

WYMONDHAM TOWN COUNCIL

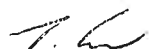
SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 7th June 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	Apologies for absences	
2	Declarations of Interest	A
3	To resolve that the minutes of the Council meeting held on 3 rd May 2022 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 3 rd May 2022 / previous meetings.	
5	To note the minutes of the Leisure Environment Enterprise & Tourism Committee meeting held on 17 th May 2022.	C
6	To note the minutes of the Finance & General Purposes Committee meeting held on 19 th May 2022.	D
7	To confirm payment of monthly creditors – May 2022.	E
8	To note Mayors Engagements	F
9	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.	
10	Internal Auditors – To note letter from Larking Gowen	G
11	Formal approval of Accounts 2021/22: <ul style="list-style-type: none">• Formal approval of Accounts 2021/22• Formal approval of Annual Governance Statement.• Formal approval of Accounting Statement	H I I
12	Streaming Council meetings	J
13	Market Place – Saturday events	K
14	Civic Award – to request nominations for consideration	
15	Reports from County / District Councillors	
16	Reports from representatives on outside committees	



31st May 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?

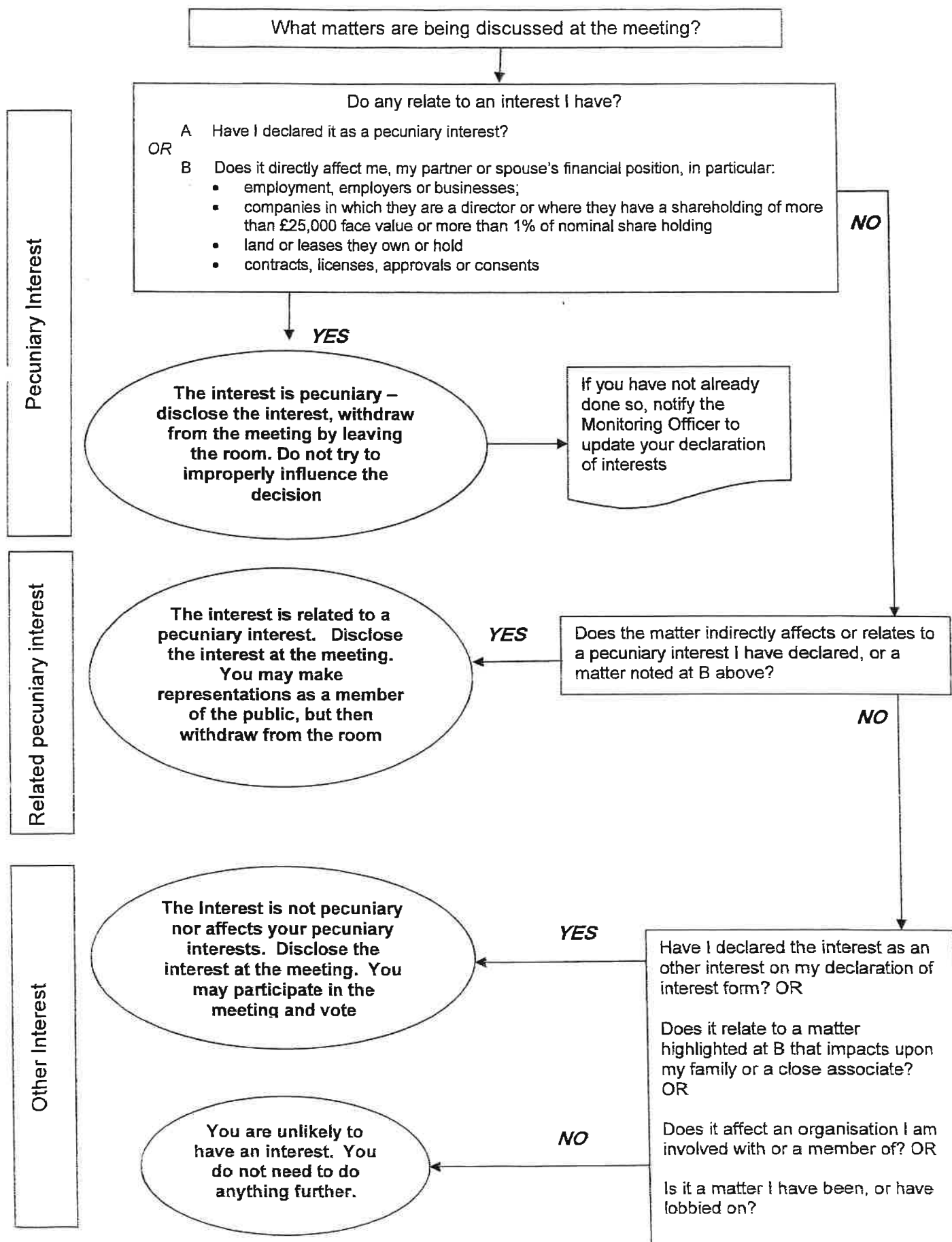
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 3rd May 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
I Flatt	J Murrell	

