

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 3rd May 2022 at 7.00 pm.

A G E N D A

	Chairman to ask if anyone wishes to record proceedings and if so to remind those present that a set of guidelines have been adopted by the Council.	
1	Election of Mayor & Chairman of the Council	
2	Election of Deputy Mayor & Vice Chair of the Council	
3	Apologies for absences	
4	Declarations of Interest	A
5	To resolve that the minutes of the Council meeting held on 5 th April 2022 are a correct record.	B
6	To receive an update about progress of items from the last meeting of the Council on 5 th April 2022 / previous meetings.	
7	To note the minutes of the Finance & General Purposes Committee meeting held on 19 th April 2022.	C
8	To re-adopt delegated arrangements to Committees & Working Groups*	
9	To re-adopt terms of reference for Committees*	
10	To ratify Appointments to Committees for year 2022/23	D
11	To ratify Appointments to Outside Bodies for year 2022/23	D
12	To ratify Appointments to Working groups	D
13	Formal re - adoption of: <ul style="list-style-type: none"> • Standing Orders* • Complaints* • Correspondence* • Computer & Telephone Misuse Policy* • Data Protection* • Dignity at Work/ Bullying and Harassment Policy* • Equal Opportunities* • Freedom of Information* • Financial Regulations* • Health & Safety* • Information Protection Policy* • Information Security Incident Policy* • Press & Media* • Removable Media Policy* • Risk Assessment* • Social Media and Electronic Communication Policy* • Treasury Management Policy* 	
14	To note inventory of land and assets including buildings	E
15	To note arrangements for Insurance Cover in respect of all insured risks – Zurich Insurance.	
16	To note Council's / or employee's membership of other bodies	F
17	To confirm payment of monthly creditors – April 2022.	G
18	To note Mayors Engagements	H
19	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.	
20	Wymondham Magazine – Application for funding.	I
21	Saturday Events in Market Place	J
22	Grant Application – Town Team	K
23	Reports from County / District Councillors	
24	Reports from representatives on outside committees	

*Contained in Standing Order Pack issued to all Councillors.



29th April 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?

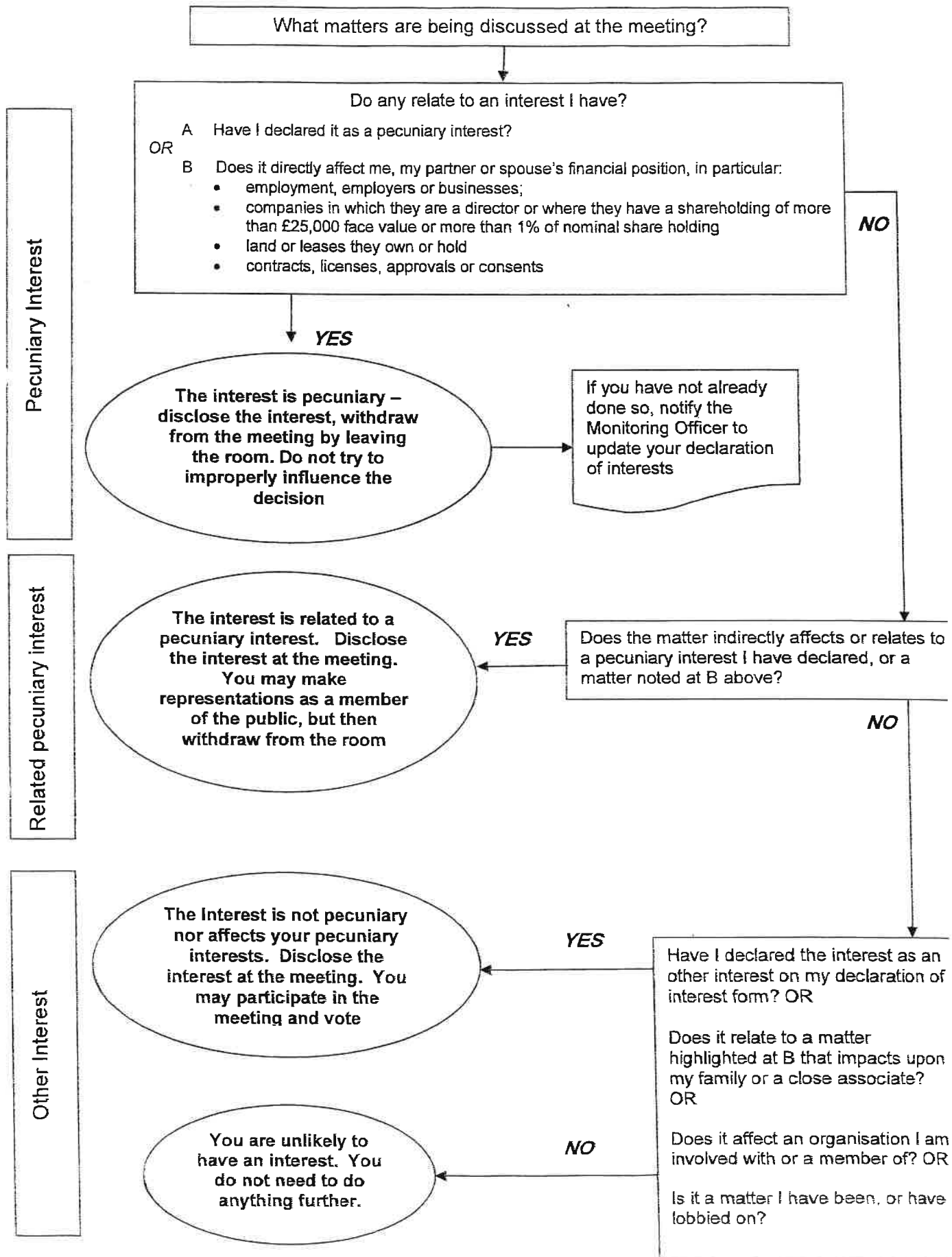
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 5th April 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	R Savage
A James	K Carsok	R Elliott

