

## **WYMONDHAM TOWN COUNCIL**

SUMMONS TO ATTEND -NOTICE IS HEREBY GIVEN THAT

A MEETING OF THE TOWN COUNCIL is to be held on

TUESDAY 7th May 2024 at **7.00** pm in the Council Offices.

### **A G E N D A**

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                  |
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|    | Chairman to ask if anyone wishes to record proceedings and if so to remind those present that a set of guidelines have been adopted by the Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                  |
| 1  | Election of Mayor & Chair of the Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
| 2  | Election of Deputy Mayor & Vice Chair of the Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                  |
| 3  | Apologies for absences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                  |
| 4  | Declarations of Interest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>A</b>                         |
| 5  | To resolve that the minutes of the Council meeting held on 2nd April 2024 are a correct record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>B</b>                         |
| 6  | To receive an update about progress of items from the last meeting of the Council on 2nd April 2023 / previous meetings.<br>To note the notes of the Policies & Standing Order Working Group meeting held on 3/4/24 and to ratify the recommendations therein.<br>Reviewed policies with updated Councillors Pack inserts recently issued.<br>To note the notes of the New Cemetery Working Group meeting held on 9 <sup>th</sup> April 2024.                                                                                                                                                                                                                | <b>C</b><br><br><br><br><b>D</b> |
| 7  | To note the minutes of the Finance & General Purposes Committee meeting held on 16th April 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>E</b>                         |
| 8  | To re-adopt delegated arrangements to Committees & Working Groups*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |
| 9  | To re-adopt terms of reference for Committees*                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                  |
| 10 | Appointments to Committees for year 2024/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>F</b>                         |
| 11 | Appointments to Outside Bodies for year 2024/25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>F</b>                         |
| 12 | Appointments to Working groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>F</b>                         |
| 13 | Formal re - adoption of policies. <ul style="list-style-type: none"><li>• Standing Orders*</li><li>• Bio-Diversity*</li><li>• Code of Conduct*</li><li>• Complaints*</li><li>• Correspondence*</li><li>• Computer &amp; Telephone Misuse Policy*</li><li>• Data Protection*</li><li>• Dignity at Work (Civility &amp; Respect)</li><li>• Equal Opportunities*</li><li>• Freedom of Information*</li><li>• Financial Regulations*</li><li>• Health &amp; Safety*</li><li>• Information Protection Policy*</li><li>• Information Security Incident Policy*</li><li>• Press &amp; Media*</li><li>• Removable Media Policy*</li><li>• Risk Assessment*</li></ul> |                                  |

