

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT


A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 4th October 2022 at 7.00 pm.

A G E N D A

A 1 minute silence at the start of the meeting will be held in respect of the passing of HM Queen Elizabeth II

	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 and to note that this meeting is being streamed live by the Council.	
1	Apologies for absences	
2	Declarations of Interest	A
3	To resolve that the minutes of the Council meeting held on 6 th September 2022 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 6 th September 2022 / previous meetings.	
5	To confirm payment of monthly creditors – September 2022.	C
6	To note Mayors Engagements	D
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	Grant Application – North Wymondham Community Centre.	E
9	NCC Western Link Road Consultation - relevance to Tuttle Lane/Chapel Lane traffic mitigation measures and the proposed changes in speed limits. https://www.norfolk.gov.uk/roads-and-transport/major-projects-and-improvement-plans/norwich/norwich-western-link	
10	Market Place -Christmas Tree – Verbal update.	
11	Ketts Park – Woodland area – request for funding for 2022-2023	F
12	Norfolk ALC Ltd – to appoint representative	G
13	Council Buildings, Health & Safety and Personnel Working Group – review proposal – Cllr. Holden.	H
14	Christmas Lights – proposal to establish a Time & Task Working Group – Cllr. Holden.	I
15	Written Questions to Chairs -Such questions and follow up questions are expected to be answered in full, but can be deferred to the following meeting or answered in writing, with all written replies shared with all Councillors.	
16	Reports from County / District Councillors	
17	Reports from representatives on outside committees	


Trevor Gurney
(Town Clerk)
Council Offices
Ketts Park
Harts Farm Road
Wymondham
NR18 0UT

28th September 2022

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?

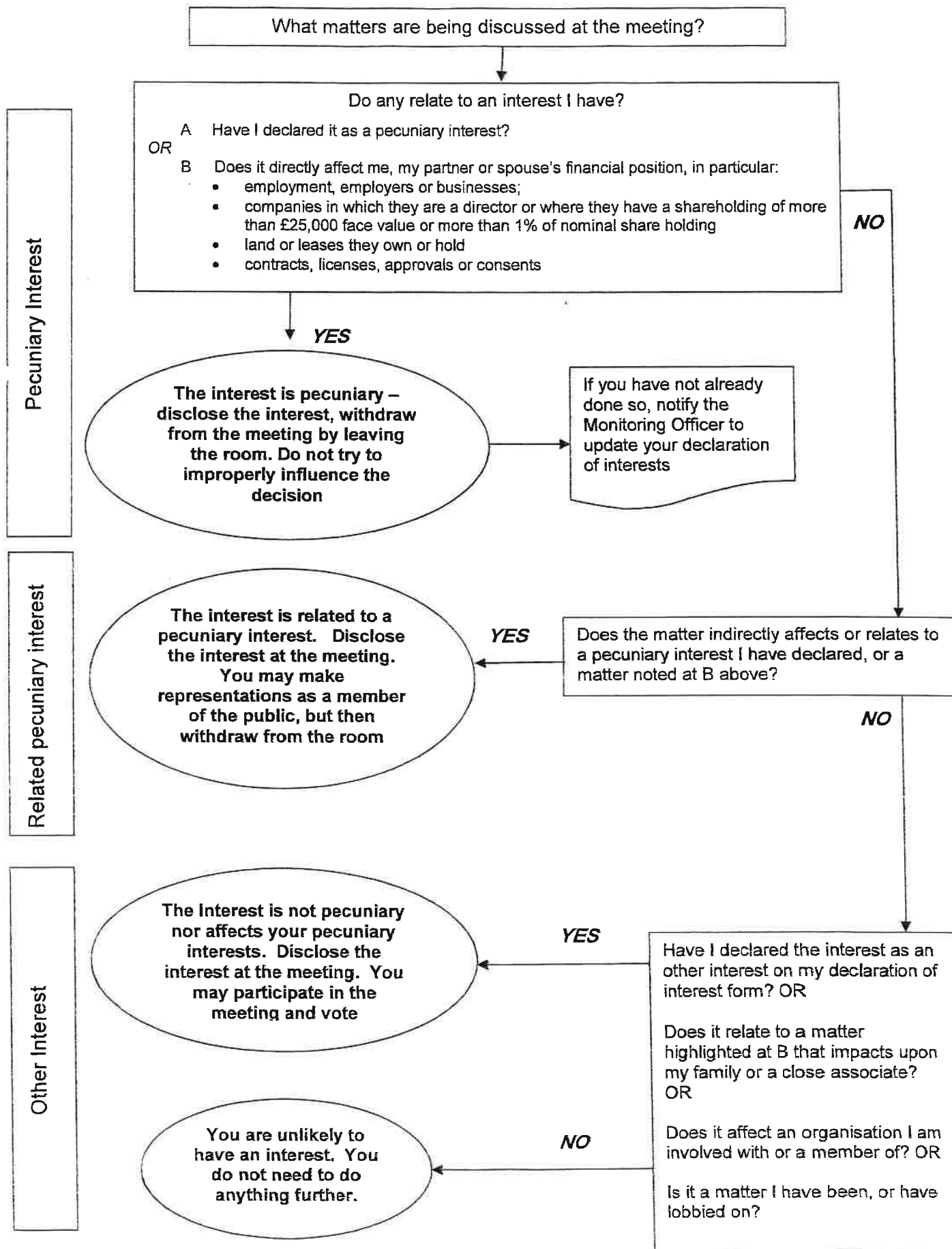
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 6th September 2022
in the Council Offices at 7.00 pm.**

