

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT
A MEETING OF THE TOWN COUNCIL is to be held on
TUESDAY 4th April 2023 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	A
3	To resolve that the minutes of the Council meeting held on 7 th March 2023 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 7 th March 2023 / previous meetings. <ul style="list-style-type: none">To note the notes of the Christmas Lights working group meeting held on 21st March 2023To note the notes of the new Cemetery Working group held on 23rd March 2023.	C D
5	To note the minutes of the Leisure Environment Enterprise and Tourism Committee meeting held on 21 st March 2023.	E
6	To confirm payment of monthly creditors – March 2023	F
7	To note Mayors Engagements	G
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	Christmas lights Report – To approve recommendations therein.	H
10	Code of Conduct – To approve revised code.	I
11	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.	
12	Reports from County / District Councillors	
13	Reports from representatives on outside committees	



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

28th March 2023

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?

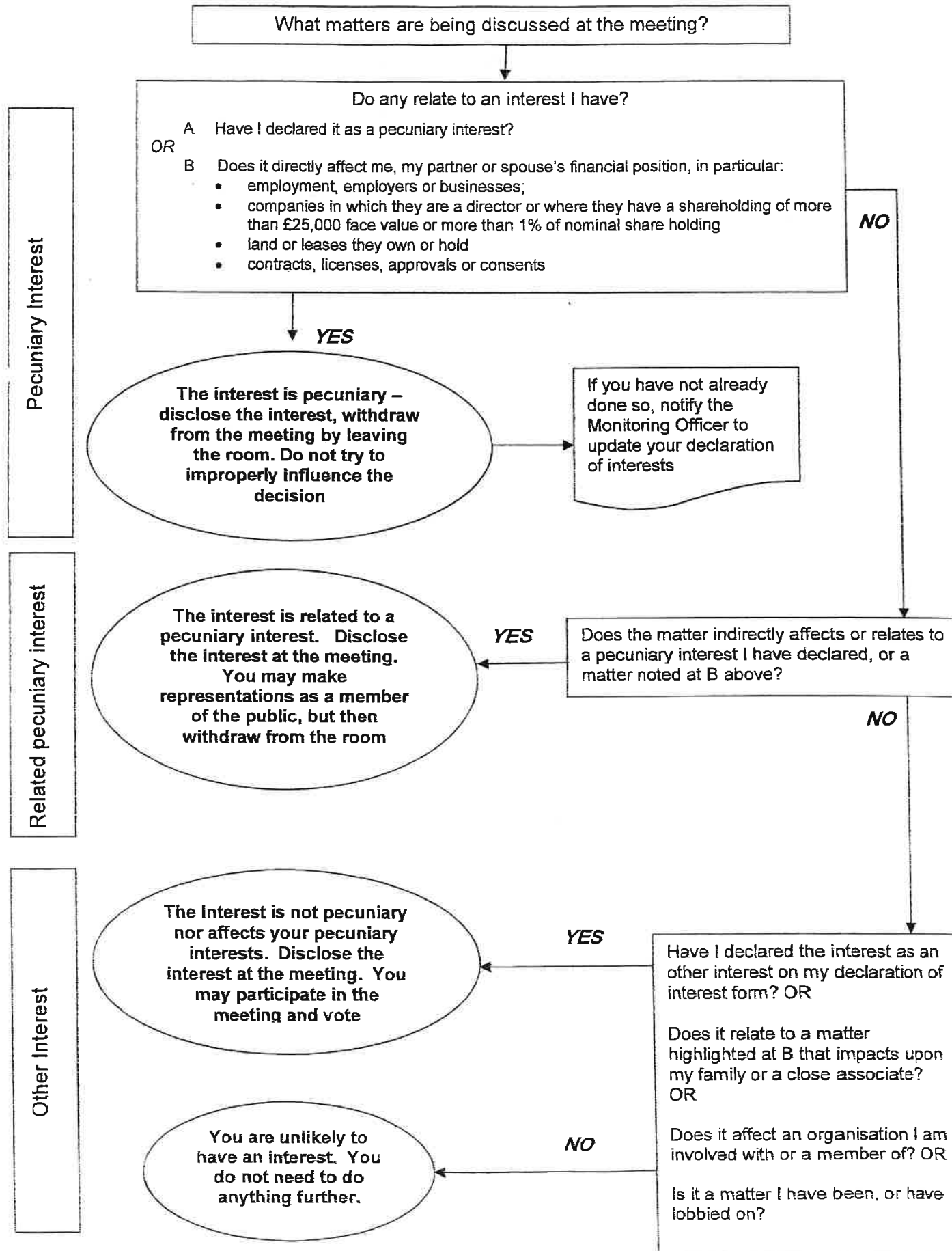
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 INSTANC**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WYMONDHAM TOWN COUNCIL
 MINUTES OF A TOWN COUNCIL
 MEETING HELD ON TUESDAY 7th MARCH 2023
 in the Council Offices at 7.00 pm.

