COUNCIL

## MARKET RULES

These Market Rules shall apply to all markets (including event markets e.g. Bank Holidays) controlled by Wymondham Town Council.

Rules will be reviewed annually and will come into operation on the 1<sup>st</sup> April 2022.

### DEFINITIONS

**Charter** -The granting of a weekly market

**The Council** - Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, NR18 0UT.

**Market Day**- The day (or days) of the week upon which the Council have approved the holding of a retail market. This may be by means of a Charter or by the Council appointing a market. The current Market Day is Friday and the Farmers' Market is the 3<sup>rd</sup> Saturday monthly.

**Markets Manager**- The person appointed by the Council to lead the operations of the market and enforcement of market rules. In the absence of the Market Manager, the council will have a nominated representative deputised to the role.

**Loading & Unloading**- Means the process of getting goods and equipment in and out of the traders' vehicles. This includes the set up or take down of the stall or pitch.

**Trading Hours**- The period of time which traders are permitted to sell goods. The Markets Manager shall have the discretion to vary trading hours dependent on the conditions and circumstances on site.

**Trader's Agreement**- The agreement between the Council and a Trader which sets out commodities permitted to be sold by that trader on a specified market subject to these Market Rules and such other conditions as may be included in the Trader's Agreement. Trader agreements are valid for up to a 12-month period and will be reissued at the start of the financial year subject to trader behaviour and account status. A trader agreement does not guarantee a specific pitch.

**Trader**- An individual or business that the Council have authorised to trade on a specified market.

**Regular Trader**- A Trader who has been approved to trade on a specified market after a qualifying period of trading.

**Casual Trader-** A Trader who has been granted temporary use of a pitch to trade by the Council.

**Permitted Commodities-** Those goods and commodities for which the Trader has approval of the Markets Manager to sell at a given market.

**Pitch-** An agreed area of land from which the Trader is authorised to sell Permitted Commodities during the Trading Hours on -any given day. The location of pitches will be determined by the layout as specified by the Council. The Council retains all rights to all pitches/space within the market area. Traders have no rights to a specific pitch and location of a trader within the market will be determined by the Markets Manager.

**Stall-** The structure, trailer or other device upon which the permitted commodities are displayed for sale following approval of its use from the Markets Manager.

**Market Area -**The area as defined in the Charter or as approved by the Council for the Market to take place. A market will have a layout as specified by the council and the council remains in control of all space within the market area. The layout will determine the location of pitches permitted for use.

## **RULES**

### **1. PROSPECTIVE TRADERS**

1.1. Any prospective Trader must complete the application form with the details requested. By submitting such form, the trader agrees to abide to these rules. In addition, any trader must show proof of public liability insurance, National Insurance number and if requested eligibility to work in the UK. Whilst the application may specify the goods the trader wishes to sell this is subject to agreement with the markets manager as set out in the trader agreement.

### **2. BALANCED MARKET AND MARKET LAYOUT**

2.1. The Markets Manager is responsible for the layout of the market and ensuring a balance of commodities in order to make the market attractive to customers.

2.2. New applications for trading will be assessed against the current balance at the market. Prospective Traders will only be granted permission to trade if there is space within the current market layout and the commodities they wish to sell are not overrepresented at the market. The Markets Manager's decision in this respect is final. This applies to both current and prospective traders.

2.3. Traders who cannot be immediately accommodated will be put on a waiting list maintained by the Markets Manager who will determine when space is available, and this will be based on the balance of commodities and the layout of the market.



### 3. CASUAL TRADERS

3.1. Is a trader with no rights to a pitch who will be granted the temporary use of a vacant pitch subject to giving 7 days notice. In addition, any trader must show proof of public liability insurance, National Insurance number and if requested eligibility to work in the UK. Casual traders will be issued a trader's agreement.

### 4. REGULAR TRADERS

4.1. A regular trader is a trader with a guaranteed space at a given market however, pitch allocation isn't specific to traders and can be amended by the Markets Manager at any time.

