

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT
A MEETING OF THE TOWN COUNCIL is to be held on
TUESDAY 5th March 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	A
3	To resolve that the minutes of the Council meeting held on 6 th February 2024 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council 6 th February 2024 / previous meetings. <ul style="list-style-type: none">To note the notes and to ratify the decisions of the Councils Buildings, Health & Safety & Personnel Working Group meeting held on 16th February 2024.	C
5	To note the minutes of the Finance & General Purposes Committee meeting held on 20 th February 2024 and to ratify the proposed fees and charges for 2024/2025	D
6	To confirm payment of monthly creditors – February 2024.	E
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	Motion re funding - Public Realm Project – Cllr. Rosen	F
9	Proposal to review on street car parking - Town Green – Cllr. Batley	G
10	To consider proposal and quotation to replace grass cutting deck	H
11	Neighbourhood plan – To approve 'virement' of £1305.31 from General Reserve to bring Earmarked Reserve to Nil to allow closure.	
12	Reports from County / District Councillors.	
13	Reports from representatives on outside committees.	


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

28th February 2024

Interests Flowchart

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

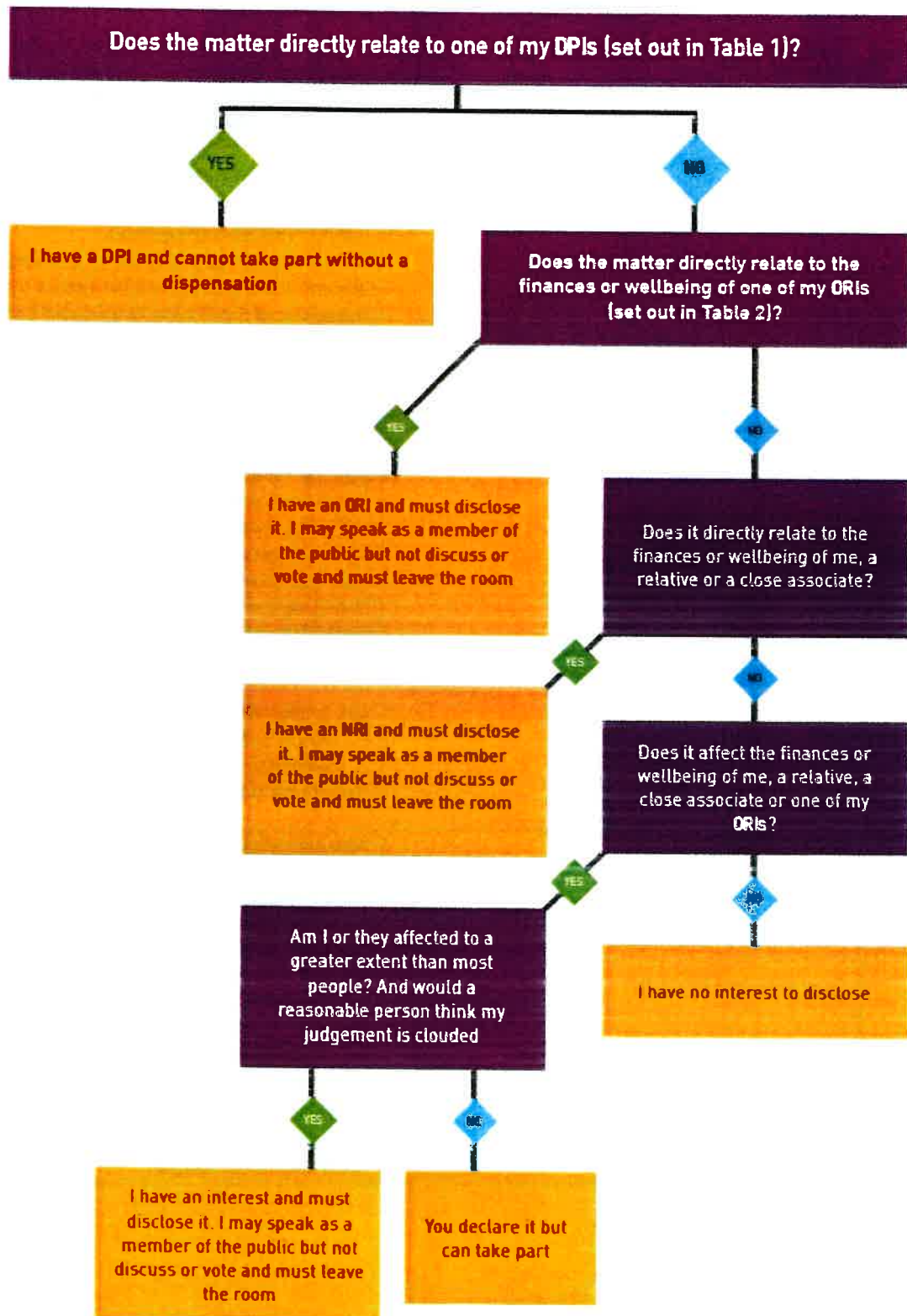


Table 1: Disclosable Pecuniary Interests

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

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

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

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

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

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

Table 2: Other Registrable Interests

<p>You must register as an Other Registerable Interest :</p> <ul style="list-style-type: none"> a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body <ul style="list-style-type: none"> (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

WYMONDHAM TOWN COUNCIL
 MINUTES OF A TOWN COUNCIL
 MEETING HELD ON TUESDAY 6th February 2024
 in the Council Offices at 7.00 pm.

