

**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A TOWN COUNCIL**  
**MEETING HELD ON TUESDAY 3<sup>rd</sup> 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 &amp; 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 &amp; 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"> <li>• Cllr. Carsok – Pecuniary Interest as Applicant – Agenda item 20 – Wymondham Magazine.</li> <li>• Cllr. Hubble – Non- pecuniary as member – Agenda item 22 Grant application (Town Team).</li> </ul>
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 5<sup>th</sup> April 2022 were unanimously approved as a correct record.</p>
061/22	<p><u>PROGRESS UPDATES:</u></p> <ul style="list-style-type: none"> <li>• Browick Road Recreation Ground Working Group – meeting with consultants to be arranged,</li> <li>• Chandlers Hill – one quote received, another 2 quotes to be obtained.</li> </ul>

	<ul style="list-style-type: none"> <li>• Town Co-ordinator – awaiting proposal from South Norfolk Council.</li> <li>• Planters’ sponsorship information – on website.</li> <li>• Plants for planters have been ordered and are awaited. Once received Wymondham in Bloom volunteers will help with planting.</li> </ul>
062/22	<u>FINANCE &amp; GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 19 <sup>th</sup> April 2022 were noted.
063/22	<u>COMMITTEES &amp; 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"> <li>• Standing Orders</li> <li>• Complaints</li> <li>• Correspondence</li> <li>• Computer &amp; Telephone Misuse Policy</li> <li>• Data Protection</li> <li>• Dignity at Work/ Bullying and Harassment Policy</li> <li>• Equal Opportunities</li> <li>• Freedom of Information</li> <li>• Financial regulations</li> <li>• Health &amp; Safety</li> <li>• Information Protection Policy063/</li> <li>• Information Security Incident Policy</li> <li>• Press &amp; Media</li> <li>• Removable Media Policy</li> <li>• Risk Assessment</li> <li>• Social Media and Electronic Communication Policy</li> <li>• Treasury Management Policy</li> </ul> <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 &amp; 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	<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 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £9,501.23  Cllr. Hurn declared an interest as an Employee/Director of Alan R Cross & Son
073/22	<u>MAYORS ENGAGEMENTS</u> – Noted together with addition of attending the Chairmans reception at Broadland District Council on 29 <sup>th</sup> April 2022.
074/22	<u>PUBLIC PARTICIPATION:</u> <ul style="list-style-type: none"> <li>Representative of Town Team spoke in favour of agenda item 22 – grant application and advised an additional cost of £500 for a generator.</li> </ul>
075/22	<u>WYMONDHAM MAGAZINE</u> Cllr. Carsok left room for this item and took no part in debate or decision.  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.  Cllr. Carsok returned to meeting.
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 <sup>th</sup> 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"> <li>• Cllr. Savage <ul style="list-style-type: none"> <li>○ School streets scheme has commenced at Robert Kett and will start at Browick Road on 16<sup>th</sup> May 2022.</li> </ul> </li> </ul> <p><u>South Norfolk Council</u></p> <ul style="list-style-type: none"> <li>• Cllr. Halls <ul style="list-style-type: none"> <li>○ Relocation of South Norfolk Council offices to Horizon building in Norwich still ongoing.</li> <li>○ South Norfolk cabinet have deferred Neighbourhood plan.</li> </ul> </li> </ul>
079/22	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u></p> <ul style="list-style-type: none"> <li>• Cllr. James – Wymondham Access Group <ul style="list-style-type: none"> <li>○ Railway Station Access - -2 plans considered and 1 selected which was WAG's preferred option.</li> <li>○ Separate plans for subway footpath improvement under railway bridge, work to start in December.</li> </ul> </li> <li>• Cllr. Carsok – Greening Wymondham <ul style="list-style-type: none"> <li>○ Orchard project at Browick Road Recreation Ground progressing.</li> <li>○ Shared stall at April's Farmers Market.</li> <li>○ Wymondham Litter pick has taken place.</li> <li>○ Wymondham Growing together launched.</li> </ul> </li> </ul>

*[The meeting closed at 21.14 pm]*

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

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 Bids, 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

