

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 6th June 2023 at 7.00 pm.

A G E N D A

	The openness of local Government Bodies Regulations 2014 Under the above regulations, any person may take photographs, film, and audio – record the proceedings and report on all public meetings. If you do not wish to be filmed/recorded, please notify us. Please also note the meeting is being live streamed on You-tube.	
1	Apologies for absences	
2	Declarations of Interest	A
3	To resolve that the minutes of the Council meeting held on 16th May 2023 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council on 16th May 2023 / previous meetings.	
5	To confirm payment of monthly creditors – May 2023.	C
6	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.	
7	Internal Auditors – To note letter from Larking Gowen	D
8	Formal approval of Accounts 2022/23: <ul style="list-style-type: none">• Formal approval of Accounts 2022/23• Formal approval of Annual Governance Statement.• Formal approval of Accounting Statement	E F F
9	Rothbury Road Recreation Area – To consider proposals – Greening Wymondham	G
10	Reports from County / District Councillors	
11	Reports from representatives on outside committees	



30th May 2023

Trevor Gurney

(Town Clerk)

Council Offices

Ketts Park

Harts Farm Road

Wymondham

NR18 0UT

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest. Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting. Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

1. affect yours, or your spouse / partner's financial position?
2. relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
3. Relate to a contract you, or your spouse / partner have with the Council
4. Affect land you or your spouse / partner own
5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

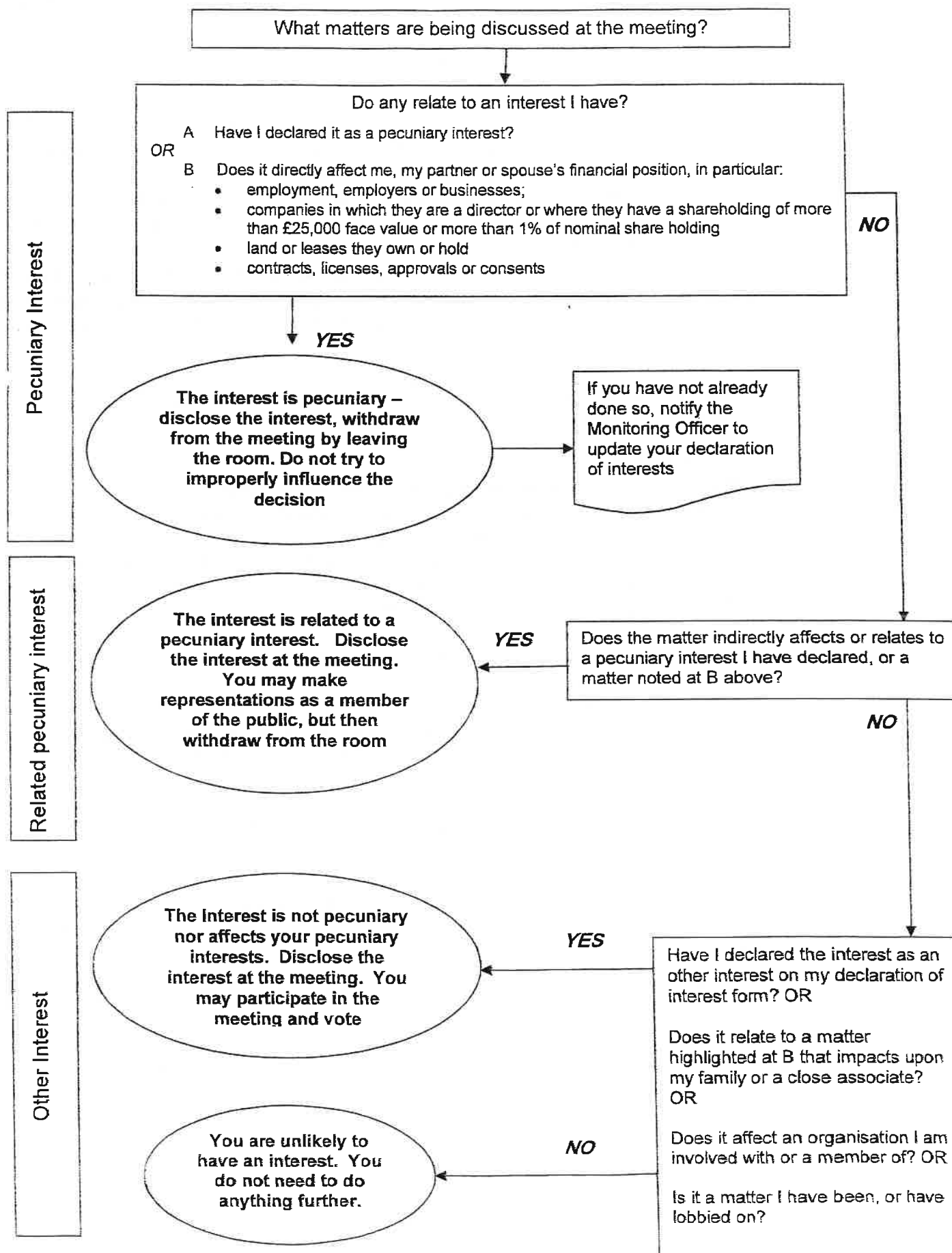
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be an other interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

**FOR GUIDANCE REFER TO THE FLOWCHART OVERLEAF.
PLEASE REFER ANY QUERIES TO THE MONITORING OFFICER IN THE FIRST INSTANC**

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



WYMONDHAM TOWN COUNCIL
MINUTES OF A TOWN COUNCIL
MEETING HELD ON TUESDAY 16th May 2023
in the Council Offices at 7.00 pm.

Councillors Present

S Nuri-Nixon	P Barrett	J Barrett
A Perry	L Doheny	T Baker
A Holden	J Halls	M Batley
A James	J Fulcher	L Nixon
M Rosen	R Frosdick	

Member(s) of the Public: 15
 Norfolk County Councillor: R Savage
 South Norfolk Councillor: D Roberts

Councillor Hurn in the Chair

046/23	<u>ELECTION OF MAYOR & CHAIR OF THE COUNCIL</u> Mayor K Hurn called for nominations. Cllr. Nuri - Nixon was nominated upon the proposition of Cllr. Halls and seconded by Cllr. James. Cllr. Holden proposed Cllr. Rosen, no seconder was forthcoming and Cllr. Nuri-Nixon was duly appointed. A declaration of acceptance of office has been signed.
047/23	<u>ELECTION OF DEPUTY MAYOR & VICE CHAIR OF THE COUNCIL</u> Cllr. Nuri-Nixon called for nominations. Cllr. James was nominated upon the proposition of Cllr. Halls and seconded by Cllr. Nixon. No other nominations were received and Cllr. James was duly appointed. A declaration of acceptance of office has been signed.
048/23	<u>APOLOGIES FOR ABSENCE</u> – None.
049/23	<u>DECLARATIONS OF INTEREST</u> : None.
050/23	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Halls and seconded by Cllr. James the minutes of the meeting held on 4th April 2023 were unanimously approved as a correct record.
051/23	<u>PROGRESS UPDATES</u> : None.
052/23	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 18 th April 2023 were noted.
053/23	<u>DELEGATED ARRANGEMENTS TO COMMITTEES & WORKING GROUPS</u> Cllr. Nuri-Nixon explained that this is covered in the Council's Standing Order pack which all Councillors have a copy. It was resolved to continue with these.
054/23	<u>COMMITTEES TERMS OF REFERENCE</u> Cllr. Nuri-Nixon explained that this is covered in the Council's Standing Order pack which all Councillors have a copy. It was resolved to continue with these.

055/23	<u>APPOINTMENTS TO COMMITTEES</u> After discussion and upon the proposition of Cllr. P Barrett and seconded by Cllr. Rosen it was resolved to appoint Committees in accordance with the list attached to these minutes.
056/23	<u>APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES</u> After discussion upon the proposition of Cllr. Halls and seconded by Cllr. Rosen it was resolved to appoint representatives to outside bodies in accordance with the list attached to these minutes.
057/23	<u>APPOINTMENTS TO WORKING GROUPS</u> After discussion upon the proposition of Cllr. J Barrett and seconded by Cllr. Nixon it was resolved to re-appoint working groups in accordance with the list attached to these minutes.
058/23	<p><u>FINANCE & GENERAL PURPOSES COMMITTEE</u> Cllr. Halls was nominated upon the proposition of Cllr. Nixon and seconded by Cllr. Rosen and was elected Chair. Cllr. Fulcher was nominated upon the proposition of Cllr. Nixon and seconded by Cllr. Rosen and was elected Vice-Chair</p> <p><u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE</u> Cllr. James was nominated upon the proposition of Cllr. Nixon and seconded by Cllr. Rosen and was elected Chair. Cllr. Baker was nominated upon the proposition of Cllr. Nixon and seconded by Cllr. Rosen and was elected Vice-Chair</p> <p><u>PLANNING LIGHTING & HIGHWAYS COMMITTEE</u> Cllr. Frosdick was nominated upon the proposition of Cllr. Nixon and seconded by Cllr. Rosen and was elected Chair. Cllr. Nuri-Nixon was nominated upon the proposition of Cllr. Nixon and seconded by Cllr. Rosen and was elected Vice-Chair</p>
059/23	<p><u>FORMAL RE-ADOPTION</u> – Cllr Nuri-Nixon advised that the following protocols and procedures are included within the pack issued to all Councillors and upon the proposition of Cllr. P Barrett and seconded by Cllr. Halls it was resolved to formally re-adopt the following:</p> <ul style="list-style-type: none"> • Standing Orders • Civility & Respect • Code of Conduct • Complaints • Correspondence • Computer & Telephone Misuse Policy • Data Protection • Equal Opportunities • Freedom of Information • Financial regulations • Health & Safety • Information Protection Policy • Information Security Incident Policy • Press & Media • Removable Media Policy • Risk Assessment • Social Media and Electronic Communication Policy • Treasury Management Policy • Whistle Blowing <p>Cllr. Holden proposed an amendment to financial regulations but received no seconder, however it was agreed that the Finance & General Purposes committee would consider it.</p>