Member(s) of the Public: 6

Councillor Hurn in the Chair

040/22	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Flatt & Murrell
041/22	<u>DECLARATIONS OF INTEREST</u> – None.
042/22	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Hubble and seconded by Cllr. Holden the minutes of the meeting held on 1 st March 2022 were approved as a correct record.
043/22	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> • <u>Room Hire</u> Clerk confirmed that a booking form was being prepared and would be placed on the Council's website in due course. • <u>Job descriptions</u> Clerk confirmed that these would be on a future agenda.
044/22	<u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE</u> minutes of meeting held on 15 th March 2022 were discussed. In particular, the allocation of all of the £300 South Norfolk Council Queens Jubilee grant to the Town Team, with a number of Councillors expressing a view that other groups/street parties should have been given the opportunity to have some part funding. It was agreed to match fund SNC with £300 from the Sponsorship budget and it was resolved to note the minutes and ratify the decisions made by the Committee. Cllr. James queried if she should declare an interest as a member of Wymondham In Bloom as they were affiliated to the Town Team. She was advised no as the funding was not going to Wymondham In Bloom.
045/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Halls it was resolved to pay accounts for March 2022, as per the submitted list in the sum of £48,656.22 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £8,297.58

046/22	<p><u>PUBLIC PARTICIPATION:</u></p> <ol style="list-style-type: none"> 1. Representative from Greening Wymondham <ul style="list-style-type: none"> • Browick Road Recreation Ground Agenda item 8 <ul style="list-style-type: none"> ○ Not clear on what consultation will take place. ○ Allocation of Community Infrastructure Levy (CIL) premature, wants working group to discuss. • Break Charity – Mammoth – Agenda item 9 – doesn't like them nor the existing Henry the Hare in the Market Place. 2. Public – Markets - Agenda item 10 – Contributes to economy – backward step to take canopies away
047/22	<p><u>BROWICK ROAD RECREATION GROUND</u> Cllr. Nuri-Nixon presented her paper in respect of re-modelling Browick Road Recreation Ground following the working groups meeting with an officer from South Norfolk whose recommendation was that consultants are employed to carry out consultation, prepare plans and specifications to enable funding applications to be made. It was proposed that the first stage would be the installation of an improved skateboard facilities. After discussion during which there was support for the overall project concerns were raised as to the allocation of CIL monies the following was proposed.</p> <ol style="list-style-type: none"> 1. Upon the proposition of Cllr. Savage and seconded by Cllr. James it was unanimously resolved to establish a Browick Recreation Ground Earmarked Reserve and to transfer ('vire') £20,000 from the General Reserve. 2. An amendment to the original paper proposal was put forward by Cllr. Elliott and seconded by Cllr. Carsok 'To defer any allocation of Community Infrastructure Levy funds in respect of the project until the Consultation report is received' For 5 Against 7 - Amendment lost. <p>Upon the proposition of Cllr. Nuri-Nixon and seconded by Cllr. James it was resolved to 'Earmark/Ringfence incoming CIL allocation of £250,000 to be received in April 2022 for the Browick Road Recreation Ground Improvements' For 7 Against 5- motion passed.</p>
048/22	<p><u>BREAK CHARITY</u> Request from Break Charity to site a 'Buzz' mammoth sculpture on their preferred site being The Fairland for a 11-week period. Other locations such as outside the library and on the grassed area of the Back Lane car park were discussed. Upon the proposition of Cllr. Savage and seconded by Cllr. Astley it was unanimously resolved to allow the siting with the sculpture preferably being in the top left-hand corner near the Fairland Hall.</p>
049/22	<p><u>MARKETS</u> - Paper outlining the work undertaken by the Markets Review Working group was discussed. Charges to be applied per linear foot and concerns were raised about depth of stall. Electricity supply was discussed and it was agreed that this should be for lighting not heaters with costs being regularly reviewed in light of rising energy prices. It was also felt that most traders would have their own canopies. Upon the proposition of Cllr. Cross and seconded by Cllr. Astley it was unanimously resolved to adopt the new regulations and pricing structure.</p>