Member(s) of the Public: 5

Councillor Hurn in the Chair

056/22	<p><u>ELECTION OF MAYOR & CHAIRMAN OF THE COUNCIL</u></p> <p>Cllr. Hurn called for nominations.</p> <p>Cllr. Holden was nominated upon the proposition of Cllr. Carsok and seconded by Cllr. Elliott.</p> <p>Cllr. Hurn was nominated upon the proposition of Cllr. Halls and seconded by Cllr. Nuri-Nixon.</p> <p>Cllr. Holden: 7 votes Cllr. Hurn: 7 votes</p> <p>Cllr. Hurn used his Chairmans casting vote and was duly elected.</p> <p>A declaration of acceptance of office has been signed.</p>
057/22	<p><u>ELECTION OF DEPUTY MAYOR & VICE CHAIRMAN OF THE COUNCIL</u></p> <p>Cllr. Hurn called for nominations.</p> <p>No formal nominations were received and Cllr. Broome indicated he was prepared to continue, and it was resolved to appoint him for a further year.</p> <p>A declaration of acceptance of office has been signed.</p>
058/22	<p><u>APOLOGIES FOR ABSENCE</u> – None.</p>
059/22	<p><u>DECLARATIONS OF INTEREST:</u></p> <ul style="list-style-type: none"> • Cllr. Carsok – Pecuniary Interest as Applicant – Agenda item 20 – Wymondham Magazine. • Cllr. Hubble – Non- pecuniary as member – Agenda item 22 Grant application (Town Team).
060/22	<p><u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Broome and seconded by Cllr. Astley the minutes of the meeting held on 5th April 2022 were unanimously approved as a correct record.</p>
061/22	<p><u>PROGRESS UPDATES:</u></p> <ul style="list-style-type: none"> • Browick Road Recreation Ground Working Group – meeting with consultants to be arranged, • Chandlers Hill – one quote received, another 2 quotes to be obtained.

	<ul style="list-style-type: none"> • Town Co-ordinator – awaiting proposal from South Norfolk Council. • Planters’ sponsorship information – on website. • Plants for planters have been ordered and are awaited. Once received Wymondham in Bloom volunteers will help with planting.
062/22	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 19 th April 2022 were noted.
063/22	<u>COMMITTEES & WORKING GROUPS</u> Cllr. Hurn explained that this is covered in the Council’s Standing Order pack which all Councillors have a copy. It was resolved to continue with these.
064/22	<u>COMMITTEES TERMS OF REFERENCE</u> Cllr. Hurn explained that this is covered in the Council’s Standing Order pack which all Councillors have a copy. It was resolved to continue with these.
065/22	<u>APPOINTMENTS TO COMMITTEES</u> After discussion it was resolved to appoint Committees in accordance with the list attached to these minutes.
066/22	<u>APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES</u> After discussion it was resolved to appoint representatives to outside bodies in accordance with the list attached to these minutes.
067/22	<u>APPOINTMENTS TO WORKING GROUPS</u> After discussion it was resolved to re-appoint working groups in accordance with the list attached to these minutes.
068/22	<p><u>FORMAL RE-ADOPTION</u> – Cllr Hurn advised that the following protocols and procedures are included within the pack issued to all Councillors and upon the proposition of Cllr. Savage and seconded by Cllr. Astley it was resolved to formally re-adopt the following:</p> <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 Policy063/ • Information Security Incident Policy • Press & Media • Removable Media Policy • Risk Assessment • Social Media and Electronic Communication Policy • Treasury Management Policy <p>It was noted that a full review of minute items 063/22 – 068/22 would be undertaken later this year.</p>

069/22	<u>TO NOTE INVENTORY OF LAND & ASSETS</u> Cllr. Hurn advised that these were outlined on Paper E issued with the agenda.
070/22	<u>TO NOTE INSURANCE COVER</u> Clerk advised that this is covered by the Council's block policy with Zurich Insurance
071/22	<u>COUNCIL / EMPLOYEES MEMBERSHIP OF OTHER BODIES</u> List provided with agenda was noted.
072/22	<p><u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Savage and seconded by Cllr. Halls it was resolved to pay accounts for April 2022, as per the submitted list in the sum of £42,389.76</p> <p>In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £9,501.23</p> <p>Cllr. Hurn declared an interest as an Employee/Director of Alan R Cross & Son</p>
073/22	<u>MAYORS ENGAGEMENTS</u> – Noted together with addition of attending the Chairmans reception at Broadland District Council on 29 th April 2022.
074/22	<p><u>PUBLIC PARTICIPATION:</u></p> <ul style="list-style-type: none"> Representative of Town Team spoke in favour of agenda item 22 – grant application and advised an additional cost of £500 for a generator.
075/22	<p><u>WYMONDHAM MAGAZINE</u></p> <p>Cllr. Carsok left room for this item and took no part in debate or decision.</p> <p>Request received for a financial contribution to the proposed June edition of the Wymondham Magazine and for the council to handle distribution. After discussion as to the merits of providing printed copies upon the proposition of Cllr. Elliott and seconded by Cllr. Halls it was resolved to pay £1500 towards printing 8500 copies of the Wymondham magazine with distribution to be deferred until further information is available.</p> <p>Cllr. Carsok returned to meeting.</p>
076/22	<u>MARKET PLACE – SATURDAY EVENTS</u> Cllr. Carsok introduced her proposal seconded by Cllr. Elliott explaining that the idea came from the 'Brighter Future' group. Discussion then took place as to the process and it was felt that bollards would not need to be removed nor would access to electricity pop- up be required. Councillors would form a rota to supervise the events and the following indicated that they would participate -Cllrs. Flatt, Cross, Elliott, Carsok, Holden, Murrell and Hubble. Whilst the idea had support in principle it was felt that the report was incomplete and more organisational information was required. Upon the proposition of Cllr. Hurn and seconded by Cllr. Halls it was resolved to defer this matter for a further report
077/22	<u>GRANT APPLICATION- TOWN TEAM</u> After discussion upon the proposition of Cllr. Elliott and seconded by Cllr. Murrell it was resolved to offer a grant of £2500 towards the cost of the planned Queens Jubilee event at Ketts Park on 5 th June 2022.