Councillors Present

R Elliott	P Broome	K Hurn
K Cross	P Hubble	K Carsok
A James	J Halls	R Savage
Y Astley	A Holden	S Nuri-Nixon

Member(s) of the Public: 2

Councillor Hurn in the Chair

110/22	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Flatt & Murrell.
111/22	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> • Cllr. Holden – sits on Committee which will review Neighbourhood Plan will take no part in debate and leave room. • Cllr. Savage – Norfolk County Council Western Link Road Consultation – non-pecuniary as the elected NCC Councillor for Wymondham Division.
112/22	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Savage and seconded by Cllr. Cross the minutes of the meeting held on 5 th July 2022 were unanimously approved as a correct record.
113/22	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> • <u>COMMUNICATIONS WORKING GROUP</u> Upon the proposition of Cllr. James and seconded by Cllr. Broom the notes of the meeting held on 9th August 2022 were noted and the attached Terms of Reference were ratified. • <u>VANDALISM - PUBLIC TOILETS</u> - On the proposition of Cllr. Savage and seconded by Councillor Astley it was unanimously resolved to condemn the recent vandalism of the Public Toilets in the Town Centre, with the consequent cost to the public purse for repairs and that the Council encourages anyone who witnesses vandalism to report it to the Police so that the culprits may be apprehended and charged.
114/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Elliott and seconded by Cllr. Halls it was resolved to pay accounts for July 2022, as per the submitted list in the sum of £25,937.42 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,227.62
115/22	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Elliott and seconded by Cllr. Holden it was resolved to pay accounts for August 2022, as per the submitted list in the sum of £34,217.87 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,079.69

116/22	<u>MAYORS ENGAGEMENTS</u> – Noted.
117/22	<p><u>PUBLIC PARTICIPATION:</u></p> <ul style="list-style-type: none"> • Cllr. Savage – Outlined concerns as the County Councillor for Wymondham Division and Resident in respect of proposed Market Place Street enhancements. <ul style="list-style-type: none"> ○ No public consultation ○ Buses turning and potential damage to Market Cross wall ○ Increase risks to pedestrians ○ Longer route for traffic/pollution/noise/increase fuel costs ○ Only a couple of businesses will benefit. ○ Excessive cost (still rising) ○ CIL could be used elsewhere e.g., play equipment refurbishment at Ketts Park.
118/22	<p><u>NEIGHBOURHOOD PLAN</u></p> <p>Cllr. Holden left the room.</p> <p>Cllr. Hurn outlined the process to date and that the plan had now been revised, taking into account comments from South Norfolk Council when it was originally submitted Questions were answered and it was agreed that this is an important plan to assist in the shaping of the Town in the future. The group consisting of Councillors and representatives from the community who worked on it in conjunction with the Councils professional advisors (Ingham Pinnock) were thanked for their work. Upon the proposal of Cllr. Hurn and seconded by Cllr. Savage it was unanimously resolved (with the exception of Cllr. Halls who did not vote as he sits on South Norfolk Councils Scrutiny Committee) to approve the revised plan.</p> <p>Cllr. Holden returned to the room.</p>
119/22	<p><u>CHANDLERS HILL</u> Cllr Cross referred to her report that following a meeting with contractors a revised quotation had been received which was higher than their original quote due to rising prices. Removal of seating and the two proposed arches brings the cost back to the original sum agreed by the Council. Cllr. Broome reminded the Council that a new quotation in writing should be sought to ensure it was clear what work was being undertaken. Upon the proposition of Cllr. Cross seconded by Cllr. Carsok it was resolved to approve the work provided it did not exceed the previously agreed sum of £12,654 + VAT.</p>
120/22	<p><u>BROWICK ROAD RECREATION GROUND REVIEW</u> Cllr. Nuri-Nixon introduced her paper in respect of the appointment of a preferred partner to undertake the initial phase of this project. She explained that 2 potential partners details had been provided by South Norfolk Council and interviews had been held and proposals and costs received. It had not been possible to obtain a third quote due to the specialised nature of the work. Following discussion and upon the proposition of Cllr. Nuri-Nixon and seconded by Cllr. James it was unanimously resolved to invoke financial regulation 11 removing the need to obtain three quotes and to allocate an additional £10,000 from general reserves and to appoint FMG consulting as the preferred contractor for the re-development and improvement of Browick Road Recreation Ground for recreational and leisure purposes.</p>