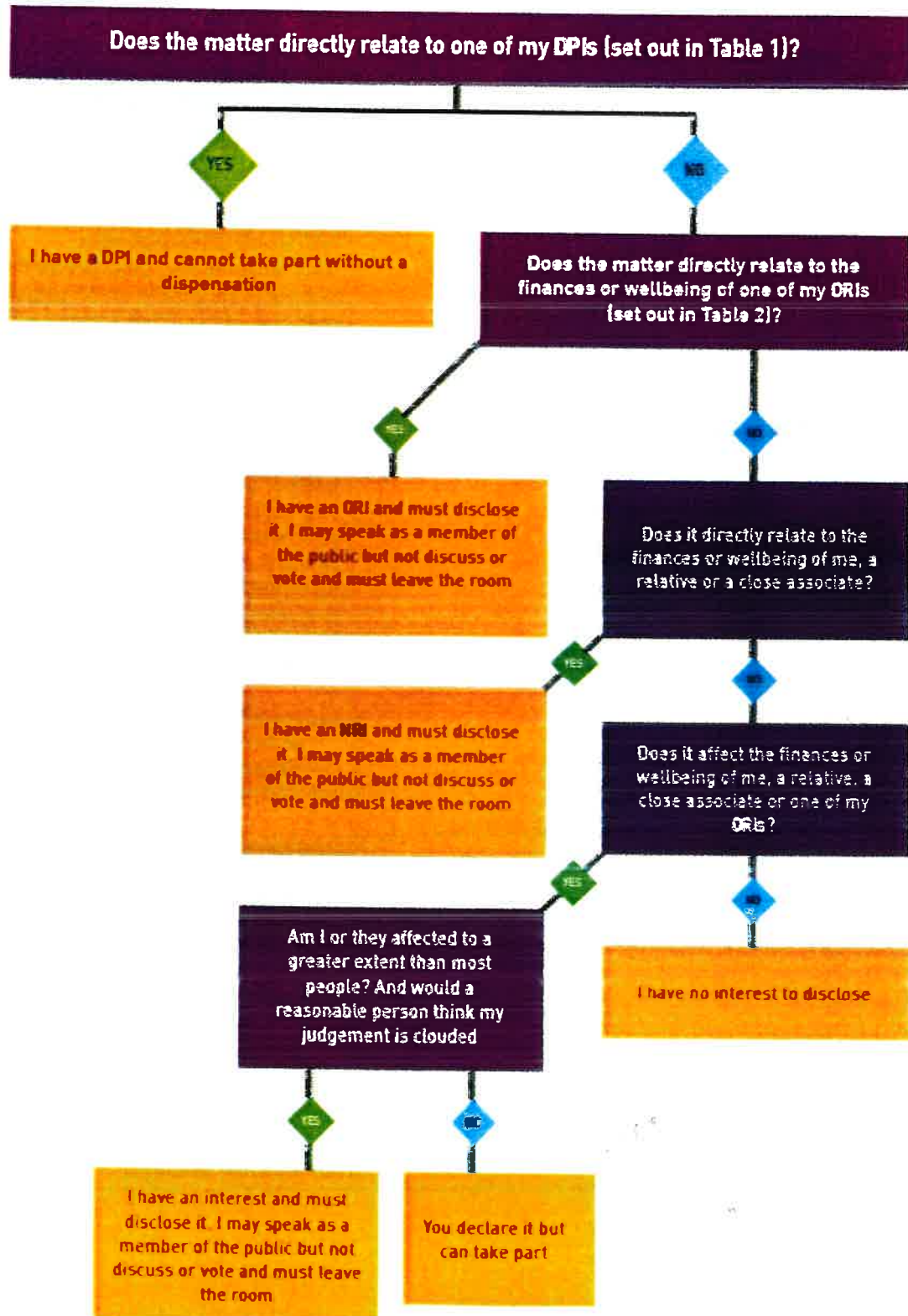
|    |                                                                                                                                                                                                                                                                                            |          |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
|    | <ul style="list-style-type: none"> <li>• Social Media and Electronic Communication Policy*</li> <li>• Treasury Management Policy*</li> </ul> <p>*Contained in issued Councillor Pack</p>                                                                                                   |          |
| 14 | To note inventory of land and assets including buildings                                                                                                                                                                                                                                   | <b>G</b> |
| 15 | To note arrangements for Insurance Cover in respect of all insured risks – Zurich Insurance.                                                                                                                                                                                               |          |
| 16 | To note Council's / or employee's membership of other bodies                                                                                                                                                                                                                               | <b>H</b> |
| 17 | To confirm payment of monthly creditors – April 2024.                                                                                                                                                                                                                                      | <b>I</b> |
| 18 | To note Mayors Engagements                                                                                                                                                                                                                                                                 | <b>J</b> |
| 19 | 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. |          |
| 20 | Parking Town Green Parking review – report and recommendation.                                                                                                                                                                                                                             | <b>K</b> |
| 21 | Reports from County / District Councillors                                                                                                                                                                                                                                                 |          |
| 22 | Reports from representatives on outside committees                                                                                                                                                                                                                                         |          |



1<sup>st</sup> May 2024  
 Trevor Gurney (Town Clerk)  
 Council Offices Ketts Park  
 Harts Farm Road  
 Wymondham  
 NR18 0UT

## Interests Flowchart

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



**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

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

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

You must register as an Other Registrable Interest :

- 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
  - (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 2<sup>nd</sup> April 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 | J Barrett |
| M Rosen      | J Fulcher  | A James   |

Member(s) of the Public: 3

Cllr. Savage (NCC & SNC)

