

## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT  
A MEETING OF THE TOWN COUNCIL is to be held on  
TUESDAY 9<sup>th</sup> January 2024 at 7.00 pm in the Council Chamber.

### **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 5 <sup>th</sup> December 2023 are a correct record.	<b>B</b>
4	To receive an update about progress of items from the last meeting of the Council 7 <sup>th</sup> November 2023 / previous meetings. <ul style="list-style-type: none"><li>To note the notes and confirm the recommendations of the Council Buildings, Health &amp; Safety and Personnel working group meeting held on 13<sup>th</sup> December 2023.</li></ul>	<b>C</b>
5	To note the minutes of the Finance & General Purposes Committee meeting held on 19 <sup>th</sup> December 2023.	<b>D</b>
6	To confirm payment of monthly creditors – December 2023.	<b>E</b>
7	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.	
8	To adopt or amend precept for 2024/25 as proposed by the Finance & General Purposes Committee.	<b>F</b>
9	4 - Year Plan update – Cllr. Rosen.	
10	Risk Assessments – to approve action plans	<b>G</b>
11	Reports from County / District Councillors.	
12	Reports from representatives on outside committees.	

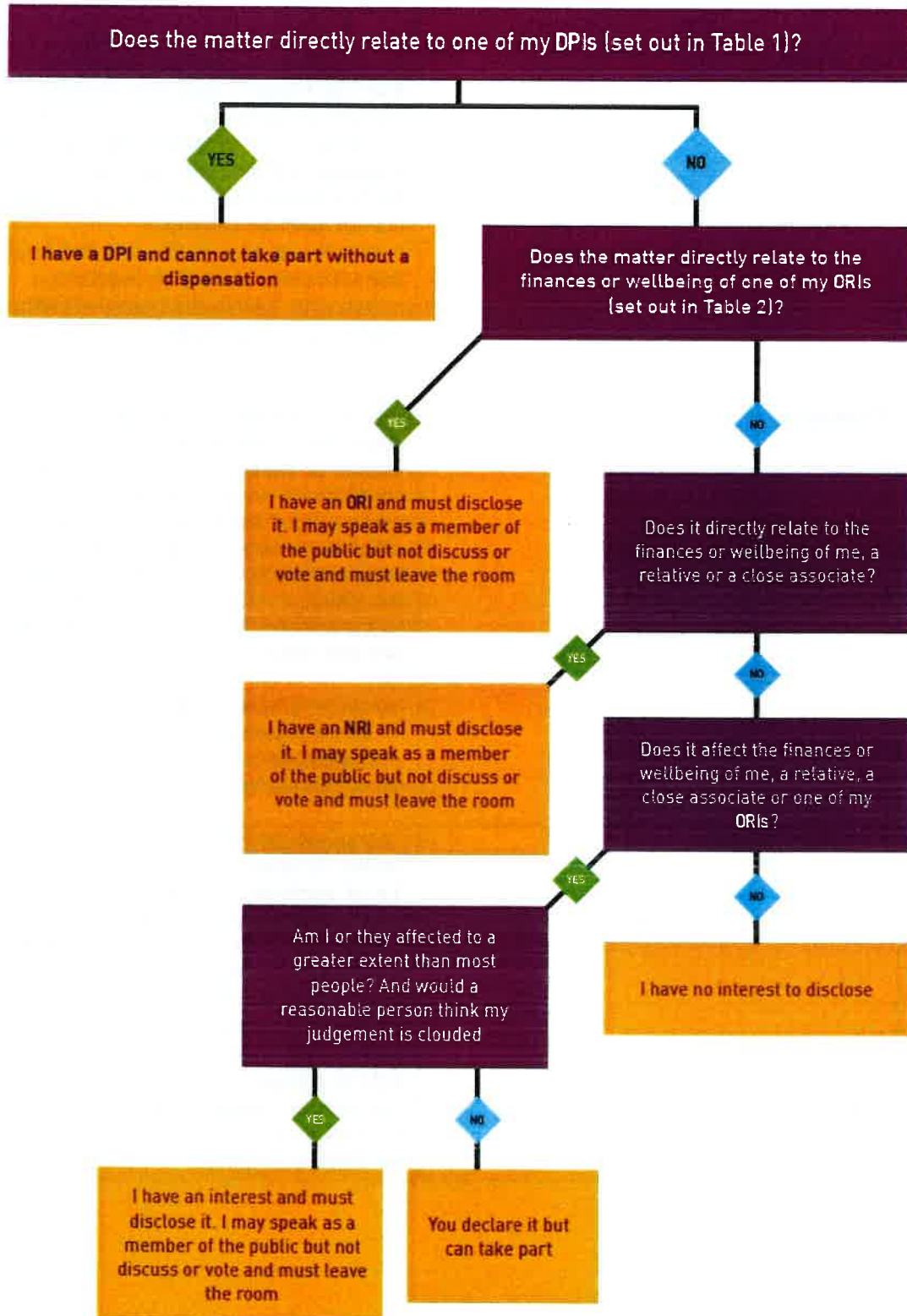


Trevor Gurney (Town Clerk)  
Council Offices, Ketts Park  
Harts Farm Road, Wymondham

3rd January 2024

## Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the

[Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012.](#)

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

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

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

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

**Table 2: Other Registrable Interests**

<p>You must register as an Other Registrable Interest :</p> <p>a) any unpaid directorships</p> <p>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) any body</p> <p>(i) exercising functions of a public nature</p> <p>(ii) directed to charitable purposes or</p> <p>(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management</p>
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**WYMONDHAM TOWN COUNCIL**  
 MINUTES OF A TOWN COUNCIL  
 MEETING HELD ON TUESDAY 5<sup>th</sup> DECEMBER 2023  
 in the Council Offices at 7.00 pm.

