

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT
A MEETING OF THE TOWN COUNCIL is to be held on
TUESDAY 5th July 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 7 th June 2022 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 7 th June 2022 / previous meetings. <ul style="list-style-type: none">• To confirm job descriptions• To note notes of Council Buildings, Health & Safety and Personnel Working Group meeting notes of 27th June 2022 and to ratify decision therein re Town Co-ordinator role.	C D
5	To confirm payment of monthly creditors – June 2022.	E
6	To note Mayors Engagements	F
7	Public Participation- members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes unless directed by the Chairman of the meeting.	
8	Chandlers Hill -Jubilee Garden	G
9	Neighbourhood plan – To approve – can be viewed at https://we.tl/t-gjeWoerdwB	
10	Council Policies – To appoint a Time & Task working group to review.	
11	‘About Wymondham’- To appoint a Time & Task working group to review.	
12	Freedom of Town – Request from Wymondham Air Cadets	
13	Reports from County / District Councillors	
14	Reports from representatives on outside committees	

28th June 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?

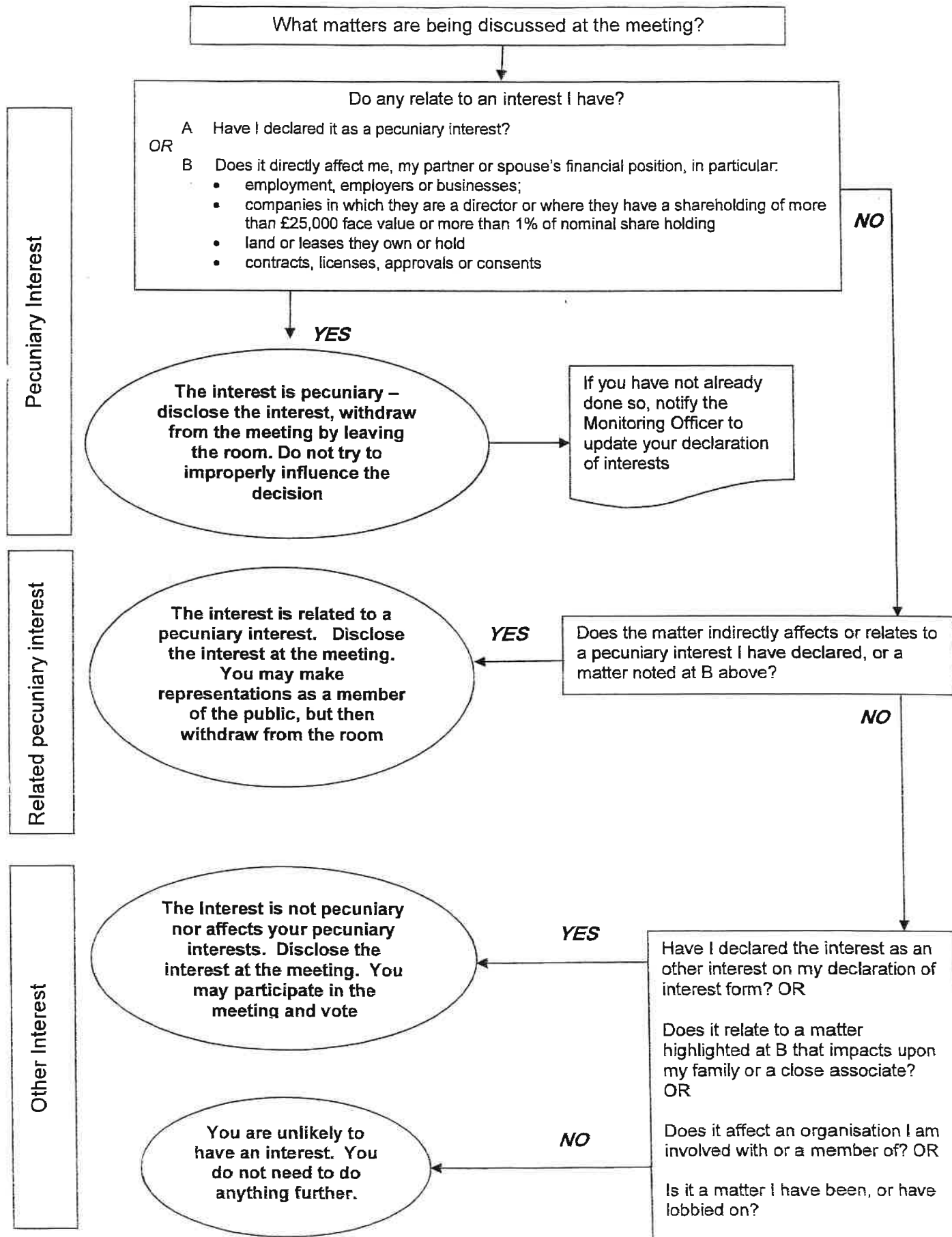
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 7th June 2022
in the Council Offices at 7.00 pm.