Councillors Present

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

Member(s) of the Public: 0
 Councillor Hurn in the Chair

018/23	<u>APOLOGIES FOR ABSENCE</u> – Cllrs. Carsok, Flatt, Astley & Hubble
019/23	<u>DECLARATIONS OF INTEREST:</u> <ul style="list-style-type: none"> • Cllrs. Holden & Halls as members of South Norfolk Council Development Management Control Committee in respect of Gypsy & Travellers Consultation. Will abstain from any vote. • Cllr. Hurn in respect of payments numbered 299 & 304 as an employee of Company.
020/23	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Murrell the minutes of the meeting held on 3 rd January 2023 were approved as a correct record.
021/23	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> • The notes of the Christmas Lights Working Group meeting held on 7/2/23 were noted and Cllr. Holden advised that a further meeting had taken place today and a report will come to Council in April. • The notes of the Communications Working Group meeting held on 16/2/23 were noted. • The notes of the Policies & Standing Order Working Group meeting held on 21/2/23 were noted and upon the proposition of Cllr. Holden & seconded by Cllr. Broome the recommendations therein were unanimously ratified.
022/23	<u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE</u> minutes of meeting held on 17 th January 2023 were noted.
023/23	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 21 st February 2023 were noted and upon the proposition of Cllr. Elliott and seconded by Cllr. Halls the recommendations therein were unanimously ratified.
024/23	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Savage it was resolved to pay accounts for January 2023, as per the submitted list in the sum of £34,645.00. In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,152.13

025/23	<p><u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Elliott it was resolved to pay accounts for February 2023, as per the submitted list in the sum of £18,230.60.</p> <p>In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £9,962.37</p>
026/23	<p><u>MAYORS ENGAGEMENTS</u> – Noted and Cllr. Elliott commented that the Civic Service in the Abbey was well organised and very enjoyable. Cllr. Hurn thanked the Council staff for organising the event.</p>
027/23	<p><u>PUBLIC PARTICIPATION:</u> None.</p>
028/23	<p><u>CODE OF CONDUCT</u> After discussion it was agreed that the amendments recommended by South Norfolk Council would be made to the Code and that a revised version should be brought back to Council for ratification and to be effective from May 2023.</p>
029/23	<p><u>GREATER NORWICH DEVELOPMENT PARTNERSHIP – GYPSY & TRAVELLERS CONSULTATION</u> Discussion took place on the two identified sites on Strayground Lane and Cllr. Hurn read out a submission from Greening Wymondham. It was agreed that the Mayor, Cllr. Hurn, and the Clerk would formally respond making it clear that the Council had made no decision and only asking the Greater Norwich Development Partnership to consider the impact on the rural nature of the site, possible improvements to the nearby Bays River Wildlife site and the impact of any proposed road amendments should the site (s) be selected following this initial consultation.</p> <p>Cllrs Holden & Halls abstained from this decision.</p>
030/23	<p><u>CHAIRPERSONS QUESTIONS:</u> None received.</p>
031/23	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u> Cllr. Savage.</p> <ul style="list-style-type: none"> • School Streets scheme which Robert Kett & Browick Road schools participated in has been reviewed and a report is going to Norfolk County Council next week. • Norfolk County Council Governance ‘County Deal’ was being discussed. <p><u>South Norfolk Council</u> Cllr. Halls</p> <ul style="list-style-type: none"> • Two key committees, one from Broadland and one from South Norfolk recently met to jointly consider the recommendations that arose from an external peer review exercise that was held just before Christmas. One of the key outcomes was to improve communication at all levels both externally and internally. Work continues. <p>Cllr. Hurn</p> <ul style="list-style-type: none"> • £300 funding was being provided to support events in respect of the forthcoming coronation of King Charles III

032/23	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u> – None.
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[The meeting closed at 20.03 pm]

DATED thisday of2023

SIGNED(Chairman)

