

## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT  
A MEETING OF THE TOWN COUNCIL is to be held on  
TUESDAY 6<sup>th</sup> September 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 and to note that this meeting is being streamed live by the Council.	
1	Apologies for absences	
2	Declarations of Interest	<b>A</b>
3	To resolve that the minutes of the Council meeting held on 5 <sup>th</sup> July 2022 are a correct record.	<b>B</b>
4	To receive an update about progress of items from the last meeting of the Council on 5 <sup>th</sup> July 2022 / previous meetings. <ul style="list-style-type: none"><li>To note notes of Communication working group meeting of 9<sup>th</sup> August 2022 and to ratify Terms of Reference.</li></ul>	<b>C</b>
5	To confirm payment of monthly creditors – July 2022.	<b>D</b>
6	To confirm payment of monthly creditors – August 2022.	<b>E</b>
7	To note Mayors Engagements	<b>F</b>
8	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.	
9	Neighbourhood plan – To approve – can be viewed at ( <a href="https://we.tl/t-Q3NvJZLVAF">https://we.tl/t-Q3NvJZLVAF</a> )	
10	Chandlers Hill -Jubilee Garden to consider revised quotation.	<b>G</b>
11	Browick Road Recreation Ground Review – To approve project partner and revised Reserve allocation	<b>H</b>
12	Civility & Respect – To approve new policy – Cllr. Elliott.	<b>I</b>
13	NCC Western Link Road Consultation - relevance to Tuttes Lane/Chapel Lane traffic mitigation measures and the proposed changes in speed limits. <a href="https://www.norfolk.gov.uk/roads-and-transport/major-projects-and-improvement-plans/norwich/norwich-western-link">https://www.norfolk.gov.uk/roads-and-transport/major-projects-and-improvement-plans/norwich/norwich-western-link</a>	
14	Market Place -Christmas Tree – To consider proposals.	<b>J</b>
15	Market Place – Street Enhancement – Cllr. Holden	<b>K</b>
16	Keeping Informed – Cllr. Holden	<b>L</b>
17	Reports from County / District Councillors	
18	Reports from representatives on outside committees	

  
31st August 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?

