

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 7th March 2023 at 7.00 pm.

A G E N D A

Before the meeting there will be a 1 minute silence in respect of the victims of the Earthquake in Turkey/Syria

	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 3 rd January 2023 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 6 th December 2022 / previous meetings. <ul style="list-style-type: none">• To note the notes of the Christmas Lights Working Group meeting held on 7/2/23.• To note the notes of the Communications Working Group meeting held on 16/2/23.• To note the notes of the Policies & Standing Order Working Group meeting held on 21/2/23 and to ratify the recommendations therein.	C D E
5	To note the minutes of the Leisure Environment Enterprise and Tourism Committee meeting held on 17 th January 2023.	F
6	To note the minutes of the Finance & General Purposes Committee meeting held on 21 st February 2022.	G
7	To confirm payment of monthly creditors – January 2023	H
8	To confirm payment of monthly creditors – February 2023	I
9	To note Mayors Engagements	J
10	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.	
11	South Norfolk Council approved - Code of Conduct – To adopt South Norfolk recommended changes.	K
12	South Norfolk Council Gypsy & Travellers Consultation	L
13	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.	
14	Reports from County / District Councillors	
15	Reports from representatives on outside committees	



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

28th February 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?

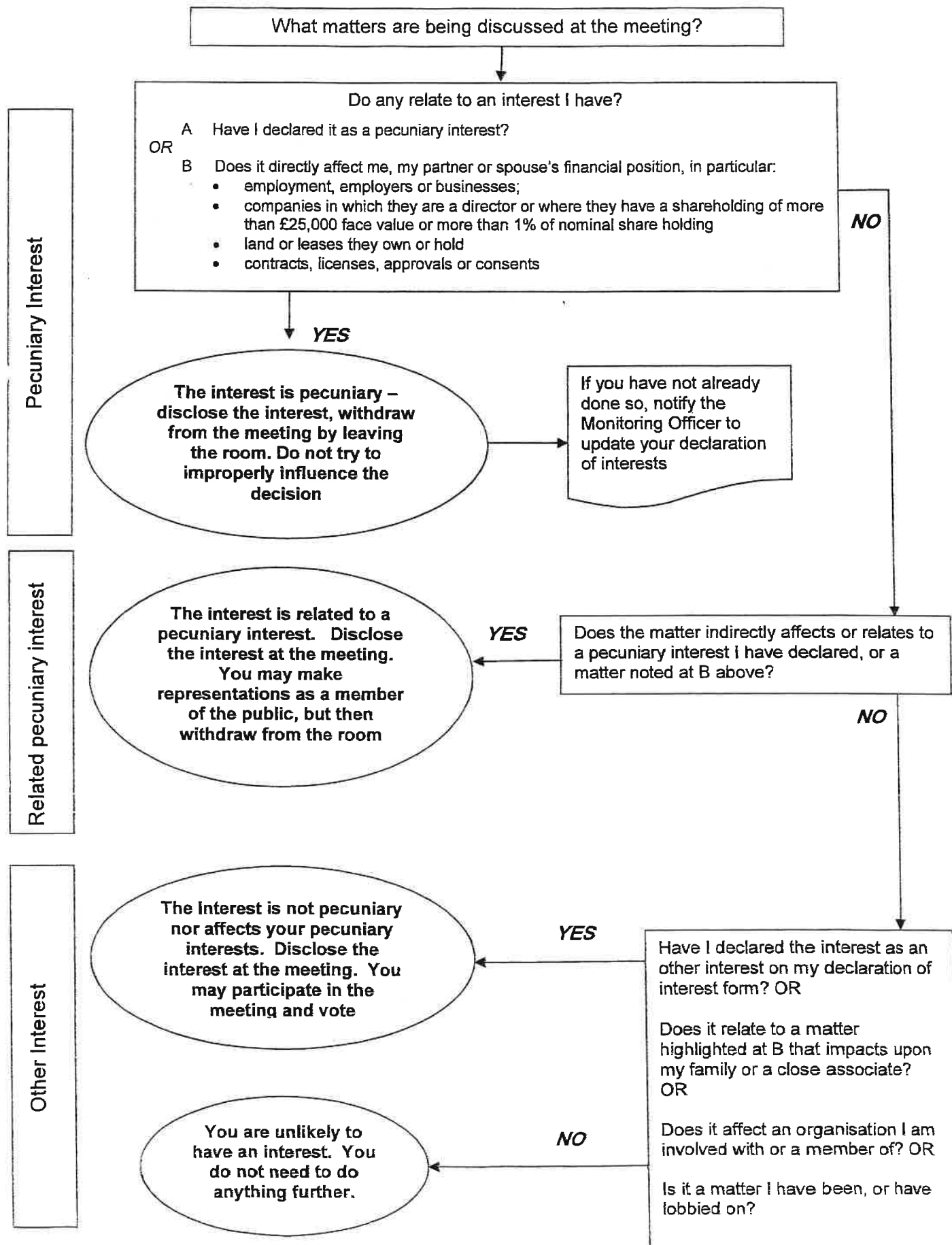
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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 INSTANCE**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WYMONDHAM TOWN COUNCIL

MINUTES OF A TOWN COUNCIL

MEETING HELD ON TUESDAY 3rd JANUARY 2023

in the Council Offices at 7.00 pm.

Councillors Present

A Holden	P Broome	K Hurn
K Cross	S Nuri-Nixon	P Hubble
J Halls	R Savage	K Carsok
Y Astley	J Murrell	I Flatt

Member(s) of the Public: 18

South Norfolk Council: Cllr. Hornby

Councillor Hurn in the Chair

001/23	<u>APOLOGIES FOR ABSENCE</u> – Cllr. James
002/23	<u>DECLARATIONS OF INTEREST:</u> <ul style="list-style-type: none"> • Agenda item 14 – Town Centre Proposal – All Members lobbied by residents. • Cllrs. Hubble & Carsok – Agenda item 12 – Christmas Lights – Active members Town Team volunteers. • Cllr. Hurn – Agenda item 6 – monthly creditors – employee of AR Cross & Sons.
003/23	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Broome and seconded by Cllr. Halls the minutes of the meeting held on 6 th December 2022 were approved as a correct record.
004/23	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> • The notes of the Christmas Lights Working Group meeting held on 6/12/22 were noted. • The notes of the Policies & Standing Order Working Group meeting held on 20/12/22 were noted and the recommendations therein were ratified. • Town Centre Co-ordinator – appointment by South Norfolk Council of Corrina Pharoah was noted.
005/23	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 20 th December 2022 were noted and upon the proposition of Cllr. Holden and seconded by Cllr. Flatt the audit amendment therein was unanimously ratified.
006/23	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Savage it was resolved to pay accounts for December 2022, as per the submitted list in the sum of £32,487.85 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,035.95
007/23	<u>MAYORS ENGAGEMENTS</u> – Noted.