Councillors Present

S Nuri-Nixon	P Barrett	L Nixon
A Perry	D Roberts	T Baker
L Doheny	R Frosdick	M Batley
A Holden	J Fulcher	

Member(s) of the Public: 3

South Norfolk Councillor: K Hurn & C McConnell

Norfolk County Councillor: R Savage

Councillor Nuri-Nixon in the Chair

153/23	<u>APOLOGIES FOR ABSENCE</u> – Cllrs James, Rosen & J Barrett.
154/23	<u>DECLARATIONS OF INTEREST:</u> None.
155/23	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. Fulcher the minutes of the meeting held on 7 <sup>th</sup> November 2023 were unanimously approved as a correct record subject to three minor amendments.
156/23	<p><u>PROGRESS UPDATES:</u></p> <ul style="list-style-type: none"> <li>• <u>PUBLIC REALM PROJECT</u> Cllr Baker advised that he had met with officers from South Norfolk Council and that sketches of possible work was being drawn up.</li> <li>• <u>TOWN CO-ORDINATOR REPORT</u> Cllr. Holden asked if report was on website. Clerk responded that it was under the minutes of the Council meeting it was discussed at.</li> <li>• <u>POLICIES &amp; STANDING ORDER WORKING GROUP</u> – Upon the proposition of Cllr. Fulcher and seconded by Cllr. Nixon it was resolved to approve the revised staff handbook with the proviso that Appraisals would be discussed at the forthcoming Council Buildings, Health &amp; Safety and Personnel working group.</li> <li>• <u>NEW CEMETERY</u> The notes of the meeting held on 24<sup>th</sup> November 2023 were noted and upon the proposition of Cllr. P Barrett and seconded by Cllr. Fulcher the recommendations therein were unanimously ratified.</li> </ul>
157/23	<u>FINANCE &amp; GENERAL PURPOSES COMMITTEE</u> minutes of meeting held on 15 <sup>th</sup> November 2023 were noted.
158/23	<u>LEISURE ENVIRONMENT ENTERPRISE &amp; TOURISM COMMITTEE</u> minutes of meeting held on 21 <sup>st</sup> November 2023 were noted.

159/23	<p><u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Roberts it was resolved to pay accounts for November 2023, as per the submitted list in the sum of £66,746.68.</p> <p>In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £14,604.80</p>
160/23	<p><u>MEETING DATES 2024</u> The proposed schedule of meeting dates was noted.</p>
161/23	<p><u>MAYORS ENGAGEMENTS</u> – Noted.</p>
162/23	<p><u>PUBLIC PARTICIPATION</u></p> <ul style="list-style-type: none"> <li>Representatives from Greening Wymondham commented on the Bio-diversity policy (agenda item 13) which they supported in principle but felt it could go further with timescales. Council was also encouraged to not use pesticides with the example of road gutters being sprayed to kill weeds. Clerk responded that this activity was undertaken by South Norfolk Council not the Town Council who do not use pesticides.</li> </ul>
163/23	<p><u>MOTION RE DISABLED</u> Cllr. Roberts introduced his paper and after discussion upon the proposition of Cllr. Roberts and seconded by Cllr. Barrett it was unanimously resolved to:</p> <ul style="list-style-type: none"> <li>Promote the Social Model of Disability, which says that people with impairments are ‘disabled’ by the barriers operating in society that exclude and discriminate against them.</li> <li>Work to raise awareness of disability issues and access needs in the Town.</li> <li>Making our Town a disabled-friendly place for both residents and visitors.</li> <li>Commit to working with the local Highways authority, local shops and business and service providers to ensure our area is accessible for everyone.</li> </ul>
164/23	<p><u>4 YEAR PLAN</u> Cllr. Perry outlined the principles of the plan that was being developed re-iterating that individual members and Committees could still feed in ideas. It was agreed that this was a good start at a working model which required further refinement through the Finance &amp; general Purposes Committee before being formally consider and approved, or otherwise, by the full Council.</p>
165/23	<p><u>BIODIVERSITY POLICY &amp; ACTION PLAN</u> was discussed and upon the proposition of Cllr. J Barrett and seconded by Cllr. Fulcher it was unanimously resolved to adopt the plan with the proviso that it could be discussed and reviewed by the Leisure Environment Enterprise &amp; Tourism Committee in due course.</p>
166/23	<p><u>SNC PRIDE IN PLACE</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. Fulcher it was unanimously agreed to apply for a £300 grant from South Norfolk Council’s Pride in Place Community grant scheme.</p>

167/23	<p><b><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></b></p> <p><b><u>Norfolk County Council</u></b></p> <ul style="list-style-type: none"> <li>• Cllr. Savage <ul style="list-style-type: none"> <li>○ Greater Norwich Local Plan – Had been consulted further on the Gypsy &amp; Travellers proposals for land adjacent to the existing NCC waste tip.</li> </ul> </li> </ul> <p><b><u>South Norfolk Council</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Hurn, <ul style="list-style-type: none"> <li>○ 2024 Business awards still open for nominations.</li> <li>○ December – extra free hours parking in SNC car parks on Saturdays and after 4.00pm.</li> <li>○ Public Spaces Protection Order renewed – prohibits dogs within fenced play areas and vehicle anti-social behaviour.</li> <li>○ Contributed towards sport facility at Robert Kett School and still had small amount left in SNC Councillors grant budget.</li> </ul> </li> </ul>
168/23	<p><b><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></b></p> <ul style="list-style-type: none"> <li>• Cllr P Barrett <ul style="list-style-type: none"> <li>○ Wymondham Old Grammar School Trust – distributed grants totalling £10,000 to 40 students.</li> <li>○ Wymondham Fuel Allotment Charity – distributed grants totalling £4,200 to 60 residents.</li> <li>○ Sustainable Wymondham meeting attended by 40 people – discussions and workshops.</li> </ul> </li> <li>• Cllr. Perry <ul style="list-style-type: none"> <li>○ North Wymondham Community Centre 50<sup>th</sup> anniversary next year. Considering setting up a laundry.</li> </ul> </li> <li>• Cllr. Holden <ul style="list-style-type: none"> <li>○ Allotment Association – Constructed decking, didn't realise it needed planning permission (now applied for). Anglian Water (freeholders) &amp; WTC (leaseholder) permission required.</li> </ul> </li> <li>• Cllr. Nixon <ul style="list-style-type: none"> <li>○ Wymondham Tennis Club portakabin at Ketts Park to be replaced in January 2024.</li> </ul> </li> </ul>
169/23	<p><b><u>DATE OF NEXT MEETING</u></b> It was agreed that the next meeting would be Tuesday 9<sup>th</sup> January 2024.</p>