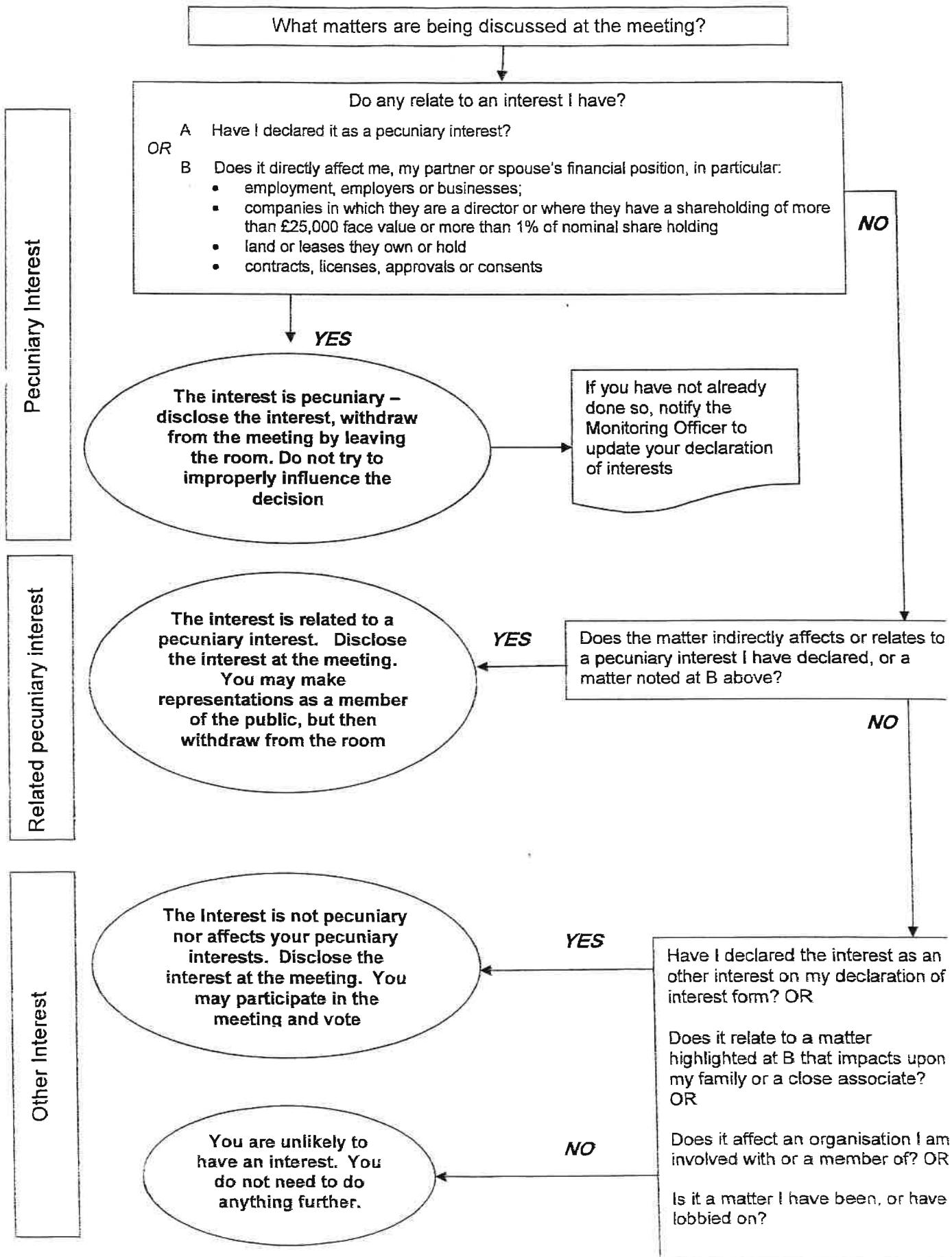
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 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</u> - None. <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	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	TIC - Electricity	4040		167.15	8.36	175.51	706949
81	EDF	Elec 28/4/22-15/6/22	PAYE/NIC	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	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 vbe 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 miraclepro 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	0.00	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	Innertube	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 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

## WYMONDHAM TOWN COUNCIL

## Communications Working Group

Notes of meeting held on 9<sup>th</sup> August 2022 at 9.00 am in the Council Offices.

Present:	Cllr. Nuri - Nixon
	Cllr. Cross
	Cllr. A James
	Cllr. P Broome
	Cllr. R Elliott
Town Clerk	T Gurney

1	<u>CHAIRMAN</u> Upon the proposition of Cllr. Nuri-Nixon and seconded by Cllr. Broome it was resolved to appoint Cllr. James as Chairman
2	<u>VICE CHAIRMAN</u> Upon the proposition of Cllr. Broome and seconded by Cllr. James it was resolved to appoint Cllr. Nuri-Nixon as Vice Chairman
3	<u>APOLOGIES</u> – None
4	<u>DECLARATIONS OF INTEREST</u> – None.
5	<u>TERMS OF REFERENCE</u> The Terms of reference appended to these notes were discussed and it was agreed to add -Press Releases- to the list under No1.
6	<u>GENERAL DISCUSSION</u> took place regarding various aspect of communication from press releases to social media output to keep residents advised and updated on work being undertaken by the Town Council. Following ratification by the full Council of the Terms of Reference (TOR) it was determined that the working group would look at the ‘About Wymondham’ newsletter and review the live streaming on Youtube.

*[The meeting closed at 9.41 am]*

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

SIGNED .....



## **TERMS OF REFERENCE FOR WYMONDHAM TOWN COUNCIL COMMUNICATIONS REVIEW WORKING GROUP**

### **AIMS**

1. To review and consider communication channels with residents:
  - About Wymondham Newsletter
  - Website
  - Social Media – eg. Facebook
  - Meetings – Live streaming on Youtube.
  - Notice Boards
  - Press Releases
2. To identify relevantly qualified professional consultants who can assist with communication (if applicable).
3. Subject to the outcomes of points 1 & 2, if appropriate, to make recommendations in regard to any amendments to include estimates of costs to full Council.
4. To seek full Council approval to delegate the authority to monitor and manage any amendments to existing protocols within agreed budgetary controls to the working group (if applicable)
5. To seek full Council approval to delegate the authority to approve any minor amendments to the Town Clerk up to an agreed budgetary level (if applicable)

### **GENERAL**

#### **1. Membership and Chairing**

Unless otherwise specified the working group will consist of a maximum of *Five* Councillors as appointed by the full Town Council.