050/22	<u>CHANDLERS HILL</u> Scheme design and details of possible furniture were discussed with concerns raised as to their suitability. Issues were also raised as to the type of path to be installed and to the overall cost of the project as it was felt that the budget of £5,000 may be too low for a quality installation. It was agreed that a local firm of Landscape gardeners should be contacted, and a meeting arranged with Cllrs Cross and Broome to seek their professional advice and to obtain a quote.
051/22	<u>UKRAINE REFUGEE CRISIS</u> Cllr. Holden advised that Norfolk County Council and South Norfolk Council were taking the lead in the re-settlement of refugees, and it was a fast-moving situation. Upon the proposition of Cllr. Holden and seconded by Cllr. Hurn it was unanimously resolved that 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.
052/22	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u> Cllr. Savage</p> <ul style="list-style-type: none"> • Ketts Trail officially now open. • School Streets scheme start for Browick Road school (25/4/22) & Robert Kett School (2/5/22). Consultation has taken place. • Tourism Survey now underway. <p><u>South Norfolk Council</u> Cllr. Nuri-Nixon</p> <ul style="list-style-type: none"> • Funds being allocated for Road signage in Town Centre. <p>Cllr. Halls</p> <ul style="list-style-type: none"> • Joint working group with Broadland DC re joint office accommodation resulted in acrimonious split with no joint decision. <p>Cllr. Savage</p> <ul style="list-style-type: none"> • Love Local/Spend Local campaign to support local businesses.
053/22	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> • Cllr. Holden – Allotment Association – AGM (7/4/22) and Sunday for Bacon Butties. • Cllr. Carsok – Greening Wymondham – 20 Volunteers at recent Orchard Day and next session on 16/4/22. Litter Pick (23/4/22) and Great Big Green Week (24/9/22-2/10/22)
054/22	<u>EXCLUSION PRESS & PUBLIC</u> On the proposition of Cllr. Broome and seconded by Cllr Hubble 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.

055/22	<p><u>COUNCIL BUILDINGS, HEALTH & SAFETY AND PERSONNEL WORKING GROUP</u> minutes of the meeting held on 24th March 2022 were noted and the following was resolved:</p> <p><u>TOWN CO-ORDINATOR</u> Cllr Holden reported that he had spoken to officers at South Norfolk Council and that they will be producing a job description. It was also reported that South Norfolk Council had made other offers regarding the management of the Town Co-ordinator or the possibility of the Town Co-ordinator being directly employed and managed by South Norfolk Council with Wymondham Town Council contributing the amount allocated in the budget towards this role.</p> <p>It was agreed that a report detailing the job description and associated offers and options would be provided and that this would be discussed by the Councils Building, Health and Safety & Personnel Working Group at a meeting to be convened following receipt of the report.</p> <p><u>STAFFING</u> Cllr Hurn explained the issues relating to staffing as outlined in the report. Following a debate between Councillors it was resolved to adopt the pay strategy using the scale points as per the table shown in the report. A recorded vote was requested.</p> <p>For: Cllrs Hurn, Broome, Savage, Astley, Nuri-Nixon, James, Halls & Hubble Against: Cllrs Holden & Carsock Abstentions: Cllrs Elliott & Cross</p>
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[The meeting closed at 22.10 pm]

DATED thisday of2022

SIGNED(Chairman)

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

WYMONDHAM TOWN COUNCIL SALARIES

NO	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
12	Barclays Payflow	Salaries - March	Admin Salaries	5978.97				
			Estab Salaries	1867.76				
			TIC Salaries	226.13				
			Cemetery Salaries	1603.14			9676.00	D/D
TOTALS							9676.00	

..... Chairman

..... Deputy Chairman

31st March 2022

WYMONDHAM TOWN COUNCIL
**MINUTES OF A MEETING OF THE FINANCE & GENERAL
 PURPOSES COMMITTEE held on Tuesday 19th April 2022**
 in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Cross
	Elliott (Chair)

Also Present

Public: 0

F12/22	<u>APOLOGIES FOR ABSENCE</u> – None
F13/22	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> Cllr. Elliott – Rotary grant application – Rotary Trustee – non-pecuniary.
F14/22	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Hurn and seconded by Cllr. Halls it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 15 th February 2022 as a correct record.
F15/22	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <u>F10/27 PLANTER SPONSORSHIP</u> Clerk advised that Council website would be updated shortly.
F16/22	<u>PUBLIC PARTICIPATION</u> – None.
F17/22	<u>GRANT APPLICATION</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Cross it was unanimously resolved to award a grant of £300 to Wymondham Rotary Satellite Group to assist in entertainment costs during the planned Food & Drink Festival.
F18/22	<u>JUBILEE FEST</u> Cllr Elliott apologised that his report had not been available until late this afternoon and gave an outline of the event which is costing £5,000 and that the Time Team were looking for funding of £2500. After a short discussion it was resolved to defer this item to the May Full Council meeting when a more comprehensive report can be considered.