Councillors Present

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

Member(s) of the Public: 14
 Cllrs Hurn & McConnell (SNC)
Councillor Nuri-Nixon in the Chair

013/24	<u>APOLOGIES FOR ABSENCE</u> – Cllr. Baker.
014/24	<u>DECLARATIONS OF INTEREST:</u> None.
015/24	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Roberts the minutes of the meeting held on 9 th January 2024 were unanimously approved as a correct record.
016/24	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> • <u>Min 010/24 Risk Assessments</u> Meeting of Council Buildings, Health & Safety and Personnel Working Group scheduled for 16th February 2024.
017/24	<u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE</u> minutes of meeting held on 16 th January 2024 were noted.
018/24	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. J Barrett it was resolved to pay accounts for January 2024, as per the submitted list in the sum of £18,145.40 In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,740.13
019/24	<u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> • Representative of Greening Wymondham spoke in favour of Agenda item 8 (Rothbury Road Project) and the appointment the acceptance of the quotation from applicant No 1. • Cllr. C McConnell (SNC) Spoke in support of agenda item 14 (Emergency Plan) following recent flooding issues at Spinks Lane. She advised that there are flooding advice leaflets available.
020/24	<u>ROTHBURY ROAD PARK</u> Paper submitted by Greening Wymondham to appoint a project manager with an initial spend was discussed. Upon the proposition of Cllr. P Barrett and seconded by Cllr. James it was resolved to appoint the Norwich

	<p>Fringe Project as Project managers at a cost of £12,675.00 and to authorise a drawdown of up to £3,500 for preliminary work.</p>
021/24	<p><u>PUBLIC REALM PROJECT</u> Joel Pailles (SNC) gave a presentation on work undertaken to date in respect of the proposed Public Realm scheme which included some illustrative slides showing some possible scenarios in respect of the centre of the Town. Included in this was tree planting and work on the alleyway by the side of the Co-op store. There was also an illustration of a roundabout outside the Heritage Museum although it was acknowledged that this would be expensive. A wide-ranging discussion then took place as to the merits of pursuing a scheme with various views as to the social and economic benefits.</p> <p>Upon the resolution of Cllr. Holden and seconded by Cllr. Rosen standing orders were suspended to allow public participation.</p> <p>Questions were then raised as to how much it cost to prepare the slides and could they be available to the public, also time frames. Response from Mr Pailles was they he did not know the cost and that the slides could be made available although it was stressed that these were only ideas. Once a steering group has been established it was anticipated that work could start in the 2025/2026 financial year.</p> <p>Further discussion then took place on the funding of the project in terms of the sale proceeds from the previous Council offices at 14 Middleton Street being committed and matched funding from SNC. It was highlighted that pavement/road works are the responsibility of SNC & NCC and that areas outside the Town Centre needed looking at and that play areas need work. Value for money is key and there should be tangible benefits not just a vanity project. Mr Pailles advised that SNC would require a decision to be made by the Town Council at its March meeting in respect of a funding commitment.</p>
022/24	<p><u>PESTICIDES</u> Cllr. Perry outlined his paper in respect of the use of pesticides. Debate took place on the definition of pesticide as opposed to herbicide and Clerk explained that there had previously been very limited use primarily on the paths at the cemetery. It was pointed out that the Council had recently approved a bio-diversity policy which covered this and is due to be reviewed together with Greening Wymondham by the Leisure Environment Enterprise and Tourism Committee. Upon the proposal of Cllr. Perry and seconded by Cllr. Rosen it was proposed that, where there are viable alternatives to herbicides available, that we choose them instead.</p> <p>For: 3 Against 8 Abstentions 2 The motion was lost.</p>
023/24	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u> <u>Norfolk County Council</u> – None.</p>