4.2. A regular trader will be issued with a 'Trader's Agreement' which will need to be signed and renewed on a yearly basis. In addition, any trader must show proof of public liability insurance, National Insurance number and if requested eligibility to work in the UK. Regular traders must trade every week except for medically certified illness, market closures or annual holidays.

4.3. To maintain status as a regular trader all payments to the Council must be up to date with no debt accrued.

### 5. ALLOCATION OF PITCH

5.1. The Markets Manager reserves the right to move traders to a different pitch or area within the market area. Where possible notice will be given, but in exceptional circumstances this could be immediate.

5.2. Traders are not allowed to move (including for a temporary period) or extend their pitch without first receiving permission to do so by the Market Manager.

### 6. PAYMENT OF MARKET FEES

6.1. Regular Traders will be charged market fees by a monthly invoice raised in advance e.g. raised at the beginning of April for April, payable in April. If a credit is owed to a regular trader (e.g. for a market that could not be attended due to medical grounds) a line showing the credit will be shown on the next invoice raised. All payments must be paid on time in cash, by cheque or direct to the Council's Bank account.

6.2. If arrears are built up, your status as a regular trader will be revoked with immediate effect and you will be notified in writing of this by the Markets Manager with your trader agreement being terminated. This will impact your ability to trade on the Council's market and may prevent you from becoming reinstated as a regular trader in the future.

6.3. Casual Traders must make payment to a Markets representative on the Council by cash or cheque on the day.

## 7. MARKET FEES REVIEW

7.1. The Council reserves the right to review market fees when required and alter the charges. All traders will be notified at least four weeks before any changes are implemented.

## 8. HOLIDAY ENTITLEMENT

8.1. At the discretion of the Council, Regular Traders who are up to date with their payments will receive a rent-free period whilst they vacate their pitch due to their holiday. You will be entitled to 4 days per market rent free. The trader must give a minimum of four weeks' notice in writing to the Market Manager.

## 9. ELECTRICITY

9.1. Any trader requiring electricity must inform the Markets Manager in their application form. If approved and space is available, they will be allowed to connect to an approved electrical outlet in the Market Area at the discretion of the Markets Manager. Traders must ensure all their electric cables and appliances conform to required legislation and that where cables are in a public space, coverings are in place. Any cables or electrical appliances that are deemed unsafe by the Markets Manager must be removed immediately.

9.2. The Markets Manager may suspend use of electricity to any trader. Any damage caused by Traders to the Market electrical supply equipment will be charged for.

9.3. All electrical charges will be levied at the current rate as part of a Trader's invoice for rent. Casual Traders must pay on the day. The Council reserve the right to alter the charges by giving 1 months notice; all traders will be notified before any changes are implemented.

## 10. STALLS

10.1. Stalls must be supplied by the Trader and it is their responsibility for their erection and dismantling. All stalls must reach the expected standards of safety and appearance required by the Council.

10.2. If in the opinion of the Markets Manager any part or parts of the stall are deemed to be unsafe it will be the responsibility of the Trader to remove the item(s) and make safe.

10.3. If the Trader continues to trade without removing the unsafe item(s) or equipment they will be suspended immediately and asked to leave the market. They will only be allowed to return to the market when they have satisfied the Markets Manager that they have made their stall safe.

10.4. The Trader shall not affix their stall to, or place any of their goods or produce on, any item of street furniture or public memorial.

10.5. All Gazebos and pop ups must be weighted, regardless of the weather. It is the responsibility of the trader to ensure they have sufficient weights to make sure their stalls are safe.

## 11. PITCHES

11.1. The Trader shall not place or display goods or trail cables beyond the boundaries of their pitch or upon their stall in such a manner as may cause an obstruction or danger to pedestrians and people visiting the market. It is the Trader's responsibility to ensure all cables are covered and out of reach from members of the public to prevent injury.

11.2. If any pitch is free or unclaimed, traders cannot use this space without seeking permission first. The Council reserves the right to sell such space at the market rent achievable for the time of year.

11.3. Traders shall not provide customer seating.

## 12. PERMITTED COMMODITIES

12.1. The Trader shall not deal in, sell or display goods other than those stated in your 'Traders Agreement'. The Markets Manager has the authority to stop a Trader selling goods that he or she regards as unsuitable. The Markets Manager decision on this is final.