*[The meeting closed at 20.36 pm]*

DATED this .....day of .....2024

SIGNED .....(Chairman)

No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	PAYMENT
207	Abbeygate Garages Ltd	Fuel Account	L & E Maintenance	6130		667.31	133.47	800.78	BACS
208	Ernest Doe & Sons Ltd	Hi Viz jacket, goggles, gloves Pruning knife, cable, tape, tarp	Est - Health & Safety L & E Maintenance	4195 6130	95.13 37.45		7.49		
209	Biffa Waste Services Ltd	Repairs to Ferris Wheeled Bin Account - October Wheeled Bin Account - October	L & E Equipment maintenance Council Refuse	6140 4520	521.72 114.25		104.34	785.16	BACS
210	E.ON Next	Wheeled Bin Account - October 1.10.23-31.10.23	Cemetary Refuse Est - Electricity	4420 4040	113.41	418.31	22.85	273.19	BACS
211	CJT Heating	Fix leak in cold pipe work	Public Toilets	4300		65.00	13.00	78.00	BACS
212	Great Mellon Farms	Christmas tree and delivery	Est - Christmas lights	4120		292.50	58.50	351.00	BACS
213	BT	Telephone and Internet	TIC - Telephone	8100		281.07	56.21	337.28	BACS
214	Britannia Int. Training & Safety	Emergency First Aid at Work 15.12.23	Est - Health & Safety	4195		90.00	18.00	108.00	BACS
215	Viking Payments	Wet floor sign	Est - Miscellaneous	4090		22.49	4.50	26.99	BACS
216	HMRC	PAYE/NIC	PAYE/NIC	4000		6,687.01	0.00	6,687.01	707397
217	Norfolk Pension Fund	Pensions	Pensions	4000		5,888.00	0.00	5,888.00	
218	Sanitec Cleaning (Norwich) Ltd	Additional Clean - September 2022 Daily cleaning (November)	Public toilets Public toilets	4300 4300	80.00 1,061.00		16.00		
219	Millennium Pest Control Ltd	Treatment of Cluster flies (TIC)	TIC - Miscellaneous	8120		150.00	30.00	180.00	
220	TG Bodyshop	Service trailer & parts, Repairs to Citroen Relay van	Est - van maintenance	4155		403.51	80.70	484.21	
221	Broadland Tree Services	Safety tree work at the allotments	Allotments	4600		3,280.00	656.00	3,936.00	
222	Rentokil Initial UK Ltd	Service contract - sanitary unit	Est - Miscellaneous	4090		179.85	35.97	215.82	
223	Edmundson Electrical Ltd	Timeguard controller and adapter	L & E Maintenance	6130		519.17	103.83	623.00	
224	Stannah Lift Services Limited	Lift servicing 10/8/23-9/11/24	Est - Miscellaneous	4090		162.50	32.50	195.00	
225	Jewson Ltd	Carriage bolts, postcrete, rawplugs	L & E Maintenance	6130		109.61	21.92	131.53	
226	Mrs S Hurn	Cleaning of Council Offices - 4 weeks	Est - Cleaning	4050		159.00	0.00	159.00	
227	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000	5,373.71		1,074.74		
228	Cash	Temporary Ground staff Kitchen supplies	L & E Brighter Wymondham Est - Miscellaneous	6160 4090	611.34 31.63		122.27	7,182.06	
		Steam cleaner pads	Est - Miscellaneous	4090	15.98		0.00		
		Calendars	Admin - print/stationery	4310	3.98		0.00		
		Condolence Card	Admin - print/stationery	4310	1.99		0.00		
		Drill bits	L & E Maintenance	6130	8.16		1.62		
		3 No. union flags	Est - Miscellaneous	4090	18.78		0.00		
		Deep groove ball bearings	L & E Maintenance	6130	11.74		2.35	96.23	707396
229	Mr T Gurney	Sum Up machine	TIC purchases	8050		83.33	16.66	99.99	
					8,100.27	19,458.66	2,950.49	30,509.42	
	<b>DIRECT DEBITS</b>								
	PWLB	Half yearly payment	Est - Miscellaneous	4090		35,972.36	0.00	35,972.36	
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		90.00	18.00	108.00	
	Vaida Energy Limited	9.9.22-8.10.22	L & E Electric - Browick	6040		8.88	0.44	9.32	
	EE	Groundsmans telephone	Admin-telephone	4320		13.72	2.74	16.46	
	BT	Lift Line	Admin/telephone	4320		10.28	2.06	12.34	
	Anglian Internet	Telephone and internet	Admin - telephone	4320		98.98	19.80	118.78	
					8,100.27	55,652.88	2,993.53	66,746.68	


*S. Maffei*  
Chairman

*Alex Perry*  
Deputy Chairman



WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
8	Barclays Payflow	Salaries - November	Admin Salaries Estab Salaries Cemetery Salaries TIC Salaries	8,251.06 2,756.81 2,519.80 1,077.13			14,604.80	D/D
TOTALS							14,604.80	

.....  
  