[The meeting closed at 19.10 pm]

DATED this day of2022

SIGNED (Chairman)

**WYMONDHAM TOWN COUNCIL
APPOINTMENTS TO COMMITTEES
MAY 2022**

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Finance & General Purposes: (5)

Cllrs:

Hurn	Elliott	Flatt	Holden	Halls
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Leisure & Environment: (5)

Cllrs:

Carsok	Cross	Astley	Savage	Hubble
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Planning, Lighting & Highways: (5)

Cllrs:

Murrell	Broome	Astley	James	Nuri-Nixon
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Outside Bodies:

Archive Management Group (3) - Cllrs. James, Broome

Central Hall Committee: (1) – Cllr. Astley

Greening Wymondham (1) – Cllr. Carsok

Green Infrastructure Group (1) – Cllr. Holden

Lizard Trustees (2) – Cllr. James & Mrs A Roberts (2019-23)

Lizard Trustees (2) – Cllr. Nuri-Nixon & S Knights (2018-22)

North Wymondham Community Centre (1) – Cllr. Murrell

Wym. Access Group (1) Cllr. James

Wym. Allotments Group (1) – Cllr. Holden

Wym. Fuel Allotments Charity (1) – Cllr. Savage

R Bartram, M Gibbins, G Iain, J Reynolds & Dr C Thorman.

Wym. Grammar School Trust (1) Cllr. Savage

Wym. Market Cross Trust (2) – Mayor & Deputy Mayor

Wym. Tennis Club -Cllr. Cross

Wym. Town Football Club (1) – Cllr. Nuri-Nixon

Wymondham Business Group – Town Team (1) – Cllr. Hubble

Working Groups

Council Blds, Health & Safety & Personnel (4) – Cllrs. Halls, Nuri - Nixon, Broome and Savage

Brighter Future – (4) – Cllrs Holden, Cross, Elliott & Flatt.

Browick Recreation Ground Working Group (5) – Cllrs Nuri-Nixon, James, Broome, Hurn & Carsok.

New Cemetery – (5) – Cllrs. Broome, Savage, Hurn, Holden & Halls

Farmers Market (2) – Cllrs. Elliott & vacancy

		Basis of Valuation	2021	2022
			£	£
Land and Buildings				
Applegarth Court		N	1	1
Becketswell		N	1	1
Browick Road Recreation Ground		N	1	1
Cemetery		N	1	1
Cemetery Chapels		Pr	144165	144165
Cemetery Store		Pr	37131	37131
The Fairland		N	1	1
Ketts Park	Land	P	67001	67001
	Community Centre	Pr	898709	898709
	Tennis Courts	Pr	66898	66898
	Changing Rooms	Pr	212180	212180
	Council Offices	C	2000000	2000000
Kings Head Meadow		P	1500	1500
Kings Head Meadow Additional Land		P	2500	2500
Market Place		N	1	1
Market Cross		Pr	496927	496927
Priory Gardens		N	1	1
Rothbury Road Recreation Ground		N	1	1
Tolls Meadow		P	25000	25000
Willow Close Play Area		N	1	1
Public Toilets		N	0	0
Street Lights		N	0	0
Miscellaneous				
Town Sign		Pr	6754	6754
Chairmans Badge of Office		Pr	5304	5304
War Memorial		N	1	1
Plant and Equipment				
Portacabin at Browick Road		Pr	63654	63654
Play Equipment		C	371116	371116
Street Furniture		C	17000	17000
Seats at 31 locations		C	7000	10579
Ketts Park Floodlights		Pr	24490	24490
Arun Bus Shelters		C	15756	22499
Planters		Pr	12520	13261
Tractor and Trailer Attachment		P	20000	20000
Grounds Maintenance Equipment		C	116225	116225
Euromec Brava Sweeper		Pr	2295	2295
Furniture and Fittings		P	27460	27460
Portable Power Washer		C	4019	4019
Computers and Printers		P	9890	9890
Water Bowser		Pr	3941	3941
Twose / Bomford Flail		C	9995	9995
Citroen Van		P	16270	16270
Volkswagen Van		P	5995	5995
Electronic Cash Register		Pr	602	602
			4692307	4703370

Basis of Valuation

N	Nominal - Community asset with no finite life
P	Purchase price
Pr	Proxy Cost (Insurance value not subsequently adjusted for inflation for this financial year using 2014 as the base.
C	Current replacement cost

Subscriptions to outside bodies 2021/2022

Date	Paid to	Amount
DEC 2021	Society of Local Council Clerks	£351.00
APR 2021	Institute of Cemetery & Cremation Management	£95.00
APR 2022	Norfolk Association Local Councils	£1372.91