008/23	<p><u>PUBLIC PARTICIPATION:</u></p> <ul style="list-style-type: none"> • SNC Cllr. Hornby – Town Centre Proposal- read out statement commending that the Town Council should work in partnership with SNC who have the expertise to run and manage the proposed Project Board. • Representative (s) from Greening Wymondham – Town Centre Proposal – supported and emphasised need for Consultation. • Business owner – Town Centre proposal – has salon on Market Street, road dangerous and support pedestrianisation to protect her clients. • Representative – Town Centre Proposal – Supports as this could assist further funding applications for Becketts Chapel. • Business owner – Town Centre Proposal – How will money be spent – wishes to move into Town Centre – shops need to be refurbished to a good standard. • Resident – Town Centre Proposal – agreed with previous speakers – emphasised Access for everyone. Pathways should be kept clear.
009/23	<p><u>PRECEPT 2023 - 2024</u> Cllr. Holden introduced the budget that has been recommended by the Finance & General Purposes Committee. Projected income is £71,150 expenditure of £600,538 and allocations to earmarked reserves of £127,250 leaving a funding and precept requirement of £656,638. With a tax base of 6356 dwellings this results in a band 'D' property being charged at £103.31 pa an increase of £4.92 pa on last year. Following discussion upon the proposition of Cllr. Holden and seconded by Cllr. Hurn it was unanimously resolved to approve the budget and precept as outlined.</p>
010/23	<p><u>CODE OF CONDUCT</u> Upon the proposition of Cllr. Cross and seconded by Cllr. Halls it was unanimously resolved to adopt a new Code of Conduct in line with that recently adopted by South Norfolk Council, to become effective from May 2023.</p>
011/23	<p><u>RISK ASSESSMENTS</u> Upon the proposition of Cllr. Astley and seconded by Cllr. Broome it was unanimously resolved to approve the risk assessments for 2022/2023 and resulting action plan.</p>
012/23	<p><u>CHRISTMAS LIGHTS</u> Cllr. Holden referred to his paper and the meeting held by the Christmas Lights Working Group. After discussion, during which the financial estimated cost of replacing the lights throughout the Town Centre at a cost of £15,000 was raised and how would the current fundraising efforts of the Town Team (circa £4,000) be used, upon the proposition of Cllr. Holden and seconded by Cllr. Hubble it was unanimously resolved that the Council agrees in principle to the working groups recommendation (Option C- WTC to supply, store and maintain all lights, and install lights to Market Place. Volunteer group to install lights through town.) subject to further information to be provided in due course.</p>
013/23	<p><u>CCTV</u> Cllr. Holden outlined his paper that CCTV should be installed in the Market Place following a recent arson incident in respect of a waste bin. Cllr. Savage requested that a further camera be installed, if possible, to cover the Public Toilets as they had recently suffered vandalism. Upon the proposition of Cllr. Holden and seconded by Cllr. Hurn it was unanimously resolved to authorise the purchase and installation of CCTV equipment as specified in the quotation from Oaks CCTV Ltd including the 5year maintenance agreement.</p>

	Clerk to pursue cost of additional camera and if appropriate to authorise under delegated authority.
014/23	<p><u>TOWN CENTRE</u> Cllr. Holden introduced his paper outlining a project to regenerate the Town Centre in conjunction with South Norfolk Council (SNC). It is proposed that SNC establish and run a project board to consult and draw up plans. The project being funded by:</p> <ol style="list-style-type: none"> 1. WTC agreeing to earmark an additional £200,000 Community Infrastructure levy (CIL) funds to an existing allocation of £50,000. 2. SNC has indicated it will allocate proceeds of the sale of former Council offices at 14 Middleton Street (circa £350,000) 3. SNC offer £250,000 from their CIL co-investment scheme. 4. Any other funding sources identified. <p>Clerk as Responsible Financial Officer of the Council advised that at present £90,000 was held by the Council in an unallocated CIL fund which when added to the existing £50,000 totalled £140,000 and there was a shortfall of £110,000. A guestimate from SNC of CIL for the next 2 years was £89,000 in total and the Clerk advised that should the Council proceed, a contingent liability would be placed in the Council's Accounts and internal / external auditors advised accordingly.</p> <p>Cllr. Holden advised that the Browick Park scheme is estimated to raise £100,000 CIL but gave no indication of time spans.,</p> <p>After discussion upon the proposition of Cllr. Holden and seconded by Cllr. Carsok it was unanimously resolved:</p> <ol style="list-style-type: none"> 1. To work with South Norfolk Council and other partners to develop a proposal for town regeneration, taking account of previous reports and the recently prepared Wymondham Neighbourhood Plan. 2. To demonstrate commitment to a town regeneration proposal by ringfencing £250,000 of Community Infrastructure Levy receipts towards the scheme.
015/23	<u>CHAIRPERSONS QUESTIONS:</u> None received.
016/23	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council:</u> Nothing to report.</p> <p><u>South Norfolk Council</u></p> <ul style="list-style-type: none"> • Cllr. Hornby <ol style="list-style-type: none"> 1. SNC now operating from Thorpe Lodge in Norwich before moving to Horizon House and Council Tax had been frozen.
017/23	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u></p> <ol style="list-style-type: none"> 2. No reports.

[The meeting closed at 20.42 pm]

DATED thisday of2022


SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
9	Barclays Payflow	Salaries - December	Admin Salaries	6175.62				
			Estab Salaries	1914.31				
			TIC Salaries	280.97				
			Cemetery Salaries	1665.05			£10,035.95	D/D
TOTALS							£10,035.95	

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Chairman

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Deputy Chairman

31st December 2022

WYMONDHAM TOWN COUNCIL

CHRISTMAS LIGHTS WORKING GROUP

Notes of meeting held on 7th February 2023 at 5.00 pm in the Council Offices.