 ..... Chairman

..... Alex Ferry ..... Deputy Chairman

30th November 2023

**WYMONDHAM TOWN COUNCIL**  
NOTES OF A MEETING OF  
THE COUNCIL BUILDING, HEALTH AND SAFETY  
& PERSONNEL WORKING GROUP MEETING  
HELD ON 13<sup>th</sup> December 2023 AT 2.00 pm

Present: Cllrs. Cllr. L Nixon  
Cllr. S Nuri- Nixon  
Cllr. Rosen  
Cllr. James

Also Present: T Gurney (Town Clerk)

1. ELECTION OF CHAIR Upon the proposition of Cllr. James and seconded by Cllr. Nuri-Nixon it was unanimously agreed to elect Cllr. Nixon as Chair.
2. ELECTION OF VICE CHAIR Upon the proposition of Cllr. James and seconded by Cllr. Nixon it was unanimously resolved to appoint Cllr. Nuri-Nixon as Vice Chair.
3. APOLOGIES FOR ABSENCE – None.
4. DECLARATIONS OF INTEREST– None.
5. EXCLUSION OF PRESS AND PUBLIC It was resolved under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
6. NOTES OF THE MEETING The confidential notes of the meeting held on 27<sup>th</sup> June 2022 were approved as a true record.
7. MATTERS ARISING – None
8. GENERAL DISCUSSION
  1. EXTERNAL FUNDING It was felt that the Council should seek to contract with a self-employed freelance Funding Officer with the appropriate grant application and project management skills to assist the Council in obtaining grants from external sources. In particular, with respect to the large projects such as the Browick Road Recreation ground refurbishment, new Cemetery and the Rothbury Road project. Other forms of fund/resource raising could be through Social Value from large companies and/or sponsorship.
  2. Deputy Clerk/Project Manager Discussion took place on employing an additional member of staff whose primary role would be split into two areas:
    - i. Deputy Clerk
      1. To assist the Clerk.

2. Stand in when the Clerk is absent.
  3. Management of open spaces.
  4. Develop and promote Markets with the Town Co-ordinator.
  5. Management of Council Offices.
- ii. Project Manager
1. To fully manage and develop existing and ongoing projects.

A full job description and person specification to be drawn up for discussion in the new year.

3. Administration Assistant It was agreed to recommend that this position's hours be increased from 20 per week to 25 per week to allow additional work to be undertaken on socials/website.
4. Human Resources After discussion it was agreed to recommend that an external advisor be contracted to assist in the Council's appraisal process for the Clerk and possibly the new deputy Clerk (if appointed). It was also felt that a regular peer review should be carried out.

**The above decisions to be ratified by full Council.**

[Meeting closed at 2:58 pm]

DATED this ..... day of ..... 2024.

SIGNED ..... (Chairman)

**WYMONDHAM TOWN COUNCIL**  
**MINUTES OF A MEETING OF THE FINANCE & GENERAL**  
**PURPOSES COMMITTEE held on Tuesday 19<sup>th</sup> December 2023**  
**in the Council Offices commencing at 7.00 pm**

Present:

Cllrs	Fulcher (Chair)
	Roberts
	Nuri-Nixon (substitute for Cllr. Frosdick)
	Perry
	Rosen

Also Present                      0 member of the public  
Cllr. P Barrett

F56/23	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Frosdick.
F57/23	<u>DECLARATIONS OF INTERESTS</u> – None.
F58/23	<u>MINUTES OF MEETING</u> On the proposition of Cllr. Roberts and seconded by Cllr. Rosen it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 15 <sup>th</sup> November 2023 as a correct record subject to a minor amendment to Min F55/23
F59/23	<u>PROGRESS UPDATES</u> – Next full Council meeting 9 <sup>th</sup> January 2024.
F60/23	<u>PUBLIC PARTICIPATION</u> – None.
F61/23	<u>GRANT APPLICATION</u> received from Hope Community Church for £2,000 towards the cost of installing a lift costing £38,500. After discussion during which concerns were raised as to the low amount the church were putting into the project (£1500) and the number of grants being applied for. It was resolved to defer the application to the next meeting to ascertain more details as to the amount of community work undertaken by the church.
F62/23	<u>EXCLUSION PRESS &amp; PUBLIC</u> On the proposition of Cllr. Nuri-Nixon and seconded by Cllr Perry resolution by the Council under the provisions of Section 1 of the Public Bodies (Admissions to meetings) Act 1960 to exclude Press and the Public from the meeting of Wymondham Town Council in order to discuss matters where publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.
F63/24	<u>2024/25 DRAFT FINANCE &amp; GENERAL PURPOSES COMMITTEE BUDGET</u> Clerk outlined the budget that had been prepared for the 2024/2025 financial year. After discussion regarding the level of Cemetery fees and the projected income for this it was agreed to amend this from £23,500 to £30,000. upon the resolution of Cllr. Rosen and seconded by Cllr. Roberts it was resolved

	to recommend a budget of £514,785.
F64/23	<p><u>2023/24 DRAFT COUNCIL BUDGET</u> Clerk outlined the proposed full budget for the 2024/2025 year being an amalgamation of the budgets recommended by the Leisure &amp; Environment Committee (£177,290) and the Finance &amp; General Purposes Committee (£514,785) which equals £692,075.</p> <p>Cllr. Rosen seconded by Cllr. Perry proposed a 3% increase which after the tax base adjustment of +146 properties would raise £691,812.</p> <p>For:2 Against:3</p> <p>Proposal was lost.</p> <p>Cllr. Roberts seconded by Cllr. Nuri-Nixon proposed a 3.25% increase which after the tax base adjustment of +146 properties would raise £693,503. This was unanimously agreed.</p> <p>Clerk to adjust budget and upon the proposal of Cllr. Rosen and seconded by Cllr. Nuri-Nixon it was unanimously agreed to recommend a precept of £693,503 to the full Council at its January meeting. This will result in a band D property increasing by £3.35 pa (6p per week) from £103.31 to £106.66.</p>
F65/23	<p><u>4 YEAR PLAN</u> Cllr. P Barrett gave an outline of the finance forecast that he had prepared with Cllr. Frostdick. He will now update this in conjunction with the budget proposed for 2024/2025. This is an indicative spreadsheet and a working document. Cllr. Rosen thanked him for the work undertaken which will now be integrated into the 4-year plan he is working on. Once formally adopted by the Council the financial information will be updated by Council officers and will be reviewed in September prior to budget setting for 2025/2026 year. Information to be kept as part of Council records and therefore any information sent to Councillors is confidential.</p>