	<p><u>South Norfolk Council</u></p> <ul style="list-style-type: none"> • Cllr. Roberts <ul style="list-style-type: none"> ○ Residents Associations being set up in The Alders and Birch Gate developments. ○ North Wymondham (Spinks Lane) ditches poorly looked after, and enforcement being undertaken re flooding issues.
024/24	<p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> • Cllr. P Barrett – Greening Wymondham <ul style="list-style-type: none"> ○ Rothbury Road Grant applications discussions. ○ Great Big Green Week – 8th – 16th June. ○ Discussions continue re grass verges. ○ Litter pick 23rd March 2024. • Cllr. P Barrett – Sustainable Wymondham <ul style="list-style-type: none"> ○ Report written and being reviewed before being shared. <p>Cllr. Holden began to read out a statement in which he resigned from the Council with immediate effect. Chair, Cllr. Nuri -Nixon, asked him to stop as this was not a report as a representative on outside bodies and not an agenda item. The meeting was temporarily adjourned and Cllr. Holden left the room.</p>
025/24	<p><u>EXCLUSION OF THE PRESS & PUBLIC</u> On the proposition of Cllr. James and seconded by Cllr. P Barrett 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.</p>
026/24	<p><u>EMERGENCY PLAN</u> Cllr. Roberts outlined the Draft Emergency plan that had been formulated with SNC and the rationale for its requirement. Further work needed to be undertaken before its acceptance by the Council following which a redacted version will be placed on the Councils website. Discussion took place with concerns raised that the Council should only commit to participate within its capabilities, the length of the plan and the need to carry out a practice drill. It was agreed that a meeting would be arranged by Cllr. Roberts with the Emergency Co-ordinator at SNC and Cllr. Rosen to review progress to date and take on board Councillors comments.</p>
027/24	<p><u>WYMONDHAM RAILWAY STATION</u> Cllr. Roberts outlined discussions following a recent meeting in respect of the platform disability access issues. Grants have been applied for and if successful a bridge and lifts could be installed to resolve the problem.</p>

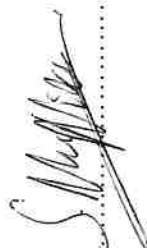
[The meeting closed at 20.56 pm]

DATED thisday of2024

SIGNED(Chairman)

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
10	Barclays Payflow	Salaries - January	Admin Salaries	£6,579.13				
			Estab Salaries	£2,047.55				
			TIC Salaries	£322.86				
			Cemetery Salaries	£1,790.59			£10,740.13	D/D
TOTALS							£10,740.13	


 Chairman


 Deputy Chairman

31 January 2024

WYMONDHAM TOWN COUNCIL
NOTES OF A MEETING OF
THE COUNCIL BUILDING, HEALTH AND SAFETY
& PERSONNEL WORKING GROUP MEETING
HELD ON 16th February 2024 AT 11.00 am

Present: Cllrs. Cllr. Nixon
Cllr. Nuri- Nixon
Cllr. James

Also Present: T Gurney (Town Clerk)

1. APOLOGIES FOR ABSENCE – None.
2. DECLARATIONS OF INTEREST– None.
3. 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.
4. NOTES OF THE MEETING The confidential notes of the meeting held on 13th December 2023 were approved as a true record.
5. MATTERS ARISING
 1. EXTERNAL FUNDING – list of potential providers to be compiled.
6. DEPUTY CLERK/PROJECT MANAGER Clerk presented a draft Job Description and Person Specification for discussion. Various amendments were made, and it was resolved to recommend the attached to the full Council. The position to be advertised on the Norfolk ALC, National ALC, Indeed and possibly the LinkedIn websites.
7. RISK ASSESSMENTS Clerk explained that these are part of the internal Audit function and identify areas in which the Council operates to ensure that potential risks are controlled and minimised. Areas covered and questions include allotments (is the site maintained to an acceptable standard), bus shelters (vandalism), cemetery (dog fouling), code of conduct (to maintain a register of Interests), markets (meetings of the council (agendas) and public toilets (vandalism). Risks are scored (high, medium or low) and an action plan drawn up. After viewing the worksheet's, it was resolved to recommend to full Council that they are accepted together with the action plan.

The above decisions to be ratified by full Council.

[Meeting closed at 12.43 pm)

DATED this day of2024.

SIGNED (Chairman)



Wymondham Town Council

Deputy Town Clerk/Projects Officer

Job Description

Hours: full time, 37 hours per week

Salary: £34,834 (New NJC Spinal Column Point 26 in 2023-24 Pay Scales – plus pension benefits).

Reports to Town Clerk

Role Description

The Deputy Town Clerk/Projects Officer will be an Officer of the Council and in the absence of the Town Clerk (Proper Officer) is under a statutory duty to carry out all the functions, and in particular, to serve or issue all the notifications required by law of a local authority's Proper Officer. The Deputy Town Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The Deputy Town Clerk is expected to advise the Council on, and assist the Town Clerk in, the formation of overall policies to be followed in respect of the authority's activities and to assist in the production of all the information required for making effective decisions. The person appointed will be accountable to the Town Clerk for the effective management of resources and will report to them as and when required. The Deputy Town Clerk will support the Responsible Financial Officer (RFO) and be responsible for financial records of the Council and the careful administration of its finances, as directed by the RFO. The Deputy Town Clerk will be the person nominated as deputy RFO in the absence of the RFO.

Job Description

Deputy Town Clerk

1. Ensure that statutory and other provisions governing or affecting the running of the Council are observed
2. Support the RFO in the monitoring and balancing of the Council's accounts and records for audit purposes and VAT.
3. Support the Town Clerk in ensuring that the Council's obligations for Health and Safety

Regulations are properly met.