12.2. A trader must not misrepresent the goods they have for sale and any goods sold must conform to relevant standards and display markings as appropriate

## 13. PROHIBITED AND RESTRICTED ITEMS

13.1. A Trader is not permitted to collect money or sell articles for the benefit of charitable or other purposes from a stall or pitch unless the relevant permission has been obtained from the Council.

13.2. Lottery tickets, drugs, medicines, weapons, firearms or imitation firearms shall not be sold from a stall or pitch.

13.3. A Trader shall not sell alcohol from a stall or pitch unless a Temporary Events Notice has been obtained from the Licensing Section of South Norfolk Council in accordance with the Licensing Act 2003, it's guidance and any regulations made subsequently under the Act, and with the agreement of the Council.

13.4. E-cigarette traders must have full insurance cover including product liability protection.

#### 14. COMPLIANCE WITH LEGISLATION

14.1. Any Trader found contravening any trading standards or consumer protection legislation must remove the said goods and will be reported to Trading Standards. The Markets Manager can suspend said Trader from trading on that day and until relevant authority has been obtained to sell those goods.

14.2. The Trader must comply with their responsibilities under all relevant regulations and legislation to their employees and to members of the public and in particular the Consumer Rights Act 2015.

14.3. Should a complaint be made by a consumer against a Trader's product, and no satisfactory outcome can be found between the two parties, the Markets Manager having taken advice will make a decision. If he or she agrees with the consumer a refund must be offered by the Trader.

14.4. Should the Trader still disagree, and the Markets Manager feels the market is being brought into disrepute, the Trader may be asked to leave the market permanently.

#### 15. AUCTION, PITCHING OR TOUTING

15.1. The Trader shall not sell any goods or allow them to be sold by auction, pitching or touting.

15.2. Amplifiers, or other noise-making devices or motors or generators can only be used after consultation with the Markets Manager.

#### 16. MARKET APPLICATION FORMS

16.1. The Trader shall complete the form detailing such information as the Council may require and promptly thereafter shall notify the Markets Manager in writing of any changes in such information or supply such further information as the Council may require. Any such information may be used to control and administer the Council's markets and to manage, monitor, improve and promote Council services.

16.2. Note: Wymondham Town Council is registered as Data Controller under the Data Protection Act 1998 for the purpose of processing personal data in the performance of its lawful business. Any information held by the Council will be processed in compliance with the principles set out in the Act. The Council is responsible for ensuring the confidentiality of personal data that it holds. It also has a duty to protect the public funds it administers and may use the information provided to it to prevent and detect fraud. This may include sharing the

information for these purposes both within the Council and with other persons or bodies involved for example in administering or auditing public funds or for data matching. If you have concerns about the processing of your personal data by Wymondham District Council, you may contact the Council's Data Protection Officer at its offices at Ketts Park, Harts Farm Road ,Wymondham, NR18 0UT or the Office of the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## 17. WASTE DISPOSAL

### 17.1. Traders must either:

Arrange for the removal and disposal of all waste generated by their trading activity at the end of the day, ensuring that the persons removing and disposing of it hold an appropriate Waste Carrier's Licence which can be inspected by authorised Council officials; or

17.2. At the end of the trading hours the Trader shall remove all goods and approved fittings from their pitch and leave the site clean and tidy. The Council may charge the Trader (other than those items left for authorised collection) for clearing away any waste or removing items left on the market, surrounding area or any area such where rubbish may have blown to. Traders that continue to leave the market space untidy will be issued with a warning.

## 18. LOADING AND UNLOADING

18.1. Loading and unloading in connection with a stall shall cause as little inconvenience to the public or other Traders as possible.

## 19. LOADING AND UNLOADING TIMES - ALL TRADERS

19.1. Unloading and loading must be completed in the times set out The Markets Manager shall have the discretion to vary loading times dependent on the conditions and circumstances on site.

Trailers: It is your responsibility to get your trailer into position without disturbing other traders. Other traders should not be expected to delay their set up waiting for you. Note: Any trader that is onsite out of the times set does so, at their own risk. The Council will take no responsibility for anything out of the times.