Councillors Present

S Nuri-Nixon	P Broome	K Hurn
K Cross	P Hubble	R Savage
A Holden	J Murrell	
A James	K Carsok	

Member(s) of the Public: 1

Councillor Hurn in the Chair

080/22	<u>APOLOGIES FOR ABSENCE</u> – Cllrs Halls, Astley, Flatt & Elliott
081/22	<u>DECLARATIONS OF INTEREST:</u> <ul style="list-style-type: none"> • Cllr. Carsok – Item 7 – Payment of monthly creditors – Barnwell Print Ltd are the company used by Wymondham Magazine for the printing.
082/22	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Holden and seconded by Cllr. Savage the minutes of the meeting held on 3 rd May 2022 were unanimously approved as a correct record.
083/22	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> • Browick Road Recreation Ground Working Group – meeting with consultants was on 17th May 2022, • Chandlers Hill – Two quotes received, another 1 quote to be obtained. • Town Co-ordinator – Has an information been received from SNC?
084/22	<u>LEISURE, ENVIRONMENT ENTERPRISE & TOURISM</u> minutes of meeting held on 17 th May 2022 were noted but meeting finished at 21.17 not 20.17.
085/22	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> the minutes of the meeting held on 19 th May 2022 were noted.
086/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Broome and seconded by Cllr. Savage it was resolved to pay accounts for May 2022, as per the submitted list in the sum of £68,985.12 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £9,923.38 Cllr Holden asked for an extra column to be added to say which budget the payment was from.
087/22	<u>MAYORS ENGAGEMENTS</u> – Noted.
088/22	<u>PUBLIC PARTICIPATION:</u> <ul style="list-style-type: none"> • Resident supported the events proposed to hold events in the Market Place, and the live streaming of Council meetings.

089/22	Internal Auditors – Letter from Larking Gowen was noted
090/22	<u>ACCOUNTS YEAR ENDING 31.3.21</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Holden it was unanimously resolved to approve the presented Annual Accounts for the year ending 31 st March 2022.
090a/22	<u>ANNUAL GOVERNANCE STATEMENT</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Holden it was unanimously resolved to approve the presented Annual Governance Statement for the year ending 31 st March 2022.
090b/22	<u>ACCOUNTING STATEMENT</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Holden it was unanimously resolved to approve the presented Accounting Statement for the year ending 31 st March 2022.
091/22	<p><u>STREAMING OF COUNCIL MEETINGS</u></p> <p>Cllr Holden would like all Committee meeting and working groups to be filmed and would like an amendment to the proposal to include them.</p> <p>Cllr Broome was concerned about where the cameras are to be situated and further discussion to be held regarding which Committees would be filmed. South Norfolk do not film working group meetings.</p> <p>Cllr Savage Committee meetings and not working groups should be filmed. We should follow the guidelines of South Norfolk Council</p> <p>Cllr Hubble asked if there had been a public consultation and that Wymondham Access Group should be consulted.</p> <p>Cllr Hurn stated that he had seen the design and equipment and that the Councillors only would be filmed and not members of the public.</p> <p>Cllr Murrell asked where it was to be streamed to and was advised it would be YouTube with no interaction from the public.</p> <p>Cllr Carsok said residents could either contact their Councillor or the office with their questions.</p> <p>After discussion upon the proposition of Cllr. Nuri-Nixon and seconded by Cllr. James it was agreed unanimously agreed that the Town Council authorises the installation of live streaming facility in the Council chamber and accepts the quotation of £3044 plus VAT.</p>
092/22	<p><u>MARKET PLACE – EVENTS</u> Cllr Carsok advised that people had contacted her regarding the proposed events.</p> <p>Cllr Holden said he would second the proposal in the absence of Cllr Elliott. Were fees aligned with the other markets?</p> <p>Cllr Cross advised she has contacts with Rescue Centres would they be able to have a free stall?</p> <p>Cllr Hurn each event would be looked at and decided on an individual basis.</p> <p>Cllr Broome asked if the Town Coordinator was to attend all the Saturday events.</p> <p>Cllr Carsok advised it wasn't essential. After discussion upon the proposition of Cllr Carsok and seconded by Cllr Holden it was agreed unanimously that volunteer Councillors would organise the events.</p>
093/22	<p><u>CIVIC AWARDS NOMINATIONS</u></p> <ul style="list-style-type: none"> Cllr Holden suggested Janis Raynsford for her voluntary work in the gardens in the town.

094/22	<u>REPORTS FROM COUNTY/DISTRICT COUNCILLORS</u> <u>NORFOLK COUNTY COUNCIL</u> <ul style="list-style-type: none"> • Cllr Savage – Due to the increase in traffic in the town due to the A11 refurbishment, he has worked with Highways England and County Highways and the traffic lights has been rephased to allow more traffic through. This has helped the B1172.
095/22	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u> <ul style="list-style-type: none"> • Cllr Carsok – Greening Wymondham the Community orchard work continues. It has attracted a large number of volunteers. They meet every other Saturday. Their AGM was held on 18.5.22 Growing Together – Veggie pod at the Hart pub is going well. • 11.6.22 Wymondham Baptist Church 10am – 1.00pm Eco@wbc • Great Big Green week – 24.9.22 – 2.10.22 • Cllr Hubble – Wymondham Town Team had to cancel the Jubilee picnic. An alternative date will be advised asap.