121/22	<p><u>CIVILITY & RESPECT</u> Cllr. Elliott outlined his paper in respect of the new nationally introduced Civility & Respect policy. Upon the proposition of Cllr. Elliott and seconded by Cllr. Halls it was unanimously resolved to:</p> <ol style="list-style-type: none"> 1) This Council agrees to implement all elements and adopt the civility and respect pledge as outlined in section 2 of this report. 2) This Council agrees to immediately put in place initial civility and respect training for both Councillors and Clerk as detailed in section 303 of this report. A commitment is also made to further training for Councillors and all staff.
122/22	<p><u>NORFOLK COUNTY COUNCIL WESTERN LINK CONSULTATION</u> Cllr. Hurn outlined the consultation being undertaken by Norfolk County Council in respect of the proposed Western Link Road project and its implications to Wymondham and in particular Chapel Lane, Tuttles Lane & Barnham Broom Road. After discussion during which a number of Councillors confirmed that they had attended the recent NCC presentation at Barnham Broom Cllr. Savage made a number of proposals to support the overall scheme, but with caveats in respect of the above roads. Other Councillors were unhappy to vote and requested a deferral. Upon the proposition of Cllr. Cross and seconded by Cllr. Holden it was resolved to defer this matter to the October meeting of the Council.</p>
123/22	<p><u>CHRISTMAS TREE – MARKET PLACE</u> Cllr. Cross introduced her paper for a real 20ft Christmas tree to be erected in the centre of the Market Place. Traders have been consulted and she advised they are happy as long as it does not interfere with their trading. Concerns were raised as to:</p> <ul style="list-style-type: none"> • Will a larger tree fit into the existing supporting base that the Council has. • How will the base be bolted to the ground (Clerk advised that Council staff are not qualified to install ground fixings under Health & Safety nor covered by Insurance). • A 20ft tree will require a crane to lift in place. <p>Cllr. Halls then advised that he had some information of a confidential nature that should be considered. Upon the proposal of Cllr. Halls and seconded by Cllr. Nuri-Nixon it was resolved to continue this discussion at the end of the meeting following the exclusion of the press and public in accordance with Section 1 of the Public Bodies (admission to meetings) Act 1960.</p>
124/22	<p><u>STREET ENHANCEMENT – MARKET PLACE</u> Cllr. Holden referred to his Paper outlining the present position in respect of the Temporary Traffic Regulation Order (TTRO) that applied to the stretch of Road between Fairland Street and Queen Street in the Town Centre and the planters placed there by South Norfolk Council during the Covid 19 Pandemic. The opportunity has now arisen to work with South Norfolk & Norfolk County Councils to support residents and businesses by making a permanent TRO and extending the existing footpath out to create a one way street. A long discussion then ensued and upon the proposition of Cllr. Holden and seconded by Cllr. Hubble it was resolved that the Council commits to reserving £50,000 of Community Infrastructure Levy (CIL) or 1/3rd of the cost (whichever is lower) of the improvements to the area of the Market Place outside the Cross Keys public house and Mad Hatters tea shop.</p> <p>Fore 6 Against 2 Abstentions 4.</p>

125/22	<p><u>KEEPING INFORMED</u> Cllr. Holden introduced his paper proposing that an agenda item is added to meetings of the full Council allowing questions received in writing to be asked of the Chairs of the Council, its committee's and working groups limited to a maximum of 20 minutes. After discussion upon the proposal of Cllr. Holden and seconded by Cllr. Hubble it was resolved that an agenda item is added to all meetings of the full council to allow questioning of the chairs of the council, its committees and working groups. Such questions and follow up questions are expected to be answered in full but can be deferred to the following meeting or answered in writing, with all written replies shared with all Councillors. Questions are to be submitted to the chairs (and copied to the Clerk) via email no later than 3pm on the Thursday prior to the meeting. This item to be trialled for a 6-month period.</p>
126/22	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council</u></p> <ul style="list-style-type: none"> • Cllr. Savage -Re-iterated that all residents should be encouraged to view and respond to the Western Link Consultation noting the deadline date of 9/10/22. <p><u>South Norfolk Council</u> – None.</p>
127/22	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u></p> <ul style="list-style-type: none"> • Cllr. James – <ul style="list-style-type: none"> ○ Wymondham Access Group – held officers meeting and are looking to create an Accessibility Action Plan. ○ Wymondham Access Group – Network Rail have rejected proposals to rectify rail station accessibility issues. NCC are aware. • Cllr. Carsok <ul style="list-style-type: none"> ○ Greening Wymondham – running Greening week 24/9/22 – 1/10/22.
128/22	<p><u>EXCLUSION PRESS & PUBLIC</u></p> <p>On the proposition of Cllr. Halls and seconded by Cllr Nuri-Nixon resolution by the Council 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.</p>
129/22	<p><u>CHRISTMAS TREE – MARKET PLACE</u> Cllr. Halls advised some information which was pertinent to the Councils decision. Discussion then took place in respect of the positioning of the tree, its size and how the tree holder will be affixed to the ground. It was resolved to obtain a Structural engineers report before discussing the matter further.</p>

[The meeting closed at 22.24 pm]