Present:	Cllr. Holden
	Cllr. Cross
	Cllr. Hubble
	Cllr. Carsok
Town Clerk	T Gurney
Town Team	D Hodges

1	<u>APOLOGIES</u> – Cllrs. Elliott.
2	<u>DECLARATIONS OF INTEREST</u> – None.
3	<u>MEETING 6th DECEMBER 2022</u> Upon the proposition of Cllr. Hubble and seconded by Cllr. Holden it was resolved to accept the notes of the meeting.
4	<u>MATTERS ARISING FROM THE MEETING HELD ON 6th DECEMBER 2022</u> – None.
5	<p><u>GENERAL DISCUSSION</u> Cllr. Holden expressed apprehension in respect of power supplies for the lights in that businesses come and go and that therefore there could be gaps. Discussion then took place as to whether there could be one big loop. Mr Hodges advised that this was not possible as it would have to pass over roads, the possibility of drawing power from street lights was discussed and that permission would be required if they did not belong to the Town Council. Cllr. Hubble suggested that junction boxes could be attached to flagpole holders. Any attachments to building would require the landlords permission.</p> <p>The theme of the lights was then discussed and the consensus was that the lights going through the Town should match those purchased by the Town Council for the Market Place. Thoughts were that they should be warm white and Cllr. Cross suggest that they should be heritage themed – perhaps brushes to reflect previous brush making activities.</p> <p>It was agreed that the following would be sought before the next meeting.</p> <p>Clerk – list of Town Council owned streetlights. Cllr. Holden – List of Landlords Cllr. Holden To contact Harleston/Diss to find out what they do. Cllr. Holden – Street Lighting advisor for Norfolk County Council.</p>

	<p>Mr Hodges re-iterated that power is the key point and Cllr. Holden that there was an agreed budget which incorporates purchase of replacement Market place lights and installation.</p> <p>It was agreed that the next meeting of the working group would be at 5.00 pm on Tuesday 7th March 2023 here in the Council Offices.</p>
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[The meeting closed at 5.45 pm]

DATED this day of2023

SIGNED

Draft

WYMONDHAM TOWN COUNCIL

Communications Working Group

Notes of meeting held on 16th February 2023 at 9.00 am in the Council Offices.

Present:	Cllr. Nuri - Nixon
	Cllr. Cross
	Cllr. P Broome
Town Clerk	T Gurney
SNC	C Pharoah

1	<u>APOLOGIES</u> – Cllrs. James & Elliott.
2	<u>DECLARATIONS OF INTEREST</u> – None.
3	<u>MEETING</u> It was resolved to accept the notes of the meeting held on 24 th October 2022 as a correct record.
4	<u>MATTERS ARISING</u> There were no matters arising from the meeting held on 24 th October 2022.
5	<u>NOTICE BOARDS</u> General discussion took place in respect of Notice boards in the Town which are primarily situated under the Old Fire Station Arch entrance to the Market Street carpark. There is a public Notice board, a Council notice board and two boards belonging to two different local organisations. It was agreed that the Council board would be enhanced by making it clearer that it was the Council's and that its contents would be regularly reviewed to ensure information was up to date. A poster is to be designed giving Council information such as contact details (including website & Facebook) and a schedule of forthcoming meetings.
6	<u>WEBSITE</u> Discussion revealed that the website was not universally liked and that it could be improved to contain more information. Local groups to be encouraged to submit details to populate the Events Page. A linked to the Council's Facebook page is to be explored.
7	<u>SOCIAL MEDIA</u> Council's Facebook page was discussed, and it was felt this was an appropriate medium to use and that more could be made of the facility in terms of more postings of forthcoming events.
8	<u>PRESS RELEASES</u> Clerk advised that the Council's policy on press releases is to be reviewed by the Policies & Standing Order review working group. It was felt that more use should be made of press releases. Corinna advised that she will be looking into a strategy to promote the Town which will include positive articles.

[The meeting closed at 10.20 am]

DATED this day of2023

SIGNED

WYMONDHAM TOWN COUNCIL

POLICIES AND STANDING ORDER REVIEW WORKING GROUP

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

Present:	Cllr. Holden
	Cllr. Elliott
	Cllr. Halls
	Cllr. Cross (substitute for Cllr. Murrell)
	Cllr. Carsok (substitute for Cllr. Hubble)
Town Clerk	T Gurney

1	<u>APOLOGIES</u> – Cllrs. Hubble & Murrell
2	<u>DECLARATIONS OF INTEREST</u> – None.
3	<u>MEETING 20th DECEMBER 2022</u> It was resolved to accept the notes of the meeting on the 20 th December 2022 as a correct record.
4	<u>MATTERS ARISING</u> There were no matters arising from the meeting held on 20 th December 2022.
5	<p><u>GENERAL DISCUSSION</u></p> <p>The following policies were reviewed and the amend policies to be ratified by the full Council.</p> <ol style="list-style-type: none"> 1. Social Media & Electronic Communication 2. Press & Media 3. Correspondence <p>It was agreed that the following policies would be reviewed at the next meeting.</p> <ol style="list-style-type: none"> 1. Information Security Incident 2. Freedom of Information 3. Data Protection

[The meeting closed at 17.55 pm]

DATED this day of2022

SIGNED

WYMONDHAM TOWN COUNCIL

Social Media and Electronic Communication Policy

JUNE 2018
Reviewed February 2023

Delete

added

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website and may have has a social media account in the future and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council intends to use the website and/or social media to provide information and updates regarding activities and opportunities within our Parish/Town and promote our community positively.