The Town Clerk or appointed representative will attend all meetings of the working group.

The working group will elect a chair and vice chair from among the members of the group. In the absence of the chair at a meeting the working group will elect any other working group member to act as chairman for that meeting.

The working group may invite other Town Councillors advisers or members of the public to attend but in a non-voting capacity.

#### **2. Voting and Quorums**

Only appointed members of the working group can vote. No vote may be taken at any meeting unless the meeting is quorate which shall be not less than three appointed members.

### **3. Notes and Meetings**

Notes of meetings will record those present, the date and any decisions, action points or recommendations. Any recommendations must be written in such a way as to offer the full Council a clear proposal or alternatives to debate and decide upon.

Notes will be circulated to all appointed members of the working group as soon as appropriate after the meeting, and to all Councillors with the agenda of the next appropriate full Town Council meeting.

The Town Clerk in conjunction with the working group Chairman will set the date of the next meeting of the working group.

### **4. Functions**

The working Group will consider matters as set out in these terms of reference or as requested by the full Town Council, taking advice as appropriate.

The working group will recommend the powers that should be delegated to it by the full Town Council. The full Town Council may modify and approve these powers as it sees fit and the delegated powers will then form part of the terms of reference for the working group.

Any recommendations which require a spending commitment over and above agreed budget provision must be referred to the full Town Council. The Chairman should also check with the Town Clerk before recommending expenditure to ensure that there is no change in the financial position of the Council.

### **5. Training**

Members of the working group should take steps to maintain and develop their knowledge and skills, for example by attending appropriate training.