*(The meeting closed at 20.13 pm)*

DATED this ..... day of .....2024

SIGNED ..... (Chairman)



**WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS**

No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	P/MENT
230	K & N Fencing Ltd	Insurance work Bromick Rec fencing	L & E Maintenance	6130		1,085.00	217.00	1,302.00	BACS
231	Red Dune Ltd	Visit Wymondham Website and build deposit	TIC - Tourism Development	8200		600.00	120.00	720.00	BACS
232	Mr T Gurney	Upright vacuum cleaner (office)	Est - Cleaning materials	4080		108.33	21.67	130.00	BACS
233	Breckland Industrial Ltd	Professional clean following pest control work - TIC	TIC - Miscellaneous	8120		395.00	79.00	474.00	BACS
234	Wymondham Windows Ltd	Replacement of shattered window in meeting room	Est - Maintenance	4090		1,470.83	294.17	1,765.00	BACS
235	Abbeygate Garage Ltd	Fuel Account - November	L & E Maintenance	6130		207.54	41.51	249.05	BACS
236	Biffa Waste Services Ltd	Wheeled Bin Account - November	Council Refuse	4520	138.70		27.74		
237	Wymondham Symphony Orchestra	Wheeled Bin Account - November	Cemetary Refuse	4420	137.65				
238	Ernest Doe & Sons Ltd	Grant	Grant - General	4700		1,003.90	0.00	1,003.90	BACS
		Thermogloves	Est - Health & Safety	4195	5.66		1.13		
		Drill bits, cable ties, blue roll, bolts & washers, glue	L & E Maintenance	6130	145.73		29.15		
		Repairs to Ferris and tractor, saw chain, spark plugs	L & E Equipment Maintenance	6140	868.43		173.68		
		Interim payment Christmas lights, replace time switch	Est - Christmas lights	4120		3,072.84	614.57	3,687.41	BACS
239	Alan R Cross & Son	12.9.23-11.12.23	Cemetary - Water	4430		45.14	3.10	48.24	BACS
240	Anglian Water Business (National) Ltd	10.9.23-9.12.23	Public Toilets	4300		643.09	0.00	643.09	BACS
241	Anglian Water Business (National) Ltd	4.9.23-3.12.23	L & E Water - Browick	6030		6.63	0.00	6.63	BACS
242	Anglian Water Business (National) Ltd	Pruning & Remove trees overhanging unit on Aylton Road	L & E Maintenance	6130	1,280.00		256.00		
243	Broadland Tree Services	Remove hanging branch in Cemetary & clearing from street lights	Cemetary Maintenance	4440	1,180.00		236.00	2,952.00	
244	Mrs G Baker	Reading glasses used for Display screen equipment	Est - Health & Safety	4195		51.99	0.00	51.99	
245	Mrs S Hurn	Cleaning of Council Offices - 3 weeks	Est - Cleaning	4050		159.00	0.00	159.00	
246	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000		2,783.96	556.80	3,340.76	
247	HMRC	PAYE/NIC	PAYE/NIC	4000		3,374.98	0.00	3,374.98	
248	Norfolk Pension Fund	Pensions	Pensions	4000		4,241.12	0.00	4,241.12	
249	Viking Payments	Waste bins, Supacaps, correction tape, ring binders	Admin Print/Stationery	4310		191.99	38.39	230.38	
250	Savills Client a/c Re Anglian Water Services Ltd	Rent in Advance 25/12/23-24/03/23	Alotments	4600		975.63	0.00	975.63	
251	Norfolk County Council	Legal advice - GDPR	Est - Legal	4115		450.85	90.17	541.02	
252	Canon UK Ltd	Copier costs - rental charge 1.12.2023-29.02.2024	Admin Print Stationery	4310	98.03		19.61		
253	TG Bodyshop	Copier costs - 1.9.2023-30.11.2023	Admin Print Stationery	4310	78.83		15.77	212.24	
254	Wymondham Garden Centre	Repairs to VW Cady van, fan heater resistor	Est - Van maintenance	4155		88.99	17.80	106.79	
255	C Clements & Sons	Fish blood and bone	L & E Brighter Wymondham	6160		7.49	1.50	8.99	
		Putty, padlocks	L & E Maintenance	6130	199.45		39.89		
		A4 engraved laminate - Queens Memorial Garden	Est - Miscellaneous	4090	50.00		10.00	299.34	
		Rock salt, gas cylinder, fixed blade folding knife	L & E Maintenance	6130	145.81		29.16		
		Safety helmet	Est - Health & Safety	4195	6.20		1.24	182.41	
257	The Society of Local Council Clerks	Annual membership	Est - Subscriptions	4130		418.00	0.00	418.00	
258	Nick Scrivens	Daily cleaning (December)	Public toilets	4300		1,061.00	212.20	1,273.20	
259	Naked Marketing Ltd	Creation of Farmers Market Branding	TIC - Tourism Development	8200		1,200.00	240.00	1,440.00	
260	East Fire Extinguisher & Alarms (UK) Ltd	Intruder Alarm/Call system service	TIC - Miscellaneous	4090		180.00	36.00	216.00	
261	EDF Energy	Elec 24.10.25-23.12.23	TIC - Electricity	8040		295.74	14.79	310.53	
262	Standley Steel Stockholders	Replace gate stop on cemetary gate	Cemetary Maintenance	4440		78.00	15.60	93.60	
263	Ernest Doe & Sons Ltd	Sharpen blades of hedge cutter, oil, chain, air filter, bulbs	L & E Equipment Maintenance	6140	59.51		11.91		
		Padlocks, batteries and round up	L & E Maintenance	6130	106.44		21.28	199.14	
264	Biffa Waste Services Ltd	Wheeled Bin Account - December	Council Refuse	4520	89.33		17.87		
		Wheeled Bin Account - December	Cemetary Refuse	4420	88.70		17.74	213.64	
					<b>4,678.47</b>	<b>24,197.04</b>	<b>3,549.97</b>	<b>32,425.48</b>	
		Telephone and internet	Admin - telephone	4320		100.20	20.04	120.24	
	Anglian Internet	Sage 50c Accounts Essential	Admin Print/Stationery	4310		96.00	19.20	115.20	
	Sage UK Ltd	Groundsmans telephone	Admin-telephone	4320		14.31	2.86	17.17	
EE	BT	Lift Line	Admin/telephone	4320		10.28	2.06	12.34	
BT	Valda Energy Limited	8.12.23-8.1.24	L & E Electric - Browick	6040		9.17	0.46	9.63	
Valda Energy Limited	Valda Energy Limited	Council Office and Maintenance shed elec 22.11.23-21.12.23	Est - Electricity	4040		662.39	132.48	794.87	
					<b>4,678.47</b>	<b>25,089.39</b>	<b>3,727.07</b>	<b>33,494.93</b>	

