

**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><b><u>ELECTION OF MAYOR &amp; CHAIRMAN OF THE COUNCIL</u></b></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><b><u>ELECTION OF DEPUTY MAYOR &amp; VICE CHAIRMAN OF THE COUNCIL</u></b></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><b><u>APOLOGIES FOR ABSENCE</u></b> – None.</p>
059/22	<p><b><u>DECLARATIONS OF INTEREST:</u></b></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><b><u>MINUTES OF MEETINGS</u></b> 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><b><u>PROGRESS UPDATES:</u></b></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><b><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></b></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><b><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u></b></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)