DRAFT

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
304	Alan R Cross & Son	Attend to electrics at TIC	TIC - Miscellaneous	8120		203.28	40.66	243.94	707178
305	Abbeygate Garage Ltd	Fuel Account	L & E Maintenance	6130		558.85	111.75	670.60	707179
306	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	114.25				
		Wheeled Bin Account	Cemetery Refuse	4420	88.70		17.74	243.54	707180
307	Ernest Doe & Sons Ltd	Screw driver set, filter, cotter pin pack, 10mm spanner, blade	L & E Equipment Maintenance	6130	246.71		49.34		
		Repairs to hedge trimmer and Iseki tractor	L & E Equipment Maintenance	6140	307.41		61.49		
308	Mrs G Baker	Refreshments for Mayors Civic Service/Reception	Est - Civic Events	4085		60.20	12.05	664.95	707181
309	Ingham Pirnock Associates	Consultancy Services - Neighbourhood Plan	Est - Miscellaneous	4090		550.00	110.00	660.00	707182
310	E.ON Next	1st January 2023 - 31st January 2023	Est - Electricity	4040		797.61	159.52	957.13	707183
311	Mrs O Gaul	Catering for Mayors Civic Service/Reception	Est - Civic Events	4085		490.00	0.00	490.00	707185
312	Norman Wenn	Mini skip - Cemetery	Cemetery Maintenance	4440		162.50	32.50	195.00	707186
313	HMRC	PAYE/NIC	PAYE/NIC	4000		3,633.62	0.00	3,633.62	707187
314	Norfolk Pension Fund	Pensions	Pensions	4000		4,076.82	0.00	4,076.82	707188
315	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000		1,970.60	394.12	2,364.72	707189
316	Viking Payments	2 No. vehicle first aid kits	Est - Health & Safety	4195	53.98				
		Paper hand towels	Est - Miscellaneous	4090	22.99				
		50 reams A4 paper	Admin - Print/stationery	4310	174.50		4.59		
317	Wymondham Garden Centre	Plants - Priory Gardens, 2 No. large rakes	L & E Maintenance	6130		123.25	34.90	301.76	707190
318	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	707192
319	Stannah Lift Services Limited	Servicing for the period 10.11.22-9.2.23	Est - Miscellaneous	4090		162.50	32.50	195.00	707193
320	Glasdon UK Ltd	3 No. litter bins	L & E Maintenance	6130		563.82	112.76	676.58	707194
321	Wymondham Tyre Services Ltd	Inner tube	L & E Maintenance	6130		20.00	4.00	24.00	707195
322	Anglian Internet	Remote support Sage Payroll not working	Admin - Print/stationery	4310	35.00		7.00		
		Office 365 subscription, Domain renewal	Admin - Print/stationery	4310	156.50		31.30	229.80	707196
323	Wymondham Town United FC	Repairs to 2 leaks - Changing Rooms - Browick	L & E Maintenance	6130		60.00	0.00	60.00	707197
324	Norfolk County Council	Room Hire/projector and screen - Wymondham Library	Est - Miscellaneous	4090		34.33	1.67	36.00	707198
325	Sanitec Cleaning (Norwich) Ltd	Daily Cleaning Services - February	Public Toilets	4330	1,001.00		200.20		
		Additional clean for graffiti and vandalism	Public Toilets	4330	125.00		25.00	1,351.20	707199
326	EDF	Elec 25.1.23-22.2.23	TIC - Electric	8040		221.65	44.33	265.98	707200
327	BT	Telephone and Internet	TIC - Telephone	8100		241.89	48.37	290.26	707201
					2,326.04	14,050.92	1,594.09	17,971.05	
	Direct debits								
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		87.50	17.50	105.00	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		99.67	19.93	119.60	
	Valda Energy Limited		L & E Electric - Browick	6040		7.70	0.41	8.11	
	BT	Lift Line	Admin/telephone	4320		10.28	2.06	12.34	
	EE	Groundsmans telephone	Admin-telephone	4320		12.00	2.40	14.40	
		TOTALS			2,326.04	14,268.07	1,636.39	18,230.50	



Chairman

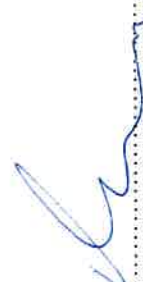


Deputy Chairman

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
11	Barclays Payflow	Salaries - February	Admin Salaries Estab Salaries TIC Salaries Cemetary Salaries	6,175.62 1,914.31 207.39 1665.05			9,962.37	D/D
TOTALS							9,962.37	


