

WYMONDHAM TOWN COUNCIL

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT
A MEETING OF THE TOWN COUNCIL is to be held on
TUESDAY 2nd April 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 5 th March 2024 are a correct record.	B
4	To receive an update about progress of items from the last meeting of the Council 5 th March 2024 / previous meetings. <ul style="list-style-type: none"> • To note the notes of the Policies & Standing Order Working Group meeting held on 2/2/24 and to ratify the recommendations therein. 	C
5	To appoint representative to Wymondham Allotment Association.	
6	To confirm payment of monthly creditors – March 2024.	D
7	Mayors Engagements	E
8	Public Participation- members of the public may make representations, ask or answer questions and give evidence in respect of the business on the agenda below. In accordance with standing order 3 (f) this item is limited to 15 minutes unless directed by the Chairman of the meeting.	
9	Communication Newsletter – Cllr. Nixon	F
10	Public Realm – Motion – Cllr. Rosen	G
11	Psychological safety proposal – Cllr. J Barrett	H
12	Standing Orders – Proposal to amend 1(o) & 1(t) – Cllr. Rosen	I
13	Rothbury Road Park – Motion to remove barrier – Cllr. P Barrett	J
14	Working Group – Motion – Cllr. J Barrett	K
15	To adopt Emergency plan – Cllr. Roberts	L
16	Reports from County / District Councillors.	
17	Reports from representatives on outside committees. <ul style="list-style-type: none"> • Sustainable Wymondham – To note report – Cllr. P Barrett 	M


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

25th March 2024

Interests Flowchart

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

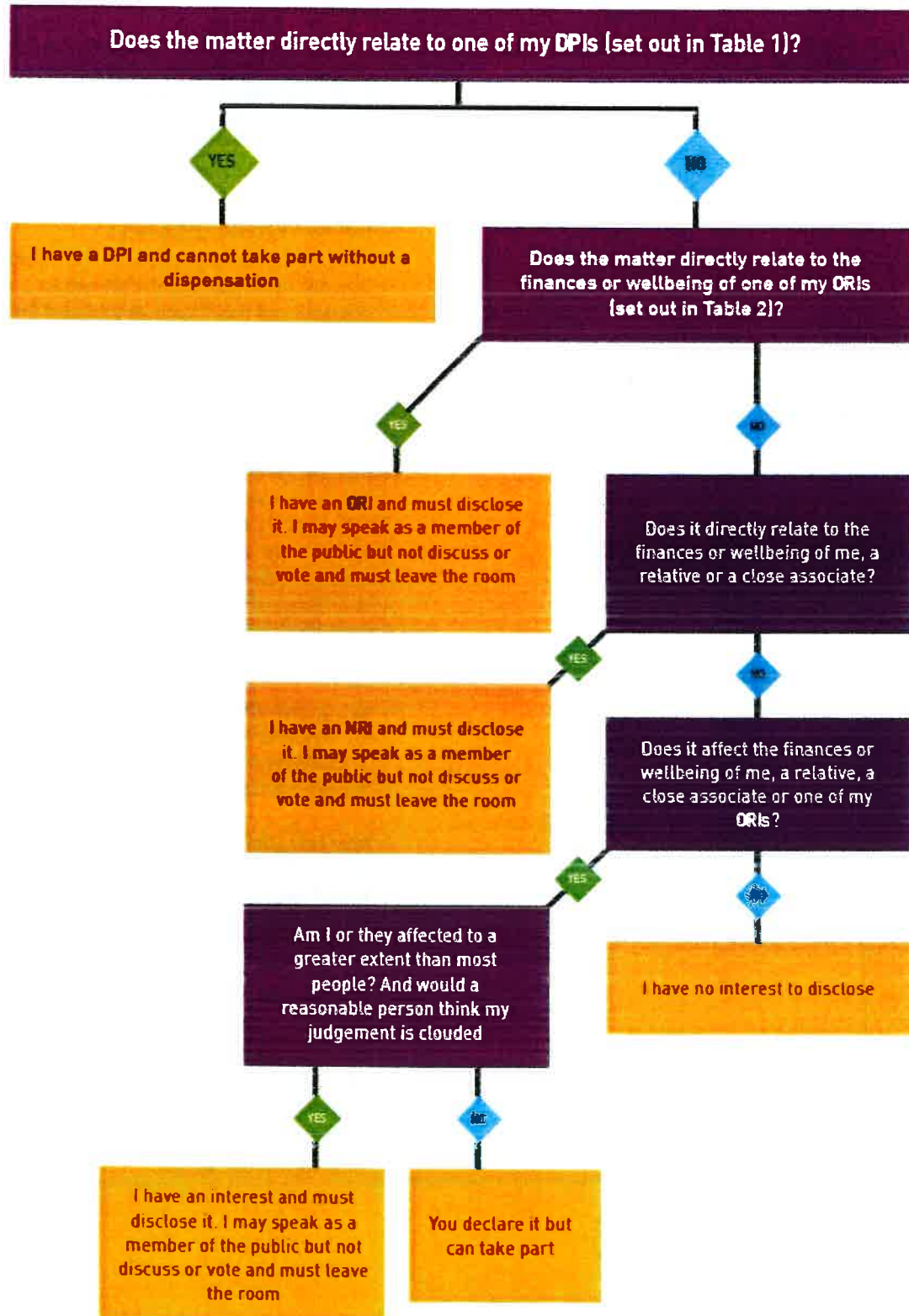


Table 1: Disclosable Pecuniary Interests

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 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>

WYMONDHAM TOWN COUNCIL
 MINUTES OF A TOWN COUNCIL
 MEETING HELD ON TUESDAY 5th March 2024
 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
M Rosen	J Fulcher	A James
J Barrett		

Member(s) of the Public: 45

Cllr. Savage (NCC & SNC)

Cllrs Hurn & McConnell (SNC)

Councillor Nuri-Nixon in the Chair

028/24	<u>APOLOGIES FOR ABSENCE</u> – None.
029/24	<u>DECLARATIONS OF INTEREST</u> : Councillors lobbied by residents in respect of agenda item 8 – Public Realm Project.
030/24	<p><u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. Nixon the minutes of the meeting held on 6th February 2024 were unanimously approved as a correct record.</p> <p>Cllr. J Barrett requested the following addition to minute 024/24</p> <p>In the spirit of openness, as per the Nolan Principles, I must seek a correction to the minutes. After experiencing Cllr Holden’s behaviour, I suffered from a serious dissociative flashback, which necessitated me to temporarily withdraw from the meeting while Cllr Roberts presented his work on the Emergency Plan. This was a psychiatric emergency, and the record should reflect the reality facing disabled Councillors when their health conditions are aggravated by the improper actions of others.</p>
031/24	<p><u>PROGRESS UPDATES</u>:</p> <p><u>COUNCILS BUILDINGS, HEALTH & SAFETY AND PERSONNEL WORKING GROUP</u> The notes of the meeting held on 16th February 2024 were noted. Upon the proposition of Cllr. Nixon and seconded by Cllr. James it was unanimously resolved to approve the decisions therein in respect of the Risk Assessment Action Plans and the proposed Deputy Clerk/Project Manager job description and person specification.</p> <p><u>Emergency Plan</u> Cllr. Roberts advised that this was still being worked and that it had been activated on 18th February when there was a River Tiffey flood warning.</p>

032/24	<p>FINANCE & GENERAL PURPOSES COMMITTEE minutes of meeting held on 16th January 2024 were noted and upon the proposition of Cllr. Fulcher and seconded by Cllr. Perry it was resolved to approve the proposed Fees & Charges for the 2024/25 financial year.</p>
033/24	<p><u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Frosdick and seconded by Cllr. Fulcher it was resolved to pay accounts for February 2024, as per the submitted list in the sum of £33,215.04.</p> <p>In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,649.69</p>
034/24	<p>PUBLIC PARTICIPATION</p> <ul style="list-style-type: none"> • Representative of Greening Wymondham read out statement in support of agenda item 8 – Public Realm. • Cllr. McConnell (SNC) read out statement giving background information and supporting proposal in agenda item 8 – Public Realm. • A member of the public read out statement regards Sustainable Drainage Systems (SuDS). • A member of the public spoke in support of agenda item 8 – Public realm. • A representative of businesses in Town Green spoke in support of agenda item 9 – Parking review and handed in a petition. • Cllr. Hurn (SNC) spoke in support of agenda item 8 – Public Realm. • Cllr. Savage (NCC) read out statement in support of Agenda item 8 – Public Realm. • Cllr. P Barrett – read out statement on behalf of Wymondham Access Group requesting that they are considered when the steering group is set up – agenda item 8 – Public Realm.
035/24	<p><u>PUBLIC REALM PROJECT</u> Cllr. Rosen introduced his proposal re the funding to be provided by the Town Council. A number of Councillors read out statements and following discussion upon the proposition of Cllr. Rosen and seconded by Cllr. Nixon it was unanimously resolved to:</p> <ol style="list-style-type: none"> 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.