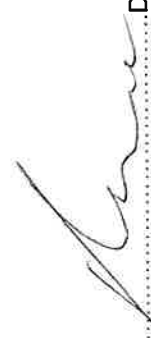
DATED thisday of2022

SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
4	Barclays Payflow	Salaries - July	Admin Salaries	6,001.18				
			Estab Salaries	1,797.27				
			Cemetery Salaries	1,683.57				
			TIC Salaries	745.60			10,227.62	D/D
							10,227.62	


..... Chairman


..... Deputy Chairman

31st July 2022

WYMONDHAM TOWN COUNCIL SALARIES							
No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	CHEQUE
5	Barclays Payflow	Salaries - August	Admin Salaries	5,875.98			
			Estab Salaries	1,797.27			
			Cemetery Salaries	1,677.75			
			TIC Salaries	728.69			
							10,079.69 D/D
TOTALS						0.00	£10,079.69

..... Chairman

..... Deputy Chairman

31 August 2022

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Deputy Chairman

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
6	Barclays Payflow	Salaries - September	Admin Salaries	5,875.78				
			Estab Salaries	1,878.45				
			Cemetery Salaries	1,660.71				
			TIC Salaries	754.47			10,169.41	D/D
TOTALS							0.00	10,169.41

TOTALS 0.00 10,169.41

..... Chairman

.....Deputy Chairman

30th September 2022

MAYOR'S ENGAGEMENTS

09/09/22 LAYING OF FLOWERS FROM WYMONDHAM TOWN COUNCIL ON BEHALF OF THE RESIDENTS OF WYMONDHAM AT THE WAR MEMORIAL, TOWN GREEN, WYMONDHAM

10/09/22 UNVEILING OF THE PETE GREEN MEMORIAL PLAQUE AT PRIORY GARDENS, WYMONDHAM

11/09/22 COUNTY PROCLAMATION OF THE ACCESSION TO THE THRONE OF KING CHARLES III AT COUNTY HALL, NORWICH

11/09/22 TOWN PROCLAMATION OF THE ACCESSION TO THE THRONE OF KING CHARLES III AT WYMONDHAM MARKET PLACE

11/09/22 WYMONDHAM ABBEY, CHURCH SERVICE

15/09/22 MEMORIAL SERVICE FOR QUEEN ELIZABETH II AT NORWICH CATHEDRAL

18/09/22 BATTLE OF BRITAIN MEMORIAL SERVICE AND MEMORIAL SERVICE FOR QUEEN ELIZABETH II AT ST CUTHBERT'S CHURCH, THETFORD

18/09/22 NATIONAL ONE MINUTE SILENCE GIVING THANKS FOR THE REIGN OF QUEEN ELIZABETH II ON THE EVE OF THE FUNERAL OF H.M. QUEEN ELIZABETH II

03/10/22 PRIVATE VIEWING OF THE WYMONDHAM COLLEGE ART EXHIBITION AT THE FORUM, NORWICH



Wymondham Town Council

Grant Application Form

Please read the attached guidelines before completing this form. You may continue on a blank sheet if necessary, but please put the name of your organisation on any additional sheets.

1 Your organisation

a) Name of organisation.

North Wymondham Community Association

b) Address.

44 Lime Tree Ave, Wymondham NR18 0HH

c) Description of your organisation's activities.

A charity committee set up to serve the community through the maintaining and letting of the building to individuals and community groups for leisure and education purposes.

d) How long has your organisation been in existence?

1971

2 Contact details

a) Name of contact.

[REDACTED]

b) Position within organisation.

Secretary

c) Address for correspondence (if different from above).

[REDACTED]

d) Telephone.

[REDACTED]



e) email.

Secretarynwca21@gmail.com

3 Your application

a) Please give a brief description of the project for which the grant is intended.

The NWCA would like to develop the land at the front of the building into a community garden, providing seating 'chatty benches', flower beds and raised beds areas. There is no provision for seating in Lime Tree Avenue, despite it being a vital hub for the North Wymondham Community, including shops and businesses. It will also improve the use for the hall hirers to incorporate an outdoor space, as well as general members of the public.

b) Who will benefit from the proposed project?

Hirers and the general public.

c) What is the total cost of your project?

£5,761.25

d) What is the grant amount you are requesting from Wymondham Town Council?

£2880

e) How much does your organisation currently have to put towards this project?

£2881.25

f) Please give an itemised breakdown of the expenditure for which this money is being applied for. This must include evidence (i.e. suppliers estimate (or price lists) of the likely cost of all items of expenditure e.g. goods or labour.

Item	Cost £
Circular sandstone paving area 2.4m2 with adjoining path	
upstanding Sleepers as per image sent with bench	
Raised sleeper beds on entrance path x2	
Post fencing as per boundary posts 1.5m centered	
TOTAL	£5,761.25

g) Will you be seeking grant assistance from South Norfolk Council? No



If 'No' please state why not.

We have already applied in the last financial year. The CAF is also specific in its criteria.



h) Have you made applications to any other body for grant aid for this project? Yes/No (please delete as appropriate).

If yes please give details.