4. Act as the responsible officer for ensuring that risk assessments are prepared, are annually reviewed and presented to the Town Clerk/Council for approval.
5. Prepare, in consultation with members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.
6. In the absence of the Town Clerk cover their absence at the office, work with the Chairmen of other Committees to establish agendas, attend and subsequently minute. Council and committee meetings.
7. Have responsibility for supporting the work of the Councils Committees and Working Groups.
8. Act as the officer responsible for incoming Amenities queries and reports.
9. Support the Clerk in the delivery of assets to the Town Council.
10. Support the Clerk in maintaining and monitoring all systems and records relating to the Council's management of assets, including buildings, public open spaces and public Realm.
11. Act, in conjunction with the Councils Administration Officer, on requests for allotments and leading on the supervision of allotment provision (including tenant liaison).
12. Act as the officer responsible for developing and updating the website with Council information, agendas, minutes, and news items in conjunction with the Councils Office Administrator.
13. Support the Clerk in the procurement of goods and services for the Council
14. Support the Clerk to ensure the timely and effective management of the Council's ongoing supply contracts renewals.
15. Receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions or the known policy of the Council
16. Study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
17. Draw up on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
18. In the absence of the Clerk to supervise staff members and manage the day-to-day running of the Council offices.
19. Act as the representative of the Council where required.
20. Prepare in consultation with the Chairman and other Councillors as appropriate, press releases about the activities or decisions of the Council
21. To supervise the preparation of newsletters, posters and advertisements pertaining to Council business.
22. Assist in the organisation of Town Council events.
23. Responsibility for developing the Charter and Farmers Markets, liaising with participants and the Town – Co-ordinator, promotional activity and collection of pitch fees.
24. Attend training courses or seminars on the work and role of the Clerk and Council as Required.
25. Participate in the annual appraisal scheme.
26. Continue to acquire the necessary professional knowledge require for the efficient management of the affairs of the Council; membership of The Society of Local Council Clerks is suggested.
27. Undertake any other reasonable tasks as directed by the Council.

Project Management

To carry out the duties as set out in the job description and specifically to be responsible for providing Town Council project management and community development support.

1. To be the project manager responsible for the co-ordination, implementation, and completion of allocated projects on time and within budget on behalf of the Town Council.
2. To manage community engagement and consultation initiatives undertaken by the Town Council.
3. To assist with the submission of funding applications on behalf of the Town Council.
5. To work with the Town Clerk and Town-Co-ordinator to develop plans and proposals for town centre management, including proposals to build effective partnership working with key stakeholders, including Norfolk County Council, South Norfolk Council and business groups.
6. To undertake other duties including other projects as assigned and that might reasonably be expected of the post holder and as instructed by the Town Clerk/ Council.
7. To attend meetings, including some in the evening, and make reports as required. Also to attend, as required, meetings of other Partners/ local organisations.

PERSON SPECIFICATION

	Essential	Preferred
1. Education / Qualifications	<p>Educated to 'A' level or HND level or NVQ level 3 or above.</p> <ul style="list-style-type: none"> • Certificate in Local Council Administration (or willingness to obtain within the first 12 months of employment) 	<p>Local policy or community governance qualification</p> <ul style="list-style-type: none"> • Appropriate financial Qualification Prince 2 qualification
2. Work Experience	<p>Experience of using manual/computerised systems inc. Microsoft 365</p> <ul style="list-style-type: none"> • Experience or working in a business or professional setting 	<p>Experience of using finance packages</p> <ul style="list-style-type: none"> • Experience of working in a financial setting • Previous local government experience • Experience of minuting meetings

3. General Skills / Knowledge and Aptitude	<p>Able to produce reports on arrange of subjects including.</p> <p>analysis of numerical data</p> <ul style="list-style-type: none"> • IT skills • Ability to problem solve in an inclusive manner • Ability to assimilate viewpoints and establish common understanding. 	<p>Understanding of a local council's legal framework and operating environment</p> <ul style="list-style-type: none"> • Ability to manage property and grounds maintenance
4. Management Skills	<ul style="list-style-type: none"> • Ability to manage and supervise staff. • Budget management • Project management • Ability to organise effective meetings and events • Manage self and meet targets and deadlines 	
5. Communication Skills	<p>Ability to communicate in a clear confident manner</p> <ul style="list-style-type: none"> • Ability to work well with members of the public and community leaders, especially in challenging circumstances • Ability to present to wide range of audiences 	<p>Ability to operate within a political environment but act impartially and use open and fair processes</p>
6. Motivation	<p>Ability to maintain good relationships with councillors, colleagues, contractors, and the public</p> <ul style="list-style-type: none"> • Self-reliant and self-motivated • Ability to work some evenings and other antisocial hours on Town Council business • Ability to grow with the role and undertake training 	
7. Strategic Thinking	<ul style="list-style-type: none"> • Ability to consider the long-term consequences of Council decisions 	<ul style="list-style-type: none"> • Ability to develop and maintain a strategic plan. • Understanding of the cycle of strategic/tactical and operational management

8. Personal Qualities	<ul style="list-style-type: none">• Ability to be focused and take a wider view• Ability to have a calming influence in challenging situations but galvanise action when things are not happening	<ul style="list-style-type: none">• Customer Service experience or relevant qualification.
9. Other	<ul style="list-style-type: none">• Driving license, access to a vehicle and ability to travel to different venues	

DRAFT

LCRS 14 - Risk report for Allotments

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 Quarterly
 Likelihood of occurrence Medium
 Impact on Council Medium
 Your action required Score required 4 Yes

Responsibility:

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

LCRS 14 - Risk report for Bus Shelters

Wymondham Town Council

Your Duty = Power to provide and maintain shelters

Assessment year: 2023

Act = Local Government (Miscellaneous Provisions) Act 1953 s.4

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

Risk /
ID Hazard / Requirement

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

Control

Environmental
Vandalism.