060/23	<u>TO NOTE INVENTORY OF LAND & ASSETS</u> Cllr. Nuri-Nixon advised that these were outlined on Paper E issued with the agenda.
061/23	<u>TO NOTE INSURANCE COVER</u> Clerk advised that this is covered by the Council's block policy with Zurich Insurance
062/23	<u>COUNCIL / EMPLOYEES MEMBERSHIP OF OTHER BODIES</u> List provided with agenda was noted.
064/23	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Nixon and seconded by Cllr. Batley it was resolved to pay accounts for April 2023, as per the submitted list in the sum of £69,068.46. In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,048.03
065/23	<u>MAYORS ENGAGEMENTS</u> – Noted.
066/23	<u>PUBLIC PARTICIPATION:</u>
067/23	<u>BANKING SIGNATORIES</u> – It was resolved to appoint the following as signatories – Cllrs. Nuri-Nixon, Fulcher, Nixon and Perry.
068/23	<u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council</u> <ul style="list-style-type: none"> • Cllr. Savage <ul style="list-style-type: none"> ○ New leader elected – Kay Mason-Billig. ○ Proposed devolution deal to be scrutinised. ○ Potential new Country Park to be considered to allow trees to be planted. <u>South Norfolk Council</u> <ul style="list-style-type: none"> • Cllr. Savage – Barclays Bank offering a limited advice facility in the library.
069/23	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u> None.

[The meeting closed at 19.42 pm]

DATED thisday of2023

SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
1	EDF	23.2.23-27.3.23	TIC - electricity	8040		286.93	57.39	344.32	707231
2	IE ON Next	1.3.23-26.3.23	Est - Electricity	4040		366.57	73.31	439.88	707232
3	Mr P R Baker	Retention of H & S Services	Est - Health & Safety	4195		600.00	0.00	600.00	707233
4	Suffolk County Council	Street Lighting costs 1.4.22-31.3.23	Street lights	4200		8,382.74	1,676.54	10,059.28	707234
5	South Norfolk Council	Town Co Ordinator costs Jan, Feb & March 23	Est - Miscellaneous	4090		4,534.59	906.92	5,441.51	707236
6	BT	1.2.23-30.4.23	TIC - telephone	8100		281.89	48.37	330.26	707237
7	Funeral Services	Refund of duplicate payment	Burials and memorials	3300		200.00	0.00	200.00	707238
8	Abbeygate Garage Ltd	Fuel Account - March	L & E Maintenance	6130		170.26	34.06	204.32	707239
9	Biffa Waste Services Ltd	Wheeled Bin Account	Council Refuse	4520	139.17		27.83		
10	Anglia Water Business (National) Ltd	Wheeled Bin Account	Cemetary Refuse	4420	138.12		27.62	332.74	707240
11	IE ON Next	1.1.23-31.3.23	Est - water	4030		149.40	0.00	149.40	707241
12	Anglian Water Business (National) Ltd	27.3.23-31.3.23	Est - Electricity	4040		71.92	14.38	86.30	707242
13	Anglian Water Business (National) Ltd	11.10.22-10.4.23	Markets - water	4550		29.58	0.00	29.58	707243
14	GMC Plumbing & Heating (Wymondham) Ltd	Supply & Fit new water heater and stop tap	Cemetary - Maintenance	4440		200.88	40.18	241.06	707244
15	Wymondham Old Grammar School Foundation	Rent for Bellrope Park - 1.4.23-31.3.24	L & E Bellrope - Rent	6120		600.00	0.00	600.00	707245
16	1517a Commercial & Industrial Cleaning Supplies Ltd	Urinal Blocks	Public toilets	4300		49.45	9.89	59.34	707246
17	Institute of Cemetary and Crematorium Management	Membership	Est - Subscriptions	4130		95.00	0.00	95.00	707247
18	HMRC	PAYE/NIC	PAYE/NIC	4000		3,609.62	0.00	3,609.62	707248
19	Norfolk Pension Fund	Pensions	Pensions	4000		4,011.55	0.00	4,011.55	707249
20	Farmbits Direct Limited	12 No. posts	Allotments	4600		44.04	8.81	52.85	707250
21	Mr Overalls Ltd	Leather gloves and jacket	Est - Health & Safety	4195		31.90	6.38	38.28	707251
22	FMG Consulting Ltd	Browick Recreation Ground Feasibility Study (2 of 3)	Est - Miscellaneous	4090		4,408.33	881.67	5,290.00	707252
23	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000	1,682.60		336.52		
24	Wymondham Garden Centre	Temporary Ground staff	L & E Brighter Wymondham	6160	1,043.99		208.79	3,271.90	707253
25	Mrs O Gaul	Plants - War Memorial	L & E Brighter Wymondham	6160			6.66	39.98	707254
26	C C Clements & Sons	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	707255
27	Wymondham Tyre Services Ltd	Spray Hammerite	L & E Maintenance	6130		9.75	1.95	11.70	707256
28	Ernest Doe & Sons Ltd	Inner tube & puncture repair	L & E Maintenance	6130		38.00	7.60	45.60	707257
29	M & N Horticulture Ltd	Stud for wheel, wheel nut, bleach	L & E Maintenance	6130		15.15	3.04	18.19	707258
30	PT Lock and Safe Ltd	Supply 1 No. Magnolia Elizabeth	Est - Miscellaneous	4090		145.24	29.05	174.29	707259
31	Jewson Ltd	Change for new ignition cylinder - VW Caddy	Est - Van maintenance	4155		390.00	78.00	468.00	707260
32	Sanitec Cleaning (Norwich) Ltd	Sawn batten graded wood	L & E Maintenance	6130		7.68	1.54	9.22	707261
33	EDF	Avast Business Cloudcare anti-virus annual renewal	Admin - Print/stationery	4310		125.00	25.00	150.00	707262
34	Viking	Daily cleaning Services	Public toilets	4300	1,061.00		212.20		
35	Norfolk Association of Local Councils	Call out fee for blockage in family room	Public toilets	4300	80.00		16.00	1,369.20	707263
36	South Norfolk District Council	Elec 28.3.23-26.4.23	TIC - electricity	8040		135.42	6.77	142.19	707264
37	Mr T Gurney	Ring binders, dividers, correction tape	Admin print/stationery	4310		67.18	13.44	80.62	707265
38	Collier Turf Care Ltd	Norfolk & National Annual Subscription 2023/24	Est - Subscriptions	4130		2,122.72	0.00	2,122.72	707266
39	Glasdon UK Ltd	Dog bin - Annual Charge 1.4.22-31.3.23	SNC - Dog Bins	6170		6,746.60	1,349.32	8,095.92	707267
40	Broadland Tree Services	20 packs of bunting	Est - Miscellaneous	4090		50.80	0.00	50.80	707268
41	Ernest Doe & Sons Ltd	20 x 25kg Prestige Sportsfield Longevity	L & E Maintenance	6130		630.00	126.00	756.00	707269
42	Wymondham Garden Centre	Topsy Royale black bin	L & E Maintenance	6130		214.21	42.84	257.05	707270
43	Abbeygate Garage Ltd	Carry out tree work in KHM and Priory Gardens	L & E Maintenance	6130		780.00	156.00	936.00	707271
44	Biffa Waste Services Ltd	2 prs safety glasses	Est - Health & Safety	4195	13.88		2.78		
45	Skillplane Limited	Socket plates, cable ties, grass seed,	L & E Maintenance	6130	219.98		6.00		
46	Ingham Pinnock Associates	Repairs to	L & E Equipment Maintenance	6140	368.73		73.73	685.10	707272
		Plants - War Memorial	L & E Brighter Wymondham	6160		92.29	18.46	110.75	707273
		Fuel Account - April	L & E Maintenance	6130		317.34	63.46	380.80	707274
		Wheeled Bin Account	Council Refuse	4520	113.78		22.76		
		Wheeled Bin Account	Cemetary Refuse	4420	112.94		22.59	272.07	707275
		1 x Muck away (Green waste)	Cemetary Maintenance	4440		280.00	56.00	336.00	707276
		Consultancy Services - Neighbourhood Plan	Est - Miscellaneous	4090		550.00	110.00	660.00	707277
		TOTALS			4,974.19	40,995.35	6,809.85	52,779.39	
	DD	Non-Domestic Rates & Council Tax	South Norfolk Council			16,029.75	0.00	16,029.75	
	South Norfolk Council	Sage 50c Accounts Essential	Admin Print/Stationery	4310		87.50	17.50	105.00	
	Sage UK Ltd	Telephone and internet	Admin - telephone	4320		98.59	19.72	118.31	
	Anglian Internet	Groundsmans telephone	Admin - telephone	4320		12.00	2.40	14.40	
	EE	Valda Energy	L & E Electric - Browick	6040		8.83	0.44	9.27	
	BT	Lift line	Admin/telephone	4320		10.28	2.06	12.34	
					4,974.19	57,242.30	6,851.97	69,065.46	

Chairman *Stephen*
 Deputy Chairman *James*
 20th April 2023

WYMONDHAM TOWN COUNCIL SALARIES						
No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	CHEQUE
1	Bardays Payflow	Salaries - April	Admin Salaries Est Salaries TIC Salaries Cemetery Salaries	6,227.42 1,914.31 241.05 1,665.25		D/D
					10,048.03	

TOTALS

10,048.03

..... Chairman

..... Deputy Chairman

30th April 2023

**WYMONDHAM TOWN COUNCIL
APPOINTMENTS TO COMMITTEES
MAY 2023**

Finance & General Purposes: (5)

Cllrs:

Halls	Fulcher	Frosdick	Rosen	Perry
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Leisure & Environment: (5)

Cllrs:

James	Baker	Batley	Nixon	Doheny
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Planning, Lighting & Highways: (5)

Cllrs:

Frosdick	Nuri-Nixon	J Barrett	Perry	P Barrett
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Outside Bodies:

Central Hall Committee: (1) – Cllr. Doheny

Greening Wymondham (1) – Cllr. P Barrett

Lizard Trustees (2) – Cllr. James & Mrs A Roberts (2019-23)

Lizard Trustees (2) – Cllr. Fulcher & S Knights (2018-22)

North Wymondham Community Centre (1) – Cllr. Perry

Wym. Access Group (1) Cllr. Batley

Wym. Allotments Group (1) – Cllr. Holden

Wym. Fuel Allotments Charity (1) – Cllr. P Barrett

Plus R Bartram, M Gibbins, G Iain, R Savage & Dr C Thorman.