 Chairman


 Deputy Chairman

28th February 2023

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
269	Anglian Water Business (National) Ltd	1.10.22 - 31.12.22	Est - Water	4030		232.86	0.00	232.86	707141
270	EDF	23.11.22-26.12.22	TIC - Electric	8040		150.63	7.03	157.66	707142
271	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	102.06				
		Wheeled Bin Account	Cemetry Refuse	4420	80.37		20.41		
272	Sanitec Cleaning (Norwich) Ltd	Daily Cleaning Services - December	Public Toilets	4300		1,001.00	200.20	218.91	707143
273	Ernest Doe & Sons Ltd	De icer, hazard tape, saw chain, kindling, gas cylinder, pruning saw	L & E Maintenance	6130		215.73	32.03	1,201.20	707144
274	FMG Consulting Ltd	Browick Recreation Ground - Feasibility Study (1 of 3)	Est - Miscellaneous	4090		4,408.33	881.67	247.76	707145
275	Abbeville Garage	Fuel Account	L & E Maintenance	6130		285.87	57.18	5,290.00	707146
276	Anglian Water Business (National) Ltd	4.9.22-3.12.22	L & E Water - Browick	6030		51.00	0.00	343.05	707147
277	E.ON	1.12.22-31.12.22	Est - Electricity	4040		583.54	116.71	51.00	707148
278	GMC Plumbing & Heating (Wymondham) Ltd	Repairs to water tank in maintenance shed	Est - Maintenance	4180		134.39	26.88	700.25	707150
279	EDF	Elec 27.12.22-24.1.23	TIC - Electric	8040		56.11	2.81	161.27	707151
280	Post Office	Van Tax - VW Caddy	Est - Van Maintenance	4155		290.00	0.00	58.92	707152
281	Westotec Limited	Speed Indicator Device, 1 additional battery, 3 No. additional brackets	Est - Miscellaneous	4090		3,180.00	636.00	290.00	707153
282	HMRC	PAYE/NIC	PAYE/NIC	4000		3,401.82	0.00	3,816.00	707154
283	Norfolk Pension Fund	Pensions	Pensions	4000		4,076.82	0.00	3,401.82	707155
284	Breakthrough Communications	Personal Resilience in Practice (Councillors) 26.10.22	Est - Staff Training	4140		30.00	6.00	4,076.82	707157
285	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		150.00	0.00	36.00	707158
286	Information Commissioners Office	Data Protection renewal	Est - Miscellaneous	4090		40.00	0.00	150.00	707159
287	I J Rice	Fee for Permissive footpath - Tiffey Valley	L & E Brighter Wymondham	6160		600.00	0.00	40.00	707160
288	Wymondham Garden Centre	Pond and Fruit Cage Netting	L & E Maintenance	6130		14.16	2.83	600.00	707161
289	TG Bodyshop	VW Caddy - New Clutch. Repairs to Citroen Relay	Est - Van Maintenance	4155		676.46	135.30	16.99	707162
290	Wymondham Tyre Services Ltd	Puncture repair	Est - Van Maintenance	4155		20.00	4.00	811.76	707163
291	Canon UK Ltd	1.12.22-28.2.23 Rental charge	Admin print/stationery	4310		98.03	19.61	24.00	707164
292	T/a Commercial & Industrial Cleaning Supplies Ltd	Mini Jumbo toilet rolls, Urinal blocks	Public Toilets	4300		157.45	31.49	117.64	707165
293	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000		2,221.10	444.22	188.94	707166
294	Mr Overalls	Gloves	Est - Health & Safety	4195		11.90	2.38	2,665.32	707167
295	Jewson Ltd	Connector strips, rock salt, insulation foil tape,	L & E Maintenance	6130		141.55	28.31	14.28	707168
296	Edmondson Electrical Ltd	self adhesive clips	L & E Maintenance	6130		10.00	2.00	169.86	707169
297	Anglian Internet	Office 365 subscription, Domain renewal	Admin - Print/stationery	4310		20.83	4.17	12.00	707170
298	Richard Brown	Group Scythe training (Tolls Meadow)	Est - Staff Training	4140	360.00		0.00	25.00	707171
		Complete two blade scythe set	L & E Maintenance	6130	180.00		0.00		
299	Alan R Cross & Son	Install and take down Christmas lights and repairs to lights	Est - Christmas lights	4120		5,142.95	1,028.59	540.00	707172
300	Wymondham Town Archive	Grant	Est - Archives	4170		500.00	0.00	6,171.54	707173
301	Sanitec Cleaning (Norwich) Ltd	Daily Cleaning Services - January	Public Toilets	4330		968.00	193.60	500.00	707174
302	Eastell Plant & Construction Services	Ditch clearance - 3t excavator & operator	Alotments	4600		600.00	0.00	1,161.60	707175
303	Viking Payments	A4 Paper, card and pens	Admin Print/Stationery	4310	165.15		33.03	600.00	707176
		Refuse sacks	L & E Maintenance	6130	78.96		15.79	292.93	707177
					966.54	29,470.53	3,948.31	34,385.38	
	Direct Debits								
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		87.50	17.50	105.00	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		98.65	19.73	18.38	
	Valda Energy Limited	8.1.23-8.2.23	L & E Electric - Browick	6040		9.05	0.45	1.34	
	BT	Lift Line	Admin/telephone	4320		10.28	2.06	12.34	
	EE	Groundsman's telephone	Admin-telephone	4320		12.00	2.40	14.40	
					966.54	29,688.01	3,990.45	34,645.00	