	<ol style="list-style-type: none"> 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.
036/24	<p><u>TOWN GREEN</u> Discussion took place following a request from a local business to extend the on- street parking times in restricted bays. A number of Councillors spoke in support. Upon the proposition of Cllr. Batley and seconded by Cllr. James it was unanimously resolved that 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.</p>
037/24	<p><u>GRASS CUTTING DECK</u> Clerk presented paper and upon the resolution of Cllr. J Barrett and seconded by Cllr. Baker it was unanimously resolved to accept a quotation for £23,245 + VAT for the purchase of a Wessex RMX500 G Roller mower being the nett cost following the trade in the Councils existing cutting deck.</p>
038/24	<p><u>NEIGHBOURHOOD PLAN</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. J Barrett it was unanimously resolved to transfer £1305.31 from the General Reserve to the Neighbourhood Plan Reserve to bring the balance to NIL.</p>
039/24	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u> – None.</p> <p><u>South Norfolk Council</u></p> <p>Cllr. Roberts – Building material had been fly tipped and had been cleared away.</p>

040/24	<u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u> Cllr. Perry – Toad watch had been successful. Cllr. Batley – Allotment Association AGM 13 th March at 7.30pm
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[The meeting closed at 20.24 pm]

DATED thisday of2024

SIGNED(Chairman)

DRAFT

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	SERVICES	N/C	EXPEND	ANALYSIS	VAT	AMOUNT	PAYMENT
285	Larking Gowen	Mid year audit testing	Est - Audit	4110		1,630.00	326.00	1,956.00	BACS 7.2.24
286	Biffa Waste Services	Wheeled Bin Account - December	Council Refuse	4520	157.55		31.51		
287	Ernest Doe & Sons Ltd	Wheeled Bin Account - December	Cemetery Refuse	4420	156.35		31.27	376.68	BACS 7.2.24
288	Nick Scrivens	Repairs to Boomer and cutter	L & E Equipment Maintenance	6140	1,525.19		305.02		
289	Wymondham Heritage Society	Bushes, brake part cleaner, blue nitrile, tarp, Swarfega	L & E Maintenance	6130	132.39		26.48	1,989.08	BACS 7.2.24
290	Alan R Cross & Son	Daily cleaning January less credit for New Years Day	Public toilets	4300	1,028.00		205.60		
291	Abbeysgate Garages Ltd	Call out charge for vandalism 7.1.24	Public toilets	4300	60.00		12.00	1,305.60	BACS 7.2.24
292	EDF Energy	Various books	TIC purchases	8050		54.80	0.00	54.80	BACS 7.2.24
293	T G Bodyshop	Installation of 2 no. Defibrillators	Est - Miscellaneous	4090		531.00	106.20	637.20	BACS 7.2.24
294	Hays Recruitment	Fuel Account	L & E Maintenance	6130		117.30	23.46	140.76	BACS 13.2.24
295	Jewson Ltd	Elec 24.1.24-21.2.24	TIC - Electricity	8040		243.75	48.75	292.50	BACS 26.2.24
296	HMRC	Engine mount for Citroen van	Est - van maintenance	4155		116.88	23.38	140.26	BACS 7.3.24
297	Norfolk Pension Fund	Temporary Ground staff	Salaries and wages	4000		2,087.97	417.60	2,505.57	BACS 7.3.24
298	Alan R Cross & Son	Quick change bar clamp, fine surface filler, self drilling screws	L & E Maintenance	6130		65.14	13.02	78.16	BACS 7.3.24
299	Viking Payments	PAYE/NIC	PAYE/NIC	4000		3,765.89	0.00	3,765.89	707403
300	Mrs S Hurn	Pensions	Pensions	4000		4,241.12	0.00	4,241.12	BACS 7.3.24
301	Stannah Lift Services Limited	Attend to light behind Bridewell Museum and replace lamp	Est - Miscellaneous	4090	152.68		30.54		
302	South Norfolk Council	Investigate problem with Market Cross uplighters	TIC - miscellaneous	8120	154.14		30.83		
303	Glasdon UK Ltd	Install heater in Groundstaff restroom	Est - Maintenance	4180	508.00		101.60	977.79	BACS 7.3.24
304	Anglia Internet	Copy stamp, sellotape, envelopes	Admin- print/stationery	4310	63.85		12.77		
305	Westcotec Limited	Postage stamps	Admin - postages	4330	83.00		0.00		
306	Hygiene Supplies Direct Limited	3 x box 100 black sacks	L & E Maintenance	6130	118.47		23.69	301.78	BACS 7.3.24
		Cleaning of Council Offices	Est - Cleaning	4050		159.00	0.00	159.00	BACS 7.3.24
		Premium contract covering 10.11.23-9.2.23	Est - Miscellaneous	4090		162.50	32.50	195.00	BACS 7.3.24
		Cost of Town Co-Ordinator Aug 23 - 31.12.23	Est - Miscellaneous	4090		9,839.22	1,967.84	11,807.06	BACS 7.3.24
		1 No. jubilee bin	L & E Maintenance	6130		419.98	84.00	503.98	BACS 7.3.24
		Remote support to update Sage accounts	Admin- print/stationery	4310		35.00	7.00	42.00	BACS 7.3.24
		Assessment charge re: SAM2 machine	Est - Miscellaneous	4090		45.00	9.00	54.00	BACS 7.3.24
		6 No. toilet roll holders	Public toilets	4300		233.70	46.74	280.44	BACS 7.3.24
					4,139.62	23,748.25	3,916.80	31,804.67	
		Fuel Account	L & E Maintenance	6130		22.70	4.54	27.24	05.2.24
		Fuel Account	L & E Maintenance	6130		44.27	8.85	53.12	19.2.24
		Sage 50c Accounts Essential	Admin Print/Stationery	4310		96.00	19.20	115.20	16.2.24
		Telephone and internet	Admin - telephone	4320		88.65	19.94	119.64	07.2.24
		Electricity	Est - Electricity	4040		177.72	177.72	1,066.37	09.2.24
		Lift Line	Admin/telephone	4320		10.28	2.06	12.34	16.2.24
		Groundsmans telephone	Admin-telephone	4320		13.72	2.74	16.46	03.2.24
		TOTALS			4,139.62	24,923.57	4,151.85	33,215.04	


S. James
Chairman

Deputy Chairman

WYMONDHAM TOWN COUNCIL SALARIES

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


 Chairman


 Deputy Chairman

28th February 2024

WYMONDHAM TOWN COUNCIL

POLICIES AND STANDING ORDER REVIEW WORKING GROUP

Notes of meeting held on 2nd February 2024 at 2.00 pm in the Council Offices.

Present:	Cllr. Fulcher
	Cllr. Roberts
	Cllr. J Barrett
Town Clerk	T Gurney

1	<u>APOLOGIES</u> – Cllr. Doheny
2	<u>DECLARATIONS OF INTEREST</u> – None.
3	<u>MEETING 10th AUGUST 2023</u> It was resolved to accept the notes of the meeting on the 10 th August 2023 as a correct record.
4	<u>MATTERS ARISING</u> There were no matters arising from the meeting held on 10 th August 2023.
5	<p><u>POLICIES</u></p> <p><u>FREEDOM OF INFORMATION</u> – Policy reviewed, and it was resolved to recommend to full Council that this is adopted.</p> <p><u>HEALTH & SAFETY</u> Cllr. Roberts presented a new worded policy based on that provided by the Health & Safety Executive. It was resolved to recommend this to the full Council.</p> <p><u>TREASURY MANAGEMENT</u> Policy was reviewed, and it was agreed to increase the amount deposited with any of the listed banks to £1.25m.</p> <p><u>WHISTLE BLOWING</u> It was noted and agreed that this is now covered by Section 6.5 of the Staff Handbook.</p>

[The meeting closed at 2.34 pm]

DATED this day of2024

SIGNED

WYMONDHAM TOWN COUNCIL
FREEDOM OF INFORMATION POLICY

Adopted March 2022

Reviewed February 2024

INTRODUCTION

Everyone has a right to know what Wymondham Town Council is doing, how we are doing it and how to take part.

This includes the right to attend most meetings, with access to most of the agendas, reports, minutes and background papers of these meetings and our Parish Performance Plan. You also have rights under the Data Protection Act to access personal data about yourself, which is being held by the Council.

The Freedom of Information Act 2000 extends people's rights and requires the Council to produce a Publication Scheme detailing the information that we publish regularly.

To view the Publication Scheme or the Council's Freedom of Information Policy please visit our policies page.

From 1st January 2005, anyone has a general right of access to different types of information held by the Council. These right covers information recorded in any form and obtained from any source and is not restricted to documents produced by the Council. All access requests must be made in writing and the written request must contain the name and address of the person making the request and sufficient information to enable Council officers to locate the information requested.

People making a request **may have to pay a fee** for the information but will not be charged for the vast majority of requests, with only those that are very time consuming attracting a charge. You will be advised if there is a charge before any work is carried out and you will be offered guidance and advice on how to frame your request more specifically so that it does not attract a fee.

Making a Request

If you want to make a request for some information under the Freedom of Information Act, then your request:

- Should be in writing.
- Should contain your name and address.
- Should contain sufficient information to allow us to locate the information that you want.
- Should be legible.

Once we have received a request, the Council has 20 working days to:

- Confirm whether we hold the information requested.
- Advise whether you need to pay a fee for the information.
- Advise who holds the information if we do not have it (If the information that you request is held by another public authority, then your request may be transferred to the correct body with your agreement).

There are a number of exemptions to the Freedom of Information Act in law. Sometimes, the Council may need to consider whether the information requested should be released or whether it is exempt. If the information requested is exempt, then the Council has the right to refuse the request.

To make a request either send a letter to the Council or email to Great Aycliffe Town Council and please be as specific as possible when telling us what information you require. This will help us to find it. If it is not clear what information you are seeking, we may need to get in touch with you.

WYMONDHAM TOWN COUNCIL
HEALTH & SAFETY POLICY

Reviewed February 2024

Introduction

1.1 The Council recognises it has a legal duty of care to protect the health and safety of its employees and others who may be affected by the council's activities.

1.2 The Council regards the promotion of health and safety as a mutual objective for all employees, at all levels and in all activities.

1.3 Reference to employees also applies to volunteers working on behalf of the Council.

Objectives

The Council shall:

2.1 Provide an organisational structure that defines the responsibilities for health and safety.

2.2 Provide adequate resources to control the health and safety risks arising from our activities.

2.3 Encourage staff to identify and report hazards so that we can all contribute towards improving safety.

2.4 Maintain premises and provide and maintain safe plant and equipment.

2.5 Provide information, instruction and supervision for employees.

2.6 Provide adequate training and ensure that all employees are competent to do their tasks.

2.7 Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk.