**WYMONDHAM TOWN COUNCIL SALARIES**

<b>No</b>	<b>PAID TO</b>	<b>DESCRIPTION</b>	<b>SERVICES</b>	<b>EXPEND</b>	<b>ANALYSIS</b>	<b>VAT</b>	<b>AMOUNT</b>	<b>CHEQUE</b>
9	Barclays Payflow	Salaries - December	Admin Salaries	6479.93				
			Estab Salaries	2015.05				
			TIC Salaries	633.31				
			Cemetery Salaries	1765.79			£10,894.08	D/D
<b>TOTALS</b>							<b>£10,894.08</b>	

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**Chairman**

.....

**Deputy Chairman**

31st December 2023

**WYMONDHAM TOWN COUNCIL**

**BUDGET FOR 2024/25**

2023/24

2024/25

2019/20 2020/21 2021/22 2022/23 2023/24 2024/25

	Total Budget	492565	536838	561621	603032	656638	693503
	Precept	492565	536838	561621	603032	656638	693503
	Tax Base	5572	5839	5879	6129	6356	6502
166,581 LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE	Band A 6/9ths	58.93	61.30	63.69	65.59	68.87	71.1
	Band B 7/9ths	68.76	71.51	74.31	76.53	80.35	82.95
	Band C 8/9ths	78.58	81.73	84.92	87.46	91.83	94.80
	Band D 9/9ths	88.40	91.94	95.53	98.39	103.31	106.66
490,057 FINANCE & GENERAL PURPOSES COMMITTEE	Band E 11/9ths	108.04	112.38	116.76	120.25	126.27	130.36
	Band F 13/9ths	127.69	122.59	137.99	142.12	149.23	154.06
	Band G 15/9ths	147.33	153.24	159.22	163.98	172.18	172.18
	Band H 18/9ths	176.80	183.88	191.06	196.78	206.62	213.31
	Band D % Increase	4% + SC	4%	3.90%	2.99%	5.00%	3.25%
							£3.35
							6p pw
<b>656,638</b>							
<b>656,638 Total Budgeted Expenditure</b>							



<b>Proposed Leisure Environment Enterprise &amp; Tourism Budget 2024/25</b>						
<b>Expenditure</b>		2022/23	2023/24	2023/24	2024/25	
Recreation & Open Space		Budget	Budget	6 month Actual	Budget	
	Salaries	98526	97771	53669	107090	
6010	Rates Browick	1655	1650	1610	1650	
6040	Electricity Browick	175	200	63	200	
6030	Water Browick	60	60	49	100	
6160	Brighter Wymondham	12000	13000	10098	14000	
6120	Bellrope rent	600	600	600	600	
6130	Maintenance	20000	20000	8020	20000	
6210	Maint Ketts Park	3500	2500	0	2500	
6140	Equipment maint/repairs	6000	7000	7521	8000	
6170	SNC - Dog bins	7150	7150	3778	8000	
	<b>Sub total</b>		<b>149666</b>	<b>149931</b>	<b>85408</b>	<b>162140</b>
<b>Contribution to Reserves</b>						
	Play Equipment/Safety	5000	5000	2500	5000	
	Ketts Park	23000	23000	11500	23000	
	Open Space	3500	3500	1750	3500	
	Youth Support	1500	1500	750	1500	
	<b>Sub total</b>		<b>33000</b>	<b>33000</b>	<b>16500</b>	<b>33000</b>
	<b>Expenditure Total</b>		<b>182666</b>	<b>182931</b>	<b>101908</b>	<b>195140</b>
<b>Income Income</b>						
3400	SNC Ketts Park lease	10920	11000	11498	12500	
5120	Kings Head Meadow	5350	5350	3196	5350	
	<b>Income Total</b>		<b>16270</b>	<b>16350</b>	<b>14694</b>	<b>17850</b>
	<b>Net cost to Council</b>		<b>166396</b>	<b>166581</b>	<b>87214</b>	<b>177290</b>