Weekly **Medium** **Medium** **4** **Yes**

Responsibility:
Action by: Clerk
Action by date: 31/12/2024
Action plan: Bus shelters monitored weekly and vandals m Graffiti reported to police.

265 To minimise the risk of loss/damage/injury arising from vandalism. Weekly inspections by Council Grounds Staff. Acts of vandalism/Graffiti reported to police.

Completed by:

Date:

Position:

No of Risks **1**

No of risks scored: **1**

No of Action Plans: **1**

LCRS 14 - Risk report for Cemeteries/Churchyards

**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**

Assessment year: 2023

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

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

293 To minimize the impact of dog fouling.
Dog fouling.
Consider banning dogs from cemeteries.
Ensure appropriate signs in place.
Arrange for agency to deal with stray dogs if a problem.

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 1

LCRS 14 - Risk report for Employment of Staff

Wymondham Town Council

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
 ID
 Control

As and when

Medium Medium 4 Yes

Responsibility:

Action by: Clerk

Action by date: 03/04/2024

Action plan: Recruitment of ground staff position to commence in Spring.

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.

Completed by:

Date:

Position:

No of Risks 1

No of risks scored: 1

No of Action Plans: 1

LCRS 14 - Risk report for Public Conveniences

Your Duty = Power to provide

Act = Public Health Act 1936 s 87

Assessment year: 2023

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

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

Control

Environmental

Vandalism.

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

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

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

Annually Medium Medium 4 Yes

Responsibility:

Action by: Clerk

Action by date: 31/12/2024

Action plan: Continual monitoring

LCRS 14 - Risk report for Skatepark

Your Duty = Power to provide

Assessment year: 2023

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

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

Review timing & Responsibility: Monthly
Likelihood of occurrence: Medium
Impact on Council: Medium
Your action required: Score required: 4 Yes

ID Risk / Hazard / Requirement Control

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.

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 Responsibility:	Medium	High	6	Yes
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

WYMONDHAM TOWN COUNCIL
MINUTES OF A MEETING OF THE FINANCE & GENERAL
PURPOSES COMMITTEE held on Tuesday 20th February 2024
in the Council Offices commencing at 7.00 pm

Present:

Cllrs	Fulcher (Chair)
	Roberts
	Frosdick
	Perry
	Rosen

Also Present 0 member of the public
 Cllrs. Doheny & Nuri-Nixon

F01/24	<u>APOLOGIES FOR ABSENCE</u> – None.
F02/24	<u>DECLARATIONS OF INTERESTS</u> – None.
F03/24	<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 19 th December 2023 as a correct record subject to a minor amendment to minute F61/23 ‘% use by Church and non-Church users’.
F04/24	<u>PROGRESS UPDATES</u> – None.
F05/24	<u>PUBLIC PARTICIPATION</u> – Cllr. Doheny spoke in favour of the grant application for Wymondham Town Football Club.
F06/24	<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 a number of concerns were raised, in particular an out-of-date Child Protection Policy. On this occasion it was unanimously agreed not to approve the grant request.
F07/24	<u>GRANT APPLICATION</u> received from Wymondham Town Football Club for £870 towards the cost of an additional storage container costing £3,480. Upon the proposition of Cllr. Rosen and seconded by Cllr. Roberts it was unanimously resolved to approve this application.
F08/24	<u>GRANT APPLICATION</u> received from Wymondham Rotary Satellite Group for £350 towards the cost of street entertainment at the Food & Drink Festival scheduled for 23 rd June 2024 costing £930. Upon the proposition of Cllr. Rosen and seconded by Cllr. Frosdick it was unanimously resolved to approve this application.