Councillor Nuri-Nixon in the Chair

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 041/24 | <u>APOLOGIES FOR ABSENCE</u> – Cllr. Batley.                                                                                                                                                                                                                                                                                                                                                                                                            |
| 042/24 | <u>DECLARATIONS OF INTEREST</u> <ul style="list-style-type: none"> <li>Cllr. Roberts – had been contacted by Greening Wymondham in respect of agenda item 13 – Rothbury Road Park barrier.</li> </ul>                                                                                                                                                                                                                                                   |
| 043/24 | <u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. J Barrett and seconded by Cllr. Fulcher the minutes of the meeting held on 5 <sup>th</sup> March 2024 were unanimously approved as a correct record.                                                                                                                                                                                                                                           |
| 044/24 | <u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> <li><u>POLICIES &amp; STANDING ORDER WORKING GROUP</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. James it was unanimously resolved to note the notes of the meeting held on 2<sup>nd</sup> February 2024 and to ratify the recommendations therein.</li> <li><u>Town Green</u> Clerk advised that there had been correspondence with SNC re on street parking.</li> </ul> |
| 045/24 | <u>WYMONDHAM ALLOTMENT ASSOCIATION</u> It was resolved to appoint Cllr. Batley.                                                                                                                                                                                                                                                                                                                                                                         |
| 046/24 | <u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Fulcher and seconded by Cllr. Roberts it was resolved to pay accounts for March 2024, as per the submitted list in the sum of £59,267.32.<br>In compliance with financial regulations the Clerk tabled a list of salaries paid from the wages account to the sum of £10,625.38                                                                                                                    |
| 047/24 | <u>MAYORS ENGAGEMENTS</u> – Noted.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 048/24 | <u>PUBLIC PARTICIPATION</u> <ul style="list-style-type: none"> <li>Residents commented on agenda item 9 – Communication newsletter – should not become political propaganda sheet and who was going to write it. Clerk responded that it would be produced in-house, and he would have the ultimate responsibility and it would not be a political publication.</li> </ul>                                                                              |