Key Aims

- To improve public understanding of the work of Wymondham Town Council
- To underline Wymondham Town Council's role as a listening Council, by stressing its commitment to consulting and empowering the public.
- To give information about the Council's policies, services, and democratic processes so people feel more informed about the work of the Council e.g publishing agenda's.
- To demonstrate the Council's commitment to transparent ways of working by being open with the media.
- To build up the Council's role as a community leader and advocate for the community.
- To enhance the reputation of Wymondham Town Council, by promoting and celebrating the successes and achievements of the Council and its partners.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright unless permission has been sought & obtained.
- Not contain any personal information.
- If it is official Council business it will be moderated by the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, the following will be adhered to:

- Be considerate and respectful of others. Vulgarities, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using any future possible **Twitter site** **social media** account for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a **Tweet** **social media post** will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

With regard to a Social Media Account

We will not retweet anything in its original form. All will be drafted by Council staff.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the **Council's Clerk's** discretion based on the message received, given our limited resources available. The Council may post a statement that **says** 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law, the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Parish/Town Electronic Communication.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to **one of our** **a relevant** Councillor(s) or **Authority** for consideration and response.

Parish/Town Council email.

The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions **sent as soon as we can. within 5 working days.**

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Internal communication and access to information within the Council.

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

WYMONDHAM TOWN COUNCIL

Press & Media Policy

JUNE 2018

Reviewed February 2023

Delete

added

Introduction

This protocol is for staff and members. It is intended to provide a clear set of rules that should be adhered to when working with the media.

Key Aims

- To improve public understanding of the work of Wymondham Town Council
- To underline Wymondham Town Council's role as a listening Council, by stressing its commitment to consulting and empowering the public.
- To give information about the Council's policies, services and democratic processes so people feel more informed about the work of the Council.
- To secure good news stories in the local press and radio to safeguard the reputation and image of the Council.
- To demonstrate the Council's commitment to transparent ways of working by being open with the media.
- To build up the Council's role as a community leader and advocate for the community.
- To enhance the reputation of Wymondham Town Council, by promoting and celebrating the successes and achievements of the Council and its partners.

Data Protection

When responding to press/public requests for information or producing information releases, consideration should be given to the Data Protection Act.

It is appropriate to disclose general information about staff and members as responsible public servants, for example, name, job title, and direct phone number. In the case of members, home address may also be given. However, where other personal information is requested then consent of the individual must be given.

Freedom of Information

From 1st January 2005 anybody has the right to request non personal information that is held by the Council.

Whilst routine information requests should not be impeded by this legislation it is important that all staff are aware that if they receive a request for information (for FOI purposes it must be a written request) then this may be subject to FOI legislation and the information must be found and issued within 20 working days subject to certain statutory exemptions.

Photographs

For the majority of people having their photo and name in publications is acceptable.

Photographing children should be handled with great care. Permission of guardians or parents must always be given before publishing pictures, and explicit consent sought before publishing on the internet.

Role of Clerk

Council media liaison will be carried out by the Town Clerk who will be the primary contact for the press and media and will ensure that:

- All the Council's media contact is professionally managed to meet the communications needs of the Council and the media.
- All press releases/ statements are issued comply with this policy.
- Incoming press calls will be fielded and responded to on behalf of the Council and where appropriate are referred to the Chair of the Council.
- Requests for interviews with members are coordinated.
- Any requests from representatives of the media for statements/information to individual members for statements or information are referred to the Town Clerk to ensure that information provided to the media is accurate.

Chair of the Council

The Chair of the Council will be supported in making best use of the media to promote his or her special role as ambassador for the Council (e.g. promotion of Council events, facilities, fetes or official opening ceremonies). The Chair must not comment on political issues and any such issues that could be deemed as controversial should be discussed and/cleared with the Town Clerk.

Members

Council members shall be free to talk to the media at any time but should exercise care and discretion over any statement made. When giving comments it should be made clear that these are a personal view and do not necessarily reflect the views of the Council.

WYMONDHAM TOWN COUNCIL

Correspondence and other Communications Procedure

JUNE 2018
Reviewed February 2023

Deleted

Added

Correspondence and Electronic Mail

- Normally, the Clerk to Wymondham Town Council will open and date stamp all incoming mail. **Post.**
- Substantive communications from other Authorities [eg. NCC, SNDC, Environment Agency, Police and neighbouring district councils etc.] shall be available to councillors. **and/or listed for the next Council Agenda.**
- Financial matters including invoices will be dealt with in accordance with financial regulations.
- Communications from residents shall be acknowledged **at the Town Clerk's discretion** and where appropriate referred to the relevant Councillor (s) **or Authority.**
- Routine communications (**eg. with reference to Kett's Park**) shall be processed in accordance with established procedures.

Telephone Calls and Visiting Callers

- **At the discretion of the receiver** Any significant issue / message shall be briefly logged with a note of any action taken or required: where appropriate, information should be forwarded to relevant personnel and / or councillors.
- Routine / day to day communications do not require mention and any log may be erased after a suitable period of time.
- Complaints, either written or verbal, shall be dealt with according to the Policy on Complaints Procedure.

Responsibility of Councillors.

- Individual councillors shall be responsible for monitoring correspondence and relevant communications.
- Councillors should routinely **call** **communicate** with the Council offices to keep themselves informed of current issues.

WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE LEISURE, ENVIRONMENT,
ENTERPRISE AND TOURISM
COMMITTEE held on Tuesday 17th January 2023
in the Council Offices commencing at 7.00 pm

Present:

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

Also Present:

3 members of the public.
 Cllr. Hurn
 SNC -Town Co-ordinator

LE01/23	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Astley.
LE02/23	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> • Cllr. Carsok – Volunteer with Wymondham In Bloom. • Cllr. Hubble – Member of Greening Wymondham.
LE03/23	<u>MINUTES OF MEETING</u> Upon the proposition of Cllr. Broome and seconded by Cllr. Cross it was unanimously resolved to approve the minutes of the Leisure, Environment, Enterprise & Tourism Committee meeting held on 15 th November 2022 as a correct record.
LE04/23	<u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> • Cllr. Cross – Chandlers Hill start date – Not yet known. • Tourist Information Notice Board – No further information from Heritage Museum. They are meeting next week. • Ketts Park Grass Cutting – No further contact from South Norfolk Council.
LE05/23	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> • Greening Wymondham /Wymondham in Bloom representatives – spoke in favour of agenda item 9. outlining the thoughts and proposals therein. • Resident – agenda item 9 – audit of all green spaces should be considered. • Resident – agenda item 6 – name should reflect what building is doing. • Resident – agenda item 7 – invited Council to oversee events re Coronation. Suggested Market on the same day from 12.00 noon to 4.00pm. • Cllr. Hurn – agenda item 6 – opposed name change. Cost of amending signage publications etc. Visitors look for Tourist Information Centre. New Town Co-ordinator is promoting tourism. • Cllr. Hurn – agenda item 8 – wants to see improvements to playgrounds but no funds available as Community Infrastructure Levy (CIL) has been allocated to other projects and improvements will have to wait until further funds area available.