2.8 Only engage contractors who are able to demonstrate due regard to health and safety matters.

2.9 Review this policy at least annually and revise to reflect changes to the activities and any changes to legislation. Any changes to this policy will be brought to the attention of all employees.

Organisation Structure for Health & Safety

3.1 The Full Council has ultimate responsibility for the health and safety of Wymondham Town Council but discharges this responsibility through the Town Clerk to individual managers, supervisors and employees.

**WYMONDHAM TOWN COUNCIL
TREASURY MANAGEMENT POLICY**

Adopted March 2022

Reviewed February 2024

1 INTRODUCTION

Treasury management is defined by the Chartered Institute of Public Finance and Accountancy's (CIPFA's) Code of Practice for Treasury Management in the Public Services as the management of the Councils cash flows, banking, money market and capital market transactions; the effective management of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.

The objectives of treasury management are:

- a) to provide a means by which the Council can meet its commitments.
- b) to ensure that sufficient sums are available at short or no notice to meet foreseeable requirements.
- c) to earn an acceptable rate of return on surplus funds without undue risk.
- d) to spread risk between differing types of investment and institutions.

2 RESPONSIBILITY

The Town Council have overall responsibility for the security and management of funds. The day-to-day management of the treasury function is controlled by the Town Clerk.

The Town Clerk will liaise with the Chairman of the Finance & General Purposes Committee in relation to strategy and market conditions.

3 INVESTMENTS OF FUNDS

A return on working capital should be optimised whilst allowing easy access of the funds. **In balancing risk against return the Council policy is clearly geared towards avoiding risk than to maximising return.**

The Council will operate a current account with a bank approved by Council and maintain a balance in that account that is sufficient to cover immediate and forthcoming financial commitments and sufficient contingency (cash buffer) for unexpected payments.

Monies surplus to the working requirements shall be invested in an account in the name of the Council with the approved institutions authorised by the Council. This may be a higher interest-bearing account operated by the same bank that the Council operates its current account with, or an alternative approved institution.

4 CREDIT RISK

Credit risk will be minimised by ensuring that funds are spread across a range of institutions as appropriate. The limits of funds invested with approved institutions will be approved at least annually by the Council and more frequently subject to market conditions. The current approved limit per institution is set out in Appendix A

5 APPROVED INSTITUTIONS FOR INVESTMENT

Security of investment is paramount. Appendix A attached provides a list of approved banks which are recognised as high quality investment counterparties at the date of approval of this policy. The Town Clerk will take external treasury management professional advice as needed to ensure timely amendments are brought to the Council should the assessed strength of these institutions be downgraded or should it be felt appropriate to incorporate new institutions.

8 LIMITS AND AUTHORITY

The Council reserve the powers to:

- Give prior approval to the opening of new bank current accounts.
- Amend the list of approved institutions.
- Give prior approval to any bank deposit with a maturity date greater than eighteen months.

The Council delegates authority to the Town Clerk to place deposits in the Council's name, at approved institutions, subject to the agreed limit in Appendix A. No deposits will be placed by the Town Clerk without prior consultation with the Chairman of the Finance and General Purposes Committee. Deposits will be confirmed in writing after the event by the bank.

Authorised cheque / bank transfer signatories of the Council are set out in the Council's financial regulations. Any changes in the authorised signatories must be approved by the Council.

9 REGISTERS OF DEPOSITS / INVESTMENTS

The Town Clerk will maintain a register of all deposits/investments held which will record:

- Institution with which the deposit was made.
- Date deposit was placed.
- Amount deposited.
- Date of maturity.
- Amount returned.
- Interest earned.
- Rate of interest obtained.
- Authorisation for the transaction.

10 RECORDING AND MONITORING

Bank balances and all deposits/investments will be reconciled and balanced to the Councils accounting records every month.

Monitoring, evaluation and review:

The Council will review this policy annually and assess its implementation and effectiveness.

APPENDIX A

LIST OF APPROVED INSTITUTIONS FOR INVESTMENT

The following banks are authorised for the short-term investment of Council funds:

- Lloyds TSB Bank
- HSBC Bank Plc
- Barclays Bank
- Royal Bank of Scotland (incl. NatWest as a part of RBS)
- Bank of Scotland Plc
- Nationwide BS

The limit of monies to be held with each of the above is £1,250,000.

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS

No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	PAYMENT	
307	Norman Wenn Ltd	Hire of skip - Cemetery	Cemetery Maintenance	4440		145.83	29.17	175.00	BACS	7.3.24
308	Biffa Waste Services	Wheeled Bin Account	Council Refuse	4520	128.14		25.63			
		Wheeled Bin Account	Cemetery Refuse	4420	127.18			306.39	BACS	7.3.24
309	Netmatters Ltd	Website	Est- Misc	4090		190.19	38.04	228.23	BACS	7.3.24
310	Anglian Internet Ltd	Office 365 subscription, wymondham.co.uk domain	Est Nisc	4300	1061.00	156.50	31.30	187.80	BACS	7.3.24
311	Nick Scrivens	Daily cleaning of public toilets	Public toilets	4090			212.20			
		Additional clean after vandalism	Public toilets	4300	80.00			1369.00	BACS	7.3.24
312	Ernest Doe & Sons Ltd	Machinery repairs and sundry purchases	L & E Maintenance		3715.57	116.65	743.12	4458.69		
313	Toolstation	1 No. Demolition Hammer	L & E Maintenance	6130		500.00	23.33	139.98	BACS	7.3.24
314	Wymondham Town Archive	Grant	Grants - General	4700		480.85	0.00	480.85	BACS	11.3.24
315	Anglian Water Business (National) Ltd	Water 10.12.23-9.3.24	Public toilets	4300		250.00	0.00	250.00	BACS	14.3.24
316	CW Services	Reinstatement bank at BMX track	L & E Maintenance	6130		375.00	0.00	375.00	BACS	14.3.24
317	Miss M Doggett	3 hrs of photography for Wymondham Heritage Trails	Tourism Development	8200		3,771.89	0.00	3,771.89		
318	HMRC	PAYE/NIC	PAYE/NIC	4000		4,241.12	0.00	4,241.12		
319	Norfolk Pension Fund	Pensions	Pensions	4000		159.00	0.00	159.00		
320	Mrs S Hurn	Cleaning of Council Offices	Est - Cleaning	4050	98.03		19.61			
321	Canon UK Ltd	Copier costs - rental charge 1.3.24-31.5.24	Admin Print Stationery	4310		22.66		2,583.61		
		Copier costs 1.12.23-29.2.24	Admin Print Stationery	4310	113.31			143.42		
322	Jewson Ltd	Yale indicator bolt, gravel, screws	L & E Maintenance	6130		119.52	23.90	143.42		
323	Wymondham Tyre Services Ltd	Change loose wheel	L & E Maintenance	6130		20.00	4.00	24.00		
324	Hays Recruitment	Temporary Ground staff	Salaries and wages	4000	1946.89		389.39	2,336.28		
325	Newton Newton Flags & Banners Makers Ltd	Official D-Day 80th Flag of Peace	Est - Miscellaneous	4155		24.00	4.80	28.80		
326	TG Bodyshop	MOT and service VW Caddy	Est - van maintenance	4155		249.79	41.96	291.75		
327	Viking	Admin - Stampings	Admin Print Stationery	4330		75.00				
		Admin - Correction pens & Sticky tape	Admin Print Stationery	4310		26.71	5.34	107.05		
328	Suffolk County Council	Street Lights 1.4.23-31.3.24	Street Lights	4200		7,778.56	1,555.71	9,334.27		
329	Ray Tuttle Lift Services Limited	six monthly Loler inspection - lift	L & E Equipment Maint	6140		102.00	20.40	122.40		
321	East Fire Extinguisher & Alarms UK Ltd	Annual monitoring fee 1.6.23 - 31.5.24	Est Miscellaneous	4090		320.00	64.00	384.00		
322	Ernest Doe & Sons Ltd	New Wessex grass cutting Deck	Equipment Reserve			23,245.00	4,649.00	27,894.00		
323	Anglian Water Business (National) Ltd	12.12.23-12.3.24	Cemetery Water	4430		48.75	3.46	52.21		
324	Anglian Water Business (National) Ltd	4.12.23-4.3.24	L&E Water - Browick	6030		22.66	0.00	22.66		
					7,270.12	42,419.02	7,948.46	59,967.40		
	Direct debits									
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		51.06	10.21	61.27		
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		135.66	27.11	162.67		11.3.24
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		134.85	26.97	161.82		
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		96.00	19.20	115.20		
	Anglian Internet	Telephone and internet	Admin - telephone	4320		99.88	19.98	119.86		
	Valda Energy Limited	Electricity	Est - Electricity	4040		816.75	163.35	980.10		
	BT	Lift Line	Admin/telephone	4320		10.28	2.06	12.34		
	EE	Groundsmans telephone	Admin-telephone	4320		13.72	2.74	16.46		5.3.24
					7,270.12	43,777.22	8,220.08	61,597.12		

Chairman

Deputy Chairman



WYMUNDHAM TOWN COUNCIL SALARIES

NO	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
12	Barclays Payflow	Salaries - March	Admin Salaries	6579.12				
			Estab Salaries	2047.55				
			TIC Salaries	208.12				
			Cemetery Salaries	1790.59			10625.38	D/D
TOTALS							10625.38	

..... Chairman

..... Deputy Chairman

31st March 2024

Mayor and Deputy Mayor Engagements for March

12 March

Visit to community coffee morning at Hope Church

14 March

Visit to Wymondham College for annual Lincoln lecture

21 March

Second meeting of the Wymondham Volunteer Network (with Deputy Mayor)

23 March

Officially opened new coffee shop on Ayton Road (with Deputy Mayor)

Wymondham Town Council Newsletter

This Council notes that it is important to communicate with our residents in as many varied ways as possible. Whilst we have invested resources into the ongoing development of the Visit Wymondham website and promotion of the town on social media networks, it is important to recognise that there are some members of the community who are either not online, not on social media or both. This proposal is to introduce the production of a quarterly Town Council newsletter with the intention of helping to keep our community informed of council projects, news and information and how to get in touch with their councillors. It also ensures as a council we are as accessible as possible.