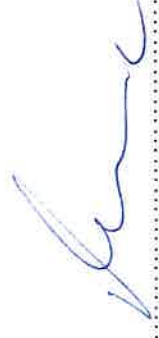
 Deputy Chairman

31st January 2023

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
10	Barclays Payflow	Salaries - January	Admin Salaries Estab Salaries TIC Salaries Cemetery Salaries	£6,175.42 £1,914.31 £397.15 £1,665.25			£10,152.13	D/D
TOTALS							£10,152.13	


..... Chairman


..... Deputy Chairman

31 January 2023

WYMONDHAM TOWN COUNCIL
CHRISTMAS LIGHTS WORKING GROUP

Notes of meeting held on 21st MARCH 2023 at 5.00 pm in the Council Offices.

Present:	Cllr. Holden
	Cllr. Cross
	Cllr. Hurn (substitute for Cllr. Hubble.
	Cllr. Carsok
	Cllr. Elliott
Town Clerk	T Gurney
Town Team	D Hodges

1	<u>APOLOGIES</u> – Cllr. Hubble.
2	<u>DECLARATIONS OF INTEREST</u> – None.
3	<u>MEETING 7th MARCH 2023</u> It was resolved to accept the notes of the meeting.
4	<u>MATTERS ARISING FROM THE MEETING HELD ON 7th MARCH 2023</u> - None.
5	<u>GENERAL DISCUSSION</u> Mr Hodges presented examples of lights that he had obtained from a supplier. With 4 stanchions in the Market Place this would require 10 units (2 per Staunton and 2 spares) which are mains powered. A specimen of matching low voltage lighting strings and snowflakes was also displayed. He estimated a total cost of approx. £16,000. It was discussed that perhaps a curtain of lights could be installed under the Fire Station Arch entrance to the Market Street car park but headroom would have to be considered. Mr Hodges then confirmed that it was not proposed to replace the Christmas Trees which previously had been installed in the flagpole holders throughout the Town. A tunnel of lights in Priory Gardens was briefly discussed although sourcing power is an issue. Cllr Holden to contact the adjacent Post Office Centre. Storage was discussed and Mr Hodges confirmed that lights should be carefully packed back into their boxes and should not be placed in plastic containers. It was agreed that Cllr. Hurn /Mr Hodges would prepare a report to be considered by the full Council.

[The meeting closed at 5.32 pm]

DATED this day of2023

SIGNED

WYMONDHAM TOWN COUNCIL

New Cemetery Working Group

Notes of meeting held on 23rd March 2023 at 9.00 am

in the Council Offices.

Present:	Cllr. A Holden
	Cllr. J Halls
	Cllr. P Broome
Town Clerk	T Gurney

1	Apologies for absence: Cllrs. Hurn & Savage.
2	Declarations of Interest: None.
3	It was resolved to approve the notes of the meetings held on 25 th January 2022.
4	There were no matters arising from the meeting on 25 th January 2022
5	<p>Clerk gave a brief outline of the project to date through the search for a suitable site, desktop studies to finally identifying the proposed site off London Road adjacent to the existing 'Lovell' development. Delays had occurred as a result of the Covid 19 pandemic and the erroneous placement of spoil on the site. Following discussions with 'Lovell' this problem will be rectified shortly and the area will be prepared for a new Cemetery. New Environment Agency regulations have also come into effect meaning that a 30m buffer zone will have to be created between the burial site and an adjacent ditch. The Council's partners CDS group were liaising closely with both parties and are working towards the submission of a planning application.</p> <p>The layout incorporating grave sections, roadways, paths, buildings etc was discussed and it was determined that the proposed building should be left in its original position and not adjusted to be partly in the buffer zone as costs outweigh burial land saved.</p>

[The meeting closed at 9.45 am]

DATED this day of2023

SIGNED (Chairman)

WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE LEISURE, ENVIRONMENT,
ENTERPRISE AND TOURISM
COMMITTEE held on Tuesday 21st March 2023
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	K Carsok (Chair)
	A Holden (substitute for P Hubble)
	R Savage
	K Cross
	P Broome (substitute for Y Astley)

Also Present:

7 members of the public.
 Cllr. Hurn.