LE06/23	<u>TOURIST INFORMATION CENTRE</u> Discussion took place on the consideration of changing the name to Town Information Centre and what information is provided. Cllr. Hubble suggested that the title be expanded to include 'Town'. Cllr. Savage commented that 'Tourism Information Centre' is a well-known brand all over the country and any change would cause confusion, there was also the costs of changing signage, leaflets etc. The Town Co-Ordinator could talk to the staff and review the information available. Cllr. Carsok then withdrew her suggestion, and the facility will continue to be the Tourist Information Centre.
LE07/23	<u>KING CHARLES III CORONATION</u> Cllr. Carsok advised that she had spoken to South Norfolk Council (SNC) and they had no further information re-funding or organizing events. Cllr. Hubble expressed disappointment with SNC and commented that the Town Team would not be organizing anything, and street parties could be organized by residents. Cllr. Savage commented that King Charles III wanted a low-key event and that whilst the Council could support individual events there was no financial funding available. Cllr. Cross advised that flags and bunting should be put up and a market from 12.00 noon to 4.00pm should be organized. After further discussion as to the validity of a market upon the proposition of Cllr. Cross and seconded by Cllr. Hubble it was agreed that Cllrs Carsok/Cross would produce a leaflet to be placed on the Council's Face book page and existing Market traders would be asked if they wanted a market organized. If so, then further discussion would be needed as to who will organize the event and what road closures (if any) would be required.
LE08/23	<u>COUNCIL PLAYGROUNDS</u> Cllr. Carsok presented list of Council owned open green spaces including those with play equipment. Discussion then took place on the process for replacing equipment which has been funds received from housing developers. Cllr. Savage then commented that CIL money recently received and funds due in the future have already been allocated and therefore are not available to refurbish the play areas. There is a small reserve to effect economic repairs. If equipment needs to be replaced the Council would have to look for outside funding.
LE09/23	<u>MANAGEMENT OF PLAY AREAS</u> Cllr. Carsok presented a paper prepared by Greening Wymondham outlining their initial thoughts for the future and how improvements could be made through co-operation between the Councils grounds care staff and volunteers. It was made clear that the Council has only limited resources and there are pressures on budgets. The difficulty in recruiting and retaining more volunteers was noted. Cllr. Hubble suggested that a full audit of all green spaces should be undertaken. Cllr. Broome advised that he had compiled a list of play areas, a number of years ago, by walking around the Town and invited Cllr. Hubble to carry out an open spaces audit. It was resolved that if Greening Wymondham wanted to set up an informal group, to include any Councillors who wished to take part, to undertake some research and report back to the Committee then this was acceptable. Councillors Hubble & Carsok indicated their willingness to be part of the group.

[The meeting closed at 20.33 pm]

DATED this day of2023

SIGNED (Chairman)

WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE & GENERAL
PURPOSES COMMITTEE held on Tuesday 21st February 2023
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Hurn
	Halls
	Flatt
	Holden
	Elliott (Chair)

Also Present

0 members of the public

F01/23	<u>APOLOGIES FOR ABSENCE</u> – None
F02/23	<u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> Cllr. Holden – fees & Charges – allotment holder – pecuniary interest – will not take part in vote.
F03/23	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Hurn and seconded by Cllr. Holden it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 20 th December 2022 as a correct record.
F04/23	<u>PROGRESS UPDATES:</u> None.
F05/23	<u>PUBLIC PARTICIPATION:</u> None.
F06/23	<u>FEES AND CHARGES</u> Cllr. Elliott outlined that with inflation currently 10% + the Councils overheads were rising and there was pressure on costs. Market stall fees had been reviewed and changes implemented last year. After discussion upon the proposition of Cllr. Elliott and seconded by Cllr. Hurn it was agreed to increase Cemetery fees by 10%, Allotments by 5% and to leave all other fees unaltered.
F07/23	<u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as at 31 st December 2022 as shown by the 'Draft Internal' accounts that had been prepared. Income is in surplus against budget by £6460 with expenditure above budget by £3562, a net surplus of £2898. Clerk then outlined that he considered there were no areas of concern
F08/23	<u>EXCLUSION PRESS & PUBLIC</u> On the proposition of Cllr. Halls and seconded by Cllr Hurn resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
F09/23	<u>NORFOLK PENSION FUND</u> Upon the proposition of Cllr. Halls and seconded by Cllr. Flatt the letter from Norfolk Pension Fund advising contribution rates for 2023 – 2026 was noted and unanimously approved.

(The meeting closed at 19.15 pm)

DATED this day of2023

SIGNED (Chairman)

Wymondham Town Council									
Service									
Cemetery	Burials								
	Purchase of Interment plot	Resident	£200.00	£0.00	£200.00			Agreed from	
		Non Resident	£800.00	£0.00	£800.00			01/04/2023	
	Purchase of Ashes plot	Resident	£120.00	£0.00	£105.00	01/04/2022			
		Non Resident	£480.00	£0.00	£420.00	01/04/2022			
	Interment -Ashes	Resident	£120.00	£0.00	£120.00	01/04/2022			
		Non Resident	£480.00	£0.00	£480.00	01/04/2022			
	Interment	Resident	£200.00	£0.00	£200.00	01/04/2022			
		Non Resident	£800.00	£0.00	£800.00	01/04/2022			
	Memorials stone	Resident	£125.00	£0.00	£125.00	01/04/2022			
		Non Resident	£500.00	£0.00	£500.00	01/04/2022			
		Additional Inscription	£62.50	£0.00	£62.50	01/04/2022			
		Non Resident	£250.00	£0.00	£250.00	01/04/2022			
	Room Hire	per hour	£30.00	£6.00	£36.00	01/04/2022			
		Meeting Room	£15.00	£3.00	£18.00	01/04/2022			
Monthly									
Market Place	Farmers Market	Stall (3m x 3m)	£10.00	£0.00	£10.00	01/04/2022			
Market Place		Electricity	£2.00	£0.00	£2.00	01/04/2022			
		Stall per Foot frontage	£1.00	0.00	£1.00	01/07/2022			
		Electricity	£2.00	0.00	£2.00	01/07/2022			
Annually									
Chapel Lane	Allotments	Full	£58.00	£0.00	£58.00	01/04/2021			
Document Signature		Half	£29.00	£0.00	£29.00	01/04/2021			
		Document signature	£20.83	£4.17	£25.00	01/04/2020			
Planters	Sponsorship	single planter pa	£50.00	£10.00	£60.00	01/04/2022			
		three planters pa	£145.00	£29.00	£174.00	01/04/2022			
		three planters -2 years	£280.00	£36.00	£336.00	01/04/2022			
		4 tier planter pa	£100.00	£20.00	£120.00	01/04/2022			