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
1	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		438.54	87.70	526.24	708865
2	EDF	Elec 24/2/22-24/3/22	TIC - Electricity	8040		69.65	3.48	73.13	708866
3	Savills Client A/C re Anglian Water Services Ltd	Rent in advance 25/3/22-23/06/22	Alotments	4600		975.63	0.00	975.63	708867
4	Norfolk Association of Local Councils	Annual subscription 2022/23	Est - subscriptions	4130		1,372.91	0.00	1,372.91	708868
5	Netmatters	Time and skills on Compliance Development	Admin Print/Stationery	4310		2,383.50	476.70	2,860.20	708870
6	Anglian Internet	Wiped and reinstall windows	Admin Print/Stationery	4310		175.00	35.00	210.00	708871
7	Institute of Cemetery and Crematorium Management	Membership 2022/23	Est - subscriptions	4130		95.00	0.00	95.00	708872
8	KSD Associates Ltd	Design and take photos for new Mini Guide	TIC - Mini guide	8020		650.00	130.00	780.00	708873
9	E.ON Next	Elec 1/3/22-31/3/22	L & E Electric - Browick	6040		14.28	0.71	14.99	708874
10	E.ON Next	Elec 1/3/22-31/3/22	Est - Electricity	4040		412.36	82.47	494.83	708875
11	Mrs Lesley Clarke	Design for Chandlers Hill/Jubilee Garden	Est - Miscellaneous	4090		350.00	0.00	350.00	708876
12	Bittern Books	Various maps and books	TIC purchases	8050		58.97	0.00	58.97	708878
13	Alan R Cross & Son	Final invoice for Christmas Lights	Est - Christmas lights	4120		1,292.00	258.40	1,550.40	708879
14	R A Brown Heating Services Ltd	Attend site - faulty heat source pump	Est - Maintenance	4180		170.00	0.00	170.00	708880
15	HMRC	PAYE/NIC	PAYE/NIC	4000		3,756.25	0.00	3,756.25	708881
16	Norfolk Pension Fund	Pensions	Pensions	4000		2,958.17	0.00	2,958.17	708882
17	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	708883
18	Mr Overalls Ltd	Helmet and safety glasses	Est - Health & Safety	4195		16.90	3.38	20.28	708884
19	Jewson Ltd	YALE indicator bolt x 2	L & E Maintenance	6130		40.60	8.12	48.72	708885
20	T G Bodyshop	Advisory work after MOT	Est - Van maintenance	4155		310.59	62.11	372.70	708886
21	Glasdon UK Ltd	3 No. Dog bins	L & E Maintenance	6130		355.80	71.16	426.96	708887
22	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	108.04		21.61	259.30	708888
23	Wymondham Tyre Services Ltd	Wheeled Bin Account	Cemetary Refuse	4420	108.04		21.61	259.30	708888
24	Hays	Puncture repair	L & E Maintenance	6130		18.00	3.60	21.60	708889
25	Ernest Doe & Sons Ltd	Temporary Ground staff	Salaries and wages	4000	2,699.00		539.80	4,051.95	708890
		Temporary Ground staff	L & E Brighton Wymondham	6160	677.62		135.53	4,051.95	708890
		Saw chain, hex bolts, padlock, plier set, broom	L & E Maintenance	6130		276.95	55.39		
		Service of Ferris tractor and Boomer	L & E Equipment Maintenance	6140		2,195.83	439.19		
		Gloves and trousers	Est - Health & Safety	4195		33.20	6.64	3,007.20	708895
26	Barkers Print & Design	Print 20,000 Mini Guides	TIC - Mini guide	8020		1,395.00	279.00	1,674.00	708892
27	Anglian Internet	Avast Business Cloudcare annual renewal	Admin - Print/Stationery	4310		125.00	25.00	150.00	708893
28	H Brett & Son	Replacement of headstone	Cemetary Maintenance	4440		65.00	13.00	78.00	708894
TOTALS					3,592.70	20,125.13	2,759.60	26,477.43	
	DD	Non-Domestic Rates & Council Tax	South Norfolk Council			15,693.10	0.00	15,693.10	
	South Norfolk Council	Sage 50c Accounts Essential	Admin Print/Stationery	4310		82.25	16.45	98.70	
	Sage UK Ltd	Telephone and internet	Admin - telephone	4320		100.44	20.09	120.53	
	Anglian Internet	Groundsmans telephone	Admin/telephone	4320		15.64	3.13	18.77	
	EE	Lift line				50.28	2.06	52.34	
	BT				3,592.70	36,065.92	2,796.14	42,389.76	

Chairman

Deputy Chairman

30th April 2021

MAYOR'S ENGAGEMENTS

17/03/22 MAYORS CHARITY BINGO NIGHT, WYMONDHAM TOWN COUNCIL OFFICES, KETTS PARK

19/03/22 WYMONDHAM FARMERS MARKET 22nd ANNIVERSARY, WYMONDHAM MARKET PLACE

20/03/22 WYMONDHAM CHURCHES PRAYER MEETING; PRAYERS FOR THE PEOPLE OF UKRAINE

25/03/22 OPENING OF THE KETTS COUNTRY LONG DISTANCE TRAIL, BECKETSWELL PARK,
WYMONDHAM

02/04/22 WYMONDHAM EX-SERVICES SOCIAL CLUB, FRIARSCROFT LANE, WYMONDHAM; OPENING
OF THE DEFIBRILLATOR

02/04/22 WYMONDHAM SYMPHONY ORCHESTRA, SPRING CONCERT, CENTRAL HALL,
WYMONDHAM

22/04/22 CIVIC RECEPTION FOR CLLR PENNY CARPENTER – CHAIR OF NCC AT GT YARMOUTH TOWN
HALL

23/04/22 ST GEORGES DAY CELEBRATIONS IN WYMONDHAM – VARIOUS LOCATIONS

24/04/22 CIVIC SERVICE FOR CLLR FLORENCE ELLIS, CHAIR OF SNC AT ST MARY'S CHURCH,
SAXLINGHAM NETHERGATE

Wymondham Magazine & About Wymondham Cooperation

June 2022 Printed Issue

In October 2020, the Town Clerk and Councillors Hurn, James and Nuri-Nixon held discussions with Katherine Hannam regarding printed editions of Wymondham Magazine. It was agreed that Wymondham Town Council would pay a significant proportion of the printing costs of the magazine and also completely handle distribution of the 8,500 copies to all households in Wymondham.