[The meeting closed at 19.38 pm]

DATED thisday of2022

SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
29	Wymondham Old Grammar School Foundation	To rent in respect of land at Bellropes Lane	L & E Bellropes - 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 Elliot	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	1,585.20	706902
35	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		661.32	132.26	793.58	706903
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	1,320.00	706905
39	E ON Next	Reimbursement for payment of 5 tonnes of topsoil	Cemetery maintenance	4440		184.75	36.95	221.70	706906
40	Anglian Water Business (National) Ltd	Electricity 1.4.22-30.4.22	Est - Electricity	4030		319.22	63.84	383.06	706907
41	HMRC	Water 1/9/20 - 1/4/22	Est - Water	4030		344.85	26.64	371.49	706908
42	Norfolk Pension Fund	PAYE/NI	PAYE/NI	4000		3,925.46	0.00	3,925.46	706909
43	Farmlets Direct Ltd	Pensions	Pensions	4000		3,931.10	0.00	3,931.10	706910
44	Commercial & Industrial Cleaning Supplies Ltd	16 No. replacement pots	Allotments	4600		68.00	13.60	81.60	706911
45	Armstrong Best Ltd	10 boxes of mini jumbo toilet rolls (stock)	Public toilets	4300		103.90	20.78	124.68	706912
46	Biffa Waste Services Ltd	6 No. Trials (TIC)	TIC purchases	8050		29.36	5.87	35.23	706913
		Wheelie Bin Account	Council Refuse	4520	108.98		21.80		
47	East Fire Extinguishers & Alarms (UK) Ltd	Wheelie Bin Account	Cemetery Refuse	4420	108.22		21.65	260.65	706914
48	Mr Overalls Limited	Out of hours callout charge	Est - Miscellaneous	4090		155.00	31.00	186.00	706915
		Safety boots	Est - Health & Safety	4195	48.15		9.63		
49	Alan R Cross & Son	Blue roll	L & E Maintenance	4180	15.95		3.19	76.92	706916
50	Stannagh Lift Services Limited	Attend to electrics after water leak in Maintenance shed	Est - Maintenance	4180		112.50	22.50	135.00	706917
51	H Brett & Son	Service of Passenger lift	Est - Miscellaneous	4090		162.50	32.50	195.00	706918
52	Wickstead Leisure Ltd	Re-fix an existing headstone	Cemetery maintenance	4440		65.00	13.00	78.00	706919
53	Glasdon UK Limited	2 No. swing Cradle seats (replacements)	L & E Maintenance	6130		271.25	54.25	325.50	706920
54	Natmaters Ltd	Black waste bins - (2 No. replacements and 1 stock)	L & E Maintenance	6130		108.99	108.99	653.94	706921
55	CC Clements & Sons	Time and skills compliance Development on website	Admin Print/Stationery	4310		1,092.75	218.55	1,311.30	706922
56	Viking	Post Box (TIC)	TIC purchases	8050		25.49	5.10	30.59	706923
		Refuse bags for litter picking	L & E Maintenance	6130	56.98		11.40		
57	Hays Recruitment	Lever arch folders	Admin Print/Stationery	4310	47.31		9.46	125.15	706924
		Temporary Ground staff	Salaries and wages	4000	2,713.75		542.75		
58	Jewson	Hammerite paint, postcrete, softwood sleepers	L & E Brighton Wymondham	6160	1,793.47		368.68	5,408.65	706925
		Hire of dehumidifier after water leak - Maintenance shed	L & E Maintenance	6130	266.15		53.24		
59	Mrs O Gaul	Cleaning of Council Offices	Est - Maintenance	4180	105.30		21.06	445.75	706926
60	Ernest Doe & Sons	Strimmer line, nuts & bolts, funnel, v belt, edging knife	Est - Cleaning	4050		150.00	0.00	150.00	706927
		Repairs to Wessex, Boomer and Iski	L & E Equipment Maintenance	6140	195.59		38.11		
		Cutter anti vibrate gloves	Est Health & Safety	4195	14.16		2.83		
61	Collier Turf Care Ltd	5 No. Miraclepro compost	L & E Brighton Wymondham	6160	24.78		4.96	5,038.66	706928
62	East Fire Extinguishers & Alarms (UK) Ltd	Grass seed	L & E Maintenance	4180		265.26	0.00	265.26	706929
63	Mr S Grant	Intruder Alarm/Fire Alarm system service	Est - Miscellaneous	4090		236.78	47.35	284.13	706930
64	Loma Bakeman	Reimbursement of Jubilee event items	Est - Civic events	4085		46.75	0.00	46.75	706931
65	Claire Melton	Reimbursement of Jubilee event items	Est - Civic events	4085		35.18	0.00	35.18	706932
66	Mr A Vale	Reimbursement of Jubilee event items	Est - Civic events	4085		49.57	0.00	49.57	706933
67	Sanitec Cleaning (Norwich) Ltd	Advertising posters	Tourism development	8200		30.00	0.00	30.00	706934
68	Wymondham Garden Centre	Daily cleaning services - May	Public toilets	4300		1,001.00	200.20	1,201.20	706935
69	Anglian Internet	Plants	L & E Brighton Wymondham	6160		492.86	98.57	591.43	706936
70	Chubb Fire & Security	Silver Linx Website Hosting, Domain renewal	Admin - Print/Stationery	4310		83.33	16.67	100.00	706937
71	BT	Annual Service of fire extinguishers and parts	TIC - Miscellaneous	8100		92.21	18.44	110.65	706938
72	Barnwell Print Ltd	Telephone and internet 1.4.22-31.7.22	TIC - Telephone	8100		258.02	51.60	309.62	706939
73	Petty cash	Printing costs for Wymondham Magazine	About Wymondham - print	4800		1,500.00	0.00	1,500.00	706940
		Kitchen supplies	Est - Miscellaneous	4090	18.59		0.00		
		Petrol	L & E Maintenance	6130	25.82		5.17		
		Jubilee bunting	Est - Miscellaneous	4090	83.16		0.00	132.74	706941
BT		Lift line	Admin/telephone	4320		17,146.99	3,803.79	32,762.49	
EE		Groundsmans telephone	Admin - telephone	4320		10.28	2.06	12.34	
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		16.81	3.36	20.17	
	Anglian internet	Half yearly payment	Est - Miscellaneous	4090		35,972.36	0.00	35,972.36	
		Telephone and internet	Admin - telephone	4320		99.22	19.84	119.06	
					12,011.71	53,327.91	3,645.50	68,985.12	