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS										
No	PAID TO	DESCRIPTION	SERVICES	N/C	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		20.41			
		Wheeled Bin Account	Cemetery Refuse	4420	80.37		16.07			
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	Abbeygate 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	Westcotec 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 Brighton 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	Edmundson 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			25.00	707171	
		Complete two blade scythe set	L & E Maintenance	6130	180.00			540.00	707172	
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	6,171.54	707173	
300	Wymondham Town Archive	Grant	Est - Archives	4170		500.00	0.00	500.00	707174	
301	Sanitec Cleaning (Norwich) Ltd	Daily Cleaning Services - January	Public Toilets	4330		968.00	193.60	1,161.60	707175	
302	Eastell Plant & Construction Services	Ditch clearance - 3t excavator & operator	Allotments	4600		600.00	0.00	600.00	707176	
303	Viking Payments	A4 Paper, card and pens	Admin Print/Stationery	4310	165.15			33.03		
		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	118.38		
	Valda Energy Limited	8.1.23-8.2.23	L & E Electric - Browick	6040		9.05	0.45	9.50		
	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		
Chairman										
Deputy Chairman										

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 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		22.85		
		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 Maintenance	6130	246.71		49.34		
		Repairs to hedge trimmer and Iseki tractor	L & E Equipment Maintenance	6140	307.41		61.49	664.95	707181
308	Mrs G Baker	Refreshments for Mayors Civic Service/Reception	Est - Civic Events	4085		60.20	12.05	72.25	707182
309	Ingham Pinnock Associates	Consultancy Services - Neighbourhood Plan	Est - Miscellaneous	4090		550.00	110.00	660.00	707183
310	E.ON Next	1st January 2023 - 31st January 2023	Est - Electricity	4040		797.61	159.52	957.13	707184
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		10.80		
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	707191
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

28th February 2023

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

MAYOR'S ENGAGEMENTS

07/01/23 THE ORDINATION SERVICE OF PAUL SMITH AT WYMONDHAM BAPTIST CHURCH QUEEN STREET WYMONDHAM

07/01/23 WYMONDHAM ARCHERS 10TH ANNIVERSARY CELEBRATION AT WYMONDHAM RUGBY CLUB

13/01/23 TEDD'S PLACE, CENTRAL HALL WYMONDHAM

14/01/23 FESTIVAL OF COMMUNITY SECRETS, START STUDIO, 16 MARKET PLACE WYMONDHAM

30/01/23 WYMONDHAM COLLEGE; GRAND RE-OPENING OF THE CHAPEL AT THE COLLEGE

05/02/23 MAYOR OF WYMONDHAM'S CIVIC SERVICE AND RECEPTION AT WYMONDHAM ABBEY

08/02/23 MORGAN SINDALL, TOUR OF THE WORK COMPOUND AND A DRIVE THROUGH OF PHASE 2 OF THE A11 RECONSTRUCTION SCHEME

10/02/23 MAYOR OF THETFORD'S CHARITY QUIZ NIGHT, CARNEGIE HALL, THETFORD

24/02/23 ROBERT KETT PRIMARY SCHOOL, HEWITTS LANE, WYMONDHAM; MEET THE HOUSE CAPTAINS PLUS Q & A SESSION AND TOUR OF THE SCHOOL

24/02/23 CIVIC RECEPTION FOR THE MAYOR OF ATTLEBOROUGH, TOWN HALL, ATTLEBOROUGH

Office | Wymondham Town Council

From: Linda Mockford <Linda.Mockford@southnorfolkandbroadland.gov.uk>
Sent: 30 January 2023 10:46
To: Linda Mockford
Subject: LGA Code of Conduct
Attachments: LGA Code parish highlight.docx; Civility Respect_Code guidance_final edit notes removed 9.12.22[83].pdf

Dear Parish/Town Clerk,

I want to update you on progress with South Norfolk Council's consideration of the Local Government Association's (LGA) model Code of Conduct.

Survey

Thank you to those parish and town councils that responded to the consultation survey on the LGA code of conduct. The majority of respondents were in support of adopting the code, although some parishes questioned parts which they felt weren't relevant to them.

Adoption of the Code by South Norfolk Council

At their December Council meeting, South Norfolk Council adopted the LGA's model code of conduct as the Council's new member Code of Conduct. The Council adopted the code in full with an additional clause in Part 10, requiring district members to also register an accumulation of small gifts received from the same source totalling £100 over a period of one year. The new Code will come into effect on 5 May, 2023 for South Norfolk Council members.

Adoption of the Code by Parish and Town Councils

We are hoping that parish and town councils in the district will also adopt this Code to ensure the same level of standards throughout the district at all tiers. This allows the Monitoring Officer to have a better oversight when dealing with complaints.