078/22	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u></p> <ul style="list-style-type: none"> • Cllr. Savage <ul style="list-style-type: none"> ○ School streets scheme has commenced at Robert Kett and will start at Browick Road on 16th May 2022. <p><u>South Norfolk Council</u></p> <ul style="list-style-type: none"> • Cllr. Halls <ul style="list-style-type: none"> ○ Relocation of South Norfolk Council offices to Horizon building in Norwich still ongoing. ○ South Norfolk cabinet have deferred Neighbourhood plan.
079/22	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u></p> <ul style="list-style-type: none"> • Cllr. James – Wymondham Access Group <ul style="list-style-type: none"> ○ Railway Station Access - -2 plans considered and 1 selected which was WAG's preferred option. ○ Separate plans for subway footpath improvement under railway bridge, work to start in December. • Cllr. Carsok – Greening Wymondham <ul style="list-style-type: none"> ○ Orchard project at Browick Road Recreation Ground progressing. ○ Shared stall at April's Farmers Market. ○ Wymondham Litter pick has taken place. ○ Wymondham Growing together launched.

[The meeting closed at 21.14 pm]

DATED thisday of2022

SIGNED(Chairman)

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

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 & Cross

No	PAID TO	DESCRIPTION	WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS					SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
1	Abbeigate Garage Ltd	Fuel Account						L & E Maintenance	6130		438.54	87.70	526.24	708865
2	EDF	Elec 24/2/2-24/3/22						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						Allotments	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	Neimatters	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						Est - Cleaning	4050		2,958.17	0.00	2,958.17	708882
17	Mrs O Gaul	Cleaning of Council Offices						Est - Health & Safety	4195		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		
23	Wymondham Tyre Services Ltd	Wheeled Bin Account						Cemetery 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		
		Temporary Ground staff						L & E Brighton Wymondham	6160	677.62		135.53	4,051.95	708890
		Saw chain, hex bolts, padlock, piler 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	0.00	1,395.00	708899
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						Cemetery Maintenance	4440		65.00	13.00	78.00	708894
		TOTALS								3,592.70	20,125.13	2,480.60	26,198.43	
	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									15.64	3.13	18.77	
	EE	Lift line						Admin/telephone	4320		50.28	2.06	52.34	
	BT									3,592.70	36,065.92	2,517.14	42,110.76	

Chairman 

Deputy Chairman 

30th April 2021

WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE LEISURE, ENVIRONMENT,
ENTERPRISE AND TOURISM
COMMITTEE held on Tuesday 17th May 2022
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	K Carsok
	R Savage
	P Broome (substitute for Y Astley)
	K Cross
	P Hubble

Also Present : Cllr. Nuri-Nixon
 4 members of the public.

LE18/22	<u>CHAIRMAN</u> Clerk called for nominations. Cllr. Savage was proposed by Cllr. Broome but no seconder came forward. Upon the proposition of Cllr. Cross and seconded by Cllr. Hubble it was resolved to appoint Cllr. Carsok as Chairman.
LE19/22	<u>VICE -CHAIRMAN</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Carsok it was resolved to appoint Cllr. Hubble as Vice-Chairman.
LE20/22	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Astley.
LE21/22	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> Cllrs Hubble & Carsok as volunteers – Wymondham Town Team – non - pecuniary.
LE22/22	<u>MINUTES OF MEETING</u> Upon the proposition of Cllr. Savage and seconded by Cllr. Broome it was unanimously resolved to approve the minutes of the Leisure, Environment, Enterprise & Tourism Committee meeting held on 15 th March 2022 as a correct record.
LE23/22	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <u>Wymondham in Bloom</u> Clerk confirmed no delivery date of the plants from the Garden Centre had yet been received.
LE24/22	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> Resident commented that more events on a Saturday would encourage people into the Town. And open spaces need to be promoted especially as they were beneficial during the Covid 19 pandemic. Town Team representative commented that fundraising was underway to replace the Christmas lights they install in the Town Centre, and he estimated that of the stock they had 30% was unusable. He confirmed that the Council had provided 70 new union Jack flags for the Jubilee celebrations, and these would be installed in the flagpoles shortly. Cllr. Nuri-Nixon commented that Town Centre signage was the responsibility of South Norfolk Council, and she would be concerned if the Town Council paid for replacements.

LE25/22	<u>SOUTH NORFOLK COUNCIL – PUBLIC SPACE PROTECTION ORDER</u> Consultation from South Norfolk Council to re-make a Public Space Protection Order (PSPO) under the Anti-social Behaviour, Crime and Policing Act 2014 was discussed and approved with no amendments. South Norfolk to be requested to provide notices to be placed in public areas.
LE26/22	<u>SATURDAY MARKETS/EVENTS</u> Discussion took place on the concerns raised by the full Council in respect of this proposal and the need to consider all aspects of administration from marketing through to organisation on the actual day. Cllr. Cross was concerned about timescales and suggested that the first event could take place on 23/7/22 with the last event on 3/9/22. Cllr. Savage proposed that those Councillors who had volunteered at the full Council to participate should meet to discuss and agree the finer details.
LE27/22	<u>MARKET PLACE BINS</u> Discussion took place regarding waste bins in the Market Place. It was agreed that a quotation be obtained to replace the bin near the Market Cross and the bin near Big Fry with bins that have lids for consideration at the next meeting of the Committee.
LE28/22	<u>JUBILEE DECORATIONS</u> Clerk advised that the Council had purchased 2 large Jubilee flags for the two Town Flagpoles, 70 Union Jack flags for the Town Team to renew on the 70 flag poles they will be putting up and existing bunting was held to decorate the Council offices. After discussion upon the proposal of Cllr. Hubble and seconded by Cllr. Cross it was resolved to purchase £100 worth of Bunting which the Town Team will install in the Town Centre.
LE29/22	<u>CHRISTMAS 2022</u> Discussion took place on in respect of the position of a Christmas Tree, whether it should be in the Market Place or in Priory Gardens or possibly seeking permission to place it at Becket's Chapel. Also, should the tree be a real tree or an artificial one. It was resolved to defer this discussion to the next meeting and for the Clerk to obtain a report on the condition of the large lights installed in the Market place to determine their condition and if requiring replacement, a cost.
LE30/22	<u>TOURIST INFORMATION CENTRE</u> Clerk issued visitor attendance figure compiled by the TIC staff for the period April 2021 – March 2022. It was agreed that attendance figures for 2018 & 2019 would be provided for comparison purposes at the next committee. It was felt that the current 'A' frame boards put out are insufficient advertising of the facility and the Council should investigate the cost of having a feather flag.
LE31/22	<u>MINI GUIDE</u> Clerk advised that next reprint will probably be in 3 years' time. Copies have been sent to 20 different Tourist points. Copies to be taken to the Library, Rail Station & Heritage Museum.
LE32/22	<u>TOURISM SIGNAGE</u> Discussion took place on Tourism signage, and it was noted that this is the primary responsibility of South Norfolk Council with a request that they update maps showing businesses in the Town. Future Town-Co-ordinator to look at branding of the Town.
LE33/22	<u>OPEN SPACES</u> Clerk confirmed that the Council does not have an open spaces policy. Discussion then took place on the different types of activity that could take place from individuals, small family group to organised events such as Yoga or potentially larger activities such as a Fair. It was resolved that the Clerk would look into producing a policy.