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

WYMONDHAM TOWN COUNCIL

JOB DESCRIPTION – TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The postholder will also carry out the duties of a Responsible Finance Officer and as such will be responsible for all financial records of the Council and the careful administration of its finances.

The Clerk will be responsible for ensuring that the lawful instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources (including its buildings and land) and will report to them as and when required.

The Clerk will advise on investment and general financial policy, in conjunction with external advisors as necessary.

The Clerk will develop, on instructions from the Council, positive links with other organisations, statutory, private, voluntary and community.

Specific responsibilities

1. To ensure that Statutory and other provisions governing or effecting the running of the Council are observed and properly undertaken.
2. To undertake the duties of Responsible Financial Officer under S151 and to be responsible for the preparation and submission of records for audit purposes and VAT in line with current legislation. To undertake the duties of the Data Protection Officer in accordance with the General Data Protection Regulations.
3. To ensure that the Town Council's Standing Order and Financial Regulations are properly observed and implemented.
4. To ensure the Council's obligations for Risk Assessment and insurance are properly met.
5. To prepare, (in consultation with appropriate members) advertise and distribute (in accordance with the requirements of the law) agenda for meetings of the

Council, its Committees and sub-committees and to attend such meetings and prepare minutes for approval, (other than where such duties have been delegated to another Officer).

6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
7. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussions by the Council.
8. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. To be the Council's principal advisor on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, effectiveness. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all council policies and procedures meet statutory requirements.
10. To attend to the day to day management of the Council's property and/or areas of responsibility.
11. To supervise other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, working practices, annual appraisals, conditions of employment and work of other staff.
12. The Town Clerk to have delegated power after consultation with the Buildings, Health & Safety and Personnel Working Group Committee to progress any staffing matters. To manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassion leave, flexible leave requirements, and staff inductions in line with current agreed council policies.
13. To advise on and implement changes to staff structure as required and authorised by the Council.
14. To prepare and balance final accounts in accordance with the regulations and report thereon to Finance and General Purposes Committee and Council.
15. To produce accounts and records for internal & external audit in accordance with the regulations.

- 16.** To monitor compliance with the council's financial regulations and to ensure correct financial systems and controls are in place. The purpose of financial regulations is to set out the arrangements for governing the conduct of the financial transactions of the council and to ensure compliance with the accounting requirements of the regulations.
- 17.** To maintain the council's register of property and assets.
- 18.** To be responsible for drawing up specifications for all goods and services required by the Council, obtaining quotation and tenders, negotiating terms, and monitoring the quality of such goods and services obtained.
- 19.** To be responsible for Health & Safety matters in conjunction with the council's Health & Safety Risk Advisor.
- 20.** To represent the Council, on Working Parties and meetings of external bodies, as specifically instructed by the Council, producing written reports for the Council (other than where such duties have been delegated to another Officer).
- 21.** To prepare, in consultation with the Chairman, press releases about activities of or decisions of the Council and to prepare for publication the Council's newsletters.
- 22.** To undertake overall responsibility as instructed by the council for the organisation of civic events and functions.
- 23.** To be responsible for the management of the Town Council's website and uploading of information.
- 24.** To uphold the Council's status of being able to use the 'General Power of Competence' by being/becoming a qualified clerk who holds a the CiLCA qualification including achievement of General Power of Competence Management.
- 25.** To maintain high standards of professional knowledge through training, possessing, or seeking the status of a qualified Clerk, and membership of the Society of Local Council Clerks and the Institute of Local Council Management.
- 26.** To attend training courses on the work and role of Town Clerk and Responsible Financial Officer as authorised by the Council. To attend, if appropriate the Conference of the National Association of Local Council, Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required.
- 27.** To undertake such other duties commensurate with the level of the post and job purposes as required by the Council from time to time.