There used to be a newsletter called About Wymondham which was discontinued due to the person who produced it for us retiring, as well as rising costs of print and distribution in a growing town. We propose that this is bought back in house and have already spoken with office staff who are keen to learn how to create a quarterly newsletter. The Town Council will be able to make use of free software which is now readily available. This negates the cost of outsourcing content creation. We could launch with a new name such as 'This is Wymondham', for example.

An online copy of the newsletter could also be uploaded and viewed via the Visit Wymondham and the Town Council websites.

In terms of print and distribution costs, we would aim to keep this low by only producing a limited amount of paper copies which can be available for collection in locations such as the TIC, the Library, Town Council offices and any supermarkets wishing to stock some. Limiting the number of paper copies both keeps costs in check and fits with our Climate Change policy as only those who want a paper copy will seek one out rather than have one put through their door.

I have looked to get some quotes on a ballpark figure of 1000 copies. Using a well-known online company, Company A, we could have 1000 newsletters printed and delivered to us for £123.54 for their standard paper or £293.09 for their recycled paper option. Company B is £160.99 but not available on recycled paper. I have also contacted a local company based in Aylsham, Company C who are Norfolk's only certified sustainable carbon balanced printing company, in order to compare prices with them. They have quoted £295 which is very close to company A's most sustainable option. For a quarterly production this equals £1180 per year.

In line with our Climate Change policy, the proposal is to go with Company C. Not only are they a local sustainable firm, the paper is fully recyclable and compostable; their Norfolk base means that we will reduce our carbon footprint for delivery.

There has been funding allocated for a communications budget as seen on the financial reports marked up under 'About Wymondham'. This is currently at £1000. We propose that we use this money once again to re-launch a newsletter and promote the good work of the Town Council, highlighting our aspirations and our approachability in our community. We propose the shortfall of the additional £180 needed for 2024/25 can be allocated from the General Reserve.

Proposed by Cllr. Nixon

Seconded by Cllr. Nuri-Nixon

PUBLIC REALM PROJECT

Wymondham Town Council

Tuesday 2nd April

Motion

Council notes:

1. The response of South Norfolk District Council (SNDC) to Wymondham Town Council's decision on 5th March 2024 relating to the town centre regeneration proposals (listed as item 4 on the Agenda published for the SNDC meeting on 25th March 2024.) The response is publicly available in the agenda papers at <https://democracy.southnorfolkandbroadland.gov.uk/ieListMeetings.aspx?CId=141&Year=0>
2. Strong public interest expressed at the Council meeting on 5th March
3. The opportunity to engage with residents, businesses and community groups to develop proposals that meet the needs of the whole of Wymondham, integrated with other projects currently being managed by Town, District and County Councils to deliver maximum benefit.
4. The arrangements of the working group proposed by South Norfolk District Council that balances representation by Council and political party such that no one group has an overall majority.

Council resolves

1. To accept the proposed arrangements contained in the response from South Norfolk District Council as a basis for a joint approach to developing proposals for town centre regeneration.
2. To nominate one Green, one Labour, and one Liberal Democrat Councillor to represent the Town Council on the working group as proposed by South Norfolk District Council.
3. To work constructively through the next cycle of meetings of Committees to develop as a basis for engagement with partners and the community an initial vision of what the Town Council would like to see included in the town centre regeneration project, with the intention of being able to agree that at the Council meeting in May 2024.

Proposer Cllr. Rosen

Seconder Cllr. Perry

Proposer: Cllr Joe Barrett

Seconder: Cllr Michael Rosen

Psychological safety proposal

Background

As many will know, I had to leave a previous meeting due to a psychiatric emergency – a flashback. This is a result of PTSD, a condition that affects over 2.5 million people in the UK, according to PTSD UK.¹ In 2007, the Adult Psychiatric Morbidity Survey found that 23% of people in England had at least one psychiatric disorder, and 7.2% had two or more disorders.^{2 3} However, anxiety is not exclusive to those who have diagnosed conditions and is part of the human condition. The problem is where issues become so severe that participation in meetings becomes impossible, and time is needed to recover. This is evidenced by the flashback I experienced on 6th February 2024, which required me to temporarily leave the meeting, practice grounding techniques and take medication, which then enabled me to return to the meeting before it closed.

Lacking a perceived means of escape is an anxiogenic (anxiety-creating) circumstance, which, when twinned with traumatic situations, increases the risk of developing Post Traumatic Stress Disorder (PTSD), especially Complex PTSD.⁴ It is also important to note that when the nervous system is overexcited - in any person - this increases the likelihood of a trauma response, which can include losing the ability to speak where an individual has dissociated.⁵ In such an instance, Councillors would not be able to notify the Chair verbally.

Principle of proposal

The proposal's principle is to create a perceived and actual means of escape for Councillors so that if we do experience a medical emergency, we can hold up a red card and leave the meeting. A side effect of having a perceived means of escape should be that anxiety levels are lower, therefore reducing the need for the red card to be used. The meeting shall continue unless that Councillor is the proposer or seconder of the agenda item in discussion. The smaller meeting room will be for Councillors only and include some water and some mental health information (e.g., grounding techniques, numbers of crisis services, etc.). Councillors may return to the meeting once they are able to do so. Standing Orders shall still apply, so Councillors may call a point of Order to suspend the meeting if it is deemed appropriate, but this will not be at the behest of the red card.

Proposal

To implement a system where all Councillors have a red card. Holding it up excuses them from the meeting without a need for an explanation or any speech, and they can then go to the smaller meeting room, where water and mental health resources will be available. The meeting shall proceed unless a remaining Councillor makes a Point of Order as per existing Standing Orders. Councillors may return to the meeting once they are able. It can apply to any reason, and Councillors need not declare why they used the card.

¹ <https://www.ptsduk.org/ptsd-stats/>

² <https://www.mind.org.uk/information-support/types-of-mental-health-problems/mental-health-facts-and-statistics/>

³ Bebbington, P., Brugha, T., Coid, J. et al. (2007). *Adult psychiatry morbidity in England, 2007: Results of a household survey*. The Health & Social Care Information Centre. ISBN 978-1-904599-94-4.

⁴ <https://www.nhs.uk/mental-health/conditions/post-traumatic-stress-disorder-ptsd/complex/>

⁵ Center for Substance Abuse Treatment (US). (2014). *Understanding the Impact of Trauma*. In *Trauma-Informed Care in Behavioral Health Services* (Treatment Improvement Protocol (TIP) Series, No. 57., Chapter 3). Substance Abuse and Mental Health Services Administration (US). <https://www.ncbi.nlm.nih.gov/sites/books/NBK207191/>

STANDING ORDERS

Wymondham Town Council

2nd April 2024

Motion 1:

Council notes the adversarial nature of discussion encouraged by the Rules of Debate and considers that a more collaborative approach would result in a better quality of decision-making.

Council therefore resolves to amend Standing Order 1(o) by adding an additional exception to the current limit on Councillors speaking once in a debate. The words to be added are "vi. Where this supports collaborative discussion and avoids an adversarial style of debate."

Motion 2:

Council notes that the quality of discussion and decision-making benefits from all Councillors being able to contribute and that the current time limit of "five minutes without the consent of the Chairman" potentially discriminates against those who may require longer as a result of a disability or condition affecting communication.

Council resolves to amend Standing Order 1(t) by adding the following words

"The Chair shall consent to additional time where required as a reasonable adjustment to enable a Councillor with a disability or condition affecting communication to contribute to discussion. Councillors may inform the Chair or Clerk in confidence that this adjustment is required at any time. The Clerk shall maintain a confidential record available at meetings to ensure the Chair is aware of Councillors' needs."

Proposer: Cllr. Rosen

Seconder: Cllr. Barrett

ROTHBURY ROAD PARK**WYMONDHAM TOWN COUNCIL**

Tuesday 2nd April 2024

Proposal: Removing Barrier for Improved Accessibility at Rothbury Park Orchard Way Entrance**Proposal Overview:**

We propose the removal of the existing barrier at the entrance to Rothbury Park to facilitate better accessibility for individuals using pushchairs, wheelchairs, and other mobility aids. This adjustment aims to enhance inclusivity and ensure that all members of the community can enjoy the park's amenities without encountering physical barriers.

Background:

Rothbury Park serves as a central and local recreational space for the residents of Rothbury Road, Orchard Way and Pople Street. However, the current entrance barrier poses a significant obstacle for individuals with mobility challenges, including those using pushchairs, wheelchairs, or mobility scooters. This limitation restricts access and excludes a portion of the community from fully utilizing and enjoying the park's facilities. There are plans to rejuvenate the park but this is dependant on grant funding which will take time while this issue is a pressing issue for residents.

Proposal:

To safely remove the barrier at the earliest convenience.

Proposer: Cllr P Barrett

Seconder: Cllr J Barrett

WORKING GROUPS

Wymondham Town Council

2nd APRIL 2024

Rationale: Many projects need to be managed closely, and all opportunities and ideas must be explored to ensure that the Council can be proactive rather than reactive. Even if there is no update from external bodies, this time ought to be used to explore options, costings, etc., as appropriate. We would not be serving residents of Wymondham effectively if we did not meet frequently enough to ensure consistent and meaningful progress, especially given the complexities of the work done by these groups and the dynamic nature of the circumstances. Furthermore, by having consistent meeting schedules, Councillors and Council Staff can more effectively manage their diaries to ensure we can attend meetings more consistently. Finally, more frequent meetings will ensure we maintain public trust through greater transparency.