I attach the code, together with some LGA guidance that has been tailored for parish/town councils. Your Council can adopt the Code in full or with local variations as deemed appropriate by your Council. You will see that I have highlighted some parts of the code in yellow. This is because those parts of the code relate to Cabinet which is a district matter or refers to the Monitoring Officer. Parish/town councils may wish to make local amendments to those parts, as follows:

- Page 3 - amend the highlighted sentence to refer to the district council's Monitoring Officer and delete 'and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct' as the Parish/Town Clerk should give advice to parish/town councillors in the first instance.
- Page 5 - either delete highlighted part 4.1b, iv - 3 or replace the Monitoring Officer with the Parish/Town Clerk
- Page 7 - after section 8.4 either delete the highlighted sentence or reword the last part 'raise this with the Monitoring Officer of the district council'
- Page 7 - second sentence about Appendix B, either delete the sentence about seeking advice from your monitoring or replace your Monitoring Officer with your Parish/Town Clerk
- Page 7 & 8 - Parts 10.2 and 10.3 - we thought it unlikely that these paragraphs would be relevant for parishes, so suggest deleting these paragraphs but if your council chooses to require councillors to register and publish gifts received, you should change to 'the district council's Monitoring Officer' (and if required, could also add accumulation of small gifts after 10.2).
- Page 10 - delete paragraph 5 as it relates to Cabinet which is a district matter
- Page 11 - delete paragraph 10 as it relates to Cabinet which is a district matter
- Pages 14 and 15 - delete as these relate to best practice recommendations which may be followed but aren't directly mentioned in the code.

We understand that some parish and town councils have already adopted the LGA model Code. In these cases, you should:

- Ensure your councillors understand their obligations under the Code. I'd suggest that you provide them with a copy of the guidance attached to this email.
- Ensure that they have registered the correct *other* interests, as required by the Code (Table 2)

Register of Interest Forms

We will be introducing new register of interest forms for all councillors that are elected in May, 2023 to take account of the interests that councillors are required to register under the new Code - particularly "Other Registerable Interests" (Table 2). Those parishes/towns adopting the LGA model Code, will also be able to use this form, however the requirement about registering gifts may need to be adapted. Any parish/town councils not updating their code of conduct, can continue to use their existing forms for all members in May 2023.

Training

We will be holding a number of training sessions for members after the May 2023 elections on standards, which will include the LGA model Code of Conduct. We will also provide this to parish/town councils and will be in touch with you closer to the time with further details.

Best regards,

Linda Mockford

Governance Manager

t 01603 430424 e linda.mockford@southnorfolkandbroadland.gov.uk



This email and any attachments are intended for the addressee only and may be confidential. If they contact you in error you must not use, copy, forward or disseminate any information contained within or show them to anyone. Please advise the sender by replying to this email immediately and then delete and destroy your copy. Unless this email relates to Broadland District Council or South Norfolk Council business it will be regarded by the relevant personnel with whom it is shared as being sent on behalf of the council. The sender will have sole responsibility for any legal actions arising from any use of information sent to or from the council. It must be noted that this email and any attachments are free from known viruses but we cannot accept responsibility for any damage caused by a virus that may be transmitted via email. This email was sent and received by members and employees of Broadland District Council and South Norfolk Council who are members.

Local Government Association

Model Councillor Code of Conduct 2020

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, 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 behaviour 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 behaviour 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.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

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 Monitoring Officer 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. act 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.

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 or not 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 Monitoring Officer.

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.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

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 Monitoring Officer 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 as 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.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

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 interestYou 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.
10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

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

You must register as an Other Registrable Interest :

- a) any unpaid directorships
- b) any body 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
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in

all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

From: Greater Norwich Local Plan <GNLP@norfolk.gov.uk>
Sent: 26 January 2023 15:05
Subject: Greater Norwich Local Plan update

Importance: High

Greater Norwich Local Plan update

Sent on behalf of Mike Burrell, Greater Norwich Planning Policy Manager

Dear Town or Parish Council

This email is to update you on the Greater Norwich Local Plan (GNLP).

A focused consultation on sites for Gypsies and Travellers will commence at 09.00 on Monday 30 January and will close at 17.00 on Monday 13 March 2023.

We are seeking views on sites put forward for consideration for providing residential pitches for Gypsies and Travellers. It is important to note that no final decisions have been made on sites at this stage. The consultation creates a further opportunity for landowners to propose more sites for Gypsies and Travellers.

We are not consulting on any other sites that we asked for views on during previous GNLP consultations.

You can find information about the sites, along with supporting information and useful FAQs, online at www.gnlp.org.uk, where you can also comment.

The easiest and most efficient way to make comments on the consultation is to submit them online at www.gnlp.org.uk. Alternatively, you can respond in writing using a response form which can be downloaded from www.gnlp.org.uk or requested by phone or email. Written representations should then be emailed or sent to us by post.

Contact details are:

Telephone: 01603 306603

Email: gnlp@norfolk.gov.uk

Post: Greater Norwich Local Plan, Room 428, City Hall, St Peters St, Norwich NR2 1NH

Please contact us if you need consultation information in a different format.

All responses must be received by 17.00 on Monday 13 March 2023. No representations will be accepted outside of this period.

Regards

Mike Burrell
Greater Norwich Planning Policy Manager

General Enquiries: 01603 306603 gnlp@norfolk.gov.uk

Policy GNLP5005 Land at Strayground Lane Wymondham Recycling Centre, Wymondham

32. This is a publicly owned brownfield site that is expected to become vacant due to the decision to relocate Wymondham Recycling Centre. Strayground Lane is a quiet country road that connects to the built edge of Wymondham to the north via Whartons Lane. The Bays River Meadow North County Wildlife Site is located to the north, and partly overlaps the site, and immediately to the west is an established paving business.

33. The redevelopment of this site will require local highways improvements, consideration of noise and dust from neighbouring activities, investigation of possible land contamination from previous uses, and conducting an ecological assessment prior to development due to the neighbouring County Wildlife Site.

Policy GNLP5005

Land at Strayground Lane Wymondham (0.07 ha), currently the Wymondham Recycling Centre, is allocated for a residential Gypsy and Traveller site. The site will accommodate approximately 2 residential Gypsy and Traveller pitches.

The development will address the following site-specific matters:

1. Access will be via Strayground Lane using the existing vehicular access for the recycling centre.
2. Improvements will be required to the passing bays along Strayground Lane and an adequate visibility is required at the junction of Whartons Lane with London Road (the B1172).
3. A contaminated land assessment is required, and any mitigation must be completed prior to development.
4. An ecological assessment must be carried out and any identified impacts on nearby sites mitigated.
5. Pollution mitigation measures are required as the site is within the catchment of groundwater source protection zone (III).
6. The residential pitches shall not be occupied by any persons other than Gypsies and Travellers and their families.