Wym. Grammar School Trust (1) Cllr. Halls

Wym. Market Cross Trust (2) – Mayor & Deputy Mayor

Wym. Tennis Club -Cllr. Nixon

Wym. Town Football Club (1) – Cllr. Doheny

Wymondham Business Group – Town Team (1) – Cllr. Baker

Working Groups

Council Blds, Health and Safety & Personnel (4) – Cllrs.

Halls	Nuri-Nixon	Nixon	Rosen
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Browick Recreation Ground Working Group (5) – Cllrs

Nuri-Nixon	James	Batley	Perry	J Barrett
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New Cemetery – (5) – Cllrs. Broome, Savage, Hurn, Holden & Halls

Halls	Fulcher	Frosdick	P Barrett	J Barrett
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Policies & Standing Orders Review

Halls	Fulcher	J Barrett	Perry	Doheny
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Other

Farmers Market (2) – Cllrs.

Baker	J Barrett
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WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
47	Norfolk Wymondham Community ASSN	Coronation Grant	Est - Miscellaneous	4090		75.00	0.00	75.00	707278
48	Eric Bradley	Coronation Grant	Est - Miscellaneous	4090		52.53	0.00	52.53	707279
49	E.ON Next	Elec 1.4.23-30.4.23	Est - Electricity	4040		316.01	63.20	379.21	707280
50	EDF	27.4.23-26.5.23	TIC - electricity	8040		101.93	5.10	107.03	707281
51	BT	Telephone and Internet	TIC - Telephone	8100		84.37	16.88	101.25	707282
52	David Ogilvie Engineering Ltd	King's Coronation bench	Est - Miscellaneous	4090		1,800.00	360.00	2,160.00	707283
53	HMRC	PAYE/NIC	PAYE/NIC	4000		3,897.88	0.00	3,897.88	707284
54	Norfolk Pension Fund	Pensions	Pensions	4000		4,111.38	0.00	4,111.38	707285
55	Viking Payments	Plastic sleeves, dividers, batteries	Admin - Print/stationery	4310	29.22		5.84		
		Postage stamps	Admin - Postages	4330	55.00		0.00	90.06	707286
56	Stannah Lift Services Limited	Passenger lift service contract 10.2.23-9.5.23	Est - Miscellaneous	4090		162.50	32.50	195.00	707287
57	Alan R Cross & Son	Replace pop up power supply in the Market Place	Markets Maintenance	4540	3,634.90		726.98		
		Carry out appliance tests	L & E Maintenance	6130	462.00		92.40	4,916.28	707288
58	Anglia Internet	Silver Linux website hosting, Domain renewal	Admin - Print/stationery	4310		83.33	16.67	100.00	707289
59	Mrs O Gaul	Cleaning of Council Offices	Est - Cleaning	4050		120.00	0.00	120.00	707290
60	Anglian Water Services Ltd c/o Savills UK Ltd	Rent in Advance 24.6.23-28.9.23	Allotments	4600		975.63	0.00	975.63	707291
61	TG Bodyshop	MOT, Service, filters, brake callipers, ABS pump/unit	Est - Van maintenance	4155		747.55	137.80	885.35	707292
62	Wymondham Garden Centre	Plants and herbs, plant invigorator	L & E Brighter Wymondham	6160		1,376.19	171.67	1,547.86	
63	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000	1,890.46		378.09		707293
		Temporary Ground staff	L & E Brighter Wymondham	6160	1,128.63		225.72	3,622.90	707294
					7,200.21	13,904.30	2,232.85	23,337.36	
	BT	Lift line	Admin/telephone	4320		10.28	2.06	12.34	
	EE	Groundsmans telephone	Admin - telephone	4320		13.72	2.74	16.46	
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		87.50	17.50	105.00	
	Public Works Loan Board	Half yearly payment	Est - Miscellaneous	4090		35,972.36	0.00	35,972.36	
	Valda Energy	Electricity - Browick	L & E Electric - Browick	6040		9.26	0.46	9.72	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		98.80	19.76	118.56	
					7,200.21	50,096.22	2,275.37	59,571.80	

Chairman

Deputy Chairman

31st May 2023

C

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
2	Barclays Payflow	Salaries - May	Admin Salaries	6,227.01				
			Est Salaries	2,017.78				
			Cemetery Salaries	1,770.82				
			TIC Salaries	806.45			10,822.06	D/D
TOTALS							£10,822.06	

.....Chairman

.....Deputy Chairman

31st May 2023

1st Floor
Prospect House
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Norwich
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D

Mr T Gurney, Town Clerk
Wymondham Town Council
Ketts Park
Harts Farm Road
Wymondham
Norfolk
NR18 0UT

Our Ref: 04/GK/MC/MC/W130020

Your Ref:

22 May 2023

Dear Mr Gurney

**Wymondham Town Council
Internal Audit for the year ended 31 March 2023**

I am pleased to advise that, following our recent audit visit on 9 May 2023, we have now completed our internal audit procedures in respect of the year ended 31 March 2023.

During the course of our work no matters came to light to indicate that the Council's internal control objectives were not being achieved, and I therefore enclose a completed and signed Annual Internal Audit Report for 2022/23.

Under the Accounts and Audit Regulations 2015, it is not a 'must' for councils to publish the Annual Internal Audit Report on their website. However, page 1 of the *Annual Governance and Accountability Return [AGAR] 2022/23 Form 3*, states that:

it is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3

We therefore suggest that as good practice, consideration be given to publishing the Annual Internal Audit Report on the council's website, alongside Sections 1, 2 and 3 of the AGAR 2022/23 (publication of which is mandatory).

My thanks to you and to the Council's Finance Officer for your time and assistance during our visit, and should you have any queries at all, please do not hesitate to contact either Marc Cawthorne or me.

I would be grateful if you could share the contents of this letter with Councillors.

Yours sincerely

**Giles Kerkham
Partner**

For and on behalf of Larking Gowen LLP

WYMONDHAM TOWN COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2023

WYMONDHAM TOWN COUNCIL

CONTENTS

YEAR ENDED 31ST MARCH 2023

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WYMONDHAM TOWN COUNCIL

BALANCE SHEET

AS AT 31ST MARCH 2023

	Note	2023 £	2022 £
LONG TERM ASSETS			
Investments			
Long term debtors			
CURRENT ASSETS			
Bank and cash	5	1835821.64	1311272.31
Debtors and prepayments	9	8872.15	7869.31
VAT recoverable		6748.80	9257.31
TOTAL ASSETS		<u>1851442.59</u>	<u>1328398.93</u>
CURRENT LIABILITIES			
Creditors and accruals		-31588.42	-14542.60
NET ASSETS		<u>1819854.17</u>	<u>1313856.33</u>
REPRESENTED BY			
General fund		265199.69	271530.33
Earmarked funds	6	1554654.48	1042326.00
TOTAL COUNCIL FUNDS		<u>1819854.17</u>	<u>1313856.33</u>

These financial statements fairly represent the financial position of the authority as at 31st March 2023 and its income and expenditure for the year.

Approved by the Town Council on 6th June 2023

Cllr. Suzanne Nuri-Nixon

Chairman

Dated

T Gurney

Responsible Financial Officer

Dated

WYMONDHAM TOWN COUNCIL

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST MARCH 2023

	Note	General Fund £	Earmarked Funds £	2023 £	2022 £
INCOMING RESOURCES					
Precept		603032.00		603032.00	561621.00
Transitional Grant		0.00		0.00	0.00
Grants		0.00		0.00	0.00
Other activities	2	60067.49		60067.49	54414.06
Bank interest		5684.00		5684.00	118.57
CIL			389851.78	389851.78	202264.04
TOTAL INCOMING RESOURCES		668783.49	389851.78	1058635.27	818417.67
RESOURCES EXPENDED					
Toilets		17212.94		17212.94	14704.93
Street Lights		8382.74		8382.74	11837.09
Wages and salaries		241018.60		241018.60	203635.54
Establishment		74529.73	37738.52	112268.25	91809.05
Postage,stationery and telephone		6141.29		6141.29	9376.79
Recreation		53232.45		53232.45	63535.76
Cemetery		7245.08		7245.08	11699.86
Markets		9869.85		9869.85	3308.25
Grants	3	0.00	2034.78	2034.78	4602.70
Tourist Information Centre		17171.80		17171.80	11422.21
Ketts Park		0.00		0.00	475.00
Citizens Advice Bureau		0.00		0.00	0.00
About Wymondham		1500.00		1500.00	8022.80
Allotments		4614.93		4614.93	4586.73
Public Works Loan		71944.72		71944.72	71944.72
TOTAL RESOURCES EXPENDED		512864.13	39773.30	552637.43	510961.43
NET OUTGOING RESOURCES					
		155919.36	350078.48	505997.84	307456.24
Allocations to Earmarked funds	6	-132250.00	132250.00		
		-30000.00	30000.00		
NET MOVEMENT IN FUNDS		-6330.64	512328.48	505997.84	307456.24
COUNCIL FUNDS BROUGHT FORWARD		271530.33	1042326.00	1313856.33	1006400.09
COUNCIL FUNDS CARRIED FORWARD		265199.69	1554654.48	1819854.17	1313856.33