Proposal: Working groups shall meet every two months – virtually or in person – unless three-fifths of the group agree there is insufficient cause to meet, which may be decided upon by circulation. If there is sufficient cause for the working group to meet sooner than this, then the Clerk or Chair of the working group may call for a meeting to take place.

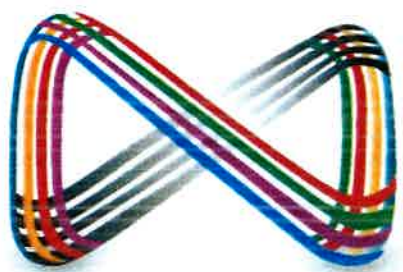
Proposer: Cllr. J Barrett

Seconder: Cllr. P Barrett

Wymondham Emergency Resilience Plan

Public Version

Date of issue: 2nd of April 2024
Review Annually



**NORFOLK
RESILIENCE FORUM**



preparing for emergencies

<https://www.norfolkprepared.gov.uk/what-to-do-in-an-emergency/>

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Plan Distribution List

Name	Role	Phone/mobile number Email address	Issued on
Jenny Bloomfield	Emergency Planning Officer	01508 533801	
SNC & BDC Duty Officer		In Redacted Section	
Wymondham Town Councillors	Town Councillors	See attached at Annex C	
Wymondham Police Inspector	Norfolk Police (Wymondham)	101	
Fire Officer (Wymondham)	Fire Service	999	

This Plan is also published online and available on

Amendment List

Date for next revision	Details of Changes Made	Changed By

1. Introduction

The purpose of this plan is too:

- 1.1 Document the actions to be taken and the resources to be mobilised, by the Town Emergency Team (TET), when assistance is requested from the emergency services or local authorities (SNDC) etc., in response to a significant incident affecting Wymondham or nearby communities. **(Emergency Incident)**
- 1.2 and, to provide a list of local people and resources which may be called upon during incidents of lesser significance which would not normally trigger emergency plans but have the potential to impact on the health and wellbeing of local residents. **(Community Incident)**
- 1.3 This plan will give only general guidance to the local community, the plan outlines actions to be taken by the Town Emergency Team (TET), Councillors and volunteers and recognises that it is complementary to any County, District, or multi-agency emergency plans which are in existence.

**The first point of call in any emergency situation should always be the relevant emergency service(s). Nothing in this plan should interfere with notification of emergency situations.
If in doubt always call 999**

- 1.4 The Town Emergency Team consists of an Emergency Coordinator, Deputies, Town Councillors, Town Clerk, (Potential Deputy Town Clerk)
- 1.5 The range of incidents which may be encountered by the community and which may see the activation of the TET are wide and varied and as such it is not the intention of this plan to seek to be prescriptive in the nature and extent of any response to a call for assistance, rather this document seeks to pre-identify available and deployable resourced so that they can be called upon easily in times of demand.
- 1.6 Given the location of Wymondham, it is possible that a major incident could occur as a result of flooding from severe weather events, Fire, power outages or events caused by disease (In any eventuality that this Plan is activated, dynamic risk assessments will be carried out by the Duty Emergency Co-ordinator or any other competent qualified person at Wymondham Town Council to ensure that persons carrying out local impact assessments are adequately protected and resourced.
- 1.7 The Lead and Deputy Co-ordinators are registered to receive all Flood, Power Outage and weather warning alerts.
 - Flood - <https://www.fws.environment-agency.gov.uk/app/olr/address>
 - Weather - <https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new>
 - Live power cuts map - <https://powercuts.nationalgrid.co.uk/>

2. **Aims and Objectives**

- 2.1 The aim of this plan is to enhance community resilience by ensuring that if an emergency occurs the Town Council will be able to perform its functions so far as necessary or desirable for the purposes of providing local assistance and information support of the emergency services.
- 2.2 The objectives are to:
- a. Identify resources and key contacts in the community.
 - b. Provide a local single point of contact for emergency responders (The Emergency Coordinator) to aid them in the delivery of their services.
 - c. Provide a communication link between professionals and the public to aid the flow of relevant information.
 - d. Provide a link between the responders and vulnerable residents within the Town, (Details of Care Homes, Residential Managers and Telephone Numbers are available at Appendix O).

3. **Emergency Coordinator Roles & Responsibilities**

- 3.1 The role of Emergency Coordinator, Clerical Support to Emergency Coordinator (and deputies) will be fulfilled by Members or Officers of Wymondham Town Council.

Contact details for the Emergency Coordinator and deputies are given at Appendix A.

- 3.2 Their role is to:
- a. Facilitate the completion and maintenance of the Town Emergency Plan (this plan)
 - b. Call a Town Emergency Team meeting during an Emergency or Community Incident.
 - c. Provide the focal point for the response to an Emergency or Community Incident and establish the Control Centre at the Wymondham Town Council Office (WTCO) as a base location.
 - d. Provide a link between the community and other agencies responding, which, may include the emergency services and the Local Authorities.
 - e. Assist the Local Authorities and appropriate agencies in emergency preparedness through awareness-raising activities.
- 3.3 Wymondham Town Council will appoint the Emergency Coordinator who will lead a team of other volunteers during an Emergency/Community Incident. The TET will be responsible for organizing emergency activity within the town, under the direction of the emergency services where appropriate.
- 3.4 As emergencies can occur at any time, it is not possible to guarantee that all members of the TET will be available within the town. Therefore, deputy Emergency

Coordinators have been appointed who should be familiar with the plan and can act as an Emergency Coordinator in their absence.

- 3.5 In addition, all Town Councillors, during the emergency, may be requested to attend the Control Centre to support the response and decision-making processes.

4. Wymondham Town Councillors Role

The primary role of Wymondham Town Councillors is to receive information from the Emergency Co-ordinator, and pass it on to residents within Wymondham. They may also help with the identification of vulnerable persons/groups and monitoring of their welfare, assist with transport and pass messages on foot when telecommunication networks are down.

Map of Wymondham is provided at Appendix B.

The Councillor and Town Council contact details can be found at Appendix C.

- 4.1 In a local emergency, the role of the TET is to provide whatever support or information it can, potentially under the direction of the emergency services (police, fire brigade, ambulance), other authorities or in conjunction with the Norfolk Resilience Forum (NRF).
- 4.2 Wymondham Town Council acknowledges that risks are diverse. Wymondham Town Council will support the TET to carry out dynamic risk assessments in the event of an incident to ensure that volunteers are adequately protected and resourced.

5. Emergencies and Natural Events

5.1 Severe weather: storms and gales; low temperatures and heavy snow; heat waves and drought.

5.2 Flooding: River, Tidal and inland flooding, (surface water flooding).

5.3 Human disease: pandemic influenza; new and emerging infectious diseases e.g. SARS, Covid 19.

5.4 Animal disease: non-zoonotic (not transmitted to human beings) notifiable animal diseases e.g. foot and mouth, blue tongue; zoonotic animal diseases e.g. avian influenza, West Nile Virus and rabies.

5.5 List of Emergencies and Natural Events: These can be found at Appendix N.

6. Major Accidents

6.1 Major industrial accidents: fires; contamination; technical failure e.g. power outages, electricity; water and sewerage; gas; communications; fuel.

6.2 Major transport accidents: air; maritime; road and rail.

7. Malicious Attacks

6.1 Attacks on crowded places: e.g. Town centres, parks and sports grounds.

6.2 Attacks on critical infrastructure: e.g. power stations, reservoirs, pipelines.

6.3 Attacks on transport systems: e.g. rail, air and maritime.

6.4 Electronic attack: e.g. IT and communications systems

8. Plan Activation

8.1 The Community Emergency Resilience Plan will be activated, and the Town Emergency Team will be convened in one of two ways:

8.2 at the request of the emergency services/local (or other) authorities; or,

8.3 where any member of the Team becomes aware of an arising emergency or community situation which is likely to affect residents of Wymondham or its surrounding area.

8.4 In either case, once the plan is activated, the TET will liaise with the SNC Emergency Planning Officers in office hours/NRF Duty Officer out of hours to fully appraise them of the situation.

9. Contact details are in Appendix A.

9.2 The emergency services/authorities which may request the activation of the Community Emergency Group are as follows:

- a. The Police
- b. Fire and Rescue Service
- c. Environment Agency
- d. South Norfolk District Council
- e. Norfolk County Council

9.3 Council activation

criteria include:

- a. Actual or threatened injury or loss of life, particularly if the threat is increasing or extensive.
- b. Actual or threatened damage to property, particularly if the threat is increasing or extensive.
- c. Having been requested to do so by the emergency services or the Emergency Response Team at South Norfolk District Council.

9.4 On being activated, the Group should convene a meeting to discuss the nature of the incident, potential or actual impact on the community and the community resources required.