For the December 2020 edition WTC paid Ms Hannam £2,262 which nearly covered the printing costs of the magazine in full. For the following quarterly editions the contribution from WTC was £1,500: for March, June, September and December 2021 issues as well as March 2022.

The amount contributed per year was in line with what WTC was paying prior to that to print and distribute 'About Wymondham' as a standalone publication.

The costs of printing Wymondham Magazine are detailed below, with invoices/quotes attached:

December 2020	£2,541
March 2021	£2,636
June 2021	£3,169
September 2021	£3,169
December 2021	£2,890
March 2022	£3,131
June 2022 – quote	£3,345

As of 1st April 2022, Ms Hannam transferred ownership of Wymondham Magazine to MYOB Digital Ltd, a company where Cllr Kim Carsok is a director. Cllr Carsok is serving as editor of the publication and aims to continue the magazine in a similar way to Ms Hannam.

Wymondham Magazine is often the only printed publication where Wymondham's community news stories are printed. It allows our local residents, community groups, sports teams, activity clubs and businesses a place to share news, historical features, photos and events updates. Wymondham Magazine is also the ideal place for the Town Council and individual Councillors to share news about the work they are doing.

Due to the high printing costs it is not possible to print Wymondham Magazine without the £1,500 contribution from Wymondham Town Council. This contribution pays for the Council's own 'About Wymondham' pages as well as many of the community news pages. Without it, the printed publication could only be viable as an 'advertiser' where nearly every page is full of advertisements.

If Wymondham Town Council chooses not to continue to support the printed editions with the £1,500 contribution and handling distribution, Wymondham Magazine will continue as a digital only publication.

By not printing the full issues with all community news included a lifeline to isolated and vulnerable residents will be cut off. Not everyone is able to use the internet. In addition to those that cannot use the internet, many residents prefer the paper version over digital.

Wymondham Magazine asked on Facebook whether people felt a printed copy should still be distributed quarterly, and whilst some said they prefer digital, the balance of comments had a strong majority in favour of continuing with quarterly paper copies. Being an online poll this would of

course likely be more biased in favour of digital than if we did a doorstep survey and took comments from residents who did not use Facebook. Comments on the post included:

"Some Wymondham residents don't have or won't use the Internet so would miss the articles and information."

"Yes, if its financially possible. Stopping the quarterly print edition would mean that the Town Council section would still have to be produced quarterly by someone and the 'each house' paper distribution of that continued, so there'd be no saving to local council tax payers - indeed possibly increased costs if a new contractor were engaged to design, write, produce and distribute it."

"Although I understand the reasoning for online only I feel that it could exclude a part of our community. There are those without Internet who would not then have access to this resource. I would hope that the magazine will remain inclusive and continue being printed. As an example my 85 year old mother does not use the Internet and relies on printed paperwork and magazines."

"Yes. The magazine should be a town magazine and as such, a printed version is something for all residents and also importantly for tourists. It's a physical reference. I realise this costs but quarterly that's not a lot of money and the town council should fund the majority of the cost with shortfall from business advertising revenue"

"Yes, definitely. Many people do not have access to the online version for several reasons, including access problems among others. Makes sense for the council quarterly promotion to be included rather than separately. Valuable for visitors too"

"Given the prevailing age of the community in Wymondham I would prefer it stays on paper. Many, many people would have no access to local information if it were to go online only."

"It would be the only Wymondham focused publication to reach every household and is a valuable source of local information."

"It's so good to have lying around to browse through. I read it more thoroughly if on paper and refer to it several times. It's not the kind of one look read."

"I know several people who don't have Internet and they look forward to reading it."

The Town Council is considering the creation of a working group to discuss the future of Council communications, which (if established) will report back in a few months' time. Therefore this proposal is only requesting funding support for the June 2022 printed edition of Wymondham Magazine which is scheduled to be printed at the end of May.

Proposal:

Wymondham Town Council agrees to pay £1,500 towards the June 2022 printed edition of Wymondham Magazine and will fully handle distribution to all Wymondham households (approx. 8,500) in the same way as they did the previous six printed editions. 'About Wymondham' Town Council news will feature in the centre of the Magazine with up to four full pages of WTC content.

Proposer: Cllr Tony Holden

Summer Saturday Markets

Presently Wymondham Town Council organises one Saturday market per month, which is a Farmers' Market taking place on the third Saturday. In speaking to participants of the Bright Future working group, and reading responses to the recent survey, it is clear that businesses and residents would like to see more events in the town centre.

A popular concept is to have more regular markets, but with a twist. Each summer Saturday where there isn't a Farmer's Market or another event already scheduled, we could hold a market with a different theme.

Themes for the Summer Saturday markets could include:

- Art
- Crafts
- Antiques
- Wellness
- Clubs & Community Groups
- Environment
- Vintage/history
- Youth
- Children/babies
- Pet gifts/supplies

The chosen themes should aim to avoid stalls which compete with established high street shops. Market themes which tie in with a local community group (e.g. Arts Society) could be organised in partnership.