WYMONDHAM TOWN COUNCIL

JOB DESCRIPTION- Finance & Administrative Officer

Job Title:	Finance & Administrative Officer
Responsible To:	Town Clerk
Hours of Work:	37 Hours per week (variable)
Leave Entitlement:	22 days per year (rising to 25 after 5 years' service) plus 2 statutory days. plus public holidays

To carry out financial duties as listed below and assist with a range of administrative duties related to specific activities and functions of the Council at the direction and under the supervision of the Town Clerk. Also, to be familiar with and undertake, at the direction and under the supervision of the Town Clerk, administrative duties normally carried out by other administrative staff during their temporary absence from work due to holidays, sickness or for any other approved reasons.

SPECIFIC RESPONSIBILITIES

1.Accounts

1. To maintain accurate and complete financial records. Prepare year-end Accounts to trial balance stage and assist with the preparation of the statutory accounts, annual report, and audit thereon. The submission of all returns to HMRC.
2. Maintenance of Pension records and completion of statutory returns.
3. Assisting the Responsible Financial Officer with the yearly budget setting process.
4. To process monthly and yearly payroll requirements using SAGE Payroll software.
5. To advise, provide information, and support the Town Clerk on financial matters including preparation of financial statements for Council meetings.
6. To manage Council's routine financial processes. This will require a good working knowledge of SAGE 50.
7. To receive, verify and check all invoices for the supply of goods and services and negotiate with suppliers, particularly contracts for services such as utilities and vehicle maintenance.
8. To process Sales and Purchase ledgers.
9. To ensure the scheduling and completion in good time of annually recurring tasks such as vehicle and equipment servicing and taxing, Public Works Loan Board repayments, Insurance renewals etc.
10. Maintain Asset Register.
11. To support the Town Clerk to make timely payments. To ensure accurate recording of payments to and from the Council including cash, cheques, e-transactions, invoicing, bank reconciliations. Credit Control, and compilation and submission of VAT returns.
12. In all aspects of the Council's finances to maintain sound practice policy and procedures ensuring compliance with current local government, CIPFA and Auditors' standards.
13. To work with the internal and external auditor to ensure successful audits.
14. To work with the Town Clerk in the development of projects and business plans.
15. To comply with the requirements of the Annual Governance Statement, and prepare the Annual Accounting Statement for the Annual Governance and Accountability Return (AGAR).

16. To take the initiative to solve problems as they arise and introduce new procedures with the agreement of the Town Clerk where appropriate.
17. To represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively.

2.Streetlighting

To receive reports of faulty streetlights, input these into our computerised database and forward to our Contractors, or in the case of non-parish owned streetlights, e-mail Norfolk County Council with information.

3.Markets

To take bookings for the hire of Council's Market facilities, and maintain Council booking system and all associated forms and notices.

4.General Administrative Support

1. To assist the Town Clerk in the word processing, printing and distribution of reports, correspondence and information as maybe required.
2. To liaise with colleagues to resolve queries in respect of all aspects of the Council's business.
3. To assist in the filing / electronic filing of all minutes, correspondence, documents, records and accounts and the general maintenance of the Council's filing system.
4. To assist with queries from email, telephone and personal callers to the office and, if unable to be addressed, direct the issue to the correct person.
5. To work positively with other members of staff at the Council in a supportive manner.
6. To undertake such other duties as directed by the Town Clerk.

5. Deputising

1. To provide cover for the Clerk during short periods of absence such as Annual Leave.
 - a. To liaise with Councillors and lead colleagues.
 - b. Occasional evening work to clerk and take minutes of meetings.
 - c. To take responsibility for Council buildings security.
 - d. Respond to correspondence as appropriate.

6.Skills Training

To receive, during normal working hours or at such other times as are mutually agreeable, skills training and attend courses as necessary to understand and perform the normal duties of the post whilst an employee of the Council.

TERMS AND CONDITIONS OF SERVICE

During periods of extraordinary circumstances, the post holder will be expected to work flexibly, including where necessary to work from home, and by agreement, to vary their normal working pattern as maybe reasonably required to support Council's continued functioning. The Terms and conditions of Service of the Post Holder shall be in accordance with the National Joint Council for Local Government Services' Scheme of conditions of Service (Green Book)

WYMONDHAM TOWN COUNCIL

JOB Description – Administration Assistant

Job Title:	Administration Assistant
Responsible To:	Town Clerk
Hours of Work:	20 Hours per week
Leave Entitlement:	22 days per year (rising to 25 after 5 years' service) plus 2 statutory days plus public Holidays.