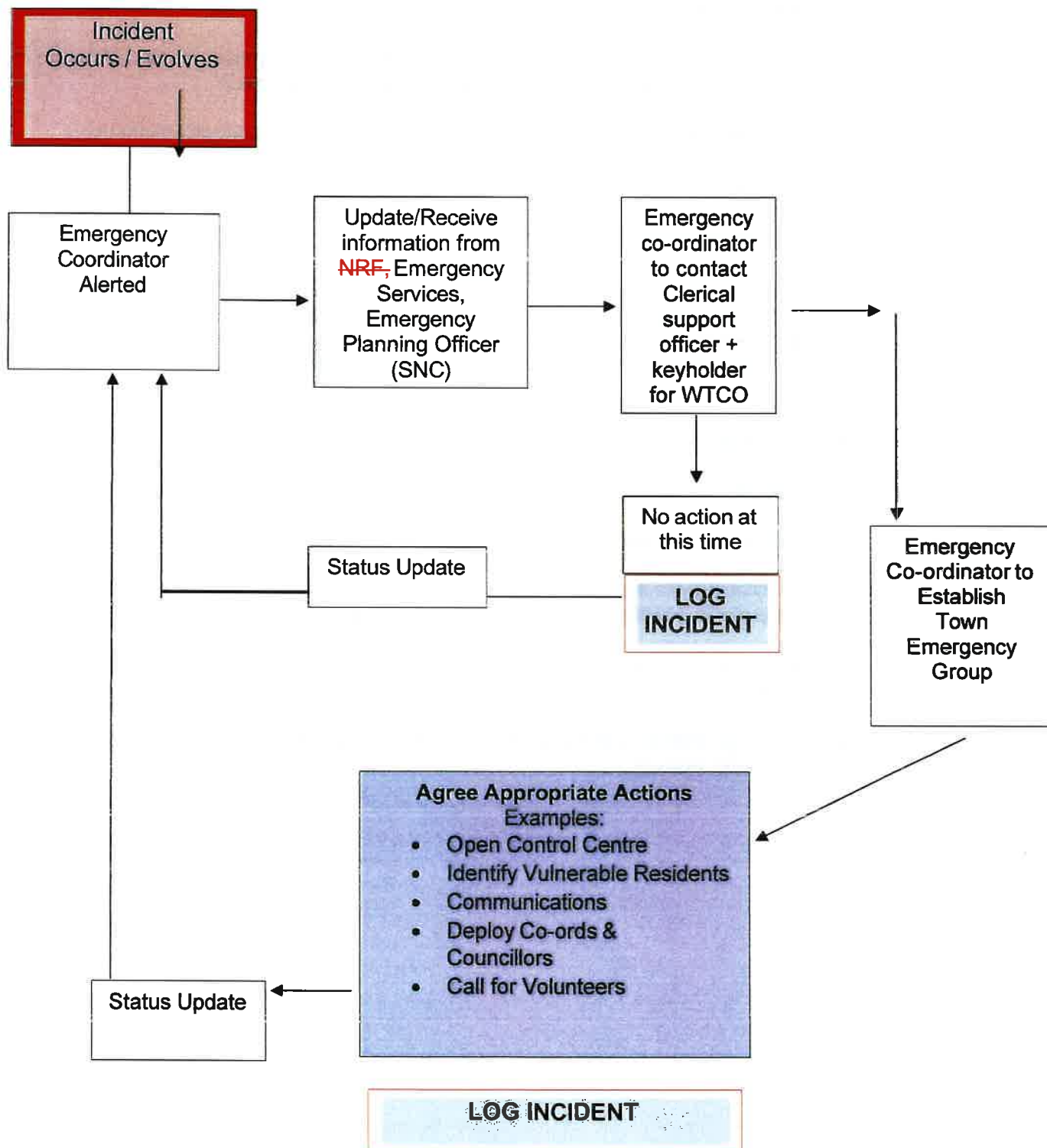
A sample agenda for the initial meeting is to be found at Appendix G.

9.5 The Town Emergency Team should ensure that all key actions/decisions taken by the group are recorded. **A sample log page is provided at Appendix H.**

9.6 On activation of the plan, the Team should deploy the Emergency Box and utilise their contents as necessary.

The contents and location of the box is provided at Appendix I.

Plan Process Flowchart



10. **Vulnerable Persons/Groups**

10.1 Where evacuation is required, it is essential for the emergency services to identify those people/groups that may require additional, or specialist assistance.

10.2 For the purpose of this plan, vulnerable persons are defined as people reliant upon:

- a. Home visits by community nurses for healthcare
- b. Formal or informal carers

10.3 The Police and other agencies have access to a range of sources to provide the location of vulnerable persons, in particular community health and social services which may be available to be shared during an emergency. It is outside the scope of this plan to seek to identify each and every individual dwelling that may be home to a vulnerable person.

11. **Control Centre**

See Appendix A

12. **Local skills and resources**

12.1 If further equipment/skills are needed from the community, the Team Emergency Team will issue an appeal through Social Media, Park Radio, or other appropriate media.

12.2 Appendix H lists skills and equipment which are present in the community, and which may be available and required at the time of an emergency. They are offered on a 'best endeavour' basis.

Appendix J lists organisations in the community which may be able to provide volunteers, skills and resources.

13. Key Locations Identified as Places of Safety

- 13.1 Rest centres, as may be required by larger scale incidents, will be coordinated at the direction of the Tactical Coordinating Group (TCG) via the SNDC Local Authority Emergency Control Centre when established or in the interim via the Joint Emergency Duty Officer.
- 13.2 In the event that a localised evacuation is required within the community, the following locations have been selected as places of safety, in agreement with the local authority and the premises owners. Places of safety will be selected at the time of the emergency based upon availability, suitability in respect of vicinity to the incident and the disruption that their use may cause to the community.

Floor plans for the above locations can be found at Appendix L.

Name of Premises	Location including Postcode	Type of Premises	Key holder/Owner contact details (including out of hours)	Facilities	Number it can accommodate	Restrictions
Ketts Park Community and Recreation Centre	Harts Farm Rd, Wymondham NR18 0WP	Sports Hall and facilities.		Toilets & showers	30-40	
Wymondham Leisure centre	Norwich Road, Wymondham NR18 0NT	Leisure centre	SNDC rest centre			
Wymondham Town Council	Harts Farm Rd, Wymondham NR18 0WP		Holder 1 Not for public Holder 2 Not for public	Toilets	20	

Other Designated Local Authority Rest Centres within South Norfolk

Rest Centre	Tel No.	Out of Hours	Shelter Capacity	Feeding Capacity	Sleeping Capacity
--------------------	----------------	---------------------	-------------------------	-------------------------	--------------------------

14. **Communications**

- 14.1 On activation of the Town Emergency Team, the Emergency Coordinator will make a register of all mobile numbers of volunteers, **(See Appendix F form for telephone numbers)** in addition to those of core members in the emergency box. It should be remembered that at the time of a major emergency, mobile telephone networks may exceed capacity, leading to overload and disruption. The Group should not rely on mobile phones as the sole means of communication, Text or Whats app is likely to be more effective at getting through.

15. **Media/Public Information Strategy**

- 15.1 All media enquiries and information releases should be agreed with the Emergency Coordinator.
- 15.2 The Town Clerks, Leader of the Council or Emergency Co-ordinator are responsible for issuing media releases on behalf of the Town Council,
- a. Press Release to all Town Councillors, local authority partners, local newspapers, publications, radio stations and other identified partners via email.
 - b. News Bulletins published on the Town Council website and highlighted on the front page of the site. This can be done instantly via The Town Council.
 - c. Social Media Community noticeboard posts to raise awareness of available information (also utilise partners social media information).
 - d. Where possible, printed copies will be displayed on noticeboards and made available at key locations such as the Town Council Offices and strategic places around the Town.

16. **Insurance**

- 16.1 The Town Emergency Team (TET) and registered volunteers, will be covered by the Town Council and local District Authorities insurance under the following circumstances:
- a. The local authority has requested that Diss Town Council activate the plan and its volunteers.
 - b. The TET volunteers are registered with the TET.
 - c. The TET volunteers are under the direction of a local authority member of staff, (this can be remotely), and the local authority receives regular updates of task progress / issues arising from the TET.
 - d. Volunteers only carry out the actions / activities that they have been authorised to do or agreed directly by the Parish/local authority or Emergency Planning Officers
 - e. A record of the activities undertaken and volunteers employed in those tasks is maintained by the TET Group

- 16.2 Activities volunteers have been asked to undertake must be commensurate to their skills and competency.
- 16.3 Appropriate dynamic risk assessments are carried out by a qualified competent person.
- 16.4 The use of motor vehicles is **not** covered by the local authority or Town Council insurance and it is the responsibility of the individual to ensure that they have adequate and appropriate cover. **This is unless there is an emergency called by either the Local Authority or the TET, in this instance the Town Council insurance would cover all registered volunteers.**

Appendix A

Contact details for the Emergency Coordinator, Deputies and Control Centre.

Role	Name	Contact Details
Emergency Coordinator Emergency Coordinator Clerical Support Officer	Town Clerk	
Deputy Emergency- Coordinator 1	Rotational Cllr	
Deputy Emergency- Coordinator 2	Rotational Cllr	
Deputy Emergency- Coordinator 3	Rotational Cllr	
Deputy Emergency Co-ordinator 4	Rotational Cllr	

Control Centres

Control Centre 1	Wymondham Town Council Offices	Ketts Park, Harts Farm Rd, Wymondham NR18 0UT Telephone: 01953 603302 Out of Hours Town Clerk (As above)
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Control Centre 2	Wymondham High Academy	Folly Road Wymondham NR18 0QT Telephone: 01953 602078 Out of Hours Not for public use
Control Centre 3		

