

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

Councillors Present

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

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

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

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

032/23

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES – None.

*[The meeting closed at 20.03 pm]*

DATED this .....day of .....2023

SIGNED .....(Chairman)

DRAFT

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	SERVICES	NIC	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	Abbeigate 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	12.95	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		10.80		
		Paper hand towels	Est - Miscellaneous	4090	22.99		4.59		
		50 reams A4 paper	Admin - Print/stationery	4310	174.50		34.90	301.76	707190
317	Wymondham Garden Centre	Plants - Priory Gardens, 2 No. large rakes	L & E Maintenance	6130		123.25	24.65	147.90	707191
318	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	707192
319	Stannah Lift Services Limited	Servicing for the period 10.11.22-9.2.23	Est - Miscellaneous	4090		162.50	32.50	195.00	707193
320	Glasdon UK Ltd	3 No. litter bins	L & E Maintenance	6130		563.82	112.76	676.58	707194
321	Wymondham Tyre Services Ltd	Inner tube	L & E Maintenance	6130		20.00	4.00	24.00	707195
322	Anglian Internet	Remote support Sage Payroll not working	Admin - Print/stationery	4310	35.00		7.00		
		Office 365 subscription, Domain renewal	Admin - Print/stationery	4310	156.50		31.30	229.80	707196
323	Wymondham Town United FC	Repairs to 2 leaks - Changing Rooms - Browick	L & E Maintenance	6130		60.00	0.00	60.00	707197
324	Norfolk County Council	Room Hire/projector and screen - Wymondham Library	Est - Miscellaneous	4090		34.33	1.67	36.00	707198
325	Sanitec Cleaning (Norwich) Ltd	Daily Cleaning Services - February	Public Toilets	4330	1,001.00		200.20		
		Additional clean for graffiti and vandalism	Public Toilets	4330	125.00		25.00	1,351.20	707199
326	EDF	Elec 25.1.23-22.2.23	TIC - Electric	8040		221.65	44.33	265.98	707200
327	BT	Telephone and internet	TIC - Telephone	8100		241.89	48.37	290.26	707201
					2,326.04	14,050.92	1,594.09	17,971.05	
	Direct debits								
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		87.50	17.50	105.00	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		99.67	19.93	119.60	
	Valda Energy Limited		L & E Electric - Browick	6040		7.70	0.41	8.11	
	BT	Lift Line	Admin/telephone	4320		10.28	2.06	12.34	
	EE	Groundsmans telephone	Admin-telephone	4320		12.00	2.40	14.40	
		<b>TOTALS</b>			2,326.04	14,268.07	1,636.39	18,230.50	

Chairman



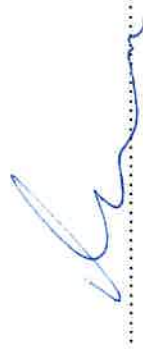
Deputy Chairman

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
<b>TOTALS</b>							<b>9,962.37</b>	

