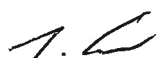


## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT  
A MEETING OF THE TOWN COUNCIL is to be held on  
TUESDAY 4<sup>th</sup> JULY 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	<b>A</b>
3	To resolve that the minutes of the Council meeting held on 6 <sup>th</sup> June 2023 are a correct record.	<b>B</b>
4	To receive an update about progress of items from the last meeting of the Council on 6 <sup>th</sup> June 2023 / previous meetings.	
5	To note the minutes of the Finance & General Purposes Committee meeting held on 20 <sup>th</sup> June 2023.	<b>C</b>
6	To confirm payment of monthly creditors – June 2023.	<b>D</b>
7	Mayors Engagements	<b>E</b>
8	Public Participation- members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes unless directed by the Chairman of the meeting.	
9	To establish a Communication Working Group – Cllr. Holden.	<b>F</b>
10	To authorise signing of Street Lighting Agreement – Lovells (Williams Park)- by Mayor & Deputy Mayor in accordance with Standing Order No 23	
11	Reports from County / District Councillors	
12	Reports from representatives on outside committees	



27<sup>th</sup> June 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 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 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, an interest you have identified at 1-5 above?

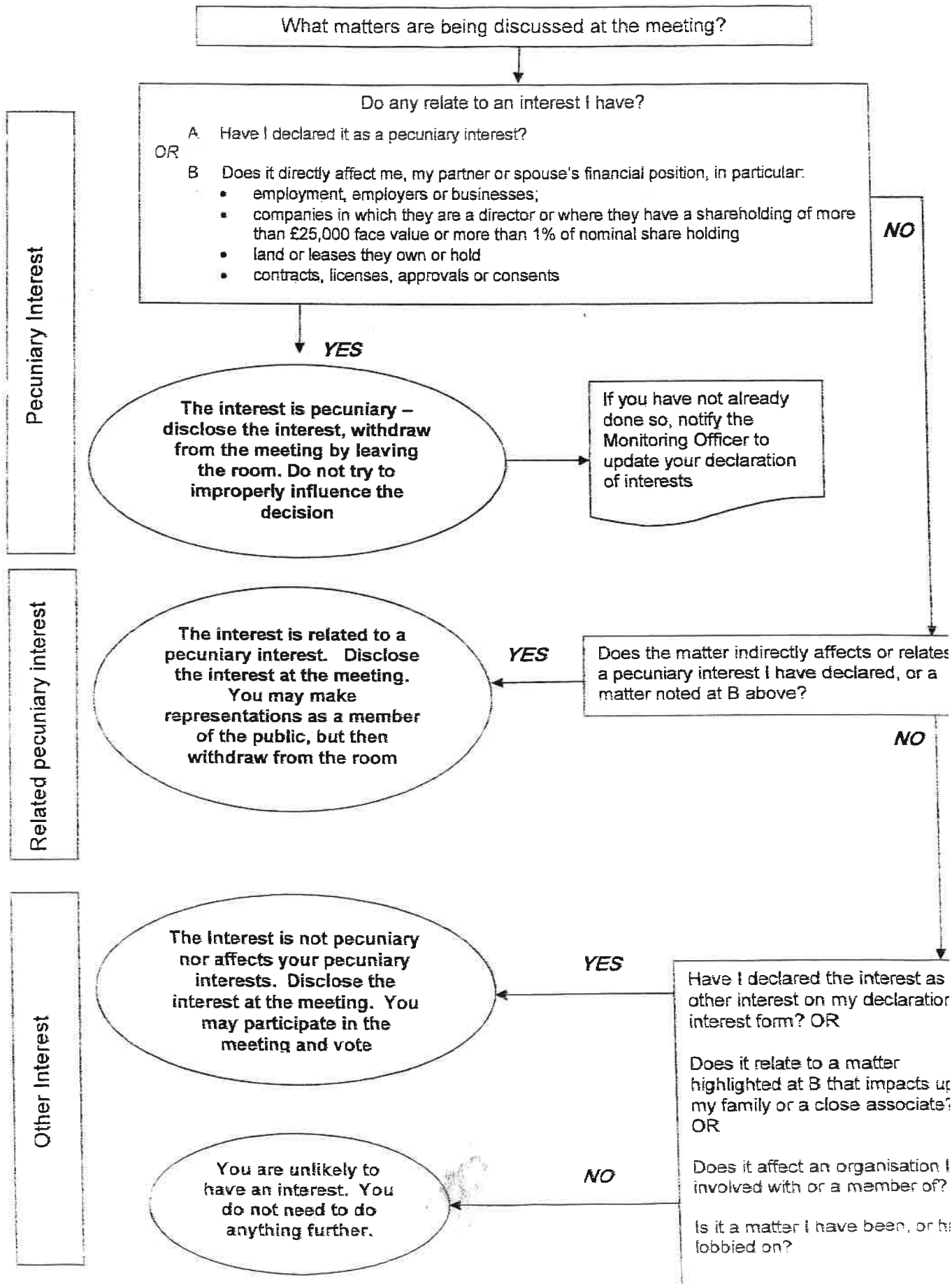
If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