F09/24	<p><u>GRASS CUTTING DECK</u> Clerk presented paper requesting approval for the purchase of a replacement grass cutting deck with a quote from a local supplier. After discussion this was not considered to be a specialist piece of equipment and that 3 quotes would be required under financial regulations. Two further quotes to be sought and the request can be brought back to full Council.</p>
F10/24	<p><u>MARKET CROSS</u> Clerk presented paper requesting approval for the repair and repainting of the outside of the Market Cross with a quote from a local painting and decorating company who have experience of listed buildings. After discussion as to whether Listed Buildings Consent was required from SNC (Cllr. Roberts to make enquiries) this was not considered to be a specialist service and that 3 quotes would be required under financial regulations. Two further quotes to be sought and the request can be brought back to the Committee.</p>
F11/24	<p><u>CEMETERY RESIDENTIAL QUALIFICATION</u> Cllr. Perry introduced his paper proposing alteration to the current requirements to qualify for residential rates in respect of fees. After discussion upon the proposition of Cllr. Perry and seconded by Cllr. Rosen it was unanimously resolved to replace the present qualifying criteria with the following 'For the purpose of determining fees, an inhabitant of Wymondham is a person who at the time of their death was a resident of Wymondham and had been living in Wymondham for at least 1 year and had reasonable evidence to show this is the case. Please be aware that as from the 1st of April 2019 Spooner Row, Wattlefield and part of Sutton no longer fall within the Parish of Wymondham and therefore the inhabitants will no longer be classed as residents of Wymondham. Former residents who, at time of death, were residing in a retirement home located outside Wymondham will be treated as residents in accordance with the above.</p> <p>This change to be effective from 1st April 2024.</p>
F12/24	<p><u>CEMETERY FEES (RESIDENTIAL) DISCOUNT</u> Cllr. Perry presented his motion seconded by Cllr. Rosen – 'A discount rate is available for Wymondham Residents who receive universal credit, in work tax credits, or any other benefits relating to disability caring, or low income'. After discussion, relating to who does this apply to, Cllr. Perry clarified that it was the person organising the funeral who if eligible for one of these benefits would result in a discount being offered. The rate to be set each year irrespective of the ability of the deceased estate to pay the fees.</p> <p>For 2 Against 3 The motion was lost.</p>

F13/24	<u>GRANT APPLICATION FORM</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. Rosen it was unanimously agreed to approve a new grant application form and policy guidelines (subject to an amendment to 9.c to read 'To organisations whose purpose are primarily for specifically religious, moral, philosophical or part-political purposes.).
F14/24	<u>FEES AND CHARGES</u> Discussion took place on fees and charges for the 2024 – 2025 financial year including a proposal from Cllr. Perry to increase cemetery fees by 10% and then to offer a 66.6% reduction for qualifying residents instead of the preset 75%. Allotment fees to be increased by 10%, planter advertising to be reduced by 20% and minor adjustments to be made to other services. Upon the proposition of Cllr. Roberts and seconded by Cllr. Perry it was unanimously resolved to recommend fees in accordance with the attached sheet.
F15/24	<u>EXCLUSION PRESS & PUBLIC</u> On the proposition of Cllr. Roberts and seconded by Cllr. Frosdick 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.
F16/24	<u>DRAFT INTERNAL INTERIM ACCOUNTS</u> Clerk gave an outline of the financial position of the Council as of 31 st December 2023 as shown by the 'Draft Internal' accounts that had been prepared. The Clerk gave an explanation of the significant variants and answered questions.

(The meeting closed at 20.45 pm)

DATED this day of2024

SIGNED (Chairman)

Wymondham Town Council		Present Fee	VAT	Total (Inc VAT)	Effective From	Agreed from 01/04/2024	
Service						Fee	Vat
						Total	
Cemetery	Burials						
	Purchase of Interment plot	Resident	£220.00	£0.00	01/04/2023	£323.00	£0.00
		Non Resident	£880.00	£0.00	01/04/2023	£968.00	£0.00
	Purchase of Ashes plot	Resident	£132.00	£0.00	01/04/2023	£194.00	£0.00
		Non Resident	£528.00	£0.00	01/04/2023	£580.00	£0.00
	Interment--Ashes	Resident	£132.00	£0.00	01/04/2023	£194.00	£0.00
		Non Resident	£528.00	£0.00	01/04/2023	£580.00	£0.00
	Interment	Resident	£220.00	£0.00	01/04/2023	£323.00	£0.00
		Non Resident	£880.00	£0.00	01/04/2023	£968.00	£0.00
	Memorials stone	Resident	£138.00	£0.00	01/04/2023	£202.00	£0.00
		Non Resident	£552.00	£0.00	01/04/2023	£607.00	£0.00
		Additional Inscription	£69.00	£0.00	01/04/2023	£101.00	£0.00
		Non Resident	£276.00	£0.00	01/04/2023	£304.00	£0.00
Room Hire	Chamber	per hour (office hours)	£30.00	£6.00	01/04/2023	£36.00	£6.00
	Meeting Room	per hour (office hours)	£15.00	£3.00	01/04/2023	£18.00	£3.00
Monthly							
Market Place	Farmers Market	Stall (3m x 3m)	£10.00	£0.00	01/04/2022	£12.00	£0.00
		Electricity	£2.00	£0.00	01/04/2022	£3.00	£0.00
Market Place	Friday Market	Stall per Metre frontage	£4.00	0.00	01/07/2022	£4.00	£0.00
		Electricity	£2.00	0.00	01/07/2022	£3.00	£0.00
Annually							
Chapel Lane	Allotments	Full	£61.00	£0.00	01/04/2023	£67.00	£0.00
		Half	£31.00	£0.00	01/04/2023	£33.50	£0.00
Document Signature	Document signature		£20.83	£4.17	01/04/2020	£25.00	£5.00
Planters	Sponsorship	single planter pa	£50.00	£10.00	01/04/2022	£40.00	£8.00
		three planters pa	£145.00	£29.00	01/04/2022	£116.00	£23.20
		three planters -2 years	£280.00	£56.00	01/04/2022	£224.00	£44.80
		4 tier planter pa	£100.00	£20.00	01/04/2022	£80.00	£16.00