Name of organisation applied to	Amount applied for £	Date of application	Amount received £
Tesco Bags of Help	500	Feb 2022	Awaiting £500
Arnold Clark Fund	1000	June 2022	1000
Donation received	1000	June 2022	1000

i) If you have received any other sources of funding, not specified above, please give details.

--

j) If there is a shortfall between your contribution and assuming a Town Council grant, how will you raise the balance?

We will take it from residual funds if match funded.
--

k) If the application is for a capital project, who owns the land or buildings?

NWCA

l) Please supply the details of the arrangements under which you have use of this land or building (e.g. tenancy, lease).

The building and grounds are owned by the charity.
--

4 Previous applications

a) Has your organisation previously applied for a grant from Wymondham Town Council? Yes (please delete as appropriate).

If yes, please give details of the project and the date and amount of grant received.

November 2021 £1500 (building work from tree roots damage). We were asked to reapply for the community garden grant.
--

5 Protection of Children & Vulnerable Adults

Does your project involve direct work with children under 18 or disabled adults under 25 without their normal carers present?

If YES you must supply a copy of your organisation's policy for the protection of children and vulnerable adults.

y	If Yes copy enclosed
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6 Your financial situation

Where possible all applications should be accompanied by the following financial information. If you are unable to provide the information please give a reason.

- A copy of your latest audited accounts or other financial report which indicates your financial position

Enclosed Y	If No Why?
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- Any written estimate or quotation or statement of how the costs are arrived at

Enclosed Y	If No Why?
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- Photocopy of bank statements covering the past 6 months.

Enclosed Y	If No Why?
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- A copy of your organisations constitution and rules of your organisation (excludes statutory bodies)

Enclosed Y	If No Why?
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- Where appropriate plans showing the proposals

Enclosed N	Copy can be hand delivered
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- Please delete as appropriate.*

The council may request additional information depending on the project and the amount of grant sought. Please also note that payment of grant funds is made against receipted invoices.

I declare the information provided is correct at the time of this application.

Signed Sara White

Date 310822

Please return to Town Clerk, Wymondham Town Council, Ketts Park, Harts Farm Road, Wymondham, Norfolk, NR18 0UT. Applications will be considered by the Finance and General Purposes Committee. You will be notified whether or not your application has been successful as soon as possible after a decision has been taken.



If you have any queries, please contact the Town Clerk on 01953 603302 or email office@wymondhamtc.co.uk

Wymondham Town Council

Guidelines for the award of grants

- 1 An organisation applying for a grant from Wymondham Town Council must be based in the Parish of Wymondham with its membership open to interested residents in the Parish.
- 2 The Town Council will consider applications which relate to either;
 - A clearly identified capital project or,
 - A specific project or event or service
- 3 The Town Council will not normally subsidise running costs or write-off debts.
- 4 The purpose for which a grant will be considered will usually fall into one of the following categories;
 - Furtherance of the Town Council's primary responsibilities e.g. to sport, recreation and the arts.
 - Projects promoted by Wymondham based organisations to the benefit of deserving groups of Wymondham residents, e.g. children, adolescents, the elderly, the disabled.
 - For the conservation of Wymondham's heritage, whether in the form of buildings, artefacts or documents.
 - To promote and publicise the Town of Wymondham.

This list is not necessarily exclusive and applications may be considered for other purposes.

- 5 The Town Council will not make grants to the following;
 - An organisation the primary purpose of which is the propagation or furtherance of political, religious, moral or philosophical viewpoints of causes.
 - General charities, whether local, national or international.
 - Individuals however deserving.
 - A sponsorship scheme e.g. walks runs and other efforts.
- 6 Grants, subject to the over riding constraints of the Council's budget, will not normally exceed half of any approved cost. If South Norfolk Council is grant aiding the maximum is one third.
- 7 In considering applications the Town Council will have regard to the applicant organisations ability to contribute their part of the cost to carry out the project,



event or service and will require submission of accounts, balance sheet and written estimates with the application.



ACE Contractors East Anglia LTD

Austyn Gooda
VAT # 397904344
01603 552477
www.acecontractorsea.co.uk
info@acecontractorsea.co.uk

ESTIMATE
EST00206

DATE
14/03/2022

TOTAL
GBP £5,761.25

TO

North Wymondham community center

Nr18 0hh Wymondham
heddonshouse@gmail.com

DESCRIPTION	RATE	QTY	AMOUNT
Community area	£5,761.25	1	£5,761.25
Circula paving area 2.4m2 with adjoining path			
Upstanding Sleepers as per image sent with bench			
Raised sleeper beds on entertance path x2			
Post fencing as per boundry posts 1.5m centerd			
TOTAL			GBP £5,761.25

Services as standard

No deposit required
Insured upto £5,000,000
Qualified and trained employees
All driveways, paving and patios carry 10 year gaurentee
All drainage compliant and approved by anglian water
All foundations and substructures compliant and approved
NHBC

2 00403142
00682 01



Current Account

Branch details
Wymondham Branch
5 Market Place
Wymondham
Norfolk
NR18 0YY

I35500/00403142/I 602452/00682



[REDACTED]
NORTH WYMONDHAM COMMUNITY ASSO
[REDACTED]
WYMONDHAM
NORFOLK
[REDACTED]