<b>F &amp; GP Budget 2024/25</b>				
<b>Expenditure</b>		2022/23	2023/24	2024/25
Market		Budget	Budget	Budget
4550	Water	60	120	120
	Salaries	2489	3002	3247
4510	Rates	1800	1800	1000
4520	Refuse	1125	1500	1600
4530	Farmers Market	1000	1000	1000
4540	Maint/misc	500	500	500
		<b>6974</b>	<b>7922</b>	<b>7467</b>
<b>Allotments</b>				
4600	Rent & Repairs	4000	4000	4500
		<b>4000</b>	<b>4000</b>	<b>4500</b>
<b>Cemetery</b>				
	Salaries	27607	35704	38734
4410	Rates	3060	3000	4400
4420	Refuse	1150	1500	1600
4430	Water	275	200	275
4440	Repairs,maint,tools	3000	3000	3000
4450	Electricity		195	500
		<b>35092</b>	<b>43599</b>	<b>48509</b>
<b>Administration</b>				
	Salaries	113634	143233	194446
4340	Office Equip/repairs	500	500	500
4310	Printing/ Stationery	2500	3000	3300
4320	Telephones	1750	1700	1750
4330	Postages	750	500	450
		<b>119134</b>	<b>148933</b>	<b>200446</b>
<b>Establishment</b>				
	Loan -PWL	72000	72000	72000
4010	Rates	24000	24000	26000
4030	Water	350	400	650
4040	Electricity	6100	8000	7000
4050	Cleaning/Window Cleaning	1750	1750	2000
4070	Insurance	16000	17000	15500
4085	Civic Events/Sponsorship	2500	2500	2500
4090	Misc	7266	6066	6741
4155	Van Maintenance	2000	2000	2200
4110	Audit	5000	5250	6000
4120	Christmas lights	3000	26190	6000
4170	Archives	500	500	500
4130	Subscriptions	1800	1850	2750
4115	Legal fees	2500	2500	2500
4195	Health & Safety	1500	1500	1500
4140	Staff Training	1250	1250	1250
4165	CCTV	0	3810	0
		<b>147516</b>	<b>176566</b>	<b>155091</b>

<b>Tourist Information Centre</b>							
	Salaries + Town Coord	26710		27137		40500	
	8010 Rates	1600		1600		1600	
	8040 Electricity	1100		1800		2000	
	8100 Telephone	900		1100		1200	
	8110 Printing & Stationery	200		200		200	
	8120 Misc	250		250		250	
	8200 Tourism development	6000		6000		6000	
	8020 Town mini guide	0		0		3000	
			<b>36760</b>		<b>38087</b>		<b>54750</b>
<b>Toilets</b>							
	4300 Cleaning/maint	17000	<b>17000</b>	18000	<b>18000</b>	20000	<b>20000</b>
	4200 Street Lights	7500	<b>7500</b>	12000	<b>12000</b>	11000	<b>11000</b>
<b>Grants</b>							
	4700 Grants	5000		5000		5000	
			<b>5000</b>		<b>5000</b>		<b>5000</b>
<b>About Wymondham</b>							
	4800+4 Printing/editing	4500		1500		1000	
	4810 Distribution	0		0		0	
			<b>4500</b>		<b>1500</b>		<b>1000</b>
	<b>Expenditure Total</b>		<b>383476</b>		<b>455607</b>		<b>507763</b>
<b>Income</b>							
	3100 Market(Friday)	10700		9100		8300	
	3110 Farmer's Market	2040		1800		1600	
	7000 TIC Sales	350		400		500	
	3200 Allotments	4500		5000		5400	
	3300 Burials,memorials	23500		23500		30000	
	3500 About Wymondham	0		0		0	
	3600 Interest on deposits	0		15000		35000	
	<b>Income Total</b>		<b>41090</b>		<b>54800</b>		<b>80800</b>
	<b>Net cost to Council</b>		<b>342386</b>		<b>400807</b>		<b>426963</b>
<b>Allocation to Reserves</b>							
	Machinery	25000		25000		25000	
	New Projects	12500		7500		7500	
	Market Cross repairs	5000		5000		5000	
	Cemetery	31250		31250		31250	
	Council Office - Maint	5000		5000		5000	
	Toilets	2500		2500		2500	
	Street Lights	13000		13000		13000	
			<b>94250</b>		<b>89250</b>		<b>89250</b>
<b>TOTAL</b>			<b>436636</b>		<b>490057</b>		<b>516213</b>





WYMONDHAM TOWN COUNCIL

ACTUAL v BUDGET

FULL COUNCIL

FOR THE 6 MONTHS ENDED 30th September 2023

Proposed BUDGET	BUDGET		VARIANCE	BUDGET	ACTUAL
£	£		£	£	30/09/23 £
98650	71150	TOTAL INCOME	25609	35575	61184
664903	600538	TOTAL EXPENDITURE	33717	-300269	266552
<u>-566253</u>	<u>-529388</u>	<b>EXCESS EXPENDITURE OVER INCOME</b>	<b>59326</b>	<b>-264694</b>	<b>-205368</b>
0	0	Allocations to Earmarked funds			
31250	31250	Neighbourhood plan		0	0
0	0	Cemetery	0	15625	15625
25000	25000	Dilapidations/maint	0	0	0
5000	5000	Equipment	0	12500	12500
5000	5000	New Office	0	2500	2500
23000	23000	Grants	0	2500	2500
13000	13000	Ketts Park	0	11500	11500
5000	5000	Street Lights	0	6500	6500
7500	7500	Market Cross Refurbisher	0	2500	2500
3500	3500	New Projects	0	3750	3750
5000	5000	Open Spaces	0	1750	1750
0	0	Play Site Safety	0	2500	2500
0	0	Browick Road Rec	0	0	0
2500	2500	TIC	0	0	0
1500	1500	Toilets	0	1250	1250
<u>127250</u>	<u>127250</u>	Youth Support	0	750	750
<u>-593503</u>	<u>-656638</u>	<b>FUNDING REQUIREMENT</b>	<b>59326</b>	<b>-328319</b>	<b>-268993</b>
693503	656638	Precept		328319	328319
<u>0</u>	<u>0</u>	Surplus for half year	<u>59326</u>	<u>0</u>	<u>59326</u>

**Main differences**

**Income**

Other Inc + KP Lease	6085	Payment of KP Lease in advance
Interest	15434	Rate Rise
Allotments	2749	12 mths rent collected
J Wood donation	1433	Event funds passed to WTC
	25701	

**Expenditure**

Electricity savings	2593	Fixed rate to 23.10.23
CCTV	1905	CCTV not installed Market Place
Salaries	10560	Awaiting 2023/24 pay rises
Civic Events	1250	None held
Audit	2435	Invoices in 2nd half
Xmas Lights	13095	Purchased 2nd half
	31838	
	25701	
	57539	

**Your Duty =** Duty to provide allotments.  
**Power to improve and adapt land for allotments, and to let grazing rights.**

**Act =** Small Holdings & Allotments Act 1908 s 23, 26 and 42, Allotments Act 1950 s 9

**Risk / Hazard / Requirement** **Control**

**Environmental**  
 Untidy Plots.

52 To ensure that site is maintained to the required/acceptable standard.  
 Weekly inspections by Council Grounds Staff and regular inspections by Clerk/ Administration Assistant.  
 Enforce requirements of tenancy agreement.  
 Notify Allotment holder of problem and serve notice where necessary.  
 Liaise where appropriate with allotment association.