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 MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
124	Savills Client A/C re Anglian Water Services Ltd	Rent in advance 24/6/22-28/09/22	Allotments	4600		975.63	0.00	975.63	706994
125	EDF	Elec 16.6.22-26.7.22	TIC - Electricity	8040		41.18	2.06	43.24	706995
126	Sanitec Cleaning (Norwich) Ltd	Daily cleaning services - July	Public toilets	4300	1,001.00		200.20		
		Emergency call out - water leak	Public toilets	4300	105.00		21.00	1,327.20	706996
127	The CDS Group	Topographical Survey, Geotech - New Cemetery Development	Est - Miscellaneous	4090		3,380.00	676.00	4,056.00	706997
128	Wymondham Tyre Services Ltd	2 No. inner tubes	L & E maintenance	6130		38.00	7.60	45.60	706998
129	Npower Commercial Gas Ltd	1.1.22-31.3.22 Town Sign	Est - Electricity	4040		74.77	3.74	78.51	706999
130	Norfolk Association of Local Councils	Finance for Councillors 28th April 2022 - Cllr Holden	Est - Staff training	4130		30.00		36.00	707000
131	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	102.82		20.56		
132	Ingham Pincock Associates	Neighbourhood Plan	Est - Miscellaneous	4420	102.06		20.41	245.85	707001
133	Abbeystead Garage Ltd	Fuel Account	L & E Maintenance	4090		3,575.00	715.00	4,290.00	707002
134	E ON Next	Elec 1.7.22-31.7.22	Est - Electricity	6130		277.36	55.47	332.83	707003
135	The CDS Group	Geotechnical Lab Testing - New Cemetery Development	Est - Miscellaneous	4040		172.86	8.64	181.50	707004
136	HMPRC	PAYE/NIC	PAYE/NIC	4090		2,539.20	507.84	3,047.04	707005
137	Norfolk Pension Fund	Pensions	Est - Miscellaneous	4000		3,606.45	0.00	3,606.45	707006
138	Wymondham Heritage Society	15 No. books - TIC	PAYE/NIC	4000		3,884.95	0.00	3,884.95	707007
139	Glasdon UK Ltd	2 No. Black Jubilee litter bins - Market Place	TIC purchases	8050	930.80	24.85	0.00	24.85	707008
140	T/a Commercial & Industrial Cleaning Supplies Ltd	2 No. Black Topsy Royale litter bins - Ketts Park	L & E Maintenance	6130	363.30		72.66	1,552.92	707009
141	East Fire Extinguishers & Alarms UK Ltd	10 no. Mini Jumbo 2 lit 3" box 12 toilet rolls	Public Toilets	4300		137.90	27.58	165.48	707010
142	Hays Recruitment	Annual monitoring fee 1.6.22-31.5.23	Est - Miscellaneous	4090		320.00	64.00	384.00	707011
143	Mrs O Gaul	Temporary Ground staff	Salaries and wages	4000	2,847.35		569.47		
144	Mrs K Chamberlain	Temporary Ground staff	L & E Brighter Wymondham	6160	1,663.62		332.72	5,413.16	707012
145	P J Plumbing Heating & Maintenance Ltd	Cleaning of Council Offices	Est - Cleaning	4050		110.00	0.00	110.00	707013
		Reading glasses used for Display screen equipment	Est - Health & Safety	4195		89.00	0.00	89.00	707014
		Attend on 28.2.2022 and 21.3.22 to ASHP cover - reset and test	Est - Maintenance	4180	162.00		32.40		
		Attend to burst water pipe in maintenance building	Est - Maintenance	4180	90.49		18.10	302.99	707015
146	Neilmatters Ltd	Annual 2022 Sysflow Hosting	Admin Print/Stationery	4310		75.00	15.00	90.00	707016
147	Wicksteed Leisure Ltd	Small Shackle, Bolt & Pin - Rothbury Play Park	L & E Maintenance	6130		39.70	7.94	47.64	707017
148	Stannah Lift Services Limited	Service 10.5.22-9.8.22	Est - Miscellaneous	4090		162.50	32.50	195.00	707019
149	Jewson Ltd	Carriage bolts & nuts, resin, O ring, cement, postfix	L & E Maintenance	6130	1,450.00	89.61	17.92	107.53	707020
150	Ernest Doe & Sons Ltd	New Wassex WFM145 Flail mower	L & E Maintenance	6130	13.01		2.60		
		Filler cap, yellow line marker paint	L & E Maintenance	6130	18.75		3.75	1,778.11	707021
151	BT	Cutter work gloves, contour clear lens bolle glasses	Est - Health & Safety	4195		252.09	50.41	302.50	707022
152	EDF	Telephone and Internet	TIC - Telephone	8040		37.15	1.86	39.01	707023
153	Sanitec Cleaning (Norwich) Ltd	Elec 27.7.22-25.8.22	Public Toilets	4300		1,001.00	200.20	1,201.20	707024
		Daily Cleaning Services - August	Public Toilets		8,850.20	20,934.20	4,165.79	33,954.19	
		Telephone and internet	Admin - telephone	4320		99.13	19.83	118.96	
		Sage 50c Accounts Essential	Admin Print/Stationery	4310		86.60	17.32	103.92	
		Lift line	Admin/Telephone	4320		10.28	2.06	12.34	
		1.7.22-31.7.22 standing charge	L & E Electric - Browick	6040		13.39	0.67	14.06	
		Groundsmans telephone	Admin - telephone	4320		10.00	2.40	14.40	
					8,850.20	21,153.60	4,212.07	34,217.87	