LE10/23	<u>APOLOGIES FOR ABSENCE</u> – Cllrs. Astley & Hubble.
LE11/23	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> • Cllr. Carsok as member of Town Team.
LE12/23	<u>MINUTES OF MEETING</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Holden it was unanimously resolved to approve the minutes of the Leisure, Environment, Enterprise & Tourism Committee meeting held on 17 th January 2023 as a correct record subject to an amendment to minute LE08/23.
LE13/23	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> • <u>CORONATION MARKET</u> Clerk reported that 3 expressions of interest had been received. Cllr. Carsok advised that she had contacted groups. It was concluded that there was insufficient interest. • <u>KETTS PARK</u> Cllr. Carsok advise that a meeting had been held with the Football Association and Wymondham Town United FC and discussion re improving the grass pitches were ongoing. • <u>OPEN SPACES</u> Information had been obtained from Attleborough, Beccles, Dereham, Diss & Thetford and a report was being prepared. • <u>TIC HERITAGE BOARDS</u> Cllr. Hurn confirmed that this project was progressing. • <u>CHANDLERS HILL</u> Cllr. Cross advised that a starting date was awaited.
LE14/23	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> • Two representatives from Greening Wymondham read out statement in respect of global warming and a response to a resident letter contained in the agenda pack. • A resident who had just moved to the area commented in support of the proposal.
LE15/23	<u>ROTHBURY ROAD PARK</u> Representative (s) of Greening Wymondham gave presentation on their proposals for the redesign of the park. They advise the park belongs to residents who they hope will eventually take it over and look after it in

	<p>conjunction with the Council. A sinking fund should be set up and they were asking for approval in principle.</p> <p>Discussion took place on the proposals which had broad support from members. Areas of concern raised by members were maintenance access, resident's concerns parking and funding. Plans to be adjusted re access and residents concerns to be considered. Some members considered there would be parking issues as increased numbers visited the site, others thought this wouldn't be a problem as the site would be mainly used by local visitors who walked and that the provision of cycle parking facilities should be considered. Funding was brought up and reference was made to the existing Community Infrastructure Levy (CIL) shortfall of £110,000 in respect of the Town Centre project and that future funds needed to be spent on work at Becketswell. In respect of further work this will be done by a Greening Wymondham lead group which could contain Councillors. Cllr. Cross commented that there was no timescale as the project was not time sensitive, this was just a starting point and finance could be sorted out at a later date. It was agreed that a further report would be presented to the full Council by Greening Wymondham after the May elections. No formal vote was taken, and no recommendation was made.</p>
LE16/23	<p><u>CHANDLERS HILL TREE</u> After discussion as to whether a Magnolia Tree or an Amelanchier Laevis should be planted in Chandlers Hill it was agreed that the decision would be delegated to Cllr. Cross to decide in consultation with the Clerk.</p> <p>It was felt that if the site was re-named to say Queen Elizabeth Garden, official permission would be required. Cllr. Cross to investigate further.</p>
LE17/23	<p><u>CORONATION BENCH</u> After discussion upon the proposition of Cllr. Cross and seconded by Cllr. Holden it was agreed that a King Charles III commemoration bench at a cost of approx. £2,000 be purchased from the Open Spaces earmarked Reserve, and installed on the grassed area between Ogden Court and the Play Area at King's Head Meadow.</p>

[The meeting closed at 20.08 pm]