## 20. RE-ALLOCATION OF UNOCCUPIED PITCHES

20.1. If a trader is not onsite by 7.45am, unless an alternative arrangement has been made by the Markets Manager, it will be considered that the trader is not attending, and the pitch may be reallocated for that day. The trader who failed to attend will still be liable for the pitch fee.

## 21.ARRIVAL/ DEPARTURE TIME FROM PITCH

21.1. The Council has obtained a road closure order to extend the market area which is effective from 6.00am to 6.00pm on Fridays and 6.00am. to 2.00pm on Farmers Market days. The markets should operate between these times and traders should be cleared away and their pitch vacated by the latest times. Council staff will only be available during these times.

21.2. Any trader that is onsite out of the times does so at their own risk. The Council will take no responsibility for anything out of the times.

## 22. MARKET CLOSURE IN EXCEPTIONAL CIRCUMSTANCES

22.1. The Markets Manager can close the market down in exceptional circumstances and traders must vacate their pitch as soon as is reasonably possible. If a trader continues to trade after given instructions to leave, a permanent ban may be issued in writing. Note: Most trader insurance is invalid if the market is closed.

22.2 Market closure in advance due to weather forecast: If a weather warning is issued the Markets Manager must act upon it. If speeds or gusts of wind are predicted to reach 40mph or above (as shown on the Met Office website) the market will be closed or made a no structure event. This decision will be made as early as possible. For all cancelled markets a full credit will be available on your next monthly invoice. Weather Change on the Day: If the decision is made to close the market before 12.00 noon on the day a full credit will be made. If the decision is made to close the market after 12.00 noon on the day a 50% credit will be made. All credits will be shown on your next monthly invoice.

## 23. MARKET TRADER VEHICLES

23.1. Market trader vehicles must be offsite as soon as their stall is established.

## 24. PUBLIC LIABILITY INSURANCE

24.1. All Traders, Casual and Regular Traders shall indemnify the Council against all costs, actions, claims and demands by any person or body arising from the exercise of their trading activities or those of their employees, representative or agents and shall hold a valid insurance policy for public liability for claims up to £5 million. The Markets Manager shall be entitled to call for and inspect such policy of insurance and the receipt of the current premium. Traders will not be allowed to trade if they cannot provide proof of insurance. Traders are responsible for ensuring that appropriate insurance is in place that covers all situations in which they may operate.

24.2. Public Liability Insurance: Most membership insurance policies are personal to you to use for business purposes.

24.3. In the case of a limited company or limited liability partnerships, every director of the business must be a member of the insurance scheme. You will need to provide this proof to the Markets Manager.

## 25. HEALTH AND SAFETY AT WORK ETC. ACT 1974

25.1. All traders are duty bound by law to follow this Act and any regulations made under this Act. Failure to do so will result in suspension or permanent removal from the market. It is your responsibility to check and use the latest edition available.

## 26. FOOD TRADERS

26.1. Any Trader selling food for human consumption shall:

- Supply all requested information in the requested format.
- Receive confirmation from South Norfolk Councils Environmental Health Service that they are happy for the applicant to trade, subject to the provision of relevant information and documents to the Markets Manager before trading commences.

26.2. Traders selling pre-packed foods are considered 'Low risk' and will need the following in place to trade safely:

- It is good practice to provide appropriate cover to the roof, sides and back of stalls from which food is to be sold and provide such other facilities, equipment as required by law or by Environmental Health or Trading Standards Officers. You may be asked to remove the sides of your stall depending on weather conditions.
- You must have suitable hand washing facilities such as hand sanitiser or hand wipes.

26.3. Traders selling hot food are considered (High risk food) and will need the following in place to trade safely:

- It is good practice to provide appropriate cover to the roof, sides and back of stalls from which food is to be sold and provide such other facilities, equipment as required by law or by Environmental Health or Trading Standards Officers. You may be asked to remove the sides of your stall depending on weather conditions.
- You must have suitable hand washing facilities such as hand basin with necessary prerequisites such as hot and cold running water, soap, hand drying facilities and a suitable method for disposing of wastewater will be required.
- Ensure direct handling of food is done hygienically.