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Assessment year: 2023

**Review timing & Responsibility** **Likelihood of occurrence** **Impact on Council** **Your action required**  
 Quarterly **Medium** **Medium** **4** **Yes**

<b>Responsibility:</b>
Action by: Clerk
Action by date: 31/12/2024
Action plan: Allotment visit visited regularly by Council grounds staff. Administration Assistant visits approx every 4 weeks and communicates with allotment holders re unit

**Completed by:**

**Date:**

**Position:**

No of Risks 1

No of risks scored: 1

No of Action Plans: 1







**Your Duty = Power to provide Power to acquire and maintain**

**Act =** Local Government Act 1972, s 214(2)  
Parish Councils and Burial Authorities (Miscellaneous Provision) Act 1953, s 1

**Risk / Hazard / Requirement**

**Control**

**Environmental**

Dog fouling.

293 To minimize the impact of dog fouling.

Consider banning dogs from cemeteries.

Ensure appropriate signs in place.

Arrange for agency to deal with stray dogs if a problem.

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Assessment year: 2023

**Review timing & Responsibility**      **Likelihood of occurrence**      **Impact on Council**      **Your action**  
Quarterly      Medium      Medium      4      Yes

Responsibility:

Action by: Clerk

Action by date: 31/12/2024

Action plan: Occurrences monitored by Cemetery Group ds man. Additional notices put up.

**Completed by:**

**Date:**

**Position:**

No of Risks 1

No of risks scored: 1

No of Action Plans: 1

Your Duty = Duty to Appoint

Assessment year: 2023

Act = s 112 Local Government Act 1972

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

Review timing & Responsibility  
Likelihood of occurrence  
Impact on Council  
Your action required  
Score required

Risk / Hazard / Requirement

Control

**Professional**

Inability to recruit.

As and when

Medium

Medium

4

Yes

17 To improve recruitment.

Exit interviews held if required by employee.

Vacancies advertised on Council website and facebook page.

Recruitment policy reviewed when the need arises to recruit staff.

Responsibility:
Action by: Clerk
Action by date: 03/04/2024
Action plan: Recruitment of ground staff position to commence in Spring.

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 1

Your Duty = Power to provide

Assessment year: 2023

Act = Public Health Act 1936 s 87

Scoring note:  
 Low = 1  
 Medium = 2  
 and High = 3

Review timing & Responsibility      Likelihood of occurrence      Impact on Council      Your action score required

## Environmental

Vandalism.

Annually      Medium      Medium      4      Yes

94 To minimise the risk of loss/damage/injury arising from vandalism.

Vandalism reported by cleaning company / users. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders. Cover held with Zurich Insurance.

Toilets open 7.00am - 6.00pm then closed by lowering metal shutter to entrance.

Responsibility:
Action by: Clerk
Action by date: 31/12/2024
Action plan: Acts of vandalism reported by Cleaning contractors.

## Financial

Failure to achieve desired standard of cleaning/hygiene

Daily      Medium      Medium      4      Yes

95 To maintain high standard of hygiene/cleanliness.

Toilets cleaned by local cleaning company - Sanitec - and regularly inspected.

Responsibility:
Action by: Clerk
Action by date: 31/12/2024
Action plan: Continual monitoring

**Physical**

Maintenance

Annually Medium Medium 4 Yes

Responsibility:
Action by: Clerk
Action by date: 31/12/2024
Action plan: Continual monitoring

- 90 To ensure proper maintenance of premises and minimize risk of loss/damage/injury. Maintenance carried out by contractors on an as when required basis. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed. Toilets refurbished by South Norfolk Council in 2018 before transferred to Town Council. Earmarked reserve established for future maintenance / refurbishment t.

Completed by:

Date:

Position:

No of Risks 3

No of risks scored: 3

No of Action Plans: 3

**Your Duty = Power to provide**

**Act = s 19 Local Government (Misc Provisions) Act 1976**

**Assessment year: 2023**

Scoring note:  
Low = 1  
Medium = 2  
and High = 3

**Review timing & Responsibility**      **Likelihood of occurrence**      **Impact on Council**      **Your action Score required**

**Environmental**

Inadequate Safety Signage

367 To minimise risk.

Ensure that a notice is displayed at the site providing minimum advice:-  
Location of nearest telephone and first aid facilities.  
Any restrictions of use i.e. equipment and age.  
Persons use facility only at their own risk.  
Users must wear appropriate protective clothing.  
No glass, dogs or alcohol allowed on site.  
The maximum number of users at any one time.

**Control**

Monthly      **Medium**      **Medium**      **4**      **Yes**

Responsibility:

Action by: Clerk

Action by date: 31/12/2023

Action plan: various notices installed and continually van dalised.

**Environmental**

Vandalism

366 To minimise the risk of loss/damage/injury arising from vandalism.  
To minimise risk arising from anti-social behaviour.

Take reasonable action to maintain security of site. - site on open amenity area  
Arrange for regular site visits - done by Council Grounds staff.  
  
Maintain liaison with law enforcement agencies.  
Define policy for dealing with offenders.

Weekly

**Medium**

**High**

**6**

**Yes**

Responsibility:

Action by: Clerk

Action by date: 31/12/2024

Action plan: Skatepark situated at Browick Road recreation ground in an open easily accessible area. Situation monitored on an almost daily basis by Grounds Staff. Debris

**Completed by:**

**Date:**

**Position:**

No of Risks **2**

No of risks scored: **2**

No of Action Plans: **2**