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	PAYMENT
285	Larking Gowen	Mid year audit testing	4110		1,630.00	326.00	1,956.00	BACS 7.2.24
286	Biffa Waste Services	Wheeled Bin Account - December	4520	157.55		31.51		
		Wheeled Bin Account - December	4420	156.35		31.27	376.68	BACS 7.2.24
287	Ernest Doe & Sons Ltd	Repairs to Boomer and cutter	6140	1,525.19		305.02		
		Bushes, brake part cleaner, blue nitrile, tarp, Swarfega	6130	132.39		26.48	1,989.08	BACS 7.2.24
288	Nick Scrivens	Daily cleaning January less credit for New Years Day	4300	1,028.00		205.60		
		Call out charge for vandalism 7.1.24	4300	60.00		12.00	1,305.60	BACS 7.2.24
289	Wymondham Heritage Society	Various books	8050		54.80	0.00	54.80	BACS 7.2.24
290	Alan R Cross & Son	Installation of 2 no. Defibrillators	4090		531.00	106.20	637.20	BACS 7.2.24
291	Abbeygate Garages Ltd	Fuel Account	6130		117.30	23.46	140.76	BACS 13.2.24
292	EDF Energy	Elec 24.1.24-21.2.24	8040		243.75	48.75	292.50	BACS 26.2.24
293	T G Bodyshop	Engine mount for Citroen van	4155		116.88	23.38	140.26	
294	Hays Recruitment	Temporary Ground staff	4000		2,087.97	417.60	2,505.57	
295	Jewson Ltd	Quick change bar clamp, fine surface filler, self drilling screws	6130		65.14	13.02	78.16	
296	HMRC	PAYE/NIC	4000		3,765.89	0.00	3,765.89	707403
297	Norfolk Pension Fund	Pensions	4000		4,241.12	0.00	4,241.12	
298	Alan R Cross & Son	Attend to light behind Bridewell Museum and replace lamp	4090	152.68		30.54		
		Investigate problem with Market Cross uplighters	8120	154.14		30.83		
		Install heater in Groundstaff restroom	4180	508.00		101.60	977.79	
299	Viking Payments	Copy stamp, selftape, envelopes	4310	63.85		12.77		
		Postage stamps	4330	83.00		0.00		
		3 x box 100 black sacks	6130	118.47		23.69	301.78	
300	Mrs S Hurn	Cleaning of Council Offices	4050		159.00	0.00	159.00	
301	Stannah Lift Services Limited	Premium contract covering 10.11.23-9.2.23	4090		162.50	32.50	195.00	
302	South Norfolk Council	Cost of Town Co-Ordinator Aug 23 - 31.12.23	4090		9,839.22	1,967.84	11,807.06	
303	Glasdon UK Ltd	1 No. jubilee bin	6130		419.98	84.00	503.98	
304	Anglia Internet	Remote support to update Sage accounts	4310		35.00	7.00	42.00	
305	Westcote Limited	Assessment charge re: SAM2 machine	4090		45.00	9.00	54.00	
306	Hygiene Supplies Direct Limited	6 No. toilet roll holders	4300		233.70	46.74	280.44	
				4,139.62	23,748.25	3,916.80	31,804.67	
		Fuel Account	6130		22.70	4.54	27.24	05.2.24
		Fuel Account	6130		44.27	8.85	53.12	19.2.24
		Sage 50c Accounts Essential	4310		96.00	19.20	115.20	16.2.24
		Telephone and internet	4320		99.70	19.94	119.64	07.2.24
		Electricity - Browick Credit	6040		-31.74	-1.59	-33.33	27.2.24
		Valda Energy Limited	4040		888.65	177.72	1,066.37	09.2.24
		Valda Energy Limited	4040					16.2.24
		Lift Line	4320		13.72	2.74	16.46	03.2.24
		Groundsmans telephone	4320					
		TOTALS		4,139.62	24,891.83	4,150.26	33,181.71	

Chairman

Deputy Chairman



WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
11	Barclays Payflow	Salaries - February	Admin Salaries Estab Salaries TIC Salaries Cemetery Salaries	6,579.12 2,047.55 232.63 1790.39			10,649.69	D/D
TOTALS							10,649.69	

..... Chairman

..... Deputy Chairman

28th February 2024

Motion for Wymondham Town Council 5th March 2024.

Council notes:

1. Decision by previous administration to allocate £250,000 from CIL money to a town centre regeneration project to improve the public space in Wymondham.
2. It has not been possible confirm funding for this project as the CIL has not been realised the Council's earmarked reserves do not include the previously agreed sum.
3. The current Town Council has been provided with information about the proposed town centre regeneration works at previous meetings but Councillors have expressed concerns about the lack of detail of proposals and that allocating this funding may prevent delivery of other projects.
4. The decision of South Norfolk District Council to provide £50,000 to support a process of community engagement with design of the town centre regeneration works.
5. The decision of South Norfolk District Council to reduce the sum available from the sale of the former offices at Middleton Street in view of other uses for the money. It might be possible to get this funding restored if Town Council confirms allocation of £250,000 to the public space project at its meeting on 5th March 2024.