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2023

4 FIXED ASSETS (cont)

	Basis of Valuation	2023 £	2022 £
Plant and Equipment			
Portacabin at Browick Road	Pr	63654.00	63654.00
Play Equipment	C	371116.00	371116.00
Street Furniture	C	17000.00	17000.00
Seats at 31 locations	C	10579.00	10579.00
Ketts Park Floodlights	Pr	24490.00	24490.00
Arun Bus Shelters	C	22499.00	22499.00
Planters	Pr	13261.00	13261.00
Tractor and Trailer Attachment	P	20000.00	20000.00
Grounds Maintenance Equipment	C	116225.00	116225.00
Euromec Brava Sweeper	Pr	2295.00	2295.00
Furniture and Fittings	C	27460.00	27460.00
Portable Power Washer	C	4019.00	4019.00
Computers and Printers	Pr	9890.00	9890.00
Water Bowser	Pr	3941.00	3941.00
Twose / Bomford Flail/New Wessex	C	12795.00	9995.00
Citroen Van	P	16270.00	16270.00
Volkswagen Van	P	5995.00	5995.00
Electronic Cash Register	Pr	602.00	602.00
		742091.00	739291.00

Basis of Valuation

- N Nominal - Community asset with no finite life
- P Purchase price
- Pr Proxy Cost (Insurance value not subsequently adjusted for inflation for this financial year using 2014 as the base).
- C Current replacement cost

5 BANK AND CASH

		2023 £	2022 £
Barclays	Active Saver Account	795658.44	780326.77
	Current Account	18617.33	13691.20
HSBC	Treasury Account	1000000.00	500000.00
	Current Account	21545.87	17254.34
		<u>1835821.64</u>	<u>1311272.31</u>

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2023

6 EARMARKED FUNDS

	Balance B/fwd	Allocation for year	Income	Expense	Transfers	Balance C/fwd
	£	£	£	£	£	£
Browick Road Rec	0	30000.00		-8816.66	250000	271183.34
Toilets	76928.00	2500.00				79428.00
Cemetery	507649.22	31250.00		-12469.20		526430.02
CIL	0.00	0.00	389851.78		-389851.78	0.00
Dilapidations	64771.00	0.00				64771.00
Equipment	26161.73	25000.00				51161.73
New Office	54334.41	5000.00		-9310.99		50023.42
Grants	15531.90	5000.00		-2034.78		18497.12
Ketts Park Play Equipment	0.00	0.00				0.00
Ketts Park	64553.00	23000.00				87553.00
Market Cross Refurbishment	19321.08	5000.00				24321.08
New Projects	3318.38	12500.00		-2450.00		13368.38
Open Spaces	12238.68	3500.00				15738.68
Play Site Safety	18111.23	5000.00				23111.23
Street Lights	165426.48	13000.00				178426.48
Tourist Information Centre	0.00	0.00				0.00
Youth Support	10044.53	1500.00				11544.53
Neighbourhood Plan	3936.36	0.00		-4,691.67		-755.31
Town Centre	0.00				139851.78	139851.78
	1042326.00	132250.00	389851.78	-39773.30	0.00	1554654.48

Note: the Council have awarded grants in 2020/201 totalling £1050.00 which are outstanding.

7 LEASES

At 31st March 2023 the Council held the following leases

Landlord	Purpose	Annual Rent Due £	Year of Expiry
Wymondham Old Grammar School Foundation	Open Space	600.00	2081
Endowment of Wymondham South Norfolk Council	Open Space	1.00	2083
Anglian Water Services	Allotments	3902.52	2027

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2023

3 GRANTS AWARDED

	2023	2022
	£	£
Wym & Attleborough Talking Newspapers		122.70
Wymondham in Bloom	1752.28	1780.00
Mid Norfolk Railway		1200.00
North Wym Community Centre		1500.00
Wymondham Rotary	282.50	
	2034.78	4602.70

4 FIXED ASSETS

	Basis of	2023	2022
	Valuation	£	£
Land and Buildings			
Applegarth Court	N	1.00	1.00
Becketswell	N	1.00	1.00
Browick Road Recreation Ground	N	1.00	1.00
Cemetery	N	1.00	1.00
Cemetery Chapels	Pr	144165.00	144165.00
Cemetery Store	Pr	37131.00	37131.00
The Fairland	N	1.00	1.00
Ketts Park	P	67001.00	67001.00
Land			
Community Centre	Pr	898709.00	898709.00
Tennis Courts	Pr	66898.00	66898.00
Changing Rooms	Pr	212180.00	212180.00
Council Offices	C	2000000.00	2000000.00
Kings Head Meadow	P	1500.00	1500.00
Kings Head Meadow Additional Land	P	2500.00	2500.00
Market Place	N	1.00	1.00
Market Cross	Pr	496927.00	496927.00
Priory Gardens	N	1.00	1.00
Rothbury Road Recreation Ground	N	1.00	1.00
Tolls Meadow	P	25000.00	25000.00
Willow Close Play Area	N	1.00	1.00
Public Toilets	N	0.00	0.00
Street Lights	N	0.00	0.00
Miscellaneous			
Town Sign	Pr	6754.00	6754.00
Chairmans Badge of Office	Pr	5304.00	5304.00
War Memorial	N	1.00	1.00
		3964079.00	3964079.00

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2023

1 ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention and assume that the Council will remain a going concern for the foreseeable future.

Fixed assets

All expenditure on fixed assets is written off as a resource expended in the year that it is incurred. Details of Council held assets are given in note 4 to these financial statements.

Taxation

The Council is not liable to pay tax on any surpluses generated. The Council is registered for Value Added Tax, and all figures shown in the accounts are stated net of this tax.

Pensions

Retirement benefits to employees of the Council are provided by The Local Government Pension Scheme. This is a defined benefit scheme and the assets are held separately from those of the Council.

Fund Accounting

General Fund assets represent those resources which may be used towards meeting any Council purposes at the discretion of the Town Councillors

Earmarked Funds are resources which are to be applied for the specified purposes only at the discretion of the Town Councillors

S106/Community Infrastructure Levy (CIL)

Funds received are not immediately allocated for specific purposes are therefore included in income when received

2 OTHER INCOME

	2023	2022
	£	£
Burial management	22527.50	25867.50
Recreation	6589.01	1783.80
Rent Recived	11162.45	10206.65
Market stalls	10351.50	9998.00
Allotments	4873.00	4740.65
Tourist Information Centre	600.00	375.00
About Wymondham	0.00	0.00
Other income	3964.03	1442.46
	<u>60067.49</u>	<u>54414.06</u>

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2023

8 BORROWINGS

At the close of business on 31st March 2023 the Council had outstanding:

Public Works Loan

B/Fwd	712,379.85	658,398.68
Interest	17,963.55	16,567.31
Repayments	-71,944.72	-71,944.72
c/fwd	658,398.68	603,021.27

9 DEBTORS

At the close of business the Council was owed £0.00 All debts were less than three months old.

10 CAPITAL RESERVE

The Council does not currently have a capital reserve.

11 TENANCIES

During the year the Council held the following tenancies

Tenant	Property	Type of lease	Annual Rent £
Trustees of Wymondham Town Football Club	Kings Head Meadow	Repairing	5351.40 wef 1.10.18
South Norfolk Council	Ketts Park		10,830 wef 1.11.18
Allotments (87)	Chapel Lane	Non repairing	28.50 (each)
(42)	Chapel lane	Non repairing	57.00 (each)

12 ADVERTISING AND PUBLICITY

The following costs for advertising and publicity were incurred during the year

	2023 £	2022 £
Recruitment and advertising	0.00	0.00
Other advertising	0.00	0.00
Publicity (About Wymondham Newsletter)	1500.00	8022.80
	<u>1500.00</u>	<u>8022.80</u>

WYMONDHAM TOWN COUNCIL

NOTES TO THE ACCOUNTS

YEAR ENDED 31ST MARCH 2023

13 AGENCY WORK

During the year the Council undertook no agency work

14 COMMITMENTS

The Town Council has retention monies re new Council Offices at Ketts Park. As at 31.3.2023 building and professional fees of £46,596.27 are due

15 CONTINGENT LIABILITIES

The Council is not aware of any contingent liabilities at 31st March 2023

16 POST BALANCE SHEET EVENTS

The Council is not aware of any Post Balance Sheet Events which could affect the accounts.

17 PENSIONS

The Council contributes to a defined benefit scheme administered by Norfolk County Council. The contribution rates as a percentage of employees superannuable pay are

Year ended 31st March 2023	24.00%
Year ended 31st March 2024	23.50%

18 TRUST FUNDS

The Council does not administer any Trust Funds.

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Wymondham Town Council

<https://www.wymondhamtowncouncil.org> ABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

30/11/2022

09/05/2023

Name of person who carried out the internal audit

Giles Kerkham, Larking Gowen LLP

Signature of person who carried out the internal audit

Larking Gowen

Date

22/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Wymondham Town Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.wymondhamtowncouncil.org/> LABEL WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

Wymondham Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,006,400	1,313,856	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	561,621	603,032	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	256,797	455,603	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	203,635	241,018	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	71,945	71,945	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	235,382	239,674	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,313,856	1,819,854	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,311,272	1,835,822	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,703,370	4,706,170	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	658,399	603,021	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

31/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Wymondham Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Rothbury Park Improvements
Report from Greening Wymondham
To Wymondham Town Council 6 June 2023

Attachments: Proposed Plan, Costing, Consultation Analysis and Summary of Comments

The report was discussed at LEET Committee on 21 March 2023. The proposals had broad support from Members and it was agreed that it would be presented to the full Council after the May elections.