DATED this day of2023

SIGNED (Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
328	Abbeigate Garage Ltd	Fuel Account	L & E Maintenance	6130		239.08	47.82	286.90	707202
329	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	136.71		27.34	269.55	707203
		Wheeled Bin Account	Cemetery Refuse	4420	87.92		17.58	483.70	707204
330	E.ON Next	1st January 2023 - 31st January 2023	Est - Electricity	4040		403.08	80.62		
331	Ernest Doe & Sons Ltd	Repairs to tractors	L & E Equipment maintenance	6140	3226.33		645.28		
		Hose clip, washers, grass seed, rakes, screen wash, padlocks	L & E Maintenance	6130	368.85		58.79	4299.25	707205
332	Norfolk County Council	Original Wymondham Charter Market Storage Mount	Est - Miscellaneous	4090		165.00	33.00	198.00	707206
333	Wymondham Roman Catholic Church	Donation from the Mayors Civic Reception collection-Food bank	Est - Civic Events	4085		100.00	0.00	100.00	707208
334	Wymondham Dementia Support Group	Donation from the Mayors Civic Reception collection	Est - Civic Events	4085		100.00	0.00	100.00	707209
335	Anglian Water Business (National) Ltd	4th December 2022 - 3rd March 2023	L & E water - Browick	6030		15.16	0.00	15.16	707210
336	Edmundson Electrical Ltd	Black spacer saddle 2mm - Priory Gardens	L & E Maintenance	6130		5.06	1.01	6.07	707211
337	Wymondham Heritage Society	Various books	TIC purchases	8050		63.00	0.00	63.00	707212
338	Anglian Water Services Ltd c/o Savills UK Ltd	Rent in advance 25.3.23-23.6.23	L & E Bellrope rent	6120		975.63	0.00	975.63	707213
339	Anglian Water Business (National) Ltd	10.12.22-9.3.23	Public Toilets	4300		574.18	0.00	574.18	707214
340	Anglian Water Business (National) Ltd	12.12.22-1.3.23	Cemetery - water	4430		53.70	0.00	53.70	707215
341	Ray Tuttle Lift Services Limited	Six monthly LOLER 9 inspection, lift and scissor platform	L & E Equipment Maintenance	6140		172.00	34.40	206.40	707216
342	TG Bodyshop	MOT VW Caddy	Est - van maintenance	4155		50.00	2.00	52.00	707217
343	Canon UK Ltd	1.3.23-31.5.23 Rental charge	Admin print/stationery	4310	98.03		19.61		
		Copier Costs 1.12.22-28.2.23	Admin print/stationery	4310	79.51		15.90	213.05	707218
344	Post Office Ltd	Vehicle Tax Citroen Relay	Est - Van Maintenance	4155		290.00	0.00	290.00	707219
345	Viking Payments	A3 Copier paper	Admin Print/Stationery	4310		20.88	4.18	25.06	707220
346	T/a Commercial & Industrial Cleaning Supplies Ltd	10 packs toilet rolls	Public Toilets	4300		143.90	28.78	172.68	707221
347	Mitchell Building Services Ltd	Repair traps to urinals (2 visits)	Public Toilets	4300		112.40	22.48	134.88	707222
348	HMRC	PAYE/NIC	PAYE/NIC	4000		3,633.22	0.00	3,633.22	707223
349	Norfolk Pension Fund	Pensions	Pensions	4000		4,076.82	0.00	4,076.82	707224
350	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		90.00	0.00	90.00	707225
351	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000		2,212.75	442.55	2,655.30	707226
352	Jewsons Ltd	White rock salt, paving slab, fencing pins	L & E Maintenance	6130		102.50	20.50	123.00	707227
353	Viking Payments	A5 envelopes	Admin print/stationery	4310	27.39		5.48		
		Postage stamps	Admin - Postages	4330	134.00		0.00	166.87	707228
354	Sanitec Cleaning (Norwich) Ltd	Daily Cleaning Services - March	Public Toilets	4300		1,001.00	200.20	1,201.20	707229
355	Cash	Kitchen supplies & kettle (cemetery groundsman)	Est - Miscellaneous	4090	53.12		0.00		
		Plants (Priory Gardens)	L & E Maintenance	6130	7.96		0.00		
		2 No. Kings Charles III flags	Est - Miscellaneous	4090	19.00		0.00		
		Bulbs for van	Est - Van Maintenance	4155	9.98		0.00	90.06	707230
					4,248.80	14,599.36	1,707.52	20,555.68	
	Direct debits								
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		87.50	17.50	105.00	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		98.99	19.80	118.79	
	Valda Energy Limited	Electricity - Browick	L & E Electric - Browick	6040		9.05	0.45	9.50	
	BT	Lift Line	Admin/telephone	4320		10.28	2.06	12.34	
	EE	Groundsmans telephone	Admin-telephone	4320		12.00	2.40	14.40	
					4,248.80	14,817.18	1,749.73	20,815.71	

Chairman

Deputy Chairman



WYMONDHAM TOWN COUNCIL SALARIES

NO	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
12	Barclays Payflow	Salaries - March	Admin Salaries	6175.82				
			Estab Salaries	1914.31				
			TIC Salaries	193.37				
			Cemetery Salaries	1665.25			9948.75	D/D
TOTALS							9948.75	

..... Chairman

Deputy Chairman

31st March 2023

MAYOR'S ENGAGEMENTS

10/03/23 WYMONDHAM DEMENTIA SUPPORT GROUP ANNIVERSARY PARTY AT THE FAIRLAND CHURCH, WYMONDHAM

11/03/23 VISIT TO WYMONDHAM COMMUNITY OUTREACH PROJECT AT WYMONDHAM ROMAN CATHOLIC CHURCH

25/03/23 WYMONDHAM SYMPHONY ORCHESTRA, SPRING CONCERT AT WYMONDHAM ABBEY

26/03/23 THE HIGH SHERIFF OF NORFOLK'S SERVICE FOR YOUTH AND HOPE AT KING'S LYNN MINSTER

WYMONDHAM CHRISTMAS LIGHTING 2023 ONWARDS

BACKGROUND

Following several meetings of the Christmas Lights Time and Task Working Group a decision has been made regarding the Christmas Lighting for Wymondham. The group consisted of five councillors and also in attendance was Mr Doug Hodges, who has for many years coordinated the volunteer group responsible for installing and removing the Christmas lights throughout the town. At the Full Town Council meeting held on 3rd January 2023 it was agreed that Wymondham Town Council will supply, store & maintain the Christmas lighting and install the lighting to the Market Place. A group of volunteers (under supervision) will install the Christmas Lighting throughout the town.