You will be required to work with the Council's clerical staff of administration as directed by the Town Clerk. Applicants must be self – motivated and able to demonstrate their ability in administration and record keeping and have relevant experience. The following is a list of duties likely to be asked of you, although this is not a comprehensive list:

Specific responsibilities

1. Undertake routine administrative functions to include dealing with telephone, written and email enquiries.
2. To maintain the Councils filing system.
3. To be the first point of contact in respect of visitors to the Council offices.
4. To maintain the Councils records, burial register and plans in respect of the Cemetery, to liaise with Funeral Directors to organise the allocation of burial plots and to maintain records of memorial permits issued.
5. To maintain the Councils records in respect of the Allotments, allocating plots, issuing rental agreements, and liaising with plot holders and the Allotment Association.
6. Maintenance of the Councils website and Facebook page. Adding and deleting posts including news item, agendas, minutes, and public information.
7. Deputising when necessary for the Councils Finance Officer in the collection and banking of Market rents.
8. To use own initiative with minimum supervision and able to work alone or part of a team (supervision will be provided by the Town Clerk)
9. Undertake such other duties as may be required from time to time commensurate with the level of the post.

WYMONDHAM TOWN COUNCIL

JOB Description – Tourist Information Assistant

Job Title:	Tourist Information Assistant
Responsible To:	Town Clerk
Hours of Work:	Variable depending upon season.
Leave Entitlement:	Holiday pay in lieu.

You will be required to work with the Council's clerical staff as directed by the Town Clerk. Principal responsibility for the incumbent will be carrying out all aspects of Tourist Information administration and associated work for the Council. Duties include assisting visitors and residents and partner organisations to obtain tourism information, including details of local attractions, responding to enquiries on the telephone, in writing and in person. You must be able to work flexibly and at weekends.

Specific responsibilities

1. Undertake routine administrative functions to include dealing with telephone, written and email enquiries.
2. To maintain the TIC's filing system.
3. To be the first point of contact in respect of visitors to the Tourist Information Centre.
4. To maintain the stock of visitor guides, brochures etc and to give advice and information on local attractions, accommodation, services, and facilities.
5. To maintain and account for a small number of items for sale.
6. Maintenance of the inside of the Tourist Information Centre keeping it clean and tidy.
7. To use own initiative with minimum supervision and able to work alone or part of a team (supervision will be provided by the Town Clerk)
8. Undertake such other duties as may be required from time to time.

WYMONDHAM TOWN COUNCIL

JOB Description-Supervising Grounds Care Person

Job Title:	Supervising Grounds Care Person
Responsible To:	Town Clerk
Hours of Work:	37 Hours per week (Variable)
Leave Entitlement:	22 days per year (rising to 25 after 5 years' service) plus 2 statutory days plus public Holidays.

You will be required to supervise and work with the Council's grounds staff (employees and Agency) in all areas maintained by the Town Council, as directed by the Town Clerk. Applicants must be self – motivated and able to demonstrate their ability in grounds maintenance tasks and have relevant experience. The following is a list of duties likely to be asked of you, although this is not a comprehensive list:

Specific responsibilities

1. Undertake routine grounds maintenance work on playing fields, open spaces, allotments, cemetery, wildlife sites, closed churchyard and any other site owned or maintained by the Town Council. Maintenance work includes grass cutting, strimming, hedge cutting, pruning, litter picking and emptying rubbish and waste bins.
2. All aspect of operational duties in respect of the Friday Charter Market and Saturday Farmers Markets.
3. The creation, marking out and setting up of playing surfaces and pitches on the Council's land and any areas maintained under contract.
4. To supervise and assist in gravedigging preparations of Ashes plots.
5. To organise annual servicing of all Council equipment and vehicles. To ensure all staff comply with the safe use, maintenance and operation of equipment and machinery used in all aspects of work, in the interest of Health and Safety.
6. The routine maintenance of all tools and machinery in good condition, ensuring that they are cleaned and locked away after use and that operator's maintenance work is carried out in accordance with manufacturers' specifications.
7. Possess a sound understanding of legislation relation to chemicals and dangerous substances and to hold or attend training to hold a spraying qualification.

8. Driving vehicles and equipment as required for grounds maintenance operations.
9. Taking corrective action on mechanical defects or breakdown of equipment and, in accordance with Council practices, informing the Town Clerk of any such incidents to enable repairs to be carried out by approved machinery repairers.
10. Maintain the appearance of land owned and/or managed by the Town Council to a high standard.
11. Carry out regular safety checks of play areas and equipment, and accurately recording the outcome of those inspections, such records to identify any risks.
12. Carry out repairs, maintenance and decoration to premises, buildings or other property under the control of the Council.
13. If enforcement powers are delegated to the Council, carry out the enforcement, including the issue of fixed penalty notices, to any persons who allow dogs to defecate in open spaces and playing fields or drop litter on any grounds owned or maintained by the Town Council.
14. Undertake such other duties as may be required from time to time commensurate with the level of the post.

WYMONDHAM TOWN COUNCIL

JOB Description – Grounds Care Person

Job Title:	Grounds Care Person
Responsible To:	Town Clerk
Hours of Work:	37 Hours per week (Variable)
Leave Entitlement:	22 days per year (rising to 25 after 5 years' service) plus 2 statutory days plus public Holidays.