LE34/22	BUDGET Clerk outlined the budget that has been approved for the 2022-2023 financial year and the relevant cost codes. It was agreed that actuals against budget would be provided at future meetings.
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[The meeting closed at 20.17 pm]

DATED this day of2022

SIGNED (Chairman)

DRAFT

WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE & GENERAL
PURPOSES COMMITTEE held on Thursday 19th May 2022
in the Council Offices commencing at 6.30 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Carsok (substitute for Cllr. Holden)
	Elliott (Chair)

Also Present

Public: 0

F19/22	<u>ELECTION OF CHAIRMAN</u> Upon the resolution of Cllr. Hurn and seconded by Cllr. Carsok it was resolved to appoint Cllr. Elliott as Chairman.
F20/22	<u>ELECTION OF VICE CHAIRMAN</u> Upon the resolution of Cllr. Flatt and seconded by Cllr. Elliott it was resolved to appoint Cllr. Holden as Vice - Chairman.
F21/22	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Holden
F22/22	<u>DECLARATIONS OF INTEREST</u> – None.
F23/22	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Flatt and seconded by Cllr. Halls it was resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 19th April 2022 as a correct record.
F24/22	<u>PROGRESS UPDATES</u> None.
F25/22	<u>PUBLIC PARTICIPATION</u> None.
F26/22	<u>INTERNAL AUDITORS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Hurn it was resolved to re-appoint Larking Gowen for the 2022/23 financial year.
F27/22	Upon the proposition of Cllr. Halls and seconded by Cllr. Flatt a resolution by the Council under the provisions of Section 1 of the Public Bodies (admissions to meetings) Act 1960 to exclude Press and Public from the meetings 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.
F28/22	<u>ANNUAL ACCOUNTS 2021/22</u> Cllr. Elliott read out letter received from Internal Auditors Larking Gowen that they had completed their audit for the 2021-2022 financial year and no issues had been found. Clerk presented the draft audited accounts and after discussion and answering of queries upon the resolution of Cllr. Hurn and seconded by Cllr. Flatt it was resolved to recommend these for final approval by the Full Town Council.

[The meeting closed at 18.40 pm]