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

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

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



**WYMONDHAM TOWN COUNCIL**  
 MINUTES OF A TOWN COUNCIL  
 MEETING HELD ON TUESDAY 6<sup>th</sup> JUNE 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	R Frosdick	M Batley
A James	J Fulcher	L Nixon
M Rosen		

Member(s) of the Public: 13

South Norfolk Councillor: K Hurn

Councillor Nuri-Nixon in the Chair

070/23	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Halls
071/23	<u>DECLARATIONS OF INTEREST:</u> Cllrs. Nuri-Nixon, James, Rosen, Fulcher, P Barrett, Perry, Frosdick & Batley in respect of agenda item 9 (Rothbury Road) – lobbied by Greening Wymondham.
	Cllr. Rosen proposed that agenda item 9 (Rothbury Road) be brought up to No 3 on the agenda to as several of the public had attended for this item. Cllr. Nuri-Nixon advised that she preferred to deal with this after public participation. A recorded vote was requested on bring the item to Agenda item No 3. For: Cllrs Baker, Doheny, Perry, Holden & Rosen Against: Cllrs Batley, Frosdick, Fulcher, Nixon, P Barrett, J Barrett, James & Nuri-Nixon.  The proposal was lost, and the item will be discussed after public participation.
072/23	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. James and seconded by Cllr. Nixon the minutes of the meeting held on 16 <sup>th</sup> May 2023 were unanimously approved as a correct record.
073/23	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> <li>• Cllr. Holden – Communication Working Group, Brighter Future Group &amp; Questions to Chair and asked for update. Clerk responded that the Communications working group had finished its work, the Brighter Future group had never operated as Working Group and the Council had no formal records of its meetings. In respect of the Questions to Chair this had been dropped after discussion with the present Chair as it was agreed it would be trialled for 6 months and only a small number had been asked.</li> <li>• Cllr. Rosen – discussion re Financial Regulations at last meeting. Not yet taken place, wishes to discuss tonight. After discussion Cllr Rosen proposed that all non- contractual payments over £3000 be frozen until this matter is discussed and the way forward agreed. This was seconded by Cllr. Holden. Vote For:5 Against 8. Proposal was lost.</li> </ul>

074/23	<p><u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. James it was resolved to pay accounts for May 2023, as per the submitted list in the sum of £59,571.80.</p> <p>In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10822.06</p>
075/23	<p><u>PUBLIC PARTICIPATION:</u></p> <ul style="list-style-type: none"> <li>• Resident noted in Annual Accounts that Market Income had increased.</li> <li>• Cllr. Hurn advised he fully supported Greening Wymondham proposal re Rothbury Road Recreation Area.</li> </ul>
076/23	<p><u>INTERNAL AUDITORS</u> Letter from Larking Gowen was noted – ‘During the course of our work no matters came to light to indicate that the Council’s internal control objectives were not being achieved’.</p>
077/23	<p><u>ACCOUNTS YEAR ENDING 31.3.23</u> After discussion upon the proposition of Cllr. James and seconded by Cllr. Fulcher it was unanimously resolved to approve the presented Annual Accounts for the year ending 31<sup>st</sup> March 2023.</p>
078/23	<p><u>ANNUAL GOVERNANCE STATEMENT</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Frosdick it was unanimously resolved to approve the presented Annual Governance Statement for the year ending 31<sup>st</sup> March 2023.</p>
079/23	<p><u>ACCOUNTING STATEMENT</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Frosdick it was unanimously resolved to approve the presented Accounting Statement for the year ending 31<sup>st</sup> March 2023.</p>
080/23	<p><u>ROTHBURY ROAD RECREATION AREA</u> Representative from Greening Wymondham read out statement in support of their proposal for Rothbury Road Recreation Area. Stressed that they were not looking for funding at present only approval in principle.</p> <p>After discussion during which Councillors expressed their support for the proposals upon the proposition of Cllr. P Barrett and seconded by Cllr. Perry it was unanimously resolved to agree that a group made up of Greening Wymondham members, community nominees, selected sponsors and nominated Councillors shall work on a feasibility plan to determine timescales, funding, maintenance and community involvement.</p> <p>The working group will report back before October with recommendation to carry the proposal forward.</p> <p>Council nominees: Cllrs. P Barrett &amp; J Barrett.</p>
081/23	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council</u></p> <ul style="list-style-type: none"> <li>• Cllr. Hurn – on behalf of Cllr. Savage- read out a report. <ul style="list-style-type: none"> <li>○ Local cycling &amp; walking infrastructure consultation launched and runs to 18<sup>th</sup> July 2023.</li> <li>○ £2 a journey bus travel scheme has been extended to 31<sup>st</sup> October</li> </ul> </li> </ul>