For Bank use

Account Number [REDACTED]
Branch sort code [REDACTED]
National Westminster Bank Plc

Summary	2 Jun 2022 to 5 Jul 2022	
	Sheets 304	to 307
Previous balance	16,959.33	
Withdrawn	192.39	
Paid in	1,412.00	
New balance	18,178.94	

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). An FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

If you have changed your address or telephone number, please let us know

NORTH WYMONDHAM COMMUNITY
ASSOCIATION

BIC NWBK GB 2L
IBAN GB48 NWBK 6024 5215 0036 04

**UNAUDITED FINANCIAL STATEMENTS FOR THE
PERIOD ENDED 31ST DECEMBER 2021**

FOR

NORTH WYMONDHAM COMMUNITY ASSOCIATION

Berry & Warren Ltd
Chartered Accountants
10 Fairland Street
Wymondham
Norfolk
NR18 0AW

North Wymondham Community Association

Income and expenditure statement for the year ending 31 December 2021

	2021	2020		2021	2020
<u>Income-hirings</u>			<u>Expenditure</u>		
Slimming World	2355.50	£1,291.00	Cleaning/caretaking	£945.00	£690.00
Archery	£0.00	£0.00	Cleaning Materials	£19.99	£152.38
Brownies	£45.00	£104.00	Post and Printing	£0.00	£24.80
Tai Chi 1&2	£110.00	£256.50	Website	£110.00	£110.00
Art groups	£470.00	£171.00	Electricity	£1,096.32	£1,795.34
Shuffleboard	£100.00	£0.00	Water	£138.00	£204.00
Other Regular Hire	£1,505.00	£1,139.50	Waste	£0.00	£29.98
Occasional Hire	£878.00	£257.00	Insurance	£1,131.20	£1,075.79
Council Elections	£220.00	£185.00	Berry & Warren	£336.00	£324.00
Total Hirings	£5,683.50	£3,404.00	Bank Charges	£65.00	£65.00
			Performing Arts	£243.76	£0.00
<u>Other Income</u>			Maintenance & Repairs general	£1,129.91	£241.40
Planning Exhibition	£0.00	£0.00	Front Doors	£0.00	£1,580.00
Quiz Night	£0.00	£328.11	Toilets	£0.00	£11,700.00
Music and Events	£0.00	£0.00	Signage	£0.00	£219.11
Misc (Table Top Sale)	£40.00	£0.00	Hire Refunds	£0.00	£280.00
Bequest	£0.00	£0.00	Miscellaneous	£37.51	£70.11
Donations (general)	£1,050.00	£156.00	Petty Cash	£0.00	£112.58
Covid Grant SNDC	£0.00	£10,000.00			
Petty Cash	£0.00	£112.58			

2020 totals

<u>Total Income</u>	<u>£6,773.50</u>	<u>£14,000.69</u>	<u>Total Expenditure.</u>	<u>£5,252.69</u>	<u>£18,674.49</u>
<u>Excess income over expenditure</u>	<u>£1,520.81</u>	<u>-£4,673.80</u>			

Balance sheet for the year ending 31 December 2021

ASSETS

Bank Account at 31.12.21	£12,627.31
Plus- petty cash	£337.49
	£12,964.80

LIABILITIES

Funds at 31.12.20	£11,443.99
plus 2021 surplus	£1,520.81
Total funds 31.12.21	£12,964.80

**INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE MEMBERS OF
NORTH WYMONDHAM COMMUNITY ASSOCIATION**

I report on the accounts for the period ended 31st December 2021 as attached.

Respective responsibilities of committee members and examiner

The committee members are responsible for the preparation of the accounts and the examiner has not carried out an audit.

Basis of the independent examiner's report

My examination was carried out in accordance with the accepted accounting principles. An examination includes a review of the accounting records kept and a comparison of the accounts presented with those records. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matters have come to my attention that need reporting.



Berry & Warren Ltd
Chartered Accountants
10 Fairland Street
Wymondham
Norfolk
NR18 0AW

Date: 9.8.22

Chairs' Approval

We approve these accounts and confirm we have made available all relevant information necessary for their preparation and completion.

Signed: 

Name: 

Date: 9-8-22



Managing our natural heritage & green spaces

The Norman Centre
Bignold Road,
Norwich, NR3 2QZ

Tel: 01603 989311

Mb: 07733102013

Email: matthewdaves1@norwich.gov.uk

Web site:

www.norwichfringeproject.wordpress.com

Date: 27 September 2022

For the attention of: Trevor Gurney Town Clerk Wymondham Town Council

Report by: Matthew Davies Project Officer

Subject: Management of Ketts Park Woodland

Map 1 below shows the main central belt where the management work has been concentrated on. I marked the areas we have worked in red with the year of when the work was carried out. The work has included:

- Thinning out, coppicing, and pollarding the dominant crack and goat willow trees to allow light into the woodland floor and allow the oak, hornbeam, cherry, ash, birch, lime etc. to have room to develop and grow
- Coppicing hazel trees and pollarding / coppicing the lime trees (some limes have been left as standards). Thinning of the oak, hornbeam, cherry, ash, birch, lime etc. has been undertaken where they are having impact on the other woodland trees. We have also used the haloing technique with these tree species as well. This is where you choose the best specimen tree and removed those surrounding it
- Selective thinning of other standard trees
- Removing dangerous ash trees which are suffering from ash die back

The blue area is the summer work we do of cutting and raking off the woodland glade / wildflower meadow areas. We also cut back the woodland hoggin path and over hanging vegetation

The green area / lines, on the map below, is the work left to do, there is approximately two years left to do.