DATED this day of2022

SIGNED (Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
29	Wymondham Old Grammar School Foundation	To rent in respect of land at Bellrope Lane	L & E Bellrope - rent	6120		600.00	-	600.00	706870
30	EDF	Elec 25/3/22 - 27/4/22	TIC - electricity	8040		49.38	2.47	51.85	706897
31	H Clarke	Reimbursement of double payment of allotment	Allotments	3200		29.00	0.00	29.00	706898
32	Karen Chamberlain	Reimbursement of payment for Union 70 flags	Est - Miscellaneous	4090		188.30	0.00	188.30	706900
33	Clir R Elliott	Reimbursement of Farmers Market prize	Farmers Market	4530		25.00	0.00	25.00	706901
34	Sanitec Cleaning (Norwich) Ltd	Daily cleaning services - April	Public toilets	4300	1,001.00		200.20		
		High level deep clean of public toilets	Public toilets	4300	180.00		36.00		
		2 no. additional call out charges	Public toilets	4300	140.00		28.00		
35	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		661.32	132.26	793.58	706902
36	E ON Next	Elec 1.4.22 - 30.4.22	L & E Electric - Browick	6040		12.95	0.65	13.60	706904
37	Broadland Tree Services	To remove leaning tree in Abbey Grounds	L & E Maintenance	6130	480.00		96.00		
38	T Gurney	Pruning trees at Kings Head Meadow	L & E Maintenance	6130	620.00		124.00		
39	E ON Next	Reimbursement for payment of 5 tonnes of topsoil	Cemetery maintenance	4440		184.75	36.95	221.70	706906
40	Ardian Water Business (Norwich) Ltd	Electricity 1.4.22-30.4.22	Est - Electricity	4040		319.22	63.84	383.06	706907
41	HIRC	Water 1/9/20 - 1/4/22	Est - Water	4030		344.85	26.64	371.49	706908
42	Norfolk Pension Fund	PAYENIC	PAYENIC	4000		3,925.46	0.00	3,925.46	706909
43	Farmbills Direct Ltd	16 No. replacement posts	Pensions	4000		3,931.10	0.00	3,931.10	706910
44	Commercial & Industrial Cleaning Supplies Ltd	10 boxes of mini jumbo toilet rolls (stock)	Allotments	4600		68.00	13.60	81.60	706911
45	Armstrong Best Ltd	6 No. Tralls (TIC)	Public toilets	4300		103.90	20.78	124.68	706912
46	Biffa Waste Services Ltd	Wheeled Bin Account	TIC purchases	8050	108.98	23.36	5.87	35.23	706913
47	East Fire Extinguishers & Alarms (UK) Ltd	Out of hours callout charge	Council Refuse	4520	108.22		21.65	260.65	706914
48	Mt Overalls Limited	Safety boots	Cemetery Refuse	4090		155.00	31.00	186.00	706915
		Blue roll	Est - Health & Safety	4195	48.15		9.63		
49	Alan R Cross & Son	Attend to electrics after water leak in Maintenance shed	L & E Maintenance	4180	15.95		3.19	76.92	706916
50	Shannah Lift Services Limited	Service of Passenger lift	Est - Maintenance	4180		112.50	22.50	135.00	706917
51	H Brett & Son	Re-fix an existing headstone	Est - Miscellaneous	4090		162.50	32.50	195.00	706918
52	Wicksdale Leisure Ltd	2 No. swing Cradle seats (replacements)	Cemetery maintenance	4440		65.00	13.00	78.00	706919
53	Glasdon UK Limited	Black waste bins - (2 No. replacements and 1 stock)	L & E Maintenance	6130		271.25	54.25	325.50	706920
54	Neimatters Ltd	Time and skills compliance Development on website	L & E Maintenance	6130		544.95	108.99	653.94	706921
55	CC Clements & Sons	Post Box (TIC)	Admin Print/Stationery	4310		1,092.75	218.55	1,311.30	706922
56	Viking	Refuse bags for litter picking	TIC purchases	8050		25.49	5.10	30.59	706923
57	Hays Recruitment	Lever arch folders	L & E Maintenance	6130	56.98		11.40	125.15	706924
		Temporary Ground staff	Admin Print/Stationery	4310	47.31		9.46		
58	Jewson	Hammerite paint, postcrete, softwood sleepers	Salaries and wages	4000	2,713.75		542.75		
59	Mrs O Gaul	Hire of dehumidifier after water leak - Maintenance shed	L & E Brighton Wymondham	6160	1,793.47		358.68	5,408.65	706925
60	Ernest Doe & Sons	Cleaning of Council Offices	L & E Maintenance	6130	266.15		53.24		
		Strimmer line, nuts & bolts, tunnel, v belt, edging knife	Est - Cleaning	4050	105.30		21.06	445.75	706926
		Repairs to Wessex Boomer and Iseki	Est - Maintenance	4050		150.00	0.00	150.00	706927
		Cutter anti vibrate gloves	L & E Maintenance	6130	195.59		39.11		
		5 No. Miraclegro compost	L & E Equipment Maintenance	6140	3,964.39		792.88		
61	Collier Turf Care Ltd	Grass seed	Est Health & Safety	4195	14.16		2.83		
62	East Fire Extinguishers & Alarms (UK) Ltd	Intruder Alarm/Fire Alarm system service	L & E Brighton Wymondham	6160	24.78		4.95	5,038.66	706928
63	Mr S Grant	Reimbursement of Jubilee event items	Est - Miscellaneous	4090		269.26	0.00	269.26	706929
64	Lorna Bateman	Reimbursement of Jubilee event items	Est - Civic events	4085		235.78	47.35	284.13	706930
65	Claire Merton	Reimbursement of Jubilee event items	Est - Civic events	4085		46.75	0.00	46.75	706931
66	Mr A Vale	Advertising posters	Est - Civic events	4085		35.18	0.00	35.18	706932
67	Sanitec Cleaning (Norwich) Ltd	Daily cleaning services - May	Tourism development	8200		49.57	0.00	49.57	706933
68	Wymondham Garden Centre	Plants	Public toilets	4300		30.00	0.00	30.00	706934
69	Anglian Internet	Silver Linux Website Hosting, Domain renewal	L & E Brighton Wymondham	6160	1,001.00		200.20	1,201.20	706935
70	Chubb Fire & Security	Annual Service of fire extinguishers and parts	Admin - Print/Stationery	4310	482.86		98.57	581.43	706936
71	BT	Telephone and Internet 1.4.22-31.7.22	Admin - Print/Stationery	4310	83.33		16.67	100.00	706937
72	Barnwell Print Ltd	Printing costs for Wymondham Magazine	TIC - Miscellaneous	8120	92.21		18.44	110.65	706938
73	Petty cash	Kitchen supplies	TIC - Telephone	8100	298.02		51.60	349.62	706939
		Jubilee bunting	About Wymondham - print	4900		1,500.00	0.00	1,500.00	706940
		Lift line	Est - Miscellaneous	4090	18.59		0.00		
		Groundsmans telephone	L & E Maintenance	6130	25.82		5.17	132.74	706941
		Sage 500 Accounts Essential	Est - Miscellaneous	4090	83.16		0.00		
		Half yearly payment	Admin telephone	4320	12,011.71	17,145.99	3,603.79	32,762.49	
		Telephone and internet	Admin - telephone	4320	10.28		2.06		
			Admin - telephone	4320	16.81		3.36		
			Admin Print/Stationery	4310	82.25		16.45	98.70	
			Est - Miscellaneous	4090	35,972.36		0.00	35,972.36	
			Admin - telephone	4320	99.22		19.84	119.06	
					12,011.71	53,327.91	3,645.50	66,985.12	