You will be required to work with the Council's grounds staff (employees and Agency) in all areas maintained by the Town Council, as directed by the supervising grounds man or the Town Clerk. Applicants must be self – motivated and able to demonstrate their ability in grounds maintenance tasks and have relevant experience. The following is a list of duties likely to be asked of you, although this is not a comprehensive list:

Specific responsibilities

1. Undertake routine grounds maintenance work on playing fields, open spaces, allotments, cemetery, wildlife sites, closed churchyard and any other site owned or maintained by the Town Council. Maintenance work includes grass cutting, strimming, hedge cutting, pruning, litter picking and emptying rubbish and waste bins.
2. To assist in operational duties in respect of the Friday Charter Market and Saturday Farmers Markets if required.
3. The creation, marking out and setting up of playing surfaces and pitches on the Council's land and any areas maintained under contract.
4. To assist in gravedigging preparations of Ashes plots.
5. The safe use, maintenance and operation of equipment and machinery used in all aspects of work, in the interest of Health and safety.
6. Possess a sound understanding of legislation relating to chemicals and dangerous substances.
7. The routine maintenance of all tools and machinery in good condition, ensuring that they are cleaned and locked away after use and that operator's maintenance work is carried out in accordance with manufacturers' specifications.
8. Driving vehicles and equipment as required for grounds maintenance operations.

9. Taking corrective action on mechanical defects or breakdown of equipment and, in accordance with Council practices, informing the supervising grounds man or Town Clerk of any such incidents to enable repairs to be carried out by approved machinery repairers.
10. Maintain the appearance of land owned and/or managed by the Town Council to a high standard.
11. Carry out repairs, maintenance and decoration to premises, buildings or other property under the control of the Council.
12. To use own initiative with minimum supervision and able to work alone or part of a team (supervision will be provided by the Head Grounds Care Person and the Town Clerk)
13. Undertake such other duties as may be required from time to time commensurate with the level of the post.

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WYMONDHAM TOWN COUNCIL
NOTES OF A MEETING OF
THE COUNCIL BUILDING, HEALTH AND SAFETY
& PERSONNEL WORKING GROUP MEETING
HELD ON 27th June 2022 AT 8.30 am

Present: Cllrs. Cllr. P Broome
Cllr. S Nuri- Nixon
Cllr. Halls

Also Present: None.

1. APOLOGIES FOR ABSENCE – Cllr. Savage.
2. DECLARATIONS OF INTEREST– None.
3. EXCLUSION OF PRESS AND PUBLIC It was resolved under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
4. NOTES OF THE MEETING The confidential notes of the meeting held on 24th March 2022 were unanimously approved as a true record.
5. MATTERS ARISING – It was resolved to make the appointment of Gina Baker (Administration Officer) substantive in accordance with her contract of employment.
6. TOWN CO-ORDINATOR Clerk re- iterated the present position that South Norfolk Council had offered to draw up a job description which had now been received. South Norfolk Council had also offered to take the entire project covering all the employment costs, management etc and to simply add the role to their promotion and Tourism Team., in exchange for the agreed 16 hours per week and a total budget of £20,000. After discussion it was agreed that the working group would recommend to the Full Council that South Norfolk Councils offer is taken up and that SNC be asked for a quarterly report on the activities of the officer.

The above decisions to be ratified by full Council.

[Meeting closed at 8.50 am)

DATED this day of2022.