- The operator of a food business must ensure that food handlers are supervised and provided with food hygiene instruction and/or training which is appropriate to their duties and to the nature and type of the business
- Maintain standards of hygiene and cleanliness as required by law, Environmental Health Practitioners, Trading Standards Officers, the Food hygiene rating scheme (to a minimum of 4) or the Markets Manager. Should any food trader be found to be non-compliant with the law they will be required to immediately leave the market and will not be permitted to return until they can demonstrate full compliance to the satisfaction of Environmental Health staff. No refund on Market Fees will be given.
- Seek and comply with the requirements and advice of South Norfolk Councils Environmental Health Team who can be contacted at the Council's offices at Long Stratton Norfolk.

## 27. NON-ATTENDANCE

27.1. If without notifying the Council a Regular Trader fails to attend a Market on two consecutive weeks or six occasions in a twelve-month rolling period, then his or her Trader agreement will be terminated.

27.2. If a Regular Trader is unable to attend a market on medical grounds, credit of market fees will be made on the next quarterly invoice. A maximum of nine weeks in a twelve-month rolling period can be claimed. This will be subject to the provision of satisfactory evidence such as a medical certificate or Doctor's letter which will be treated in confidence. During this time, the Council reserves the right to temporarily allow trading in place of non-attending trader. If a total of nine weeks in a twelve-month rolling period is reached the situation will be re-assessed and after notice the trader agreement may be terminated.

## 28. NOTICE PERIOD

28.1. A Regular Trader shall give four weeks' written notice of their intent to cease trading before the end of the invoiced period. No refunds will be given in regard to such notice for the current rent invoiced. Notice may also be given by the Council to the trader to remove the trader which will be a period of four weeks' unless the reason for this is serious in nature.

## 29. COMPLIANCE WITH MARKET RULES

29.1. Traders shall comply with all reasonable directions of the Markets Manager.

29.2. Traders must sign a form to say he or she understands and intends to comply with these Market Rules. These will be reviewed and reissued for signature on a yearly basis.



29.3. Traders not complying with these Market Rules may be suspended from trading by the Markets Manager.

### 30. TRADER BEHAVIOUR

30.1. If a Trader or their employees or representatives behave in a manner which may be deemed in breach of the law, or which is of an anti-social nature, threatening (physical or verbal) behaviour they may be suspended from trading.

30.2. Traders should not disgrace, belittle, or shame customers, fellow traders, other town businesses or Council officers in-person, online or in social media posts. Any trader or representative who is abusive or posts negative online or social media comments may result in suspension. For serious offences, suspension will be immediate and will be permanent. The Markets Manager's decision on this is final.

### 31. AMENDMENTS TO THE RULES

31.1. The Council will review, annually or as required, and may add to or amend the Market Rules in the light of changing circumstances or for any other reason on the understanding that Traders will be advised in writing. When a new copy of the Market Rules is issued Traders must sign and date and return to Market Manager. Failure to do so will result in the termination of the trader's agreement.

### 32. PROCEDURE FOR EXCLUSION FROM TRADING WITH WYMONDHAM TOWN COUNCIL

32.1. Failure to adhere to market rules or instructions given by a member of the Markets team will result in a written warning being issued in the first instance. If 3 written warnings are issued within a 12-month rolling period, this will result in a permanent ban from trading on a market.

32.2. If the issue is considered serious, this will result in a permanent ban from trading on any market regardless of any prior warnings. E.g.: Verbal or physical abuse towards public, other traders or Market team. This will be issued to you in writing and will be effective immediately.

### 33. COMPLAINTS

33.1. Any complaints regarding these Market Rules must be made in writing to the Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, NR18 0UT

By signing this form, you are agreeing to the Market rules and Regulations. Please complete the form below and return to the Market Manager. You will also be issued a copy.

NAME .....

POSITION .....

SIGNATURE DATED ...../...../.....

COUNCIL REPRESENTATIVE

NAME.....

POSITION .....

SIGNATURE DATE ...../...../.....