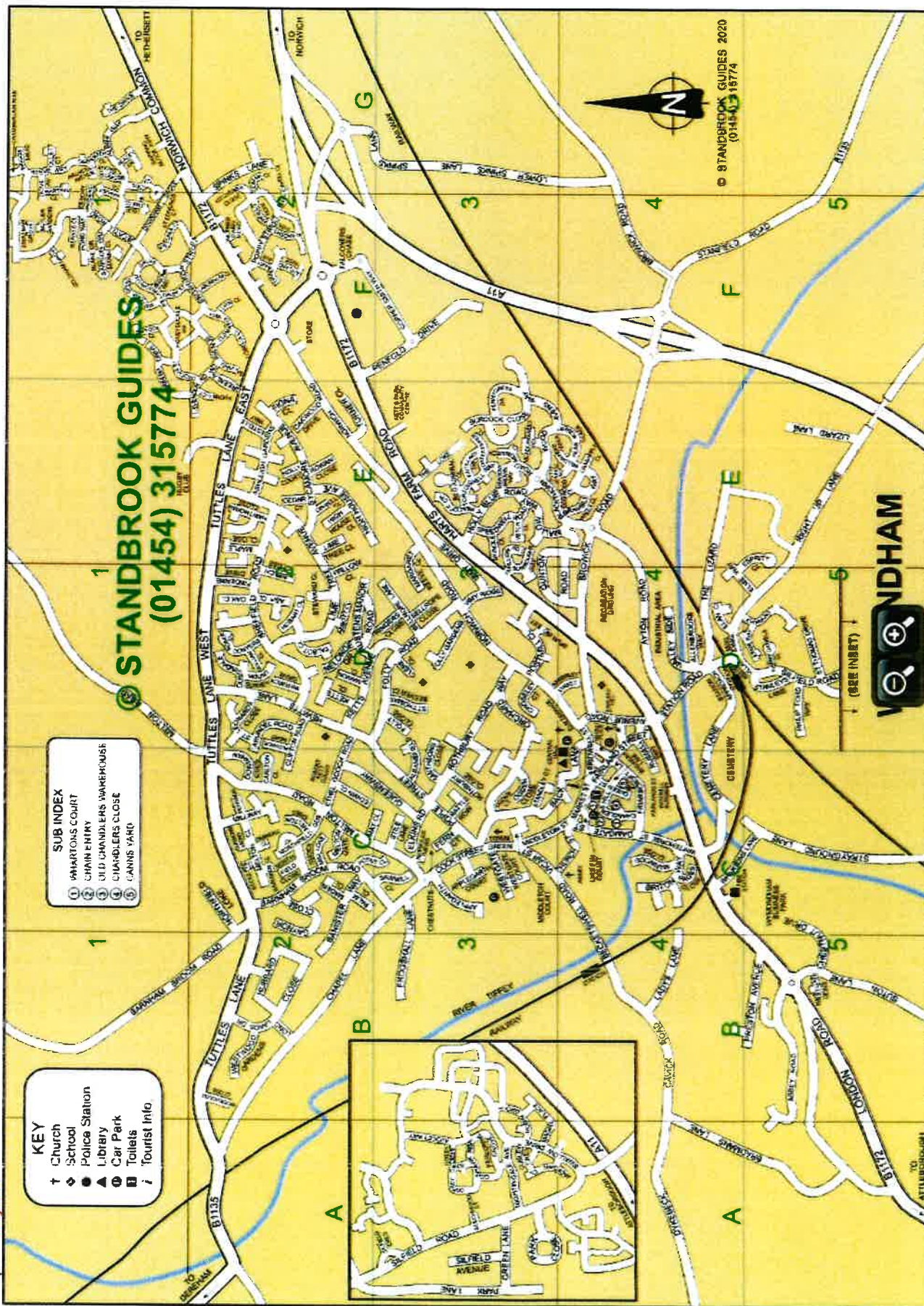
On Activation of the group, the group will contact South Norfolk Council Emergency Planning Officer:

Office hours:
01508 533701

Out of hours:
NOT FOR PUBLIC USE

Ensure that the call taker has your Name and appropriate contact details.
Please ensure that you get the call to contact the Joint Emergency Planning Duty Officer immediately.

NOTE: In a widespread incident the South Norfolk Council Emergency Planning Officer is a single point of contact and may be supporting the wider district response across the County and may not be able to respond immediately.



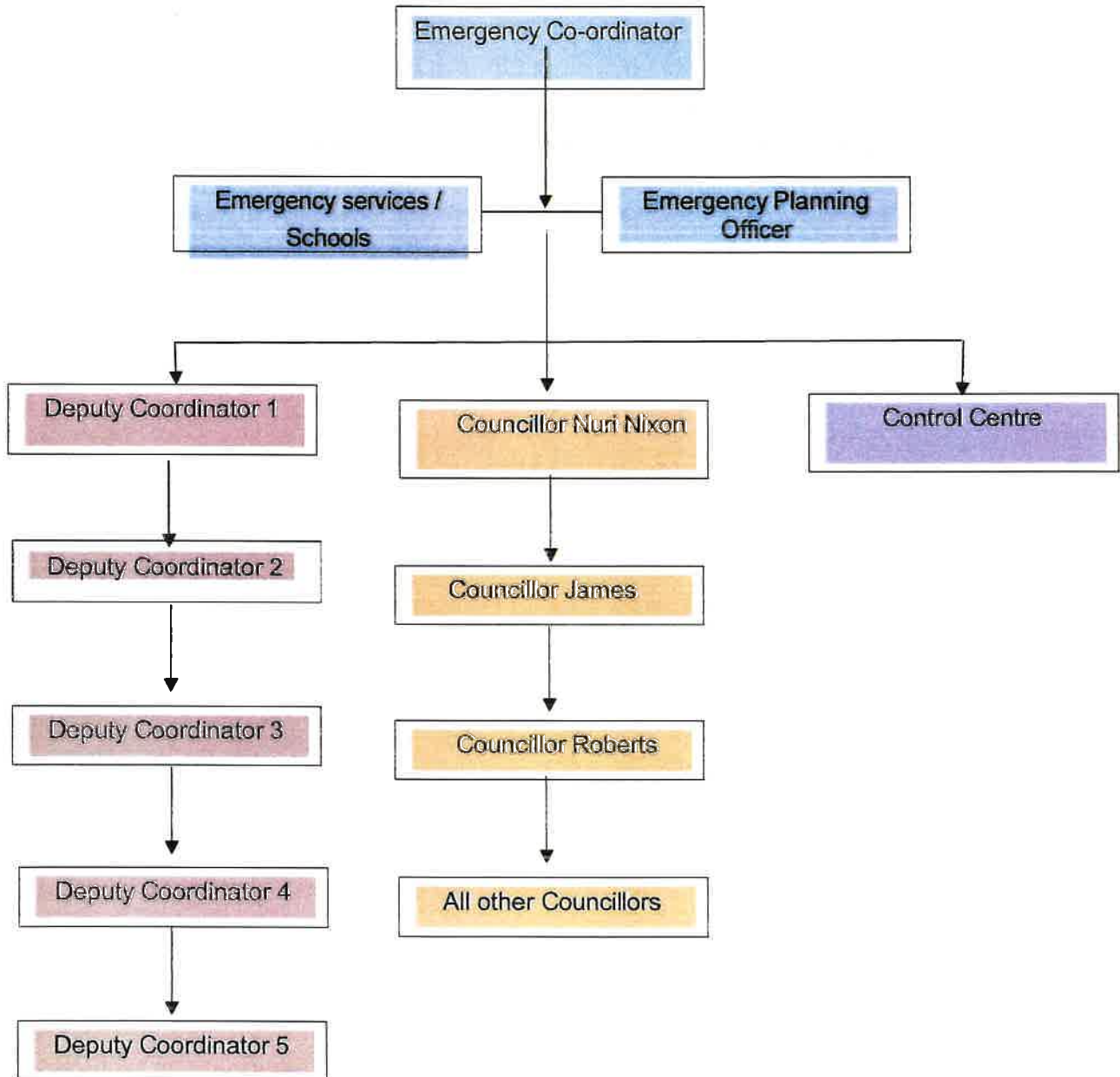
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Councillors and Staff Contact Details:

Internal Telephone Directory - Not for Publication - CONFIDENTIAL

Please see publicly available numbers via Council directories.

Activation call tree for Co-ordinators



Community Emergency Contact numbers

Name / Contact	Role	Daytime contact number	24hr contact number
Emergency Services		999	999
Local GP Surgeries	Wymondham Medical Ctre	01953 602220	111
	Windmill Surgery	01953 607607	111
Environment Agency	Floodline	0845 988 1188	
Environment Agency	Incident Hotline	0800 807060	0800 807060
Anglian water			24 hr enquiries 08457 145 145 24 hr leaks
Norfolk Police	Non emergency	101	101
Norfolk Fire and Rescue	Non emergency	0300 123 1669	0300 123 1669
East Anglian Ambulance NHS Trust		0163 8561616 0345 601 3733	None
UKPN	Supply interruption	0800 316 3105	0800 31 63 105
UKPN	Substation issues	0800 587 3243	0800 5873243
National Grid	For reporting hazards on or near overhead electricity lines	0800 404 090	0800 404090
Highways England			0300 123 5000
Norfolk County Council / Norfolk County Highways			0344 800 8020
Norfolk County Council	Emergency Social Care Out of hours service	0344 800 8020	0344 800 8020
South Norfolk District Council		01508 533701	01508 533701
Norfolk Joint Emergency Planning Unit		TBC	TBC

Incident Specific Contact numbers

Sample agenda for initial meeting of the Town Emergency Group

Example Town Emergency Group Emergency Meeting Agenda

Date:

Time:

Location:

Attendees:

1. What is the current situation?

You might want to consider the following:

Location of the emergency. Is it near:

- A school?
- A vulnerable area?
- A main access route?
- Type of emergency:
- Is there a threat to life?
- Has electricity, gas or water been affected?

Are there any vulnerable people involved?

- Elderly
- Families with children
- Non-English-speaking people.
- What resources do we need?
- Food?
- Off-road vehicles?
- Blankets?
- Shelter?

2. Establishing contact with the emergency planning Officer

3. Establishing contact with the emergency services

4. How can we support the emergency services?

5. What actions can safely be taken?

6. Who is going to take the lead for the agreed actions?

7. Any other issues?

Log

INCIDENT LOG (Nature of incident) **NAME** **DATE**..... **SHEET No.**

No.	Time	Name	Information	Done

Emergency Boxes - contents and location

An Emergency Box is held at Wymondham Town Council (Access can be gained via the Town or Deputy Town Clerk).

Contents are as follows:

- Copy of Town Emergency Plan
- Incident Log Book
- X 2 Torches
- Map of Wymondham
- Copy of Electoral Register
- Five high visibility jackets
- Barrier Tape x 4
- First Aid Kit
- X4 Notebooks
- Box of Pens
- Box of Gloves
- Wind up Radio
- Power banks(for mobile charging)
- Copy of SNC Emergency Plan

Local skills and resources

Information redacted in public version – full details held with Town Council

To be Populated once approved.