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| 049/24 | <p><u>COMMUNICATION NEWSLETTER</u> Cllr. Nixon introduced her paper proposing that the Council produces in house a quarterly newsletter. This would be placed on the Councils website and 1,000 printed copies would initially be produced and placed in public areas such as the library, TIC and possibly supermarkets. Print quotations had been sought from 3 companies and Cllr. J Barrett advised that a 4<sup>th</sup> had been obtained from a sustainable printer in Norwich for the sum of £222.50 per edition which would mean 4 copies pa would be within budget. After discussion re-iterating that its contents should not be politically upon the proposition of Cllr. Nixon and seconded by Cllr. Nixon it was unanimously resolved to proceed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 050/24 | <p><u>PUBLIC REALM PROJECT</u> Cllr. Rosen introduced his motion advising that the Town Council's requirements had been discussed and that South Norfolk Councils response was available at <a href="https://democracy.southnorfolkandbroadland.gov.uk/ielistMeetings.aspx?CId=141&amp;Year=0">https://democracy.southnorfolkandbroadland.gov.uk/ielistMeetings.aspx?CId=141&amp;Year=0</a></p> <p>After discussion during which it was highlighted that South Norfolk's contribution to the scheme was still subject to an application and business plan, and that their initial Terms of Reference (TOR) for the Steering Group didn't indicate if substitutes were allowed, and that the Clerk as the proper officer of the Town Council could not attend (whilst South Norfolk Officers could) it was proposed that individual votes would be taken on the 3 elements of the motion. A recorded vote on this was requested.</p> <p>Fore: Cllrs. Frosdick, Roberts, P Barrett, James, Nuri-Nixon and Nixon (6)<br/> Against: Cllrs. Perry, Rosen, Doheny, Baker and Fulcher (5)<br/> Abstentions: Cllr. J Barrett</p> <p>The Motion to vote on each element individually was passed.</p> <p>Council resolves</p> <p>Upon the proposition of Cllr. Rosen and seconded by Cllr. Perry it was unanimously resolved to:</p> <ol style="list-style-type: none"> <li>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.</li> </ol> <p>Upon the proposition of Cllr. Rosen and seconded by Cllr. Perry it was unanimously resolved (with the exception of Cllr. J Barrett who abstained):</p> <ol style="list-style-type: none"> <li>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.</li> </ol> <p>Upon the proposition of Cllr. Rosen and seconded by Cllr. Perry it was proposed:</p> <ol style="list-style-type: none"> <li>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</li> </ol> |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|        | <p>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.</p> <p>Fore: Cllrs Perry, Rosen, Baker, Doheny &amp; Fulcher (5)</p> <p>Against: Cllrs. Frosdick, Roberts, P Barrett, James, Nuri-Nixon, J Barrett and Nixon (7)</p> <p>The motion was lost.</p> <p>It was agreed that the Town Councils representatives on the Steering Group would be Cllrs: Roberts (Lib Dem), Baker (Lab) and P Barrett (Green)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 051/24 | <p><u>PSYCHOLOGICAL SAFETY</u> Cllr. J Barrett introduced his paper and explained the rationale behind it. After discussion and a minor amendment to wording upon the proposition of Cllr. J Barrett and seconded by Cllr. Rosen it was unanimously resolved to implement a system where all Councillors can hold up their name card to excuse 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 have left.</p>                                                                                                                                                                                                   |
| 052/24 | <p><u>STANDING ORDERS</u> Cllr. Rosen introduced his motions to amend Standing Orders.</p> <ol style="list-style-type: none"> <li>1) In respect of Standing Order 1(o) upon the proposition of Cllr. Rosen and seconded by Cllrs. J Barret and L Doheny it was resolved 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'</li> <li>2) In respect of Standing Order 1(t) upon the proposition of Cllr. Rosen and seconded by Cllrs. J Barrett and L Doheny it was resolved that '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.</li> </ol> |
| 053/24 | <p><u>ROTHBURY ROAD PARK</u> Cllr. P Barrett introduced his paper to remove the 'Kissing' gate at the Orchard way entrance to Rothbury Road Park to improve accessibility. Clerk explained this has been installed originally to stop motorcyclists riding across the park from one entrance to another. After discussion upon the proposition of Cllr. P Barrett and seconded by Cllr. J Barrett it was unanimously resolved to remove the gate.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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| 054/24 | <p><u>WORKING GROUPS</u> Cllr. J Barrett introduced his proposal that working groups should meet every two months unless the group members determine there is insufficient business. Cllr. Nixon proposed and addition to the motion which was agreed by Cllr. J Barrett. Therefore, upon the proposition of Cllr. J Barrett and seconded by Cllr. P Barrett it was resolved that 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. Unless there is a time sensitive issue such as a grant proposal deadline requiring an emergency motion to go to the full Town Council agenda, Proposals which are relevant to be discussed at one of the working groups or committees should be submitted to them for debate in the first instance. The Chair's decision on this is final.</p> |
| 055/24 | <p><u>EMERGENCY PLAN</u> Cllr. Roberts introduced the public version of the proposed Emergency plan which has now been approved by South Norfolk Council. An unredacted copy will be sent to the relevant bodies. After discussion regarding the possibility of a slimmed down plan and training upon the resolution of Cllr. Roberts and seconded by Cllr. James it was resolved to approve the plan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 056/24 | <p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u><br/>Cllr. Savage.</p> <ul style="list-style-type: none"> <li>• Western link section of the Northern Distributor Road has, at present, been halted by a decision by Natural England not to issue a licence.</li> <li>• Beryls Bike scheme – 4<sup>th</sup> anniversary</li> <li>• First Bus now running electric buses to Wymondham.</li> </ul> <p><u>South Norfolk Council</u><br/>Cllr. Roberts</p> <ul style="list-style-type: none"> <li>• An action plan re flooding in North Wymondham (Oakwood Park) has been prepared</li> </ul> <p>Cllr. Rosen</p> <ul style="list-style-type: none"> <li>• Member of SNC A47 Alliance – looking at road safety and carriage duelling.</li> </ul>                                                                                                                                                                                                                                                                                                          |
| 057/24 | <p><u>REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> <li>• Cllr. P Barrett – Sustainable Wymondham – introduced report and update on progress to date. Draft strategy prepared now moving on to 'how' to implement at meeting in April. Further report to Council in due course. Work being carried out on website and social media. Big green weekend commences 8<sup>th</sup> June 2024.</li> <li>• Cllr. P Barrett – Greening Wymondham- Funding work for Rothbury Road Park continuing, Work continues on Orchard.</li> <li>• Cllr. Nixon – Wymondham Tennis Club – attended AGM – try before you buy scheme and ball recycling container.</li> <li>• Cllr. Rosen – North Wymondham Community Centre – 50<sup>th</sup> anniversary</li> </ul>                                                                                                                                                                                                                                                                                                 |

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|  | <p>quiz 20<sup>th</sup> April 2024.</p> <ul style="list-style-type: none"> <li>• Cllr. Rosen – Annual Parish meeting 23<sup>rd</sup> April 2024. Clerk – agenda to be issued in the normal way.</li> </ul> |
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*[The meeting closed at 20.40 pm]*

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

SIGNED .....(Chairman)