Background

Following a discussion with the Town Council in 2021 Greening Wymondham undertook to commission professional advice on tree planting and the like on the basis that we provide habitat for biodiversity and access for maintenance equipment. Norwich City Council Landscape Architects were selected, at a cost of £3,000 and money was generously donated towards this cost from the Wymondham Rotary and Waitrose.

Consultation

Greening Wymondham members carried out initial public consultation in three ways – interviewing users in the Park, through Robert Kett School with the help of Head Cara Fahy and with users of the START Studio in the Market Place. Based on findings we were able to agree a brief with the Landscape Architect and she began work on the plan in 2022. The GW Team also undertook background research and in particular visited several Norwich Parks to understand what might be possible to improve facilities at Rothbury.

As the design developed it was scrutinised by a Steering Group comprising local residents, the Rotary representative, Town Councillor Richard Elliott and Members of GW. David Roberts, a local resident, has also commented on behalf of the Wymondham Access Group. The Town Clerk and the Grounds Team have been kept informed, as has the Robert Kett.

Finally on 11 February we were able to show the Plan to residents and others at a Public Consultation at the Rothbury Community Centre and then for two weeks at the Library.

The Design

The Plan we are presenting to you today is a result of careful consultation with the public and close liaison with the Landscape Architect. Foremost in our vision was that we as a society have a responsibility to encourage and establish the best of green habitats to encourage carbon sequestration, biodiversity and wildlife. We asked our Landscape Architect to address improved access for all, generous seating providing opportunities for social contact, improved play provision and above all more planting. Residents of our town need green spaces close to their homes for their physical and mental wellbeing, especially children and the elderly. Our consultations with residents and others have reassured us that this plan answers all those objectives.

Outcomes from the Public Consultation 11 – 26 February.

Many specific issues were raised at the Consultation in February which we will address once agreement in principle has been achieved. Suffice to say, the majority of people are in favour but we will continue to look carefully at singular objections. Some of the more contentious issues, such as dog mess, access and maintenance, will need further discussion to find the best answer. Some issues don't have a black and white solution. We feel further meetings will help residents to discuss and agree plans. It is pleasing to note that a Friends group is starting to come together.

The attached appendices show an analysis of the feedback forms and a thematic summary of Consultation Comments.

Funding the work

The total cost is estimated at around £100,000. This total could be broken down as follows;

Phase 1 – Infrastructure – paths, gates and mounding approx. £45,000 – 53,000

Phase 2 – Play equipment and furniture –approx. £33,000 – 39,000

Phase 3 - Soft landscaping – trees and green planting £8,250 for purchase of trees and plants, planting done by community.

There has been some discussion about how the cost could be met and initial ideas suggest that this could be apportioned as follows –

Phase 1 met from Public funds –WTC resources CIL and other, SNDC Tier 2, Greater Norwich Growth Board and other sources.

Phases 2 and 3 could come from Community raised funds, and charities with an interest in such projects, with a contribution from LA funds where appropriate.

Future Maintenance

The Council already allocates funding annually for repair of equipment and general upkeep of soft landscaping. No actual studies have been made of whether the proposed scheme would involve more or less maintenance cost to the Council than existing. However first thoughts are that the Community could work with the Council to look after the general maintenance of the park. For this to succeed will require an established Community Group and for robust mechanisms to be in place to enable co-working with volunteers. It is suggested that a sinking fund could be established by the Council to cover long term expenses (for all parks and open spaces) such as occasional replacement of equipment, tree pruning and path repair.

Proposal

We are asking for approval in principle at this stage. The plan has received enthusiastic support from residents and other consultees.

To agree that a group made up of GW members, community nominees, selected sponsors and nominated Councilors shall work on a feasibility plan to determine timescale, funding, maintenance and community involvement.

The working group will report back before October with recommendations to carry the proposal forward.

Authors: Ann Rostron and Mary Howard on behalf of Greening Wymondham

ROTHBURY PARK

DESIGN PROPOSAL

The design aims to improve the accessibility of the park and extend the variety of activities that can take place among children, accompanying adults and older people. This is achieved by creating a series of pocket spaces that offer different activities and types of play, linked by direct and more adventurous routes. By providing a solid path between the two entrance points of Rothbury Road and Orchard Way, the park becomes a green corridor between the two roads that connects wildlife and people with their surroundings.



NATURAL PLAY

New informal play elements have been included throughout the park. These features focus on developing children's movement and balance while allowing them to experiment and play creatively in groups or individually.

Use of materials in their natural form, including tree stumps and logs, for climbing structures and trim trails will enable children and young adults to explore and reconnect with nature.



GATHERING SPACES

The pocket areas are designed to encourage social interaction between different age groups by overlapping and connecting the different spaces. Complemented by an increased number of benches and tables, the park's central recreation ground will provide a flexible area which can be used for sports, events and pop-up activities. The creation of the pocket spaces allows other activities to continue to take place in the surrounding areas.



CONNECTING ACTIVITIES



The variety of available routes offers an engaging exploration of the park. The main resin bound gravel path provides a stable route for wheelchair users, buggies and maintenance vehicles while the cut lawn path reinforced with grass grid gives a more natural and soft connection between the spaces.

For the younger generation there is an opportunity to incorporate playfulness in the journey by taking the shortcuts via stepping logs and balancing beams. The trimrail paths allows a 'play on the way' experience and encourages parents to walk through the park on the way home or to other destinations.

WILDLIFE ENRICHMENT



Between the pocket areas lush meadow vegetation and hedgerows support the foraging and habitat provision to wildlife. The proposal includes unmaintained buffer areas with shrub cover between the neighbouring houses and the park to create a natural boundary, reduce the noise impact, and lower the general maintenance requirements. The meadow planting allows people to observe wildlife and gives opportunity for schools and other groups to organize educational events and workshops

Groundworks					
(incl. ground preparation for resin path, creating mounded areas)					
Area	Qty	Unit price	Total	Notes	
n/a	5-10 days	300/day	1500-3000	Contractor can estimate how long the job would take and price this more accurately.	
Subtotal:			£1,500-£3,000		
Soft landscaping					
Wildflower overseeding mix (1kg/300m2)	1340m2	4.5kg	£180/kg	810	
Large Trees (standard, min 12-14 girth or multistem)	n/a	8	£200/tree	1600	
Small trees or Large shrubs, Multistem trees	n/a	12	£80/tree	960	
Whip shrub planting (mixed native shrub species, bare root 40/60, 5 plants/m2)	650m2	3250	£1/plant, £5/m2	3250	
Ornamental planting (2L container herbs, 8 plants per m2)	40.5m2	324	£5/plant, £40/m2	1620	
Labour ?				Planting could be carried out by volunteers to save on labour costs.	
Subtotal			£8,240		
Hard surfaces					
Resin path	310m2	n/a	£70-90/m2	21700-27900	
Grass grid with turf	265m2	n/a	£40/m2	10600	
Basketball area wet pour rubber surfacing	30m2	n/a	£80/m2	2400	
Safety surfacing around play surfaces	110m2	n/a	£80/m2	8800	
Subtotal:			£43,500-£49,700		
Furniture					
Benches	n/a	10	£250-400	2500-4000	Based on Broxap online catalog range.
Picnic benches	n/a	6	£150-£250	900-1500	
Bins	n/a	8	£200	1600	
Cycle stand	n/a	5	£200	1000	
Bollards	n/a	3	£300	900	
Compliant entrance gate (bespoke) Installation (25%)	n/a	1	£2,000	2000	
Subtotal:			£11,125-£13,650	2225-2750	
Play equipment					
Stepping logs	n/a	4	£350/trail	1400	These are based on different play supplier's catalog. Best to quote Caledonia Play or Ruskins for bespoke and recycled fallen trees. https://www.ruskins.co.uk/playtrees https://caledoniaplay.com/product-category/commercial-play/natural_play/
Balancing beams	n/a	2	£250/trail	500	
Climbing frame	n/a	1	£7000-10000	7000-10000	
Bleacher seating logs	n/a	2	2500-5000	2500-5000	
Boulders	n/a	6	1000-2000	6000-12000	
Installation (25%)				4350-7225	
Subtotal:			£21,750-£36,165		
TOTAL					
			86,125-110,855		
			+ ~10% contingency	£94,750-£121,950	

Prices are indicative and subject to manufacturer/contractor's quote.

GREENING WYMONDHAM

SUMMARY OF CONSULTATION COMMENTS

Rothbury Road Park Public Consultation

February / March 2023

Introduction

During February 2023 Greening Wymondham ran a public consultation on a new design proposal to transform Rothbury Road Park into a recreational space that aims to be both inclusive and accessible to people, while at the same time providing a 'green corridor' to better connect nature and support wildlife in this part of central Wymondham.

Consultation events included an 'in person' session at Rothbury Road Community Centre on the afternoon of Saturday 11th February 2023 and a consultation display stand hosted by Wymondham Library from 13th to 27th February 2023.

Members of the public were invited to complete a survey questionnaire about their views on the plans and to add comments on any disagreements they had with the proposals, plus any additional suggestions to improve the park.

In total 80 survey questionnaires were completed, out of which 64 included additional comments while 16 contained zero comments following the completed the tick-box questions. One person had returned two questionnaires; one at the Community Centre and another with further additional comments at the Library.

