

**WYMONDHAM TOWN COUNCIL**  
 MINUTES OF A TOWN COUNCIL  
 MEETING HELD ON TUESDAY 5<sup>th</sup> July 2022  
 in the Council Offices at 7.00 pm.

Councillors Present

R Elliott	P Broome	K Hurn
K Cross	P Hubble	K Carsok
J Murrell	J Halls	R Savage
I Flatt		

Member(s) of the Public: 4

Councillor Hurn in the Chair

096/22	<u>APOLOGIES FOR ABSENCE</u> – Cllrs. Holden, Astley, Nuri – Nixon & James.
097/22	<u>DECLARATIONS OF INTEREST</u> – None.
098/22	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Murrell and seconded by Cllr. Broome the minutes of the meeting held on 7 <sup>th</sup> June 2022 were unanimously approved as a correct record subject to the addition of ‘and Council’ to minute 092/22
099/22	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> <li>• <u>Job Descriptions</u> After discussion upon the proposition of Cllr. Savage and seconded by Cllr. Halls it was resolved to approve the job descriptions as presented.</li> <li>• <u>Council Buildings, Health &amp; Safety and Personnel Working Group Meeting</u> After discussion upon the proposition of Cllr. Halls and seconded by Cllr. Hubble the recommendations of the working group were ratified including South Norfolk Council being asked to employ a Town Co-ordinator on a fixed 12 month contract for 16 hours pw with the Town Council providing funding of £20,000 to cover recruitment, salary and ongoing costs.</li> </ul>
0100/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Savage and seconded by Cllr. Halls it was resolved to pay accounts for June 2022, as per the submitted list in the sum of £25,397.48 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £9,850.88
101/22	<u>MAYORS ENGAGEMENTS</u> – Noted.
102/22	<u>PUBLIC PARTICIPATION:</u> <ul style="list-style-type: none"> <li>• Resident commented that in his opinion The proposed Time Team ‘Time Capsule’ could be buried in Chandlers Hill gardens.</li> <li>• Resident commented that ‘About Wymondham’ magazine should continue as part of the Wymondham Magazine.</li> </ul>

103/22	<u>CHANDLERS HILL</u> Paper regarding project was presented by Cllr. Cross in which Council were advised that only two quotes had been received and despite efforts a third couldn't be obtained. After discussion upon the proposition of Cllr. Cross and seconded by Cllr. Broome it was resolved to accept a quotation in the sum of £12,654 plus VAT.
104/22	<u>NEIGHBOURHOOD PLAN</u> Cllr. Hurn advised that further correspondence had been received late this afternoon requiring action and therefore this item was being withdrawn from the agenda.
105/22	<u>COUNCIL POLICIES</u> It was resolved that a Time & Task Working group be set up consisting of Cllr. Elliott, Halls, Hubble, Murrell & Holden to review Council policies.
106/22	<u>'ABOUT WYMONDHAM' NEWSLETTER</u> It was resolved that a Time & Task Working group be set up consisting of Cllr. Elliott, James, Nuri-Nixon, Cross & Broome to review Communication with residents.
107/22	<u>FREEDOM OF TOWN</u> Request received from Air Cadets to receive Freedom of Town. No protocols held and it was resolved that a paper be brought to Council outlining a possible scheme.
108/22	<u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council - None.</u> <u>South Norfolk Council</u> <ul style="list-style-type: none"> <li>• Cllr. Halls <ul style="list-style-type: none"> <li>○ Proposed Gypsy &amp; Travellers site in Wymondham has now been published by the Greater Norwich Development Partnership being the Waste site on Strayground Lane owned by Norfolk County Council which is to be vacated with a new facility near Spooner Row. A short public consultation period will start shortly.</li> </ul> </li> </ul>
109/22	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u> <ul style="list-style-type: none"> <li>• Cllr. Carsok – Greening Wymondham. <ul style="list-style-type: none"> <li>○ Visited Becketswell re hedge planting.</li> <li>○ Rothbury Park – Landscape Architect to start work shortly.</li> <li>○ Anglia in Bloom judges visiting Friday 8<sup>th</sup> July 2022.</li> </ul> </li> <li>• Cllr. Elliott – Farmers Market <ul style="list-style-type: none"> <li>○ Stallholder retiring after 22 years. Agreed Certificate of appreciation to be presented by Mayor.</li> </ul> </li> <li>• Cllr. Hubble – Town Team <ul style="list-style-type: none"> <li>○ Jubilee Fest cancelled due to weather forecast.</li> <li>○ Time capsule still proceeding.</li> <li>○ Rotary organised Food &amp; Drink festival had been a success and could become the main summer event.</li> </ul> </li> </ul>