..... Deputy Chairman

..... Chairman



**WYMONDHAM TOWN COUNCIL SALARIES**

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

..... Chairman ..... Deputy Chairman

31 August 2022

MAYOR'S ENGAGEMENTS

08/07/22 WYMONDHAM IN BLOOM – MEET THE COMMITTEE AND THE ANGLIA IN BLOOM JUDGES AT WYMONDHAM HERITAGE MUSEUM GARDEN

09/07/22 WYMONDHAM SYMPHONY ORCHESTRA SUMMER CONCERT AT ST PETER MANCROFT CHURCH, NORWICH

10/07/22 NORFOLK HISTORIC BUILDINGS TRUST SUMMER PARTY, WAXHAM GREAT BARN, WAXHAM

16/07/22 WYMONDHAM FARMERS MARKET; PRESENTATION TO PETER & ROSIE WARD FOR 22 YEARS SERVICE ON WYMONDHAM FARMERS MARKET

21/07/22 WINDMILL CARE HOME, BROWICK ROAD, WYMONDHAM; PRESENTATION TO HENRY WEBB FOR HIS FUNDRAISING AND CHARITY WORK

27/07/22 NORFOLK DAY CELEBRATIONS AT WYMONDHAM MARKET PLACE

22/08/22 WYMONDHAM ARTS CENTRE – PREVIEW OF THE WYMONDHAM ART SOCIETY ANNUAL EXHIBITION AT BECKETS CHAPEL

23/08/22 WINDMILL CARE HOME, BROWICK ROAD, WYMONDHAM; PRESENTATION OF WYMONDHAM IN BLOOM AWARD

01/09/22 LICENSING OF THE REV CANON CHRISTOPHER DAVIES AS VICAR OF WYMONDHAM ABBEY

## Chandlers Hill new quote

At the July meeting members will remember that a quote was approved for the work at Chandlers Hill to create the Jubilee Garden

This was accepted at £12,654 plus VAT

This quote had originally been prepared in April and we then sought two more quotes. The clerk was only successful in getting a second quote in time for the July meeting and it was agreed that we go with the lower of the two quotes.

Since then prices for building materials have increased. The contractor we enlisted to do the work had said that they would have to requote based on the increase in cost of materials since their first quote.

This has come back as around £2000 more than we had approved.

Looking at the figures there is a way to complete the garden but scale back to keep within the budget.

This paper proposes to instruct the contractor to complete the work but omit the three benches and two entrance arches which brings the cost back to within budget.

Benches can always be added at a later date, perhaps to commemorate a future Royal occasion or significant event in the town, or perhaps we may receive offers to donate a bench which we can consider.

There will still be a tree seat around the central tree which is the main focal point of the garden.

We would need a commitment from the contractor to stick to this quote and not come up with any further increases.

Proposal: To instruct the contractor to start work on the Jubilee Garden as soon as possible and practical but omit three benches and two entrance archways

Cllr Cross



**Browick Park Working Group report**  
**By Cllr Suzanne Nuri-Nixon/Cllr Annette James**

The working group identified two contractors who could potentially carry out the work needed at Browick Recreational Ground to bring it up to a standard which befits a town the size of Wymondham.

Both companies - **FMG Consulting and SSL** - have provided initial costings. We considered asking for a third quote from a third company but said company specialises in the skate park element of a project only and not developing the whole park, which is what we require. See further down for a full explanation.

Having studied the two estimates for works, both have pros and cons going for them. The working group considered these at the meeting last Tuesday (30<sup>th</sup> August).

The issue we had, despite being given the same brief, is that both companies have quoted for slightly different things and to compare the two against each other is not straightforward.

However, one - **FMG Consulting** - slightly edges it in that they:

- Have worked with South Norfolk before and other East Anglian/Norfolk councils on various projects
- Have the breadth of expertise 'in house' to complete the project
- Are familiar with the Greater Norwich Local Plan (which could potentially be a source of more funding)
- Can begin work in the near future

The reason why there are only two contractors quoting is because this is such a specialised area that even South Norfolk could only find us two (via Steve Peet, Leisure Business Development Manager (Projects & Facilities))

According to our Standing Orders 14.1:

*"Procedures as to contracts are laid down as follows: Every contract shall comply with these financial regulations and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi)*

*a)ii for specialist services such as are provided by solicitors, accountants, surveyors and **planning consultants**."*

In other words, we can accept just two quotes if it is impossible to find a third reputable company/contractor to do the works. Bear in mind these two contractors are not local, due to the scarcity of the kind of consultant capable of undertaking all the work. After discussion the Working Group members (Cllrs Nuri-Nixon, James, Hurn, Broome and Carsok) unanimously agreed to move forward with two quotes.

**This means we are seeking an additional £10K to go with the £20K already allocated from general reserves to get this project up and running with FMG Consulting.** The £30k would cover supply and demand analysis, stakeholder consultation, options development, workshops, initial designs, funding and delivery options, and more.