## Ukrainian refugee crisis

### How we can help

#### Background

**A statement was released by South Norfolk Council on 18<sup>th</sup> March 2022 as shown below.**

#### Member briefing – 18 March 2022- SNC

The situation for supporting Ukrainian families is fast moving and will likely change over the next week as this situation develops. This briefing is designed to give you an overview of the current situation and the potential response from the Council.

- Homes for Ukraine is due to go live today, this is different from the families scheme (where family members are already here), which is already in operation. This scheme will then work through intermediaries who will match a sponsor household with a Ukraine family. These intermediaries are likely to be faith group, Non-Government Organisations. 90% of Ukraine families consist of mum and at least one child.
- This is a visa scheme, not a resettlement scheme. The visa will be issued to the family to travel, and it will then be the responsibility of the evacuee or the sponsor household to make travel arrangements. Sponsors can request some help for cost to get the family to their home i.e. taxi from train station. This needs to be worked through. Sponsor household must offer their home for a minimum of six months, visa can last up to three years.
- The visa scheme means basic police checks will be completed on both the host household and the Ukrainian family.
- Around 150,000 host households have expressed interest in hosting families, this is a mix of standalone accommodation and spare rooms. We don't have the data about how many households in the district.
- National reception centres are being set up in 10 to 12 in UK, based on areas near ports or airports. Norfolk will NOT have a reception centre but could host a sub-regional centre to host families coming to Norfolk.
- Norfolk County Council and our Council will be responsible for completing checks on host family and property. NCC will lead on DBS checks (enhance DBS will be needed for children and vulnerable adults, standard for rest), our Housing Standards and Help Hub teams will be leading on practical visits and make a decision whether the home is suitable.
- Host households will receive a payment of £350 as a thank you. Payment will be in arrears and can only be made if we assess accommodation as suitable. The host household cannot charge rent but can ask for a reasonable contribution to bills and food. Guidance for host households say that they don't have to provide food but might like to.
- Ukrainian families will be entitled to claim benefits, work and access public services from day one. Benefits of claimants of host households won't be affected. A County

coordination group is looking at health care, social care provision and education facilities. Access to housing and benefits will also be day one and we will be modelling what this means.

- At the moment we don't require any physical donations, any donations should be online donations. Details are on our website [link](#) We will be regularly updating our communications on our website and social media.

#### **Current potential Councils offer:**

- South Norfolk House could act as a sub-region reception centre, an area to support integration into the local community, and finding employment. A mock exercise is planned for w/c 21/03/22 to test facilities and understand limitations. At this stage the emphasis is likely to be on the family liaising directly with the sponsor, but we will explore all options.
- The Council is planning its response to checking homes and will involve a mix of the Housing Standards team to check physical home and the Help Hub team to meet with sponsor household to ensure it is understood what it means to host a family. The help hub team will also meet the family and help with integrating into the local community. This will also involve safeguarding families and sponsor household.
- We will coordinate the community response, working with local community groups, mutual aid groups and town and parish councils. This may include coordinating activity for goods, clothing etc as required.
- We are planning for sponsor household breakdowns as this will inevitably happen. Whilst the Home Office has an intention to offer an alternative sponsor household, the interim will mean we will have to provide accommodation for the family. We are also planning to see what will happen at the end of placement if the family does not return to the Ukraine.
- We are looking into practical support for sponsor households and Ukrainian families including Help Hub flexible fund, Norfolk Assistance Scheme and Council Tax support.
- We are planning our employment support offer; it is likely that many working age Ukrainians will want to work and will have skills useful to the Norfolk Economy.
- We will work with our County and Health colleagues to ensure that information is accessible and coordinated, we have negotiated that the data will be coming to districts in quick time. There is a risk to the districts if the sponsor / family relationship breaks down that we will have to deal with homelessness and therefore we are keen to ensure that we have access to relevant information.

#### **Proposal**

Wymondham Town Council will aid and assist Norfolk County Council and South Norfolk Council wherever possible to ensure that Ukrainian refugees are integrated into our community by providing help and support if required to do so.

Proposer Cllr Tony Holden

Secunder Cllr Kevin Hurn