SIGNED (Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	SERVICES/BUDGET	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
74	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		704.16	140.83	844.99	706942
75	Kirsty Hayes	Reimbursement of Jubilee event items	Est - Civic events	4085		47.80	0.00	47.80	706943
76	Bittern Books	5 No. Cycling Country Lanes	TIC - Purchases	8050		29.95	0.00	29.95	706945
77	Larking Gowen	Internal audit year end accounts 2021/2022	Est - Audit	4110		1,990.00	398.00	2,388.00	706946
78	E.ON Next	1.5.22-31.5.22	L & E Electric - Browick	6040		13.84	0.69	14.53	706947
79	A Easter-Matvejevs	Reimbursement of Jubilee event items	Est - Civic events	4085		50.00	0.00	50.00	706948
80	E.ON Next	1.5.22 - 31.5.22	Est - Electricity	4040		167.15	8.36	175.51	706949
81	EDF	Elec 28/4/22-15/6/22	TIC - Electricity	8040		125.53	6.28	131.81	706950
82	HMRC	PAYE/NIC	PAYE/NIC	4000		4,086.17	0.00	4,086.17	706952
83	Norfolk Pension Fund	Pensions	Pensions	4000		3,938.97	0.00	3,938.97	706953
84	Farmbits Direct Ltd	10 No. fence posts	Allotments	4600		33.40	6.68	40.08	706954
85	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000	2,037.40		407.48		
		Temporary Ground staff	L & E Brighter Wymondham	6160	1476.97		295.39	4,217.24	706955
86	Standley Steel Stockholders	1 no. 6' 48x3mm galv tube	L & E Maintenance	6130		20.54	4.11	24.65	706956
87	Alan R Cross & Son	Repairs to pop up supplies as per quotation 9430	Markets Maintenance	4540	3321.00		664.20		
		Town sign - maintenance work	Est - Electricity	4040	96.00		19.20	4,100.40	706957
88	Yellow Publications	10 No. Around & About Wymondham & Tiffey Valley	TIC - Purchases	8050		29.10	0.00	29.10	706958
89	Wymondham Tyre Services Ltd	1 No. inner tube	L & E Maintenance	6130		20.00	4.00	24.00	706959
90	CC Clements & Sons	2 No. keys for padlock	L & E Maintenance	6130		6.75	1.35	8.10	706960
91	Jewson	Postcrete, coach screws, quick setting cement	L & E Maintenance	6130		185.22	37.05	222.27	706961
92	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	706962
93	Wymondham Garden Centre	Various plants for Town planters	L & E Brighter Wymondham	6160		824.04	164.77	988.81	706963
94	Ernest Doe & Sons Ltd	Anti vibe gloves, glasses, gloves	Est - Health & Safety	4195	31.04		6.21		
		Pin punch, jumbo tape, glass cleaner and bleach	L & E Maintenance	6130	53.15		10.64		
		Repairs to Husquvarna, blades & pins, nuts, washers	L & E Equipment Maintenance	6140	786.96		157.39		
		42 bags miraclegro mp compost	L & E Brighter Wymondham	6160	244.86		48.97	1,339.22	706964
95	Viking	Laser toner	TIC - Print/stationery	8110	32.78		6.55		
		Plastic folders	Admin - Print/stationery	4310	9.49		1.90		
		1st class stamps	Admin - Postage	4320	47.50		0.00	98.22	706965
96	Norfolk Parish Training & Support	Chairing Successful Meetings - Cllr Carsok	Est - Staff Training	4140		75.00		75.00	706966
97	Sanitec Cleaning (Norwich) Ltd	Daily cleaning services - June	Public toilets	4300	1001.00		200.20		
		Additional costs due to vandalism 25.26.27.28.29 April	Public toilets	4300	350.00		70.00		
		Additional costs due to vandalism 29 May	Public toilets	4300	70.00		14.00	1,705.20	706967
98	Wymondham Tyre Services Ltd	Inner tube	L & E maintenance	6130		18.00	3.60	21.60	706968
99	Canon UK Ltd	Printing charges 1/3/22-31/5/22	Admin print/stationery	4320	131.19		26.24		
		Photocopier rental 1/6/22-31/8/22	Admin print/stationery	4320	98.03		19.61	275.07	706969
100	House of Flags	Feather flag, poles, base & design	TIC - Purchases	8050		129.80	25.96	155.76	706970
					9,787.37	12,615.42	2,749.66	25,152.45	
	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		100.42	20.08	120.50	
EE		Groundsmans telephone	Admin - telephone	4320		11.24	2.25	13.49	
BT		Lift line	Admin/telephone	4320		10.28	2.06	12.34	
					9787.37	12,819.61	2,790.50	25,397.48	

Chairman

Deputy Chairman



WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
3	Barclays Payflow	Salaries - June	Admin Salaries	£5,529.34				
			Estab Salaries	£1,946.69				
			Cemetery Salaries	£1,627.99				
			TIC Salaries	£746.86			£9,850.88	D/D
TOTALS							£9,850.88	

..... Chairman

..... Deputy Chairman

30th June 2022

MAYOR'S ENGAGEMENTS

10/06/22 WYMONDHAM DEMENTIA SUPPORT GROUP, FAIRLAND CHURCH, WYMONDHAM –
ATTENDED THE WDSG PLATINUM JUBILEE PARTY

17/06/22 WYMONDHAM CHESS CLUB, THE FEATHERS PH, WYMONDHAM – PRESENTATION OF A
TROPHY TO WILLIAM BRADLEY FOR WINNING THE ROYAL NAVY CHESS TOURNAMENT

02/07/22 WYMONDHAM COLLEGE SPEECH DAY

Chandlers Hill

Proposal to accept quote from two received for creation of Jubilee Garden

As Councillors will remember the proposal was awarded a budget of £5000 but the initial quote came in over this amount.

Therefore, the Council agreed to request three quotes for the work on the garden which involves a new pathway, seating, preparing flower beds, fencing, entrance archways and returfing.

The Clerk has been able to get one more quote from another company but despite extensive attempts to find a company to give us the third quote he has been unable to get any responses.

Therefore, as time is getting away and we are keen to get on with the garden and get it completed within the Queen's Jubilee year Councillors are being presented with two quotes as below:

Company A	£12,654 plus VAT
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Company B	£19,210 plus VAT
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Cost of plants, shrubs etc not included in above quotes

The two quotes are comparable except for the surfacing of the pathway – Company A has proposed a block paving path while Company B has proposed tarmac with resin surface

Funding: As the £5000 budget is not sufficient the proposal is to make up the shortfall from the Open Spaces Fund which currently stands at £12,238

Proposal: This Council accepts the quote from company A and asks them to schedule the work to be completed as soon as possible

Proposer: Cllr Kathryn Cross

Seconder: Cllr Peter Broome