Map 1



Map 2 shows the two outlying tree belts

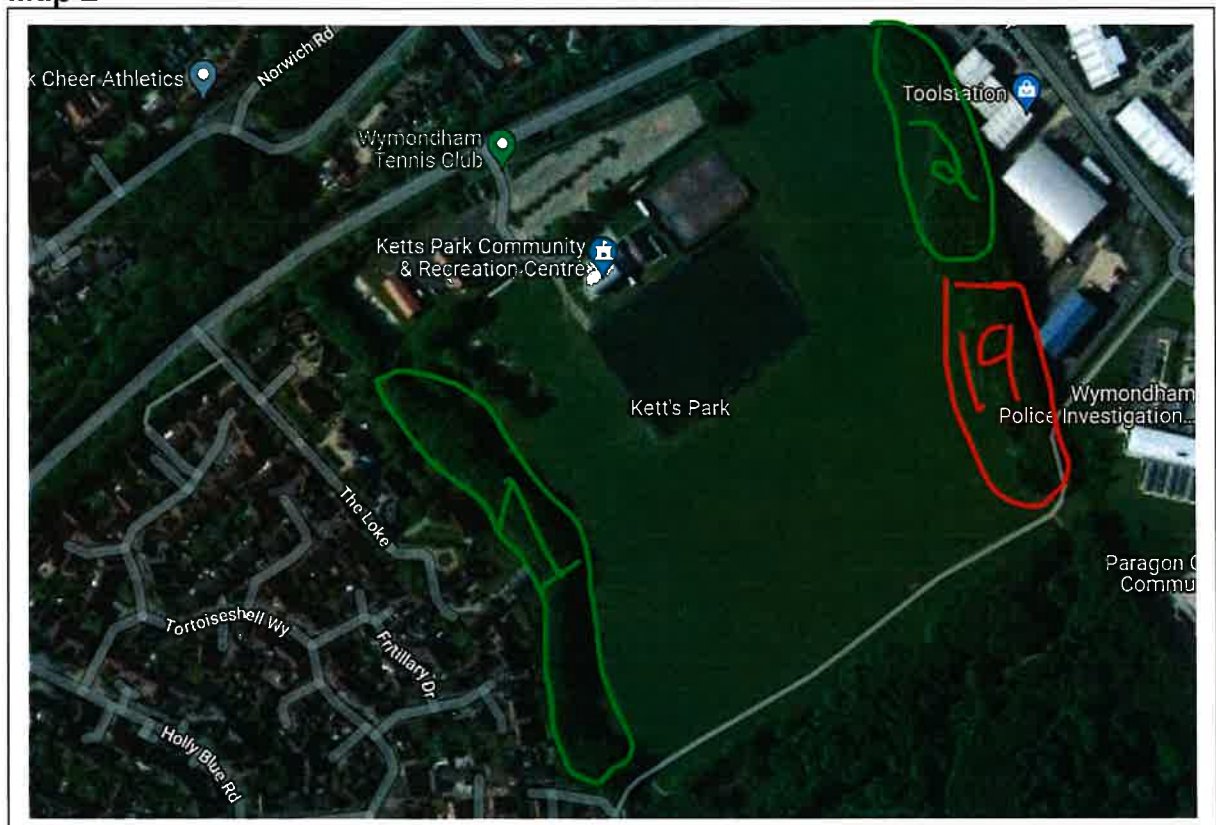
The area in red is the work we did in autumn 2019, again this involves thinning out (coppicing and pollarding) the willow and selective thinning of other trees and coppicing of hazel etc.

Green area 1 may take one to two years to do. There is a lot of willow in here which needs pollarding and coppicing as well as hazel to be coppiced. There would be an additional cost as we would need to hire a track chipper as it is difficult to burn the material in this area due to the proximity of the houses. The wood chips would be blown onto the woodland path to mark out the path

Green area 2 may take one to two years to do thin

There would be an additional cost as we would need to hire a track chipper as it is difficult to burn the material in this area due to the proximity of the houses. The wood chips would be blown onto the woodland path to mark out the path

Map 2



Summary

Approximately 3 to 6 years left of work on a timescale of Norwich Fringe Project working 6 days per year supported by the volunteers from Greening Wymondham. The length of time will depend on how much we are able to get done.

There will be a need to continue to monitor the ash trees which are starting to really suffer from ash die back. The dead and dangerous ash trees in the high-risk areas by the foot path or near properties will need removing.