Promotion of the market on social media should be done by the council, the stallholders and the relevant community groups. The series as a whole would be promoted with 'Summer Saturday Markets' branding to be used online and as a flyer on public noticeboards. After giving locals a chance to book first, additional spaces could be filled by advertising the event with a listing on Stallfinder.com (where adding an event listing is free of charge).

Due to the short time period between now and summer, road closures would not be able to be organised so stalls would need to be limited to the area between the bollards and the Market Cross. If stall bookings were particularly successful, perhaps in future years road closures could be added to match what is done for the current markets run by WTC.

A minimum number of six stalls would need to book for a theme market to go ahead, and the maximum number of stalls would be capped at ten due to limited space between the bollards.

Stall fees would be in line with current market rates. Bookings and advance payment for stalls would be handled by the WTC Finance Officer or the Town Coordinator once that role has been filled. All stallholders would need to prepay by BACS or cheque.

Until the Town Coordinator is in post, a rota of Councillors wishing to volunteer to help at event setup and breakdown times could be established. As there are no road closures, the duties would be fairly simple such as pointing stallholders to where their pitch is.

Proposal: this council agrees to establish a Summer Saturday Markets series beginning in June 2022. The choice of which themes to schedule for which dates will be made by the LEET Committee in partnership with relevant community groups wishing to cooperate.

Proposer: Cllr Kim Carsok
 Seconded: Cllr Richard Elliott

3 Your application

a) Please give a brief description of the project for which the grant is intended.

Jubilee Fest is a whole Community Event including Community Picnic to celebrate The Queens Platinum Jubilee

b) Who will benefit from the proposed project?

The whole Community is invited to attend, Community organisations are invited to promote their Activity. VIP Guests will enjoy Afternoon Tea.

c) What is the total cost of your project?

£ 4,140.00

+ General £500

d) What is the grant amount you are requesting from Wymondham Town Council?

£ 2,500.00

e) How much does your organisation currently have to put towards this project?

£ 820.00

f) Please give an itemised breakdown of the expenditure for which this money is being applied for. This must include evidence (i.e. suppliers estimate (or price lists) of the likely cost of all items of expenditure e.g. goods or labour.

Item	Cost £
Band - The Walkers	£1,200.00
Portable Heats	£1,430.00
Gassy Bags	500.00
Vip Tea + Picnic for outreach	500.00
Sound System	200.00
TOTAL	

Barnes Castle

310.00

£4,140.00

g) Will you be seeking grant assistance from South Norfolk Council? Yes/No (please delete as appropriate).

If 'No' please state, why not.

South Norfolk have awarded 300.00 to the town which WTC have agreed to donate to this event.



Wymondham Town Council



K

Grant Application Form

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

1 Your organisation

a) Name of organisation.

Wymondham Town Team

b) Address.

46 [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

c) Description of your organisation's activities.

Wymondham Town Team Aim to promote a
Rich Community life for All Wymondham
residents & Businesses.

d) How long has your organisation been in existence?

8 years

2 Contact details

a) Name of contact.

[REDACTED]

b) Position within organisation.

Chair

c) Address for correspondence (if different from above).

As Above

d) Telephone.

[REDACTED]

e) email.

[REDACTED]



h) Have you made applications to any other body for grant aid for this project? Yes/No (please delete as appropriate).

If yes please give details.

Name of organisation applied to	Amount applied for £	Date of application	Amount received £
Portfolk Community Foundation		- unsuccessful	
Leary Fund Small Projects		- unsuccessful	
Waitrose Wym	500	March 2022	500
Co-op	500	" "	20

i) If you have received any other sources of funding, not specified above, please give details.

We are still seeking grant funding through all possible avenues

j) If there is a shortfall between your contribution and assuming a Town Council grant, how will you raise the balance?

The balance will be met from Wymondham Business Group Reserves

k) If the application is for a capital project, who owns the land or buildings?

n/a

l) Please supply the details of the arrangements under which you have use of this land or building (e.g. tenancy, lease).

n/a

4 Previous applications

a) Has your organisation previously applied for a grant from Wymondham Town Council? Yes/No (please delete as appropriate).

If yes, please give details of the project and the date and amount of grant received.

Wymondham in Bloom
Light up Wymondham

5 Protection of Children & Vulnerable Adults

Does your project involve direct work with children under 18 or disabled adults under 25 without their normal carers present?

If YES you must supply a copy of your organisation's policy for the protection of children and vulnerable adults.

Y/N*	If Yes copy enclosed
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6 Your financial situation

Where possible all applications should be accompanied by the following financial information. If you are unable to provide the information, please give a reason.

- A copy of your latest audited accounts or other financial report which indicates your financial position

Enclosed Y/N*	If No Why? To follow due to volunteer holiday
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- Any written estimate or quotation or statement of how the costs are arrived at

Enclosed Y/N*	If No Why? See Appropriate Plans
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- Photocopy of bank statements covering the past 6 months.

Enclosed Y/N*	If No Why? To follow - 1 recent copy Enc As Above
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- A copy of your organisation's constitution and rules of your organisation (excludes statutory bodies)

Enclosed Y/N/N/a*	If No Why? Sent by Email
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- Where appropriate plans showing the proposals

Enclosed Y/N/N/a*	If No Why?
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- Please delete as appropriate.