MARKET PLACE LIGHTING

New 240 Volt (mains powered) LED lighting will be provided for the Market Place, where as previously the power supply will be obtained from the Market Cross. Catenary (support cables that do not conduct electricity) will be installed to support the overhead lighting strings across the Market Place, following the same pattern as used previously. The lighting strings will provide power to decorative lights fixed to the 4No 'Tee' masts around the Market Place, as per the picture on page 2. All lighting will be warm white, however there will be some contrast on the hanging decorations, which is by design. The Christmas Tree lighting will also be powered from the overhead lighting, however the Christmas Tree will be decorated with multi-coloured lights. All of the lighting will have 30mA RCD protection and will be inspected and electrically tested each year prior to installation. This lighting will be installed professionally by electrical contractors, using suitable access equipment in accordance with current health and safety legislation. The lighting will be manufactured by Festive Lights UK [ConnectPro® 240V Connectable Lights: Buy Now from Festive Lights \(festive-lights.com\)](https://www.festive-lights.com)

The Market Place lighting will be controlled via a time-switch, however it is hoped that the lighting can be configured so that the Market Place and street scene lighting is linked via a wireless system so that it all switches on and off simultaneously.

STREET LIGHTING

The street scene lighting will also be manufactured by Festive Lights UK to ensure continuity between the lighting manufacturer and the warm white colour of the LED lighting. Mains power supplies will be obtained from approximately 25No shops and businesses throughout the town, including Wharton's Court and parts of Town Green and Back Lane. This lighting will have a 'twinkling' effect and there will be twinkling warm white snowflake decorations approximately 10m apart throughout the streets. Whilst the power supplies are connected to a mains power supply they are transformed down to a safe extra-low voltage of 31 Volts. The advantages of this are two-fold; it allows for a very safe system and enables very long lighting strings to be created.

It is likely that the Christmas lighting within Wharton's Court will be multi-coloured, and it is also hoped that there will be festive lighting to illuminate the Market Street car park entrance, however it is yet to be confirmed exactly what form this will take.

All of the lighting along the streets will be installed by groups of volunteers, under supervision, which ensures they receive full instructions and health and safety briefings. It is hoped that this will continue to build community spirit and ensure a sense of pride and camaraderie amongst those that volunteer to install and remove the lighting.

ESTIMATED COST FOR 2023

It is expected that the cost for providing, testing, installing and removing the Christmas lighting for 2023 will be approximately £24,500.00 however costs for subsequent years will be significantly reduced as there will not be any major spending required on the lighting. In future years the Town Council will be notified well in advance if any new or replacement lighting is required to ensure that this can be accounted for in the council budget.

Proposer:

Cllr Kevin Hurn

WYMONDHAM CHRISTMAS LIGHTING 2023 ONWARDS

Below is an image of the illuminated decoration proposed for the Market Place.





Local Government Association

Model Councillor Code of Conduct 2020

Reviewed March 2023

Adopted from May 2023

Joint statement

The role of Councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as Councillors we can be held accountable, and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual Councillor affects the reputation of all Councillors. We want the role of Councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become Councillors.

As Councillors, we represent local residents, and work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behavior which falls below expectations.

Importantly, we should be able to undertake our role as a Councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and Councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “Councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or.
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority.

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behavior that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of Councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of Councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

Town and parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of Councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a Councillor:

1.1 I treat other Councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions, and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councillor-officer protocol.

2. Bullying, harassment and discrimination

As a Councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected

characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the Council.

As a Councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a Councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone.**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so.**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Town Clerk prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a Councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow Councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a Councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a Councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. acts in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer of the district Council.

Protecting your reputation and the reputation of the local authority

9. Interests

As a Councillor:

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow Councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Town Clerk.

10. Gifts and hospitality

As a Councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Town Clerk for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests.

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being.
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and.
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income

Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <p>a) any unpaid directorships</p> <p>b) anybody of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) any body</p> <p style="padding-left: 40px;">(i) exercising functions of a public nature</p> <p style="padding-left: 40px;">(ii) directed to charitable purposes or</p> <p style="padding-left: 40px;">(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</p> <p style="padding-left: 40px;">of which you are a member or in a position of general control or management?</p>