Volunteers/resources

Information redacted in public version – full details held with Town Council

TO BE DEVELOPED ONCE PLAN APPROVED

Wymondham High school sizes to be completed

Room	<u>Approx dimensions</u>	Approx floor area m²	Potential Capacity Seated	Potential Capacity Camp Beds
Main Hall Ground Floor	39ft x 40ft	144.92	288	45
Reception	15ft x 11ft 7	16.30	10	Booking only
REST CENTRE SOUTH				
Gym Area	TBC			30
REST CENTRE NORTH				
REST CENTRE CENTRAL				

Volunteer Driving

Until an Emergency Team is activated volunteers operate under their own or the Town Council's liability insurance.(refer to 16.4) In the event that an Emergency Team is activated on behalf of the Local Authority Driving will remain the owners responsibility unless Written confirmation is provided by the Emergency Controller. Driver is responsible for all other driving legal responsibilities.

DO NOT PUT YOUR LIFE OR THE LIVES OF OTHERS IN DANGER

If there is **ANY threat to life, dial 999** and alert the emergency services (Police, Fire, or Ambulance). If there is no perceived threat to life, but you have information that may help the emergency services, please **dial 101**.

The Town Emergency Team has been activated on behalf of XXX (Local Authority/Town Council*) as a result of a Major Incident /local incident at [location] on [date].

The Town Emergency Team is now covered by XXX (Local Authority/Town Council*) liability insurance providing that the following conditions are met:

The Local Authority/Town Council* has requested that you activate the Town Emergency Team and your plan, including setting up your village hall as an Evacuation Centre [*amend as necessary¹].

The TET group operates under the direction of the Local Authority (can be remotely) and the Local Authority requires regular updates on the situation.

A record of the activities undertaken, and the volunteers used will be maintained by the TET. The action or activity is either contained in your plan or is approved by the Local Authority.

Appendix N

Definition of an emergency:

An emergency / major incident is any event or circumstance (happening with or without warning) that causes or threatens death or injury, disruption to the community, or damage to property or to the environment on such a scale that the effect cannot be dealt with by the emergency services, local authorities and other organisations as part of their normal day to day activities.

Possible Emergencies and corresponding risk assessment and management include :

Type of emergency	Potential risks	Actions
<p>Significant disruption to mains power services. (Gas or Electricity Failure) Failure of whole or part of GB's National transmission network. Damage to pipeline.</p>	<p>Residents with no access to power for a prolonged period of time. Residents reliant on electricity or gas for heating and cooking will require support. Cold is a threat to vulnerable people. Knock on effect may hamper communication systems.</p>	<p>Ensure all residents are given help to prepare themselves in advance. (look at care homes/speak to SNC for list of vulnerable persons). If necessary contact emergency services. Call Emergency co-ordinator and initiate Town Emergency Team.</p>
<p>Significant disruption to communications infrastructure. Damage to telecommunication/internet services.</p>	<p>Phones and/or broadband lost. Mobile phone reception very poor so few forms of communication available. Power outages knock out effect to telephones. Difficult to contact emergency services.</p>	<p>If necessary contact emergency services. Call Emergency co-ordinator and initiate Town Emergency Team</p>
<p>Significant disruption to transport infrastructure Adverse weather conditions (Heavy snow/storm, icy conditions and/or road closures).</p>	<p>Roads impassable due to snow/fallen trees etc. Access to Town limited. Residents unable to access emergency and other services, eg carers, doctors, hospitals, pharmacies. Resident run out of food and other necessities. Injuries due to weather conditions. Non-residents/trapped or stranded in the Town.</p>	<p>Ensure all residents are given emergency telephone numbers and advice to help them prepare for adverse weather conditions. Ensure all gritting bins are full. Give residents lists of items to carry in their cars in case of adverse weather whilst out driving. (Pass through social media etc). If necessary contact emergency services. Call Emergency co-ordinator and initiate Town Emergency Team</p>
<p>Flooding and Adverse Weather Of Homes and/or roads etc</p>	<p>Homes Flooded Rescue services may be required. Need to secure place of refuge.</p>	<p>Ensure all residents are given emergency telephone numbers and advice to help them prepare for adverse weather conditions. Ensure all gritting bins are full.</p>

	<p>Need to support other services.</p> <p>Knock-on effect of disruption to the power supply, communication, or transport infrastructure,</p>	<p>Give residents lists of items to carry in their cars in case of adverse weather whilst out driving. (Pass through social media etc).</p> <p>If necessary contact emergency services.</p> <p>Call Emergency co-ordinator and initiate Town Emergency Team</p>
<p>Accidents or Incidents in Travel Network</p>	<p>Emergency situation arising from incidents</p> <p>e.g. Train collision or crash, Major incident on A11</p> <p>Support of emergency services dealing with incident.</p>	<p>Alert Emergency Services</p> <p>Call Emergency co-ordinator and initiate Town Emergency Group.</p> <p>Support emergency services eg, refreshments/shelter.</p> <p>Facilitate or help find refuge and/or evacuation.</p>
<p>Loss or contamination of water supply</p>	<p>Residents have no drinking or washing water.</p> <p>Contaminated water being used.</p> <p>Toilets cannot be used.</p>	<p>Alert Emergency Services</p> <p>Call Emergency co-ordinator and initiate Town Emergency Group.</p> <p>Help SNC with supply of clean water to vulnerable people.</p> <p>Provide access to sites to store clean water.</p>
<p>Miscellaneous emergencies</p> <p>Fire incl drought, pollution.</p> <p>Infectious diseases (humans and animals/Covid/legionella/SARS)</p> <p>Food Chain contamination</p> <p>Disrupted fuel supply</p>	<p>Fire damage/hazard</p> <p>Danger to Health.</p> <p>Infection control</p>	<p>Alert Emergency Services</p> <p>Call Emergency co-ordinator and initiate Town Emergency Team.</p> <p>Support emergency services eg, refreshments/shelter.</p> <p>Facilitate or help find refuge and/or evacuation.</p>
<p>Educational emergencies</p> <p>School lockdown,</p> <p>Major incident</p>	<p>Lack of communication from within.</p> <p>Worried parents and guardians descending on potential dangerous situation</p>	<p>Support emergency services and education facility.</p> <p>Facilitate Control point for parents and guardians to meet and remain updated.</p> <p>Call Emergency co-ordinator and initiate Town Emergency Team.</p>

Care Homes and Contact Numbers

CARE HOME	ADDRESS	Manager	Telephone No
Melton House Care Home	47 Melton Rd, Wymondham NR18 0DB	Maria Falkus	01953 606645
Windmill House	14 Browick Rd, Wymondham NR18 0QW	Maria Paranal	01953 571025
Sutherlands Nursing Home	136 Norwich Rd, Wymondham NR18 0SX	Amanda Skinner	01953 600900
Robert Kett Court	Ethel Gooch Rd, Wymondham NR18 0LH	Elizabeth Turner	01953 600464
Ogden Close	Ogden CI, Wymondham NR18 0PE		01953 604530

DATA PROTECTION

The contents of this plan are subject to Data Protection Legislation. 'Data Protection Legislation' means that Data Protection Act 2018 as long as it is in force and thereafter the General Data Protection Regulation (EC) 2016/679 and any national implementing laws.

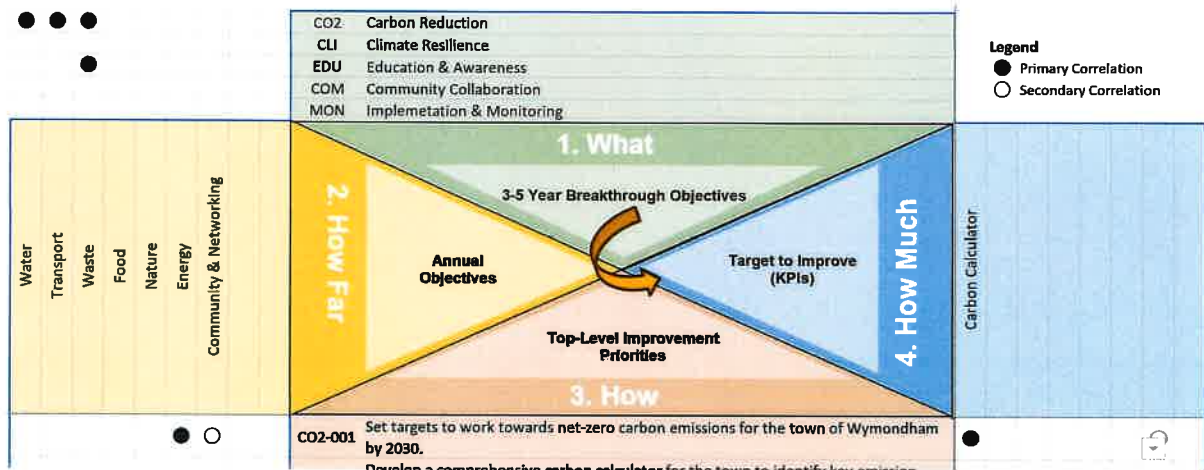
Please ensure that only people on the distribution list hold a copy of the Wymondham Emergency Resilience Plan and that the personal information it contains, is only used in an emergency situation for the purpose in which it was collected. Please ensure that this document is securely stored and safely disposed of in line with Retention Guidelines as required under Data Protection Legislation.

For the Council to Note: Summary Report Sustainable Wymondham Public Meeting

Following the Sustainable Wymondham public workshop in November, the group has collated the responses to begin work on the draft Strategy and Action Plan. This is a co-production with Wymondham residents, organisations and businesses so both are living documents.

Attached is the summary report for information and review. There is a larger Main Feedback report (22 pages) which is available on request.

An X-Matrix is being developed to ensure that individual tasks or projects are aligned to the strategic goals and focus areas identified at the workshop.



The aim of the next meeting in April will be to complete this initial exercise.