The responses to survey participants' comments have been grouped into themes arising and are summarised below.

1 / Comments on the current state of Rothbury Road park

Although the survey did not specifically ask any questions about the current condition of the Rothbury Road Park, nine survey participants nevertheless expressed their views and concerns about it. These comments were all negative and focused on:

- a) **Antisocial behaviour:** teenagers being noisy, swearing, people gathering at night (3 comments)
- b) **Criminal damage:** rubbish bins being set alight (1 comment).
- c) **Inaccessibility:** difficult terrain for wheelchair use, buggy and pushchair access, mud (3 comments)
- d) **Unpleasant environment:** Dog waste bins smelling, dog mess being left behind, ugly container unit (3 comments).
- e) **Under-use / neglect:** Common birds no longer seen in adjoining gardens (Qr.41 "*I haven't seen a goldfinch for a long time in my garden*"); a '**forgotten**' area (2 comments).

It is of note that the person who mentioned 'mud' (Qr.62) stated that they broke their arm last year as a result of it, highlighting both the hazardous nature of the terrain in its current condition due to lack of a proper pathway.

2 / General 'positive' comments on the proposals

In total, 22 comments were received specifically praising the proposals for the park and also Greening Wymondham for initiating them. A few examples are as follows:

"The entire proposal looks amazing" (Questionnaire No.30)

" (I) believe these (plans) will provide a much more attractive environment for both local residents and wildlife" (Qr. No.2)

"I think everything has been thought about by the architects and hopefully this design will be passed and go ahead". (Qr. No. 43)

"This is BRILLIANT - I live on Rothbury Close - so the extra trees can hopefully encourage more wildlife in my garden" (Qr. No.64)

"Brilliant plan! Well done Greening Wymondham" (Qr. No.72)

3 / Cautious Concerns

Though participants were overwhelmingly positive about the proposals for Rothbury Park and no participants objected to the overall principle of transforming the site, a very small number raised cautious concerns about the project generally. Most notably:

- a) **Financial costs to the public** (1 comment: "I disagree with spending money on trees" Qr.20)
- b) **Maintenance and upkeep** (2 comments)
- c) **Local input / engagement** (1 comment).

However, these issues raised were accompanied by further useful suggestions:

- The participant who commented that "*I disagree with spending money on trees*" offered to donate walnut trees "if they take".
- The participant concerned about upkeep suggested "*a group called 'Friends of Rothbury Park' to help to maintain gardens.*" (Qr.77).
- Another suggested "*Ask people could you sponsor a tree?*" (Qr.34)
- With regard to local views, one participant (Qr.37) cautioned:

"This is an opportunity for the local community to contribute to change to a valued green space. Their views MUST be noted."

- Another commented "*Make sure there is something for teens.*" (Qr.68)

The comments and solutions offered by the participants on these aspects of the project emphasised the value of working together collaboratively with local residents on the project and enabling local people to feel a sense of agency and ownership of the scheme, should it come to fruition.

4 / Comments on the plans regarding addressing antisocial Behaviour

Six comments were received relating to the current experience of antisocial behaviour and how the proposals might impact on this:

- Four participants remained concerned about negative behaviours such as: noise, swearing and tree climbing by teenagers gathering in the evening close to properties; fear of drug abuse and of unwanted motorbike access through the park.
- One participant (Qr.13) suggested moving seating from the proposed picnic area either to the opposite side of the park further away from residential properties or *"Moved up slightly towards the Rothbury entrance."*
- Another wished to retain the 'kissing gate' on the Orchard Way entrance to prevent motorbikes being driven through the park (Qr.65)

The comments highlight further that subsequent communication with residents directly affected by antisocial behaviour may be helpful in terms of clarification of the existing plans and how their design may reduce noise and antisocial behaviour (e.g. through thoughtful planting of noise-reducing, dense shrubs etc, and the knock-on effects of increasing usage of the park by families potentially inhibiting antisocial groups & behaviour) and / or working together to adjust other plans as required.

5 / Accessibility and Inclusion (people and dogs!)

Eight participants commented on the need to improve the current physical accessibility of the park and to increase its use by all.

- Four participants welcomed specifically the need for the proposed improvements of the park's entrances and pathways, especially in relation to a surfaced path to facilitate the ease of movement of prams, pushchairs, wheelchairs and scooters along walkways.
- Another stated specifically with regard to the proposals to improve the park that they were: *"Very pleased with the plans for the basketball area and **the path through**".* (Qr.43)
- Additional suggestions included:
 - making an *"...extra entrance to the park at the south-east corner"* (Qr.42)
 - installing a ramp to run alongside the proposed steps on the eastern side of the park, if possible (Qr.76).
 - Conversely, one participant suggested "no need" for the Orchard Way entrance if there were a *"one-way system"*! (Qr.49).
- In terms of play equipment age groups, one participant suggested that the plans should *"Ensure that the equipment is suitable for children, younger and older."* (Qr.31).
- One participant made a specific comment in relation to dogs: *"I would prefer dogs allowed but on leads - but this would not put me off"*. (Qr.30).

It is clear from the comments received that the local community very much welcomes improved access into the park and good quality pathways along it to facilitate ease of passage around and through the site for all, and especially those with mobility needs.

6 / Potentially negative impact on residents' properties

In all, six participants raised some concerns regarding the impact of some proposals on properties adjoining the park and on Rothbury Road itself. These included:

- a) **Increased parking in the area:** *"Rothbury Road will become a car park"* (Qr.9),
- b) **Planting / equipment blocking residents rear access to the park:** e.g. *"Do not block my gate"* (Qr.41)
- c) **Potential noise and visual impact of planting and equipment close to residents' properties:** e.g.
"I object to light being cut out of my house" (Qr.20)
"Could (benches) be moved along so as not to be in line with our windows?" (Qr.50)

Although the comments highlighted particular concerns about the potential impact of the proposals on residents properties, the residents making them did not however object to the proposals in principle. The comments usefully suggested alterations that could prevent negative impacts on their lives and properties.

Further, bearing in mind that the same residents had highlighted negative experiences of noise, intrusion and access issues with the park in its *current* condition, the comments are useful in enabling the proposals to be adapted where necessary in such a way as to improve the overall environment for the residents as a 'net gain'. This may be best achieved by working directly with the residents affected in order to achieve the best outcomes for all.

7 / Comments on sports and play equipment proposals

Seven responses were received to proposals for sports and play areas. They were a mix of positive and critical / querying comments:

a) Positive

Three comments related specifically to the sports and play area proposals.

- Two of these comments centred on the need for improved football pitches with goals. One participant noted:

"I have to take my son and friends to Wicklewood Park during the hols as no parks in Wymondham have actual practice goals." (Qr.4).

- Another stated that the current play equipment needs updating "desperately", while another commented that they *"Like the idea of tree forest play"* (Qr. 77).

b) Critical

- Four comments queried the retention of the football pitch as the central focus of the new park design with the placement of family activities, play and planting around the periphery of the pitch.
- One participant questioned whether there would be *"enough room for players and other park users, not to encroach on each others' space?."* (Qr.70),

- Two others questioned the need for a football pitch at all, when other provision exists elsewhere in the town and other activities could be encouraged. One suggested:

*"It's a shame the area isn't focused around families and younger children, rather than a football pitch, making a central seating area and possibly a track for younger users, with activities around the outskirts of the area. **Even a cycle track or running track in the centre** would be great for young children. It's not a large area and it's sad to see football dominating yet another area; not all children like football" (Qr.10)*

The comments on the proposals for sports and play equipment overall were therefore mixed, with some declaring that a football pitch was very much needed, while others felt the opposite and that additional resources were needed for those who don't like football. This raises the question as to whether there is space for a compromise, such as adapting the 'pitch' design to be multi-functional (e.g. incorporate additional features, such as a marked out 'running 'track' etc).

8/ Comments on landscaping

a) Appropriateness to landscape

- Two participants suggested including a watery feature such as a pond or 'bog garden' in a part of the park that retains moisture (Qr.21 & Qr.45)

b) Landscaping concerns

Five participants offered cautionary comments on some of the landscaping plans. These included:

- Concern that trees will grow too big and will need to "be felled in 50 years". (Qr.25)
- Play mounds - a younger child could hurt themselves & might be difficult for buggies.
- Boundary planting to east side should be designed to deter children climbing over fences & trespassing.
- Sports area not to be 'overbearing' on other areas of the park.
- Didn't like planting (child's response).

The less positive comments on the landscaping design were very few and could be addressed with further clarification of planting intentions and appropriateness, plus more detailed, fuller explanation to local people of the purpose of some of the play landscaping feature 'play mounds'.

9 / Suggested improvements

A total of 34 suggestions for additional features and improvements to the plans were received, focusing on the two main areas of 'planting' and 'features' as follows:

a) Planting suggestions

- Fruit trees (2)
- More trees (2) (especial between play area & recreation ground)
- Wild flowers (1)

- Mix of native trees, shrubs and flowers providing colour throughout the seasons (2)
- Denser native planting to address noise / provide better habitat for creatures (1)

b) Features and 'furniture'

- More litter bins (4 responses)
- More dog poo bins (2)
- Remove existing (smelly) dog poo bin from Orchard Way entrance (1)
- Benches (4)
 - Move to centre of park
 - Install commemorative benches
 - Place to sit, colour & read
 - Place a bench at Rothbury Rd entrance for clear view of Abbey
- Basketball pitch
- Install toilets (2)
- 'No Parking' sign in front of gates
- Direction signage from Morrison's junction & Pople Street
- Resin path / hard surface pathway (2)
- Table tennis
- Bird feeders
- Cafe in the 'picnic pocket'
- Picnic pocket
- An extra entrance at the south-east corner
- 'Pub'!
- Skate / BMX area
- Better play area

Some of the suggestions were for features that already existed in the proposals. It could be assumed, therefore, that the survey participants were reinforcing their views that these items were indeed desired. Others (e.g toilet facilities and refreshments) may be a little more ambitious but could perhaps be considered for future developments, where appropriate.