So at the September meeting of full council, I would like to propose the following motion:

*Browick Park Working Group recommends Wymondham Town Council allocates an additional £10,000 from general reserves and accept FMG Consulting as the preferred contractor for beginning the re-development and improvement of the Browick Park Recreation Ground for recreational and leisure purposes.*

**Proposer: Cllr Nuri-Nixon**  
**Secunder: Cllr James**

## Civility and Respect Pledge

### 'To pass a resolution to sign up to the civility and respect pledge'

#### 1. Background

##### Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

- 1.1 The National Association of Local Councils (NALC), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. NALC, One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.
- 1.2 According to NALC, "It is evident most councillors and paid staff in local councils want to maintain the highest standards of conduct at their council, but unfortunately there are sometimes examples of poor behaviour and a lack of respect which can not only undermine the work of a council but also cause concern to councillors, staff and members of the community."
- 1.3 "In councils where councillors, the clerk, and staff work in harmony, considerable benefits are provided for the local community and there are many excellent examples of this. Unfortunately, there has sometimes been a lack of civility and respect in some councils, leading to bullying and harassment. Although this is in the minority it is nonetheless significant and can have a serious detrimental impact on the well-being of those involved, the functionality and finances of the council, as well as the local community." *National Association of Local Councils*
- 1.4 There is no place for bullying, harassment, and intimidation in any aspect of life and this is especially true in local councils. NALC recognises how important civility and respect is to the running of successful councils and have recently produced valuable guidance and a pledge for those councils who want to demonstrate that they are serious about this important topic.
- 1.5 By this council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

#### 2. The Pledge

- 2.1 Signing up is a simple process, which requires councils to register and agree to the following statements:

<b>Statement</b>
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.
Our council will commit to calling out bullying and harassment if and when it happens.
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

### **3. Training**

- 3.1 One of the key aims of the Civility and Respect Project is to deliver training packages to support councillors, clerks, and employees to gain a better understanding of the issues.
- 3.2 “NALC have worked with key partners to create a brand-new series of packages covering local council and councillor communications and engagement and are now able to share the first range of this training. Cost for attendance will be supplemented by the project and they are being offered at a 50% discount to the full price until the end of 2022.” *Civility and Respect Project*
- 3.3 As an introduction to this topic, training entitled Civility and Respect – uncovering the issues for the public sector, would seem to provide useful, relevant and cost-effective initial training at £15 per delegate. These sessions are webinar based and last one hour. Separate sessions have been planned for Clerks and councillors on the 8 and 12 September 2022.

### **4. Recommendations**

- 4.1 This Council agrees to implement all elements and adopt the civility and respect pledge as outlined in section 2 of this report.
- 4.2 This Council agrees to immediately put in place initial civility and respect training for both councillors and Clerk as detailed in section 3.3 of this report. A commitment is also made to further training for councillors and all staff.

# Civility & Respect Pledge

To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles.

## How will this culture change be achieved?

- ✓ Council signs up to Civility & Respect Pledge
- ✓ Undertake recommended training for clerks, councillors and chairpersons
- ✓ Good employment practices
- ✓ Good governance
- ✓ Continued lobbying for change in legislation (including sanctions)
- ✓ Dignity at work policy
- ✓ Seek professional help at early stages of problem
- ✓ Learning from best practice
- ✓ Being a role model/champion council (Local Council Award Scheme)
- ✓ Calling out bullying and harassment when it happens



Take the pledge

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The Civility and Respect Project is an ongoing and evolving project committed to improving standards for all involved in local councils.



Civility & Respect





# Civility & Respect For the local council sector

- IS top of the  
agenda

## Definition of civility & respect

**Civility means politeness and courtesy in behaviour, speech, and in the written word.**

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.



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For more information about how to get involved, visit:  
[www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slec.co.uk](http://www.slec.co.uk)

## Christmas Tree in the Market Place

At the last LEET meeting we discussed ideas for positioning the Christmas Tree on the Market Place, whether it should stay as it was last year in front of the Market Cross or whether it was feasible to position it more centrally to create more of a focal point.

It was agreed that there should be further discussion of the options to be presented at the next full council meeting.

Having looked at the logistics and feasibility this paper is putting forward a proposal for a real Christmas Tree in the centre of the Market Place.

This would give the town centre a much more festive feel and lend itself to more Christmas events, such as markets, carol singing and contribute to the Town Team event Wynterfest.