Chairman

Deputy Chairman

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
2	Barclays Payflow	Salaries - May	Admin Salaries	5,703.34				
			Est Salaries	1,794.78				
			Cemetery Salaries	1,716.28				
			TIC Salaries	708.98			9,923.38	D/D
TOTALS							£9,923.38	

.....Chairman

.....Deputy Chairman

31st May 2022

MAYOR'S ENGAGEMENTS

07/05/22 WYMONDHAM HERITAGE MUSEUM, THE BRIDEWELL, WYMONDHAM; OFFICIAL OPENING OF THE 2022 SEASON

10/05/22 WYMONDHAM & ATTLEBOROUGH TALKING NEWSPAPER AGM AT NORTH WYMONDHAM COMMUNITY CENTRE

27/05/22 CIVIC RECEPTION FOR THE MAYOR OF THETFORD AT THE CARNEGIE ROOM, THETFORD

29/05/22 CIVIC SERVICE FOR THE MAYOR OF THETFORD AT ST CUTHBERTS'S CHURCH, THETFORD

29/05/22 WYMONDHAM DELL BOWLS CLUB, NORWICH ROAD, WYMONDHAM

King Street House
15 Upper King Street
Norwich, NR3 1RB

T: 01603 624181
F: 01603 667800
E: giles.kerkham@
larking-gowen.co.uk



Mr T Gurney, Town Clerk
Wymondham Town Council
Ketts Park
Harts Farm Road
Wymondham
Norfolk
NR18 0UT

Our Ref: 04/GK/MC/MC/W130020

Your Ref:

18 May 2022

Dear Mr Gurney

**Wymondham Town Council
Internal Audit for the year ended 31 March 2022**

I am pleased to advise that, following our recent audit, we have now completed our internal audit procedures in respect of the year ended 31 March 2022.

During the course of our work no matters came to light to indicate that the Council's internal control objectives were not being achieved, and I therefore enclose a completed and signed Annual Internal Audit Report for 2021/22.

Whistleblowing Policy

In our interim letter dated 24 January 2022 we raised one 'good practice' suggestion, recommending that a Whistleblowing Policy be developed. Such a Policy has now been developed, was formally approved by the Full Council on 1 March 2022, and is published on the Council's website. We therefore consider our recommendation to be fully cleared.

I would be grateful if you could share the contents of this letter with Councillors.

If you have any queries at all, please do not hesitate to contact either Marc Cawthorne or me.

Yours sincerely

**Giles Kerkham
Partner**

For and on behalf of Larking Gowen LLP



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Independent Accounting Firms*

WYMONDHAM TOWN COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2022

WYMONDHAM TOWN COUNCIL

CONTENTS

YEAR ENDED 31ST MARCH 2022

	Page
Balance Sheet	1
Statement of Financial Activities	2
Notes to the Accounts	3 - 8

WYMONDHAM TOWN COUNCIL**BALANCE SHEET****AS AT 31ST MARCH 2022**

	Note	2022 £	2021 £
LONG TERM ASSETS			
Investments			
Long term debtors			
CURRENT ASSETS			
Bank and cash	5	1311272.31	984061.26
Debtors and prepayments	9	7869.31	11816.76
VAT recoverable		9257.31	19200.87
TOTAL ASSETS		<u>1328398.93</u>	<u>1015078.89</u>
CURRENT LIABILITIES			
Creditors and accruals		-14542.60	-8678.80
NET ASSETS		<u>1313856.33</u>	<u>1006400.09</u>
REPRESENTED BY			
General fund		271530.33	245684.09
Earmarked funds	6	1042326.00	760716.00
TOTAL COUNCIL FUNDS		<u>1313856.33</u>	<u>1006400.09</u>

These financial statements fairly represent the financial position of the authority as at 31st March 2022 and its income and expenditure for the year.

Approved by the Town Council on

Cllr. K Hurn

Chairman

Dated

T Gurney

Responsible Financial Officer

Dated

WYMONDHAM TOWN COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2022

	Note	General Fund £	Earmarked Funds £	2022 £	2021 £
INCOMING RESOURCES					
Precept		561621.00		561621.00	536838.00
Transitional Grant		0.00		0.00	0.00
Grants		0.00		0.00	27672.43
Other activities	2	54414.06		54414.06	48475.96
Bank interest		118.57		118.57	1869.22
CIL			202264.04	202264.04	190800.88
TOTAL INCOMING RESOURCES		616153.63	202264.04	818417.67	805656.49
RESOURCES EXPENDED					
Toilets		14704.93		14704.93	14873.40
Street Lights		5109.43	6727.66	11837.09	-5161.25
Wages and salaries		203635.54		203635.54	212894.84
Establishment		77164.41	14644.64	91809.05	327903.82
Postage,stationery and telephone		9376.79		9376.79	5106.42
Recreation		54606.72	8929.04	63535.76	54768.48
Cemetery		11699.86		11699.86	5202.95
Markets		3308.25		3308.25	3334.32
Grants	3	0.00	4602.70	4602.70	2184.80
Tourist Information Centre		11422.21		11422.21	10181.90
Ketts Park		475.00		475.00	4852.63
Citizens Advice Bureau		0.00		0.00	0.00
About Wymondham		8022.80		8022.80	4746.00
Allotments		4586.73		4586.73	3856.21
Public Works Loan		71944.72		71944.72	68812.00
TOTAL RESOURCES EXPENDED		476057.39	34904.04	510961.43	713556.52
NET OUTGOING RESOURCES					
		140096.24	167360.00	307456.24	92099.97
Allocations to Earmarked funds	6	-114250.00	114250.00		
NET MOVEMENT IN FUNDS		25846.24	281610.00	307456.24	92099.97
COUNCIL FUNDS BROUGHT FORWARD		245684.09	760716.00	1006400.09	914300.12
COUNCIL FUNDS CARRIED FORWARD		271530.33	1042326.00	1313856.33	1006400.09

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2022

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and assume that the Council will remain a going concern for the foreseeable future.