It is interesting to note that only two suggestions related directly to supporting wildlife. These were a suggestion for 'bird feeders' and planting that would provide good habitat for creatures. The low number of suggestion in this regard may be due to consultation 'tick box' questions focusing mainly on aspects of the plan that impact on people and that participants may have had a personal interest in nature and biodiversity to therefore consider the implications for nature.

10 / Other comments

Finally, six comments were received, four of which were questions:

Qr.11 (Will there) *"be fencing along the side of the park from outside of property no.s 32/4 down to No.40 that face the park to prevent people taking shortcuts and to prevent children using the corner, where property no.32 is situated, as a bike launch pad?"*

Qr.17: *"Would like to check where you would like to locate the dog bin on Orchard way as I think it should be in the park sometime."*

Qr.62: *"You said any new trees would need watering, is there a group of people willing to do this?"*

One comment offered advice regarding funding:

Qr.55 *"Not on the park but applying for funding - Contact Julie Ringer at South Norfolk Council. Ask about CAF funding and other grant applications. Good luck!"*
julie.ringer@southnorfolkandbroadland.gov.uk

Note: One participant asked to be kept informed by letter (see Questionnaire 70).

The Greening Wymondham team may wish to respond to the questions directly to the residents concerned.

Greening Wymondham

Rothbury Road Public Consultation February 2023

General Information

Forms completed between 11th - 28th February

Number of forms completed = 80

Method of completion	No.of forms	%
Via the online form (Google Forms)	19	23.75
At the Rothbury Road public consultation on 11th February	26	32.5
At the Wymondham Library display	35	43.75
Total	80	100

Question 1 (multiple choice)

“Do you support the proposed changes to:”

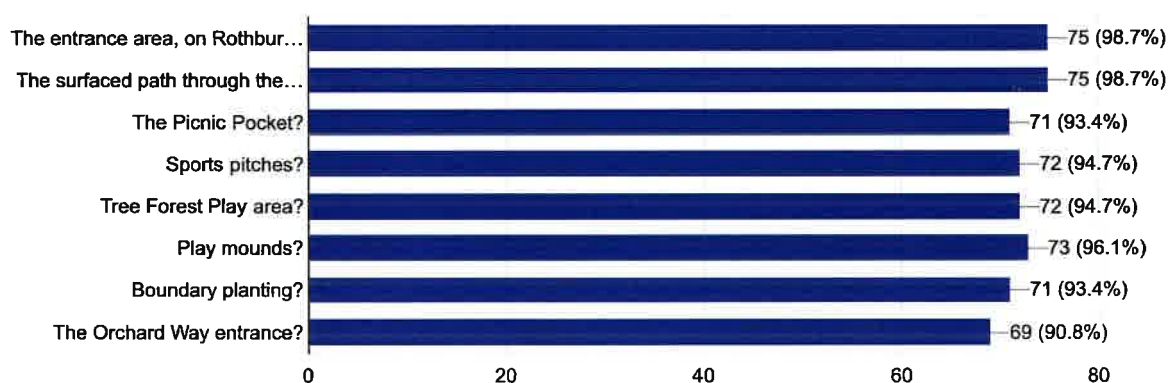
- The entrance area, on Rothbury Road?
- The surfaced path through the Park?
- The Picnic Pocket?
- Sports pitches?
- Tree Forest Play area?
- Play mounds?
- Boundary planting?
- The Orchard Way entrance?

Overview of respondents' answers	No.of responses	%
No. of respondents who indicated support of any option	76	95
No. of respondents who indicated support of all options	60	75
No. of respondents who left all options blank (no support indicated)	4	5

Graph showing percentages of respondents who indicated support for a given question.

Do you support the proposed change to :

76 responses



Questions 2 to 5

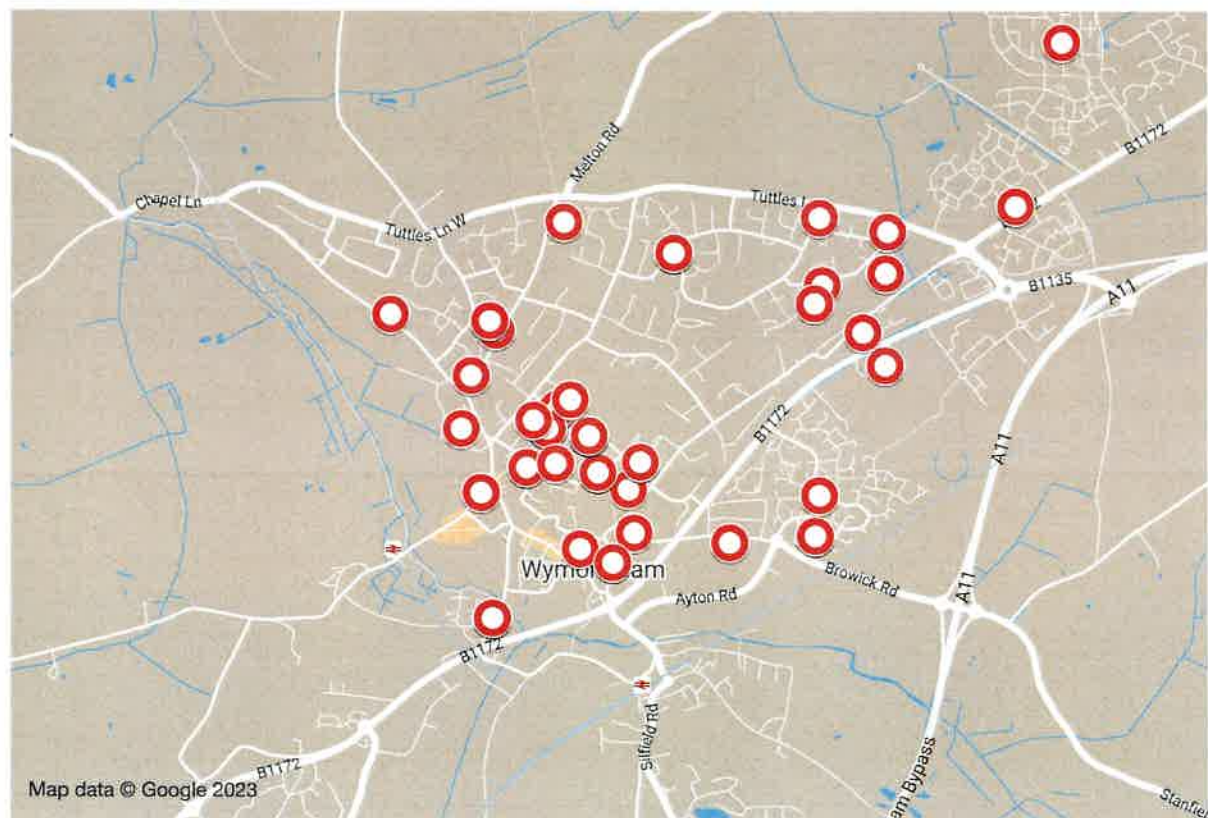
Question	No.of responses	%
Q1: If you disagree with any of the proposed changes, please tell us why	22	27.5
Q2: Do you have any other suggestions for improving the Park?	60	75
Q3: Would like to be kept informed about the next stages of the proposals	41	51.25
Q4: Name	73	91.25
Q5: Address / Postcode	75	93.75

Locations by postcode only of respondents (Q5)

Map 1 - All locations around the Wymondham area



Map 2 - A closer look at Wymondham (excluding locations further afield)



Rothbury Road Park
Public Consultation February 2023
Feedback by Themes

1/ Comments on current state of the park

Qr.11: (Regarding seating close to house No.s 32 / 34) "The seating area in that corner I think would encourage noise of an evening as it is lit up with a lamp post. It is something that has happened in the past along with broken glass, alcohol cans / bottles and people gathering late at night, not something any of the residents would be happy about. Occasionally people gather of an evening and the noise level carries."

Qr.12: "We are unable to have windows open in the summer due to bad language and noise. I have also requested numerous times for the trees to be cut and trimmed due to the height and no one has cleared all the leaves on the footpath"

Qr.16 Make Orchard Way entrance inclusive for prams and wheelchair use - **currently not.**"

Qr.23 "It would be nice if the big container at the bottom of Rothbury Bingo Hall was removed."

Qr.41: "Footpath at southern end is really bad, easy to trip" Mr Spinks has had children (come into garden?)
Concerned about dog mess being left. "Stop the dogs"
"I haven't seen a goldfinch for a long time in my garden." **(this resident has lived here for 36 years)**

Qr.50: "We have historically had a problem with youths setting bins alight and I know there are no obvious answers to this. I just wanted to raise it. We do occasionally litter-pick as a family."

Qr.61: "This has always felt a 'forgotten' area which could be used more."

Qr.62: "I broke my arm on the mud last year."

Qr.75: "The dog waste bin needs to be moved from the Orchard Way entrance. It's smelly and disgusting for residents. Also horrible as you enter the park."

2 / General positive comments

Qr.2: Overall I am very supportive of the proposals for Rothbury Road as outlined and believe these will provide a much more attractive environment for **both local residents and wildlife.**"

Qr.7. "No. It all looks lovely. I particularly like the through path"

Qr.11: "It looks like a great plan."

Qr.22: "A considerable improvement on the current state of the park. I hope it will encourage greater use by the local community"

Qr.23: "Well done"

Qr.29: "I find noting bad about it."

Qr.30: "The entire proposal looks amazing".

Qr.33: "We support this 100%".

Qr.35: "I think the design looks terrific, well done!".