		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	706865
2	EDF	Elec 24/2/22-24/3/22	TIC - Electricity	8040		69.65	3.48	73.13	706866
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	706867
4	Norfolk Association of Local Councils	Annual subscription 2022/23	Est - subscriptions	4130		1,372.91	0.00	1,372.91	706868
5	Neimatters	Time and skills on Compliance Development	Admin Print/Stationery	4310		2,383.50	476.70	2,860.20	706870
6	Anglian Internet	Wiped and reinstall windows	Admin Print/Stationery	4310		175.00	35.00	210.00	706871
7	Institute of Cemetry and Crematorium Management	Membership 2022/23	Est - subscriptions	4130		95.00	0.00	95.00	706872
8	KSD Associates Ltd	Design and take photos for new Mini Guide	TIC - Mini guide	8020		650.00	130.00	780.00	706873
9	E.ON Next	Elec 1/3/22-31/3/22	L & E Electric - Browick	6040		14.28	0.71	14.99	706874
10	E.ON Next	Elec 1/3/22-31/3/22	Est - Electricity	4040		412.36	82.47	494.83	706875
11	Mrs Lesley Clarke	Design for Chandlers Hill/Jubilee Garden	Est - Miscellaneous	4090		350.00	0.00	350.00	706876
12	Bittern Books	Various maps and books	TIC purchases	8050		58.97	0.00	58.97	706878
13	Alan R Cross & Son	Final invoice for Christmas Lights	Est - Christmas lights	4120		1,292.00	258.40	1,550.40	706879
14	R A Brown Heating Services Ltd	Attend site - faulty heat source pump	Est - Maintenance	4180		170.00	0.00	170.00	706880
15	HMRC	PAYE/NIC	PAYE/NIC	4000		3,756.25	0.00	3,756.25	706881
16	Norfolk Pension Fund	Pensions	Pensions	4000		2,958.17	0.00	2,958.17	706882
17	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	706883
18	Mr Overalls Ltd	Helmet and safety glasses	Est - Health & Safety	4195		16.90	3.38	20.28	706884
19	Jewson Ltd	YALE indicator bolt x 2	L & E Maintenance	6130		40.60	8.12	48.72	706885
20	T G Bodyshop	Advisory work after MOT	Est - Van maintenance	4155		310.59	62.11	372.70	706886
21	Glasdon UK Ltd	3 No. Dog bins	L & E Maintenance	6130		355.80	71.16	426.96	706887
22	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	108.04		21.61		706888
23	Wymondham Tyre Services Ltd	Wheeled Bin Account	Cemetary Refuse	4420	108.04		21.61	259.30	706889
24	Hays	Puncture repair	L & E Maintenance	6130		18.00	3.60	21.60	706889
25	Ernest Doe & Sons Ltd	Temporary Ground staff	Salaries and wages	4000	2,699.00		539.80		706890
26	Barkers Print & Design	Temporary Ground staff	L & E Brighter Wymondham	6160	677.62		135.53	4,051.95	706890
27	Anglian Internet	Saw chain, hex bolts, padlock, pillar set, broom	L & E Maintenance	6130		276.95	55.39		706895
28	H Brett & Son	Service of Ferris tractor and Boomer	L & E Equipment Maintenance	6140		2,195.83	439.19		706899
		Gloves and trousers	Est - Health & Safety	4195		33.20	6.64	3,007.20	706895
		Print 20,000 Mini Guides	TIC - Mini guide	8020		1,395.00	0.00	1,395.00	706899
		Avast Business Cloudcare annual renewal	Admin - Print/stationery	4310		125.00	25.00	150.00	706893
		Replacement of headstone	Cemetary Maintenance	4440		65.00	13.00	78.00	706894
		<b>TOTALS</b>			<b>3,592.70</b>	<b>20,125.13</b>	<b>2,480.60</b>	<b>26,198.43</b>	
		DD							
	South Norfolk Council	Non-Domestic Rates & Council Tax	South Norfolk Council			15,693.10	0.00	15,693.10	
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		82.25	16.45	98.70	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		100.44	20.09	120.53	
	EE	Groundsmans telephone	Admin/telephone	4320		15.64	3.13	18.77	
	BT	Lift line	Admin/telephone	4320		50.28	2.06	52.34	
					<b>3,592.70</b>	<b>36,065.92</b>	<b>2,517.14</b>	<b>42,110.76</b>	

Chairman 

Deputy Chairman 

30th April 2021

WYMONDHAM TOWN COUNCIL SALARIES								
No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
1	Barclays Payflow	Salaries - April	Admin Salaries Est Salaries TIC Salaries Cemetery Salaries	5,703.35 1,767.66 495.98 1,534.24			9,501.23	D/D

**TOTALS**

**9,501.23**

..... Chairman

..... Deputy Chairman

30th April 2022