People love to document their days on social media and with a centrally place Christmas Tree there is a much better opportunity to take photos in front of it so the idea is that it will bring more people into the town and then hopefully do more of their Christmas shopping here.

It will also bring much needed extra cheer to the town.

This was the intention last year but the logistics of the installation was left too late and therefore it ended up on the 'toe' of the market place.

Another concern was how it would fit in with the current Friday markets and Farmers Market.

In December there are Friday markets on December 2, 9, 16, 23 and 30 and a Farmers Market on December 17.

Having spoken to market traders they are all in agreement with moving it more centrally as long as it does not interfere with their trading.

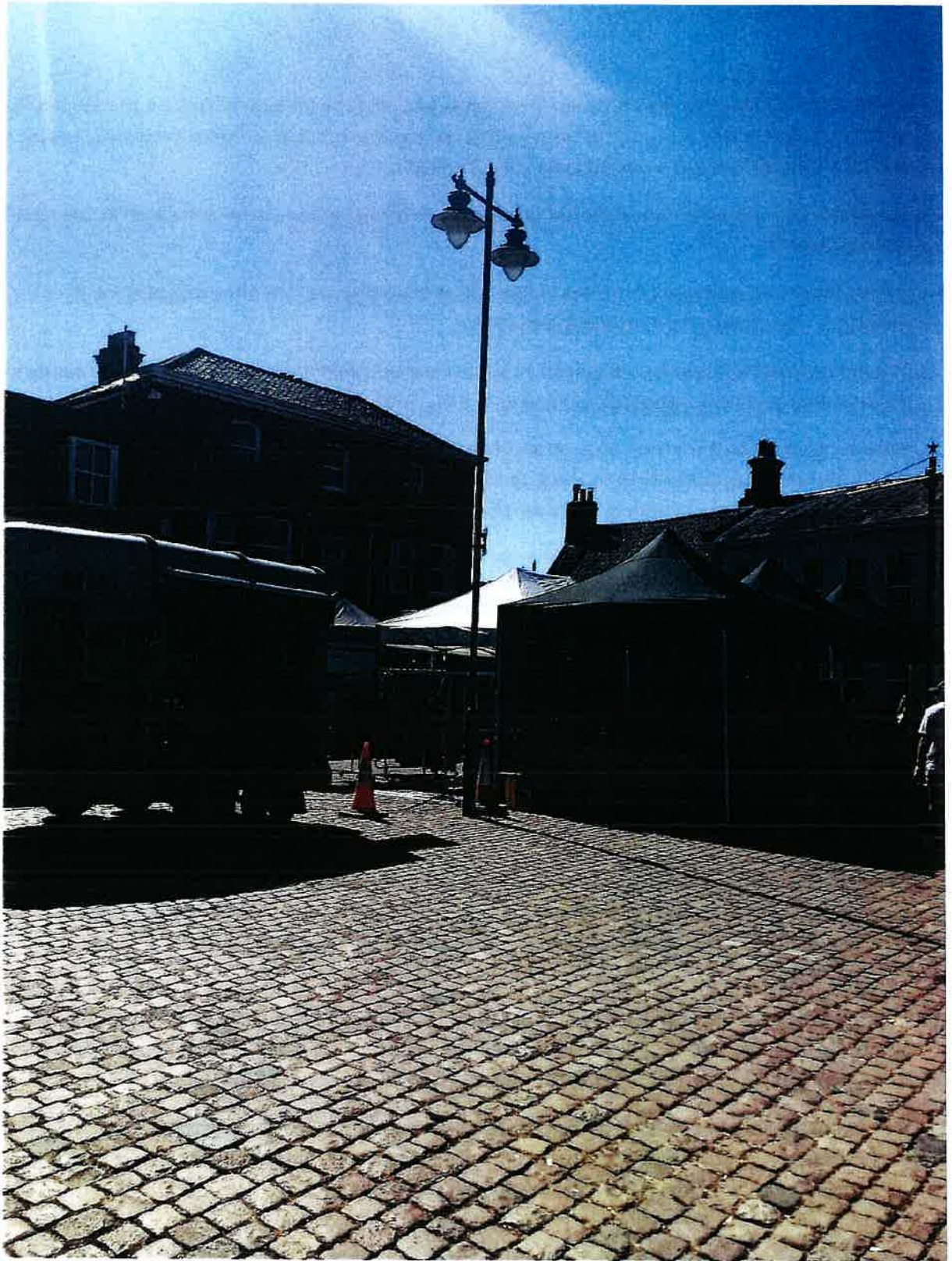
And looking at the last two Friday markets there is ample space near the electric feed, with the burger van happy to move along closer to the bus stop side of the market. Market traders were also keen for us to explore evening markets and late night shopping when the tree and lights would be really in their element.