DRAFT

| 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    |           |         |         |
|                                          |                                          |                                                         | Cemetery Refuse             | 4420 | 127.18   |           | 25.44    | 306.39    | BACS    | 7.3.24  |
| 309                                      | Neimatters 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                    | 4090 |          | 156.50    | 31.30    | 187.80    | BACS    | 7.3.24  |
| 311                                      | Nick Scrivens                            | Daily cleaning of public toilets                        | Public toilets              | 4300 | 1061.00  |           | 212.20   |           |         |         |
|                                          |                                          | Additional clean after vandalism                        | Public toilets              | 4300 | 80.00    |           | 16.00    | 1369.20   | BACS    | 7.3.24  |
| 312                                      | Ernest Doe & Sons Ltd                    | Machinery repairs                                       | L & E Equipment Maintenance | 6140 | 3348.67  |           | 669.75   |           |         |         |
|                                          |                                          | Glue hammerite, hose clips, snow shovel, welding helmet | L & E Maintenance           | 6130 | 366.89   |           | 73.38    | 4458.69   | BACS    | 7.3.24  |
| 313                                      | Toolstation                              | 1 No. Demolition Hammer                                 | L & E Maintenance           | 6130 |          | 116.65    | 23.33    | 139.98    | BACS    | 7.3.24  |
| 314                                      | Wymondham Town Archive                   | Grant                                                   | Grants - General            | 4700 |          | 500.00    | 0.00     | 500.00    | BACS    | 11.3.24 |
| 315                                      | Anglian Water Business (National) Ltd    | Water 10.3.24-13.3.24                                   | Public toilets              | 4300 |          | 480.85    | 0.00     | 480.85    | BACS    | 28.3.24 |
| 316                                      | CW Services                              | Reinstate bank at BMX track                             | L & E Maintenance           | 6130 |          | 250.00    | 0.00     | 250.00    | BACS    | 14.3.24 |
| 317                                      | Miss M Doggett                           | 3 hrs of photography for Wymondham Heritage Trails      | Tourism Development         | 8200 |          | 375.00    | 0.00     | 375.00    | BACS    | 14.3.24 |
| 318                                      | HMRC                                     | PAYE/NIC                                                | PAYE/NIC                    | 4000 |          | 3,771.89  | 0.00     | 3,771.89  | 707404  |         |
| 319                                      | Norfolk Pension Fund                     | Pensions                                                | Pensions                    | 4000 |          | 4,241.12  | 0.00     | 4,241.12  | BACS    | 28.3.24 |
| 320                                      | Mrs S Hurn                               | Cleaning of Council Offices                             | Est - Cleaning              | 4050 |          | 159.00    | 0.00     | 159.00    | BACS    | 28.3.24 |
| 321                                      | Canon UK Ltd                             | Copier costs - rental charge 1.3.24-31.5.24             | Admin Print Stationery      | 4310 | 98.03    |           | 19.61    |           |         |         |
|                                          |                                          | Copier costs 1.12.23-29.2.24                            | Admin Print Stationery      | 4310 | 113.31   |           | 22.66    | 253.61    | BACS    | 28.3.24 |
| 322                                      | Jewson Ltd                               | Yale indicator bolt, gravel, screws                     | L & E Maintenance           | 6130 |          | 119.52    | 23.90    | 143.42    | BACS    | 28.3.24 |
| 323                                      | Wymondham Tyre Services Ltd              | Change loose wheel                                      | L & E Maintenance           | 6130 |          | 20.00     | 4.00     | 24.00     | BACS    | 28.3.24 |
| 324                                      | Hays Recruitment                         | Temporary Ground staff                                  | Salaries and wages          | 4000 |          | 1,946.89  | 389.39   | 2,336.28  | BACS    | 28.3.24 |
| 325                                      | Newton Newton Flags & Banners Makers Ltd | Official D-Day 80th Flag of Peace                       | Est - Miscellaneous         | 4090 |          | 24.00     | 4.80     | 28.80     | BACS    | 28.3.24 |
| 326                                      | TG Bodyshop                              | MOT and service VW Caddy                                | Est - van maintenance       | 4155 |          | 249.79    | 41.96    | 291.75    | BACS    | 28.3.24 |
| 327                                      | Viking                                   | Admin - Stamps                                          | Admin Print Stationery      | 4330 | 75.00    |           | 0.00     |           |         |         |
|                                          |                                          | Admin - Correction pens & Sticky tape                   | Admin Print Stationery      | 4310 | 26.71    |           | 5.34     | 107.05    | BACS    | 28.3.24 |
| 328                                      | Suffolk County Council                   | Street Lights 1.4.23-31.3.24                            | Street Lights               | 4200 |          | 7,778.56  | 1,555.71 | 9,334.27  | BACS    | 28.3.24 |
| 329                                      | Ray Tuttle Lift Services Limited         | Six monthly Loler inspection - lift                     | L & E Equipment Maint       | 6140 |          | 102.00    | 20.40    | 122.40    | BACS    | 28.3.24 |
| 330                                      | East Fire Extinguisher & Alarms UK Ltd   | Annual monitoring fee 1.6.23 - 31.5.24                  | Est - Miscellaneous         | 4090 |          | 320.00    | 64.00    | 384.00    | BACS    | 28.3.24 |
| 331                                      | Ernest Doe & Sons Ltd                    | New Wessex grass cutting Deck                           | Est - Miscellaneous         | 4090 |          | 23,245.00 | 4,649.00 | 27,894.00 | BACS    | 28.3.24 |
| 332                                      | Anglian Water Business (National) Ltd    | 12.12.23-11.3.24                                        | Cemetery Water              | 4430 |          | 48.75     | 3.46     | 52.21     | BACS    | 28.3.24 |
| 333                                      | Anglian Water Business (National) Ltd    | 4.12.23-3.3.24                                          | L&E Water - Browick         | 6030 |          | 22.66     | 0.00     | 22.66     | BACS    | 28.3.24 |
|                                          |                                          |                                                         |                             |      | 5,424.93 | 44,264.20 | 7,948.47 | 57,637.60 |         |         |
|                                          | Direct debits                            |                                                         |                             |      |          |           |          |           |         |         |
|                                          | Silvey Fleet                             | Fuel Account                                            | L & E Maintenance           | 6130 |          | 51.06     | 10.21    | 61.27     |         | 4.3.24  |
|                                          | 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    |         | 25.3.24 |
|                                          | Sage UK Ltd                              | Sage 50c Accounts Essential                             | Admin Print/Stationery      | 4310 |          | 96.00     | 19.20    | 115.20    |         | 18.3.24 |
|                                          | Anglian Internet                         | Telephone and internet                                  | Admin - telephone           | 4320 |          | 99.88     | 19.98    | 119.86    |         | 7.3.24  |
|                                          | Valda Energy Limited                     | Electricity                                             | Est - Electricity           | 4040 |          | 816.75    | 163.35   | 980.10    |         | 11.3.24 |
|                                          | BT                                       | Lift Line                                               | Admin/telephone             | 4320 |          | 10.28     | 2.06     | 12.34     |         | 18.3.24 |
|                                          | EE                                       | Groundsmans telephone                                   | Admin-telephone             | 4320 |          | 13.72     | 2.74     | 16.46     |         | 5.3.24  |
|                                          |                                          |                                                         |                             |      | 5,424.93 | 45,622.40 | 8,220.09 | 59,267.32 |         |         |