Fixed assets

All expenditure on fixed assets is written off as a resource expended in the year that it is incurred. Details of Council held assets are given in note 4 to these financial statements.

Taxation

The Council is not liable to pay tax on any surpluses generated. The Council is registered for Value Added Tax, and all figures shown in the accounts are stated net of this tax.

Pensions

Retirement benefits to employees of the Council are provided by The Local Government Pension Scheme. This is a defined benefit scheme and the assets are held separately from those of the Council.

Fund Accounting

General Fund assets represent those resources which may be used towards meeting any Council purposes at the discretion of the Town Councillors

Earmarked Funds are resources which are to be applied for the specified purposes only at the discretion of the Town Councillors

S106/Community Infrastructure Levy (CIL)

Funds received are not immediately allocated for specific purposes are therefore included in income when received

2 OTHER INCOME

	2022	2021
	£	£
Burial management	25867.50	24507.35
Recreation	1783.80	0.00
Rent Recived	10206.65	12333.32
Market stalls	9998.00	4398.50
Allotments	4740.65	4674.00
Tourist Information Centre	375.00	155.00
About Wymondham	0.00	76.67
Other income	1442.46	2331.12
	<u>54414.06</u>	<u>48475.96</u>

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2022

3 GRANTS AWARDED

	2022	2021
	£	£
Wym Community Kitchen		500.00
Wym Baptist Church		500.00
Wymondham Photographic Soc		
Wym & Attleborough Talking Newspapers	122.70	
Wymondham in Bloom	1780.00	
Mid Norfolk Railway	1200.00	
North Wym Community Centre	1500.00	
Wymondham Doorstop Helpers		250.00
Hub Community Project		500.00
Wym Dementia Group		434.80
	<u>4602.70</u>	<u>2184.80</u>

4 FIXED ASSETS

	Basis of	2022	2021
	Valuation	£	£
Land and Buildings			
Applegarth Court	N	1.00	1.00
Becketswell	N	1.00	1.00
Browick Road Recreation Ground	N	1.00	1.00
Cemetery	N	1.00	1.00
Cemetery Chapels	Pr	144165.00	144165.00
Cemetery Store	Pr	37131.00	37131.00
The Fairland	N	1.00	1.00
Ketts Park	P	67001.00	67001.00
Land			
Community Centre	Pr	898709.00	898709.00
Tennis Courts	Pr	66898.00	66898.00
Changing Rooms	Pr	212180.00	212180.00
Council Offices	C	2000000.00	2000000.00
Kings Head Meadow	P	1500.00	1500.00
Kings Head Meadow Additional Land	P	2500.00	2500.00
Market Place	N	1.00	1.00
Market Cross	Pr	496927.00	496927.00
Priory Gardens	N	1.00	1.00
Rothbury Road Recreation Ground	N	1.00	1.00
Tolls Meadow	P	25000.00	25000.00
Willow Close Play Area	N	1.00	1.00
Public Toilets	N	0.00	0.00
Street Lights	N	0.00	0.00
Miscellaneous			
Town Sign	Pr	6754.00	6754.00
Chairmans Badge of Office	Pr	5304.00	5304.00
War Memorial	N	1.00	1.00
		<u>3964079.00</u>	<u>3964079.00</u>

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2022

4 FIXED ASSETS (cont)

	Basis of Valuation	2022 £	2021 £
Plant and Equipment			
Portacabin at Browick Road	Pr	63654.00	63654.00
Play Equipment	C	371116.00	371116.00
Street Furniture	C	17000.00	17000.00
Seats at 31 locations	C	10579.00	7000.00
Ketts Park Floodlights	Pr	24490.00	24490.00
Arun Bus Shelters	C	22499.00	15756.00
Planters	Pr	13261.00	12520.00
Tractor and Trailer Attachment	P	20000.00	20000.00
Grounds Maintenance Equipment	C	116225.00	116225.00
Euromec Brava Sweeper	Pr	2295.00	2295.00
Furniture and Fittings	C	27460.00	27460.00
Portable Power Washer	C	4019.00	4019.00
Computers and Printers	Pr	9890.00	9890.00
Water Bowser	Pr	3941.00	3941.00
Twose / Bomford Flail	C	9995.00	9995.00
Citroen Van	P	16270.00	16270.00
Volkswagen Van	P	5995.00	5995.00
Electronic Cash Register	Pr	602.00	602.00
		739291.00	728228.00
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		

5 BANK AND CASH

		2022 £	2021 £
Barclays	Active Saver Account	780326.77	459258.47
	Current Account	13691.20	7583.72
HSBC	Treasury Account	500000.00	500000.00
	Current Account	17254.34	17219.07
		<u>1311272.31</u>	<u>984061.26</u>

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2022

6 EARMARKED FUNDS

	Balance B/fwd £	Allocation for year £	Income £	Expense £	Transfers £	Balance C/fwd £
Toilets	75928.00	1000.00				76928.00
Cemetery	62500.00	31250.00			413899.22	507649.22
CIL	211635.18		202264.04		-413899.22	0.00
Dilapidations	64771.00	0.00				64771.00
Equipment	11161.73	15000.00				26161.73
New Office	54334.41	0.00				54334.41
Grants	15134.60	5000.00		-4602.70		15531.90
Ketts Park Play Equipment	0.00					0.00
Ketts Park	41553.00	23000.00				64553.00
Market Cross Refurbishment	14321.08	5000.00				19321.08
New Projects	4747.42	7500.00		-8929.04		3318.38
Open Spaces	10238.68	2000.00				12238.68
Play Site Safety	13111.23	5000.00				18111.23
Street Lights	159154.14	13000.00		-6727.66		165426.48
Tourist Information Centre	0.00	0.00				0.00
Youth Support	8544.53	1500.00				10044.53
Neighbourhood Plan	13581.00	5000.00		- 14,644.64		3936.36
	<u>760716.00</u>	<u>114250.00</u>	<u>202264.04</u>	<u>-34904.04</u>	<u>0.00</u>	<u>1042326.00</u>

Note: the Council have awarded grants in 2020/201 totalling £1050.00 which are outstanding.