It would sit within a supporting base (which has already been built and paid for by WTC) and could be bolted into the ground – logistics to be worked out with grounds staff. Lighting to be fed from the LED lighting string which crosses the Market Place where the lighting column is.

Wymondham Young Farmers Club has said that they would be able to source a suitable tree to whatever size we require (last year's price was £7 per foot) and we would look for sponsorship for lights to keep cost to a minimum. Suggested tree height 20ft - £140.

Proposal – to purchase a 20ft real Christmas Tree and position it centrally in the Market Place during the month of December.

Cllr Cross





## Background

Since at least 2016 discussions have taken place regarding improvements to the area of the Market Place outside the Cross Keys public house and Mad Hatters tea shop. Two different reports commissioned by the district council about how improvements could be achieved have suggested that this area would benefit from enhancements to improve the street scene and increase footfall to the businesses. Two-way traffic makes crossing to and from the Market Place extremely hazardous and effectively isolates the businesses from much needed footfall and dwell time, with little opportunity for outside seating.

During the post covid reopening of the high streets, temporary wooden planters were placed in the roadway to create a one-way system which gave people the space to socially distance and provide a safe haven from the traffic, but also allowed businesses to make use of outdoor seating and enhance this area as an attractive 'doorway to the high street'.

Reports from business owners to the Brighter Future group suggest this has proved extremely popular with both the public and many businesses enjoying the benefits.

## Current Situation

The Temporary Traffic Regulation Order (TTRO) has been extended to maintain the one way into the Market Place, but unless action is taken to make the current arrangement a permanent TRO, the wooden planters will have to be removed and the carriageway returned to two-way traffic. Not only will this have a detrimental effect on the businesses nearby, but it will also see the removal of a well-used seating area and will cause the loss of the natural habitat in of one of the most important focal points of the town, and once again isolate the two areas.

An opportunity exists to work with South Norfolk and Norfolk County Council to support the residents and businesses of Wymondham, by making the current temporary situation into a permanent one, by extending the existing footpath out to create a one-way street, incorporating more appropriate and durable planters, seating, and heritage street furniture. This would have a traffic calming effect, reducing the speed of vehicles entering the Market Place, creating a safer environment for residents to sit, and would also create a natural safe link to the under-utilised Market Place itself - drawing the whole area together making it a more inviting and pleasant place to be. This project is in line with the proposed neighbourhood plan (pg26). The current estimate for this project is c£150k, however without some commitment from the town council the work is unlikely to be undertaken.





# Keeping informed



## Background

It is imperative to the smooth running of the council that all councillors are fully informed regarding every aspect of the business being carried out by the council.

Under the present system it is required that councillors contact the office regularly in order to be kept apprised of any developments (as detailed in the communications procedure of the council). This creates an inequality as it may be difficult for those councillors who have other commitments i.e., work or childcare to find the time to visit during office hours. It is also wasteful of officer time, as the same discussion could take place several times.

Other councils have overcome some of these difficulties by incorporating members questions to the chairs of the council, its committees and working groups, in their full council agenda, thus creating a culture in keeping with the Nolan principles of openness and accountability. If agreed this item could be added to the end of the agenda and time limited to a minimum of 20 minutes, with any unanswered questions carried forward.

## Advantages

- a) Greater transparency
- b) All councillors receive updates simultaneously

Any perceived disadvantages are easily overcome by allowing questions to be deferred to be answered at the next meeting in order to allow answers to be properly researched, or if necessary, replied to in writing.

## Proposal

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 via email no later than 5pm on the Friday prior to the meeting before the meeting.

Proposed Cllr Holden

Seconded Cllr