Qr.38: "I think everything has been thought about by the architects and hopefully this design will be passed and go ahead."

Qr.43: "We are very pleased with the plans for the basketball area and the path through".

Qr.47: "Fantastic ideas."

Qr.48: "Love the plan - nothing to add."

Qr.50: "Love this for buggies and bikes" **(re surfaced path through the park).**

"Thank you so much for your hard work on improving our open spaces. Love the aromatic planting."

Qr.54: "Great result. It looks evident that all suggestions have been thoroughly considered and achieved successfully."

Qr.60: "All positive!" "This proposal / plan is just what is needed. Let's have something similar in other parks and open spaces. Brilliant!"

Qr.61: "Excellent plans. This has always felt a 'forgotten area' which could be used more."

Qr.62: "Great scheme".

Qr.64: "This is BRILLIANT - I live on Rothbury Close - so the extra trees can hopefully encourage more wildlife in my garden."

Qr.71: "Excellent plan - can't see it being bettered!"

Qr.72: "Brilliant plan! Well done Greening Wymondham!"

Qr.79: "...well done for doing something!"

3/ Public Finances & maintenance & engagement

Qr.20: "I disagree with spending money on trees"
I will be willing to donate walnut trees"

Qr.77: "Perhaps gather a group called 'Friends of Rothbury Park to help to maintain gardens."

Qr.34: "Ask people could you sponsor a tree?"

Qr.37: "This is an opportunity for the local community to contribute to change to a valued green space. Their views MUST be noted."

Qr.68L "Make sure there is something for teens."

4 / Antisocial behaviour

QR.12 "Noise from teenagers in evening and late at night will be an issue"

Qr.13: "I have concerns regarding the increase in seating for the picnic area with our property so close. In the summer we do have a few issues with youths sitting there, swearing, knocking on the door and climbing the trees looking into the property. Could be they moved to the opposite side (where the properties aren't so close to the park) or moved up slightly towards Rothbury entrance? I appreciate the latter suggestion isn't a flat area".

Qr.20: "I fear drug abuse."

Qr.65: "I think the 'kissing gate' access in Orchard Way should be kept if it was put in there to prevent motorbikes going though the park. There is good access via Rothbury Road.

5 / Access & inclusion. (People and animals)

Qr.16: "Orchard Way entrance also needs to be inclusive, you want to encourage people to walk through park on the way home or on the way to their destination. How will that be possible if you can not get a pram or wheelchair through? I hope this entrance will also be improved."

Make Orchard Way entrance inclusive for prams and wheelchair use - currently not."

Qr.30: "I would prefer dogs allowed but on leads - but this would not put me off".

Qr.31: "Ensure that the equipment is suitable for children, younger and older."

Qr.35: "Improving access to ensure access for all I believe is a key requirement - our young parents with prams / buggies and our residents with wheelchairs / accessibility, scooters will feel more welcome and enjoy these facilities."

Qr.42: "Make an extra entrance to the park at the south-east corner."

Qr.43 "We are very pleased with the plans for the basketball area and the path through".

Qr.49: "The Orchard Way Entrance - not much need / One way system.

Qr.76: "If there are to be steps from the alleyway on the eastern edge of the park, there may be also need to be a ramp or pathway down, for accessibility."

Qr.56: "I don't like the Orchard Way entrance because it is too chaotic!"

(Note: submission by 10 year old. Parent / guardian added additional comments:

"I think she means so she can get her bike through but I've explained that they are cycle stands by that entrance therefore they are improving! Sorry, written unsupervised! :-)

QR.77: "A surfaced path essential."

6/ Concerns about negative Impact on residents' properties

Qr.9: "Rothbury Road will become a car park".

Qr. 13 "... (will there) be fencing along the side of the park from outside of property no.s 32/4 down to No.40 that face the park to prevent people taking shortcuts and to prevent children using the corner, where property no.32 is situated, as a bike launch pad?"

Qr.20: I object to light being cut out of my house and on any panels.

Qr.41: "Do not block my gate.!" *(With regard to boundary planting)*
"Stop the dogs."

Qr.50: "Slight concerns on the amount of benches backing onto our property - in the summer we get lots of noise from adolescents sitting there in the evenings. Could they be moved along so not in line with our windows?"

Qr.78: "A couple of the areas are quite close to housing, which could be noisy. However, is safer the more it is used. So if I lived nearby, I would be concerned."

7 / Positive impact on sports & Play provision

Qr.4: "Wymondham desperately needs pitches with goals for children to play on.

Qr.20: "I like the idea of Improving football pitch, play area and access ... "Play area needs upgrading desperately."

Qr.77: "Like the idea of tree forest play area."

a) Critical comments & questions

Qr.10: "It's a shame the area isn't focused around families and younger children, rather than a football pitch, making a central seating area and possibly a track for younger users, with activities around the outskirts of the area. **Even a cycle track or running track in the centre** would be great for young children. It's not a large area and it's sad to see football dominating yet another area; not all children like football"

Qr.55: Re supporting proposed changes re sports pitches "Not so much - only if kept informal as other alternatives exist."

"The plans show a football pitch marked out. As much as I love football (on the ball City!) football is not the only sport and we have an abundance on Ketts Pk."

Qr.65: "A hard surface pathway (perhaps like the new one near the river at Becketswell) in a circular route. So it can be used for running circuits?"

Qr.70: "Is there enough room for players and other park users, not to encroach on each others' space?"

8/ Comments on Landscaping

a) Appropriateness to landscape

Qr.21: "Some form of water feature. If a pond is deemed too unsafe for children, then maybe a bog garden."

Qr.45: "A 'boggy area' at the bottom of the field (as it may be more 'wet' and amenable to wild flowers that do well in that environment."

b) Landscaping concerns / cautions

Qr.25: Boundary Planting: Don't plant big trees as in about 50 years time there (sic) will be to (sic) big and will have to be cut down!!

Qr.32: "I don't like planrting (sic)". *(Comment in child's writing).*

Qr.40: "Sports area not to be overbearing to the other areas of the park".

Qr.49: "Play mounds - a younger kid could hurt themselves. Might be difficult for buggies."

Qr.70: *Re 'Boundary planting'* "OK providing the planning on the east side wall will be such as to deter children climbing over fences and going on residents' gardens'.

9/ Park improvement suggestions

a) Planting (suggestions)

Qr.11: "perhaps a few more trees would be good."

Qr.21 "A mix of native trees, shrubs and flowers that will provide change through the seasons."

Qr.23 "Fruit trees".

Qr.46: "Wild flowers".

Qr.65: "Fruit trees that blossom."

Qr.69: "More trees between play area and recreation ground."

Qr.74: "Some colour, either flower beds which take a bit of maintenance but if not, thought given to shrubs which flower at different times of the year."

Qr.78: "The buffers could have denser native planting to allow noise barrier, also to provide habitat for all kinds of creatures, bugs, birds, small mammals."

b) Features. (Comments and suggestions)

Qr.5: "It would be nice if the sports pitch had facilities for basketball as well as football as the current town court is not used by children due to antisocial behaviour nearby. I realised you cannot put everything in one space though but as we have basketball clubs now it would be nice if ht children had a safe place to practice and play".

Qr.12 "Move the seating to a more central part of the park".

Qr.15: "Will there be sufficient bins?"

Qr.17: "Just a couple of bins for rubbish".

Qr. 23 "...a 'please don't park' in front of the gates". (Sign)

Qr.24: "I would just say that it is important to have a resin path. I have seen a newly re-vamped garden where there is just a rough path".

Qr.26 "Table Tennis"

Qr.27: "Maybe some toilets".

Qr.28: "Bird feeders? Covered bins"

Qr.29: "A little cafe in the picnic pocket"

Qr.32: "The picnic pocket". (*Childs' writing - in response to suggestions for improving the park*)

Qr.33: "Maybe consider some parking".

Qr.36: "New signage at Morrison's junction and Pople Street?".

Qr.40: "Commemorative benches to be installed (notable people or organisations.)"

Qr.42 "Make an extra entrance to the park at the South-east corner.

Qr.46: "Places to sit and colour or read etc".

Qr.49: "More bins near recreation ground? More dog bins."

Qr.50: "More bins for litter."

Qr.51: "Pub" (note: no contact details given!).

Qr.62: "As long as poo bin for dogs at Rothbury Road entrance (as now) as well as lower entrance."

Qr.65: "A hard surface pathway (perhaps like the new one near the river at Becketswell) in a circular route. So it can be used for running circuits? Play Equipment that is a bit more exciting."

Qr.66: "Put some toilets in otherwise visitors will be knocking on front doors or going in a bush."

Qr.67: "Skate / BMX area."

Qr.72: "Better play area."

Qr.75: "The dog waste bin needs to be moved from the Orchard Way entrance. It's smelly and disgusting for residents. Also horrible as you enter the park"

Qr.76: "Place a bench by the entrance from Rothbury Road, as this will still provide a great view of the Abbey when mature trees lower down have grown."

9 / Other Comments

Qr. 17 Would like to check where you would like to locate the dog bin on Orchard way as I think it should be in the park sometime."

Qr.55: "Not on the park but applying for funding - Contact Julie Ringer at South Norfolk Council.
Ask about CAF funding and other grant applications. Good luck!
julie.ringer@southnorfolkandbroadland.gov.uk

Qr.62: "You said any new trees would need watering, is there a group of people willing to do this?"

Qr.70 "Would like to be kept **informed by letter** (no email). Miss M Mills 38 Rothbury Road

Also " I also hope that before any new planting occurs on the east side, the existing ivy, bindweed, brambles, elderberry trees, nettles and thistles will be completely dug out to prevent them climbing over and under our fences and wrapping themselves around our shrubs or re-seeding themselves."