7 LEASES

At 31st March 2021 the Council held the following leases

Landlord	Purpose	Annual Rent Due £	Year of Expiry
Wymondham Old Grammar School Foundation	Open Space	600.00	2081
Endowment of Wymondham South Norfolk Council	Open Space	1.00	2083
Anglian Water Services	Allotments	3628.48	2027

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2022

8 BORROWINGS

At the close of business on 31st March 2021 the Council had outstanding:

Public Works Loan	
B/Fwd	712,379.85
Interest	17,963.53
Repayments	-71,944.72
c/fwd	658,398.66

9 DEBTORS

At the close of business the Council was owed £0.00 All debts were less than three months old.

10 CAPITAL RESERVE

The Council does not currently have a capital reserve.

11 TENANCIES

During the year the Council held the following tenancies

Tenant	Property	Type of lease	Annual Rent £
Trustees of Wymondham Town Football Club	Kings Head Meadow	Repairing	5351.40 wef 1.10.18
South Norfolk Council	Ketts Park		10,830 wef 1.11.18
Allotments (85)	Chapel Lane	Non repairing	28.50 (each)
(43)	Chapel lane	Non repairing	57.00 (each)

12 ADVERTISING AND PUBLICITY

The following costs for advertising and publicity were incurred during the year

	2022 £	2021 £
Recruitment and advertising	0.00	0.00
Other advertising	0.00	0.00
Publicity (About Wymondham Newsletter)	8022.80	4746.00
	<u>8022.80</u>	<u>4746.00</u>

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2022

13 AGENCY WORK

During the year the Council undertook no agency work

14 COMMITMENTS

The Town Council has retention monies re new Council Offices at Ketts Park. As at 31.3.2022 building and professional fees of £46,596.27 are due

15 CONTINGENT LIABILITIES

The Council is not aware of any contingent liabilities at 31st March 2022

16 POST BALANCE SHEET EVENTS

The Council is not aware of any Post Balance Sheet Events which could affect the accounts.

17 PENSIONS

The Council contributes to a defined benefit scheme administered by Norfolk County Council. The contribution rates as a percentage of employees superannuable pay are

Year ended 31st March 2022	23.50%
Year ended 31st March 2023	24.00%

18 TRUST FUNDS

The Council does not administer any Trust Funds.

Annual Governance and Accountability Return 2021/22 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2022
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2021/22

Wymondham Town Council

<https://www.wymondhamtowncouncil.org/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			N/A
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

06/12/2021 09/05/2022

Name of person who carried out the internal audit

Giles Kerkham, Partner, Larking Gowen

Signature of person who carried out the internal audit

Giles

Date

18 05 2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Wymondham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

<https://www.wymondhamtowncouncil.org/>

Section 2 – Accounting Statements 2021/22 for

Wymondham Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	914,300	1,006,400	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	536,838	561,621	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	268,818	256,797	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	212,895	203,635	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	68,812	71,945	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	431,849	235,382	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,006,400	1,313,856	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	984,061	1,311,272	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,692,307	4,703,370	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	712,380	658,399	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
		✓	
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2021/22

In respect of

Wymondham Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2021/22

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2021/22

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

For Discussion**Wymondham Town Council Meeting 7th June 2022****Live streaming of Wymondham Town Council full council meetings**

It has long been a topic of informal conversation that full council meetings should be live streamed as they happen.

Now we have settled into the new building, it is time again to raise the possibility of installing a system to live stream to our residents and interested parties. South Norfolk District Council has been doing this for some time now and other town and parish councils also offer this service.

While members of the public are welcome to come to the Council Office for meetings, there are many who for various reasons may not be able to. Installing technology which will enable viewers to watch proceedings is part of our desire to ensure Council meetings are accessible for all.

As councillors wishing to be as open and transparent as possible about how we conduct Council matters, I hope we can agree to have the technology costed and installed for our residents to watch our meetings on YouTube.

The Town Clerk has obtained a quotation from the installer of the current audio/visual facilities in the chamber for £3044 + VAT.

Proposal: The Town Council authorises the installation of a live streaming facility in the Council Chamber and accepts the quotation of £3044 + VAT.

Proposer - Cllr Suzanne Nuri-Nixon

Seconder – Cllr. Annette James

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 frequent small 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. No bollards would be moved for these events and there will be no provision for an electricity supply. If stall bookings were particularly successful, perhaps in future years road closures could be added to match what is done for the current markets.

A minimum number of six stalls would need to book for a themed market to go ahead, and the maximum number of stalls would be capped at ten due to limited space between the bollards. Stall holders will need to provide their own public liability insurance & risk assessments when they book. The council will provide a template of a market stall risk assessment if the trader requires one.

Stall fees would be charged at the same rate as our current markets. 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. The volunteer must be contactable throughout the event and a phone number be made available to stallholders. 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 23rd July 2022 and ending on 3rd September 2022 (six additional markets, Farmer's Market already scheduled for 20th August). The choice of which themes to schedule for which dates will be made by the Summer Saturday Markets Time & Task Working Group in partnership with relevant community groups wishing to cooperate.

Proposer: Cllr Kim Carsok

Seconder: Cllr Richard Elliott