WYMONDHAM

GREATER NORWICH LOCAL PLAN GYPSY AND TRAVELLER FOCUSED CONSULTATION

SITE REFERENCE: GNLP5005

LOCATION: Wymondham Recycling Centre - off Strayground Lane

DESCRIPTION: 2 Residential pitches for Gypsies and Travellers

SITE AREA: 0.07 ha



© Crown copyright and database right 2022 Ordnance Survey 100019340

-  Proposed Gypsy and Traveller Site
-  Settlement Boundary

Scale at A4:
1:2,000

N



Date: 09/06/2022

Policy GNLP5023 Land off Strayground Lane, Wymondham

51. This is a privately owned piece of land that has been put forward by the owner and is located towards the southern end of Strayground Lane, Wymondham. There is an established paving business to the north. There are mineral extraction activities on the land to the north-east and east. The Norwich to Cambridge railway line is to the south and the Bays River Meadow North County Wildlife Site is on the western boundary.

52. The development of this site will need to take account of a number of issues. These are highways improvements, consideration of noise and dust from neighbouring activities, investigation of possible land contamination from previous uses, consideration of neighbouring flood risk, an ecological assessment due to the neighbouring County Wildlife Site as well as trees and hedgerows on site, and pollution control measures for the groundwater source protection zone.

Policy GNLP5023

Land off Strayground Lane, Wymondham (1.1 ha) is allocated for a residential Gypsy and Traveller site. The site will accommodate approximately 10 residential Gypsy and Traveller pitches.

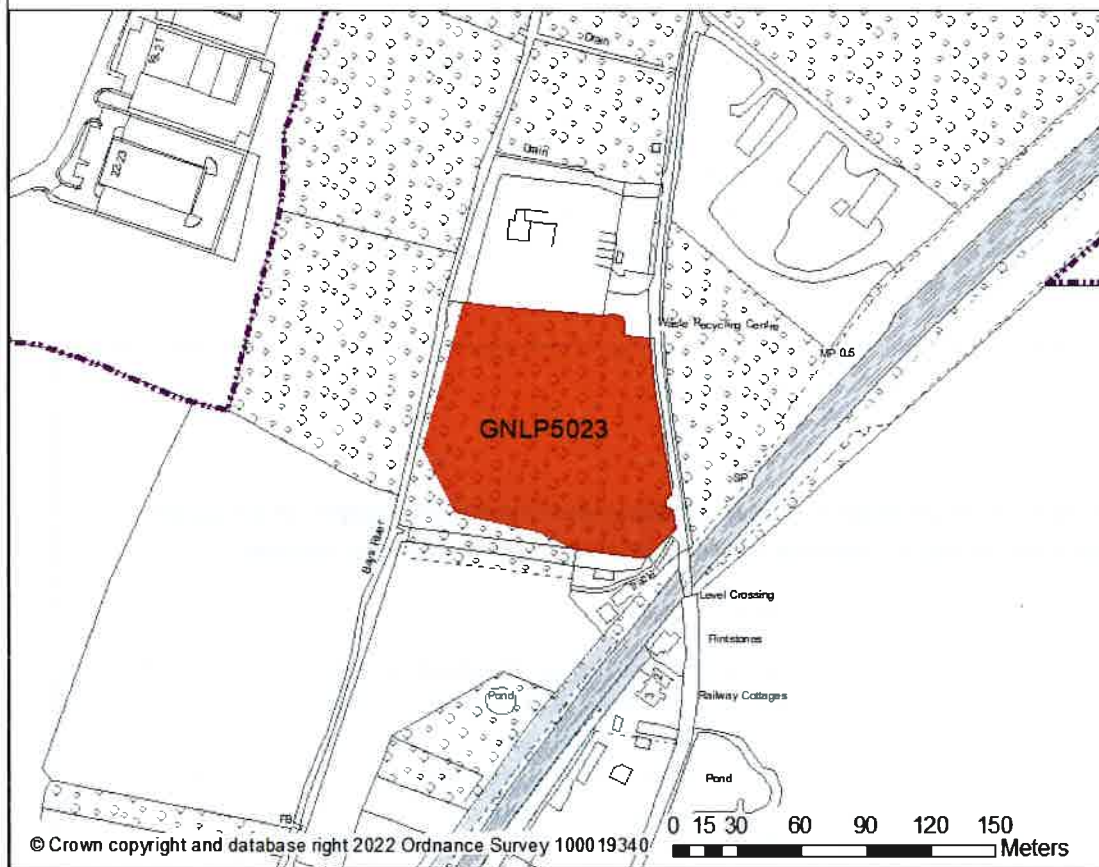
The development will address the following site-specific matters:

1. Access will be via Strayground Lane, using either the existing access point at the north-east corner of the site or a new access on the eastern boundary. If a new access is provided any loss of trees or hedgerows will be compensated for by new planting within the site.
2. Highway improvements will be required to the passing bays along Strayground Lane and an adequate visibility is required at the junction of Whartons Lane with London Road (the B1172).
3. As the land adjacent to the south-west is in Flood Zones 2 and 3, caravans and other structures shall also be positioned away from this area.
4. A contaminated land assessment is required and any mitigation must be completed prior to development.
5. Screening will be required to the neighbouring paving company.
6. An ecological assessment must be carried out and any identified impacts on nearby sites mitigated.
7. Pollution mitigation measures are required because the site is within the catchment of groundwater source protection zone (III).
8. The residential pitches shall not be occupied by any persons other than Gypsies and Travellers and their families.




**GREATER NORWICH LOCAL PLAN
GYPSY AND TRAVELLER FOCUSED CONSULTATION**

LAND AT STRAYGROUND LANE, WYMONDHAM

Site Reference: GNLP5023
Location: Land at Strayground Lane, Wymondham
Description: Approximately 10 residential pitches for Gypsies and Travellers
Site Area: 1.1 ha



Legend

-  Gypsy_and_Traveller_Broad_Location
-  Parish Boundary
-  Settlement Boundary

Scale at A4:
1:2,500



Date: 06/12/2022