  
 ..... Chairperson

  
 ..... Deputy Chairperson

28th February 2023

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS										
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE	
269	Anglian Water Business (National) Ltd	1.10.22 - 31.12.22	Est - Water	4030		232.86	0.00	232.86	707141	
270	EDF	23.11.22-26.12.22	TIC - Electric	8040		150.63	7.03	157.66	707142	
271	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	102.06					
				4420	80.37					
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	247.76	707145	
274	FMS Consulting Ltd	Browick Recreation Ground - Feasibility Study (1 of 3)	Est - Miscellaneous	4090		4,408.33	881.67	5,290.00	707146	
275	Abbeygate Garage	Fuel Account	L & E Maintenance	6130		285.87	57.18	343.05	707147	
276	Anglian Water Business (National) Ltd	4.9.22-3.12.22	L & E Water - Browick	6030		51.00	0.00	51.00	707148	
277	E.ON	1.12.22-31.12.22	Est - Electricity	4040		583.54	116.71	700.25	707150	
278	GMC Plumbing & Heating (Wymondham) Ltd	Repairs to water tank in maintenance shed	Est - Maintenance	4180		134.39	26.88	161.27	707151	
279	EDF	Elec 27.12.22-24.1.23	TIC - Electric	8040		56.11	2.81	58.92	707152	
280	Post Office	Van Tax - YW Caddy	Est - Van Maintenance	4155		290.00	0.00	290.00	707153	
281	Westcotec Limited	Speed Indicator Device, 1 additional battery, 3 No. additional brackets	Est - Miscellaneous	4090		3,180.00	636.00	3,816.00	707154	
282	HMRC	PAYE/NIC	PAYE/NIC	4000		3,401.82	0.00	3,401.82	707155	
283	Norfolk Pension Fund	Pensions	Pensions	4000		4,076.82	0.00	4,076.82	707157	
284	Breakthrough Communications	Personal Resilience in Practice (Councilors) 26.10.22	Est - Staff Training	4140		30.00	6.00	36.00	707158	
285	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		150.00	0.00	150.00	707159	
286	Information Commissioners Office	Data Protection renewal	Est - Miscellaneous	4090		40.00	0.00	40.00	707160	
287	J Rice	Fee for Permissive footpath - Tiffey Valley	L & E Brighter Wymondham	6160		600.00	0.00	600.00	707161	
288	Wymondham Garden Centre	Pond and Fruit Cage Netting	L & E Maintenance	6130		14.16	2.83	16.99	707162	
289	TG Bodyshop	VW Caddy - New Clutch, Repairs to Citroen Relay	Est - Van Maintenance	4155		676.46	135.30	811.76	707163	
290	Wymondham Tyre Services Ltd	Puncture repair	Est - Van Maintenance	4155		20.00	4.00	24.00	707164	
291	Canon UK Ltd	1.12.22-28.2.23 Rental charge	Admin print/stationery	4310		98.03	19.61	117.64	707165	
292	T/a Commercial & Industrial Cleaning Supplies Ltd	Mint Jumbo toilet rolls, Urinal blocks	Public Toilets	4300		157.45	31.49	188.94	707166	
293	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000		2,221.10	444.22	2,665.32	707167	
294	Mr Overall	Gloves	Est - Health & Safety	4195		11.90	2.38	14.28	707168	
295	Jewson Ltd	Connector strips, rock salt, insulation foil tape.	L & E Maintenance	6130		141.55	28.31	169.86	707169	
296	Edmundson Electrical Ltd	self adhesive clips	L & E Maintenance	6130		10.00	2.00	12.00	707170	
297	Anglian Internet	Office 365 subscription, Domain renewal	Admin - Print/stationery	4310		20.83	4.17	25.00	707171	
298	Richard Brown	Group Solythe training (Tolls Meadow)	Est - Staff Training	4140	360.00					
299	Alan R Cross & Son	Complete two blade scythe set	L & E Maintenance	6130	180.00					
300	Wymondham Town Archive	Install and take down Christmas lights and repairs to lights	Est - Christmas lights	4120		5,142.95	1,028.59	6,171.54	707172	
301	Sanitec Cleaning (Norwich) Ltd	Grant	Est - Archives	4170		500.00	0.00	500.00	707173	
302	Eastell Plant & Construction Services	Daily Cleaning Services - January	Public Toilets	4330		968.00	193.60	1,161.60	707175	
303	Viking Payments	Ditch clearance - 3t excavator & operator	Alloiments	4600		600.00	0.00	600.00	707176	
		A4 Paper, card and pens	Admin Print/Stationery	4310	165.15					
		Refuse sacks	L & E Maintenance	6130	78.96					
					966.54	29,470.53	3,948.31	292.93	707177	
								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		96.65	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		

 Deputy Chairman  
 Chairman

**WYMONDHAM TOWN COUNCIL SALARIES**

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

  
 ..... Chairman

  
 ..... Deputy Chairman

31 January 2023