	<p>2023 by central Government.</p> <ul style="list-style-type: none"> <li>○ Pink Line bus service operated by First Eastern Counties has been extended beyond Hethersett and into Wymondham. New timetable available from <a href="http://www.firstbus.co.uk">www.firstbus.co.uk</a></li> </ul> <p><u>South Norfolk Council</u></p> <ul style="list-style-type: none"> <li>● Cllr. Hurn – Neighbourhood plan referendum takes place on Thursday 8<sup>th</sup> June 2023 requiring 50% + 1 votes to be passed.</li> <li>● Cllr. Rosen – Work to be undertaken to improve conditions for residents who rent property.</li> </ul>
082/23	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:</u></p> <ul style="list-style-type: none"> <li>● Cllr. Holden – Allotment Association holding Bacon Butty event on Saturday.</li> <li>● Cllr. Baker – Wymondham Business Group – attended meeting with Cllr. Holden – discussed how Town Team can be co-ordinated to give residents confidence. Report to be prepared.</li> </ul>

*[The meeting closed at 20.38 pm]*

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

SIGNED .....(Chairman)

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			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	
					<b>7,200.21</b>	<b>13,904.30</b>	<b>2,232.85</b>	<b>23,337.36</b>		
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		
					<b>7,200.21</b>	<b>50,096.22</b>	<b>2,275.37</b>	<b>59,571.80</b>		


*S. Mayhew*  
Chairman

*A. James*  
Deputy Chairman

**WYMONDHAM TOWN COUNCIL SALARIES**

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

.....  
  
 .....Chairman

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

31st May 2023



**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE & GENERAL**  
**PURPOSES COMMITTEE held on Tuesday 20<sup>th</sup> June 2023**  
**in the Council Offices commencing at 7.00 pm**

Present:

Cllrs	Fulcher (Chair)
	Nuri-Nixon (substitute for J Halls)
	Frosdick
	Perry

Also Present                      0 member of the public  
                                          Cllr. James  
                                          Cllr. Roberts (SNC)

F17/23	<u>APOLOGIES FOR ABSENCE</u> – Cllr. J Halls
F18/23	<u>DECLARATIONS OF INTERESTS</u> – None.
F19/23	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Frosdick and seconded by Cllr. Nuri-Nixon it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 18 <sup>th</sup> April 2023 as a correct record.
F20/23	<u>PROGRESS UPDATES</u> - None
F21/23	<u>PUBLIC PARTICIPATION</u> – None.
F22/23	<u>INTERNAL AUDITORS</u> Upon the proposition of Cllr. Nuri-Nixon and seconded by Cllr. Frosdick it was resolved to re-appoint Larking Gowen for the 2023/24 financial year.
F23/23	<u>FINANCIAL REGULATIONS</u> Cllr. Fulcher referred to the proposal put forward by Councillor Holden in respect of amending parts of the present financial regulations. He asked if any member wished to comment, they didn't, and he then asked for a seconder which was not forthcoming and therefore no further discussion took place, and the proposal was lost.
F24/23	<u>EARMARKED RESERVES</u> Clerk outlined funds held in earmarked reserves and gave information as to what they are held for. E.g Street lighting being monies held to ensure there are funds to replace Street Lighting columns that are owned by the Town Council when required. Toilet reserve is accumulating funds towards a future refurbishment or rebuild of the public toilets in the Market Street carpark. Discussion then took place on the allocation of Community Infrastructure Levy (CIL) funds that have been previously received and the Clerk explained that these had been allocated to the New Cemetery Fund, Browick Road Recreation Ground Fund and the Town Centre fund. Clerk also advised that some funds were

	ringfenced by agreement with South Norfolk Council (such as the Street lights & Toilets whist funds from others could be <i>vired</i> (transferred) if authorised by the full Council. It was agreed that information as to when the funds are likely to be spent would be provided at the next meeting of the committee.
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*(The meeting closed at 19.17 pm)*