Council resolves

1. To agree £250,000 funding to be earmarked as a reserve for the town centre regeneration works so that discussions about the detail of works and the nature of the partnership can proceed and Wymondham can benefit from the full value of the sale of the former offices on Middleton Street.
2. That this in principle agreement is conditional on South Norfolk District Council confirming in writing that the full proceeds of the sale of the former offices at 14 Middleton Street will be allocated to the town centre regeneration works spaces and that the £250,000 earmarked by Wymondham Town Council will be matched by a further sum of at least £250,000 from South Norfolk District Council to bring the total available close to the £1 million that was suggested would be available.
3. That Finance & General Purposes Committee will agree changes to the earmarked reserves to allow creation of the £250,000 reserve for the town centre regeneration works.
4. That spending of the sum reserved for the town centre regeneration works is subject to agreement by the Town Council of the detail of works to be funded and the establishment of partnership arrangements that ensure the Town Council remains in control of how its contribution is spent.

Proposer: Cllr Michael Rosen

Seconder: Cllr Lucy Nixon

30 Minute Parking Bays in Town Green / Middleton Street

Background:

In December 2023 some Town Councillors were approached by the proprietor of the Town Green Café, on behalf of a Middleton Street and Town Green business collective, to request a review of the 30-minute time limit on the parking bays in Middleton Street.

The businesses in that area have long felt the 30 minute time limit prohibits customer access to their services and is a barrier to trading. Parking bays in nearby Vicar Street have a one hour limit. One hour's free parking is available in the SNC managed Town Green car park - so 30 minutes in the parking bays could be viewed as an anachronism. The businesses would ideally like the time limit to be extended to two hours and have been collecting signatures on a petition to that effect. At the time of writing the petition has 68 signatures from Town Green Café's customers; other shops in the area are collecting signatures too. These will be collated together shortly and presented as one petition.

It is worth noting that Broadland provides free parking across its market towns and villages at eight locations including Reepham and Aylsham. Breckland Council offers three hours free parking in Attleborough's central Queen's Square car park and parking is free all day in the two other Breckland owned car parks in the town. Customers at Town Green's businesses have said the free parking hours are a major reason for visiting Attleborough to shop instead of Wymondham.

Cllrs Batley and James have explained that WTC has NO statutory control over parking matters and cannot change the time limit. The ability to make changes lies in the hands of SNC and NCC. We consider that, at a time when our businesses are facing difficult trading conditions in a cost-of-living crisis, now would be a good time to review the current 30 minute parking bay time limit by the appropriate agencies.

Proposal:

That the Clerk writes to the appropriate officers at South Norfolk Council (e.g. the Market Towns and Business Development Service Manager) and Norfolk County Council to request a review of the 30 minute time limit of the parking bays in the Middleton Street/Town Green area to consider extending it.

Proposed by: Cllr Joy Batley

Seconded by: Cllr Annette James

WYMONDHAM TOWN COUNCIL

FULL COUNCIL

Tuesday 5th March 2024

GRASS CUTTING DECK

Background

The Town Council owns/ Leases a number of grassed areas including Ketts Park & Browick Road Recreation Ground and is responsible for their upkeep.

Current Position

Wessex RMX500 G" Roller Mower

The Town Council presently owns and uses the above cutting deck which was purchased in 2018 as part of arrangement whereby the Town Council primarily cuts and maintains the grassed area at Ketts Park which is leased to South Norfolk Council. Funding was provided by South Norfolk Council as part of their bid to build an all-weather sports pitch.

Grass is corrosive and the expect life of this piece of equipment has historically been 5 – 6 years and it is now becoming expensive to maintain.

Consultation

Discussions have been held with the Councils Head Grounds Person and he has indicated that he feels the present unit now needs replacing. He has requested that the Council consider the purchase of the current version of this model.

Quotations

3 quotations for a new model, incorporating a trade discount and trade in value for the existing machine has been obtained from Wessex suppliers:

	Company A	Company B	Company C
Retail Price	£40,100	£40,100	£40,100
Discount	-£5250	-£7530	-£4010
Trade in	-£6250	-£6500	-£6150
Nett Price	£28,600	£26,070*	£29940

- Company B do have a new machine in stock and have offered it to the Council, if unsold, for a **Nett £23,245** a further saving of £2,825.00

Company B is also a local supplier and the Council would be supporting a business with an outlet here in the Town with the added benefit of being nearby for any service/ repairs in the future.

Funding

It is proposed that the project is funded as follows:

Equipment Earmarked reserve which as at the 31st December 2023 had a balance of £69,911.73

Recommendation

1. Wymondham Town Council accepts the quotation from Company B to purchase a Wessex RMX5--
- G2 Roller Mower in accordance with the quotation for £26,070.00 or £23,245.00 if the stock unit is available.

TB Gurney
Town Clerk