There will be a need to look at re-coppicing and pollarding the areas already thinned out (coppiced or pollard). Depending on rate of growth this may need to be started before the work in the whole woodland is completed, or started once the whole woodland has been thinned, coppiced, or pollarded.

Once the main piece of work has been completed there will be a need for ongoing re-coppicing and pollarding of the woodland and selective thinning as required.

The woodland glades marked in blue on Map 1 will require managing each summer which involves:

- Brush cutting and raking off the wildflower meadows
- Mowing the hoggin woodland path and cutting back overhanging vegetation
- This will be an additional 1 to 2 days a year for the management of the woodland glades on top of the current 6 woodland workdays (one a month between

October and March) a total of 7 to 8 Norwich Fringe Project and Greening Wymondham volunteer work days per year

The Norwich Fringe Project provides

- A chainsaw operator
- Experienced and knowledge of woodland management
- Tools, advice, training, and support for the volunteers from Greening Wymondham
- Public liability insurance
- Risk assessments

Dear Colleague,

As chairman, I am very pleased to attach your Share certificate for Norfolk ALC Ltd, which is registered as a cooperative organisation, and which exists to provide services and benefits to our member councils.

Your share certificate shows that your council owns an equal part of our co-op along with the other member councils.

We will next be looking to further strengthen our working relationships with our councils, by engaging better with Clerks and Nominated Representatives/ Chairpersons within our new organisation.

To now provide more clarity about roles within our new structure, we have prepared a note to explain the roles of Directors, Member Councils, and Representatives:

The Financial Conduct Authority (FCA) has registered Norfolk ALC under the Co-operative and Community Benefit Societies Act 2014 as a Cooperative Society, with definitions as follows:

Member - A Community, Parish or Town Council or a Parish Meeting (all of which are Corporate Bodies)

Representative - A councillor appointed by that Member to exercise the rights and duties of the Member where a natural person is required - for example voting at meetings. If the Member does not appoint a Representative the Chairman of that Member shall be deemed to be the Representative.

Self-Nomination - the process by which any member (councillor) of a Member may put themselves forward for election as a Director.

Director - (i) A board member who has Self-Nominated themselves and been elected by the Members' Representatives at a General Meeting or (ii) A board member who has been co-opted under the Rules.

A copy of the Co-operative's Rules is available to every member.

More about us, our new structure, and our current Directors, can be viewed here:

<https://www.norfolkalc.gov.uk/norfolk-association-of-local-cou.html>

Please note that we will run an inaugural event to enable us to come together on **Tuesday 11 October 2022**. To attend these events you will need to elect a representative of your organisation, being either a current councillor or chairman. If you do not respond we will automatically select your chairman as your representative.

To nominate your representative please complete the form linked below, we will then contact representatives directly with meeting details in due course.

<https://forms.office.com/r/j0QZ4tDhBr>

Kind Regards,

Adrienne Quinlan

Chairman of Directors

Norfolk Association of Local Councils Limited (Trading as Norfolk ALC Ltd)

Buildings, Health and safety and Personnel working group

The Council like any other employer has a duty of care for those whom it employs.

As its name suggests this working group is responsible for overseeing a large part of the Council's activity in relation to its staff. However due to its status as a working group no official minutes are recorded, nor does it meet at regular intervals.

This proposal seeks to rectify this situation by establishing a new committee to take over these responsibilities, and oversee all staff issues. Including but not limited to appraisals, training, grievances and recruitment.

The new committee will be made up of 5 councillors, who will agree to undertake training, and will be expected to obtain professional advice as required. The committee will meet a minimum of once in every two months, or more frequently if required.

Proposal

The current buildings, health and safety and personnel working group is disbanded and replaced by a standing committee composed of 5 Councillors, who will meet regularly at least once every second month.

Christmas lights

Background

For many years the townsfolk of Wymondham looked with envy at their neighbouring towns, and asked “why can’t we have Christmas lights in our town?” the answer was usually that due to the linear layout of the town it just wasn’t possible. Then in 2015 two very determined ladies Karen Speed and Karen Claydon took up the challenge to ‘light up Wymondham’

Through fund raising and with the help of a £1500 grant from the council enough money was raised to put lights on the buildings through the town and around the market place. In subsequent years the lights have been extended and upgraded.

In the past the work to maintain, store, check and install the lights every year, along with co-ordinating a very enthusiastic group of volunteers has fallen largely on the shoulders of a small group of dedicated people.

The current situation

Both the lights owned and installed by the town council around the Market place, and those that are put through the town by the volunteer group are now in need of replacement. It is anticipated that 2022 will be the last time that the current stock can be used. Furthermore, the lead volunteer, Doug Hodges has indicated that the time has come for him to hand on the responsibility.

Options

There are several options available to the council including simply replacing the lights around the market place, and taking over the light up Wymondham project and incorporating it into the work of the council. Other options will also need to be considered.

Proposal

A time and task working group to include Mr Hodges is established to examine options for Christmas lights in the town, it will report its findings and preferred option to the full council for further action no later than April 2023.