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

SIGNED ..... (Chairman)

DRAFT

**WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS**

No	PAID TO	DESCRIPTION	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
64	Sanitec Cleaning (Norwich) Ltd	Daily cleaning Services	4300		1061.00	212.20	1273.20	707295 paid
65	Larking Gowen LLP	Internal Audit for year ended 31st March 2023	4110		2190.00	438.00	2628.00	707296 paid
66	Abbeygate Garage Ltd	Fuel Account - May	6130		609.34	121.86	731.20	707297 paid
67	Biffa Waste Services Ltd	Wheeled Bin Account - May	4520	139.17		27.83		
		Wheeled Bin Account - May	4420	138.12		27.62	332.74	707298 paid
68	E.ON Next	Elec 1.5.23-31.5.23	4040		252.93	50.59	303.52	707299 paid
69	Anglia Water Business (National) Ltd	Water 4.3.23-3.6.23	6030		22.83	0.00	22.83	707300 paid
70	Wymondham Sports Bar	Coronation Grant	4090		75.00	0.00	75.00	707301 paid
71	Anglia Water Business (National) Ltd	Water 10.3.23-9.6.23	4300		625.71	0.00	625.71	707303 paid
72	Anglia Water Business (National) Ltd	Water 12.3.23-11.6.23	4430		62.50	0.00	62.50	707304 paid
73	GMC Plumbing & Heating (Wymondham) Ltd	Call out to water leak, parts and labour	4300		385.71	77.14	462.85	707305 paid
74	Mr T Gurney	Basketball hoop - Browick	6130		98.79	0.00	98.79	707306 paid
75	Viking Payments	Laser Toner	8110	31.56		6.31		
		A4 paper and post it notes	4310	34.46		6.89	79.22	707307
76	Hays Recruitment	Temporary Ground staff	4000	3,860.84		772.18		
		Temporary Ground staff	6160	1,043.99		208.79	5,885.80	707308
77	TG Bodyshop	Costs to have ABS unit sent away to be reconditioned	4155		344.50	68.90	413.40	707309
78	HMRC	PAYE/NIC	4000		3,872.78	0.00	3,872.78	707310
79	Norfolk Pension Fund	Pensions	4000		4,112.89	0.00	4,112.89	707311
80	Mrs O Gaul	Cleaning of Council Offices	4050		90.00	0.00	90.00	707312
81	Jewson Ltd	Yale indicator bolt, evo-stick and rawplugs	6130		66.53	13.31	79.84	707313
82	Yellow Publications Ltd	20 No. Around & About Wym & the Tiffy Valley	8050		53.20	0.00	53.20	707314
83	T/a Commercial & Industrial Cleaning Supplies Ltd	20 boxes of 12 toilet rolls 2 boxes urinal blocks	4300		364.89	72.98	437.87	707315
84	Mr Overalls Ltd	1 Pair work boots, safety specs	4195		48.90	9.78	58.68	707316
85	Wymondham Tyre Services Ltd	1 No. tyre	4155		59.00	11.80	70.80	707317
86	Ernest Doe & Sons Ltd	Safety glasses	4195	6.38		1.28		
		Bleach, nylon line, pressure sprayer, funnel	6130	52.88		10.57		
		Remove fuel filter, clean out, bleed system & replace filter	6140	123.57		24.71		
		50 bags compost	6160	292.00		58.40	569.79	707318
87	Canon UK Ltd	1.3.23-31.5.23 Rental charge	4310	98.03		19.61		
		Copier Costs 1.12.22-28.2.23	4310	198.14		39.63	355.41	707319
88	The CDS Group	New Cemetery Development - Building Design	4090		8,600.00	1,720.00	10,320.00	707320
89	East Fire Extinguishers & Alarms UK Ltd	Intruder & Fire Alarm Service, 2 No. batteries	4090		218.46	43.69	262.15	707321
90	Hugh Crane Cleaning Equipment Ltd	3 No. 5ltr Savon Pearl liquid soap	4300		30.48	6.10	36.58	707322
91	Ogden & Standley Court Residents Association	Coronation Grant	4090		75.00	0.00	75.00	707323
92	Cash	Kitchen Supplies	4090	38.73		0.00		
		Fuel	6130	58.33		11.66		
		Corner Braces	6130	3.32		0.66		
		Toilet seat - Public toilets	4300	17.79		3.56		
		Brass lever arm - Public toilets	4300	3.01		0.60	137.66	707324
				6,140.32	23,320.44	4,066.65	33,527.41	
	Sage UK Ltd	Sage 50c Accounts Essential	4310		87.50	17.50	105.00	
	Anglian Internet	Telephone and internet	4320		100.83	20.17	121.00	
EE		Groundsmans telephone	4320		13.72	2.74	16.46	
BT		Lift line	4320		10.28	2.06	12.34	
Valda Energy		Electricity - Browick	6040	6,140.32	23,541.60	4,109.56	33,791.48	