The council may request additional information depending on the project and the amount of grant sought. Please also note that payment of grant funds is made against receipted invoices.

I declare the information provided is correct at the time of this application.

Signed

Date 24.04.2022

Please return to Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, Norfolk, NR18 0UT. Applications will be considered by the Finance and General Purposes Committee. You will be notified whether or not your application has been successful as soon as possible after a decision has been taken.

If you have any queries, please contact the Town Clerk on 01953 603302 or email office@wymondhamtc.co.uk

Wymondham Jubilee Fest.

The event is planned for Sunday 5th June to take place on Ketts Park between 2 - 6 p.m

Assuming Kind weather, the event could attract maybe 3,000 people from across the community of Wymondham. No-one is able to advise on how to estimate numbers who attend our events, so on this occasion, we hope to have some people counting machines as access at this site makes it easier to estimate by using the machines.

Consideration has been given to ensure this event is accessible to all.

We will be inviting people of a Queen Like Age to attend a VIP tent and enjoy afternoon tea which will be catered for by Roots Cafe, and we anticipate that we will need approximately £250.00 to make this a truly sumptuous event for approximately 25 guests.

Talks are taking place with Wymondham Old Timers to provide transport to and from the event for the VIP guests and to have the cars on show during the event.

Through Wymondham Community Outreach Project and sponsorship from Waitrose Wymondham, we will provide a picnic for those families living in crisis to attend the event. This will be delivered to the families on Saturday 4th June to ensure that they can attend without stigma.

We have booked 2 large inflatables from a local reputable company - at a cost of £310.00 - and everyone at the event can use these activities free of charge.

We are reaching out to Community organisations to attend the event and promote what they do and provide suitable free of charge activities. These include Greening Wymondham/Bloom who are having a stand and are considering seed planting, British Legion who want to promote the work they do, and will provide an activity for children, Wymondham Lions who are bringing Splat the Rat and other traditional games which people can try for a small prize when successful.

The provision of toilets has had to be considered, and we have booked portaloos at a cost of £1,410.00 pounds

Obviously the main event of the day will be the stage - and we have booked a 5 piece party band called the Walks at a cost of £1,200.00 (we negotiated as they normally charge £1,500.00)

This is supported by a PA system from Norfolk Sounds Aloud at a cost of £200.00. This will be used to make announcements including safety announcements as well as promotion of activity at the event,

Again, with entertainment in mind for children, and to ensure that the whole event is memorable for years to come we have purchased 'goody bags' and will make them up to include Union Flags, Crayons and pictures to colour etc The cost of this is £500.00.

A Curtain sided lorry loaned free of charge will provide a stage for the event but we will need to pay for decorations - approximately £100.00

Councillor Hubble is bringing together a Time Capsule and working with the schools and Community Groups to ensure we capture the essence of Community life in 2022. The box for this has been donated by Ayton Products - KIER but we will need to provide some water tight bags, and promotional material - £50.00

We will use the Town Team Union Flags to decorate the field and give us a Jubilee Feel.

We are currently in contact with the nursery schools across Wymondham to encourage them to make crowns with their pupils which they will hopefully wear to the event.

We have invited Greys funfair to provide 4 fun fair rides, and are currently negotiating with them to allow the children of families in crisis to ride free on the fair. They will generate income of approximately £350.00

We have invited 6 street food vendors to sell their wares. In the past at the Community Picnic the Rugby Club have sold Burgers and there is some demand for this - this will also generate income of approximately £600.

085898_047 3/ 6 00002 65739 14089 35500

The Director
WYMONDHAM BG LTD
1 Middleton Street
Wymondham
Norfolk
NR18 0AB



Your Statement

Account Summary

Opening Balance	20,893.11
Payments In	98.30
Payments Out	1,540.98
Closing Balance	19,450.43

16 January to 16 February 2022

International Bank Account Number

GB62HBUK40200801482009

Branch Identifier Code

HBUKGB4128U

Account Name

WYMONDHAM BG LTD

Sortcode

40-20-08

Account Number Sheet Number

01482009 110

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
15 Jan 22	BALANCE BROUGHT FORWARD			20,893.11
20 Jan 22	CR ADYEN N.V.		48.30	20,941.41
03 Feb 22	BP LocalToiletHireLtd	328.50		
	49619 Wymondham BG			
	BP Gladson UK Limited	107.79		20,505.12
	3075722WymondhamBG			
04 Feb 22	BP Gladson UK Limited	500.00		20,005.12
	3075722WymondhamBG			
06 Feb 22	DR TOTAL CHARGES	5.80		
	TO 15JAN2022			
	BP Kayleigh Rogers	387.89		19,611.43
	PartyBags/QJParty			
07 Feb 22	BP Kayleigh Rogers	198.00		
	Crowns/Crayons QJ			
	BP FostersClientAccou	13.00		19,400.43
	SPG/WBG			
10 Feb 22	BP WOOD JR&CR		50.00	19,450.43
	JULIAN'S BENCH			
16 Feb 22	BALANCE CARRIED FORWARD			19,450.43

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).