*[The meeting closed at 20.09 pm]*

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

SIGNED .....(Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
74	Abbeygate Garage Ltd	Fuel Account	6130		704.16	140.83	844.99	706942
75	Kirsty Hayes	Reimbursement of Jubilee event items	4085		47.80	0.00	47.80	706943
76	Bittern Books	5 No. Cycling Country Lanes	8050		29.95	0.00	29.95	706945
77	Larking Gowen	Internal audit year end accounts 2021/2022	4110		1,990.00	398.00	2,388.00	709646
78	E ON Next	1.5.22-31.5.22	6040		13.84	0.69	14.53	706947
79	A Easter-Matvejevs	Reimbursement of Jubilee event items	4085		50.00	0.00	50.00	706948
80	E ON Next	1.5.22 - 31.5.22	4040		167.15	8.36	175.51	706949
81	EDF	Elec 28/4/22-15/6/22	8040		125.53	6.28	131.81	706950
82	HMRC	PAYE/NIC	4000		4,086.17	0.00	4,086.17	706952
83	Norfolk Pension Fund	Pensions	4000		3,938.97	0.00	3,938.97	706953
84	Farmbits Direct Ltd	10 No. fence posts	4600		33.40	6.68	40.08	706954
85	Hays Recruitment	Temporary Ground staff	4000	2,037.40		407.48		
		Temporary Ground staff	6160	1476.97		295.39	4,217.24	706955
86	Standley Steel Stockholders	1 no. 6' 48x3mm galv tube	6130		20.54	4.11	24.65	706956
87	Alan R Cross & Son	Repairs to pop up supplies as per quotation 9430	4540	3321.00		664.20		
		Town sign - maintenance work	4040	96.00		19.20	4,100.40	706957
88	Yellow Publications	10 No. Around & About Wymondham & Tiffney Valley	8050		29.10	0.00	29.10	706958
89	Wymondham Tyre Services Ltd	1 No. inner tube	6130		20.00	4.00	24.00	706959
90	CC Clements & Sons	2 No. keys for padlock	6130		6.75	1.35	8.10	706960
91	Jewson	Postcrete, coach screws, quick setting cement	6130		185.22	37.05	222.27	706961
92	Mrs O Gaul	Cleaning of Council Offices	4050		120.00	0.00	120.00	706962
93	Wymondham Garden Centre	Various plants for Town planters	6160		824.04	164.77	988.81	706963
94	Ernest Doe & Sons Ltd	Anti vibe gloves, glasses, gloves	4195	31.04		6.21		
		Pin punch, jumbo tape, glass cleaner and bleach	6130	53.15		10.64		
		Repairs to Husquvarna, blades & pins, nuts, washers	6140	786.96		157.39		
		42 bags miraclegro mp compost	6160	244.86		48.97	1,339.22	706964
95	Viking	Laser toner	8110	32.78		6.55		
		Plastic folders	4310	9.49		1.90		
		1st class stamps	4320	47.50		0.00	98.22	706965
96	Norfolk Parish Training & Support	Chairing Successful Meetings - Cllr Carsok	4140		75.00		75.00	706966
97	Sanitec Cleaning (Norwich) Ltd	Daily cleaning services - June	4300	1001.00		200.20		
		Additional costs due to vandalism 25.26.27.28.29 April	4300	350.00		70.00		
		Additional costs due to vandalism 29 May	4300	70.00		14.00	1,705.20	706967
98	Wymondham Tyre Services Ltd	Innertube	6130		18.00	3.60	21.60	706968
99	Canon UK Ltd	Printing charges 1/3/22-31/5/22	4320	131.19		26.24		
		Photocopier rental 1/6/22-31/8/22	4320	98.03		19.61	275.07	706969
100	House of Flags	Feather flag, poles, base & design	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	4310		82.25	16.45	98.70	
	Anglian Internet	Telephone and internet	4320		100.42	20.08	120.50	
	EE	Groundsmans telephone	4320		11.24	2.25	13.49	
	BT	Lift line	4320		10.28	2.06	12.34	
				9787.37	12,819.61	2,790.50	25,397.48	

 Deputy Chairman  
 Chairman

**WYMONDHAM TOWN COUNCIL SALARIES**

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

..... Chairman

..... Deputy Chairman

30th June 2022