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

**WYMONDHAM TOWN COUNCIL SALARIES**

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
3	Barclays Payflow	Salaries - June	Admin Salaries Estab Salaries Cemetery Salaries TIC Salaries	£6,271.59 £1,951.19 £1,795.68 £694.95			£10,713.41	D/D
<b>TOTALS</b>							<b>£10,713.41</b>	

..... Chairman

..... Deputy Chairman

30th June 2023

**Mayor's engagements – June 2023****Friday 9<sup>th</sup> June**

Unveiling of restored Thomas the Tank Engine model by The Shed community group, Wymondham Station

**Monday 12<sup>th</sup> June**

Wymondham Talking Newspaper Annual General Meeting at Abbey Hall, Wymondham

**Saturday 17<sup>th</sup> June**

Greening Wymondham's Big Green Week event at Abbey Hall, Wymondham

**Thursday 22<sup>nd</sup> June**

Open Day for Poppy's Pantry shop in Middleton Street, Wymondham

**Sunday 25<sup>th</sup> June**

Ribbon cutting ceremony at Becket's Chapel restoration, Wymondham

**Sunday 25<sup>th</sup> June**

Attended Wymondham Food and Drinks Festival, Wymondham centre and nearby locations

**Deputy Mayor's engagements****Friday 9<sup>th</sup> June**

Unveiling of restored Thomas the Tank Engine model by The Shed community group, Wymondham Station

**Saturday 24<sup>th</sup> June**

Welcome address at the Regional Talking Newspaper Conference, Central Hall, Wymondham

**Saturday 24<sup>th</sup> June**

Visit to the Open Morning at The Shed, Ayton Road, Wymondham

## Communications working group 2023

### **Background**

At its meeting in July 2022 the Council resolved to set up a working group to look at how it communicates with residents.

Please see the minutes of the July meeting ref 106/22

*It was resolved that a Time & Task Working group be set up consisting of Cllr. Elliott, James, Nuri-Nixon, Cross & Broome to review Communication with residents.*

The terms of reference for the group can be seen on the agenda of the meeting of the full council held on 6<sup>th</sup> September 2022, these state that the group will review and report back to the council regarding,

- About Wymondham
- Website
- Social media
- Live streaming
- Notice boards
- Press releases

The group next met on 24<sup>th</sup> October 2022 (see full council agenda December 2022 for notes), at this meeting the discussion related to About Wymondham and live streaming of meetings.

The next meeting was held on 16<sup>th</sup> February 2023 where the remaining 4 topics were discussed, this meeting lasted for 1hr 20 minutes (see full council agenda March 2023 for details) so a maximum of 15-20 minutes per item.

### **Why it's important to take another look**

At first sight it is easy to suggest that the work of the group was concluded, and there is no reason to revisit it. However, it should be noted that to date little or nothing has changed and no recommendations have come before the council, other than to note the notes of meetings.

Although not in the initial remit of the working group, the work could be expanded to include, for example

- Encouraging tourism
- .gov email addresses for councillors
- Improvements to the website including potential outsourcing
- New alternative methods of communicating with residents
- Events and community groups web page
- Public engagement including resident issue tracking, logging and reporting to council

- Town signage
- Internal communications and information sharing
- Town guide – currently produced by a third party but sanctioned by the council
- Welcome pack for new residents
- Digitalisation of repetitive documents ie allotment renewals
- Face to face surgeries

The group could then be tasked to produce in depth reports including comparisons and recommendations for full council consideration.

The group would work with and draw on the experience of the town co-ordinator.

Ideally the group would need certain skills such as –

- ✓ Background in journalism, marketing or similar
- ✓ Social media engagement
- ✓ Knowledge or experience of accessibility issues
- ✓ Experience in the internal workings of councils

If these skills are not available within the council the working group should engage the help of professionals.

If any proof was needed that our current communications need to be improved, this can easily be demonstrated by the general lack of understanding of the importance regarding the recent neighbourhood plan referendum.

## **Proposal**

**The council reconvenes the communications working group, with an extended remit to examine fully how the council communicates with councillors, other bodies, community groups, businesses, residents and those wishing to visit the town. Then to produce reports and costed recommendations for consideration by the full council**

**Proposed Cllr Tony Holden**