*[Signature]*


Deputy Chairman

*[Signature]*

Chairman

WYMONDHAM 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

WYMONDHAM TOWN COUNCIL  
POLICIES AND STANDING ORDER REVIEW WORKING GROUP  
Notes of meeting held on 3<sup>rd</sup> April 2024 at 2.00 pm in the Council Offices.

|            |                 |
|------------|-----------------|
| Present:   | Cllr. Fulcher   |
|            | Cllr. Roberts   |
|            | Cllr. J Barrett |
|            | Cllr. A Perry   |
|            |                 |
| Town Clerk | T Gurney        |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <u>APOLOGIES</u> – Cllr. Doheny                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 2 | <u>DECLARATIONS OF INTEREST</u> – None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3 | <u>MEETING 2<sup>nd</sup> February 2024</u> It was resolved to accept the notes of the meeting as a correct record.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 4 | <u>MATTERS ARISING</u> <ul style="list-style-type: none"> <li><u>TREASURY POLICY</u> Cllr. Perry asked on behalf of Cllr. Doheny how much of the Council's funds were covered by the financial Services Compensation Scheme. Advised that potentially £85,000 per bank.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5 | <p><u>STANDING ORDERS</u> – Clerk issued revised copy incorporating amendments agreed at the Council meeting the previous evening. The Working Group discussed the orders page by page and the Clerk answered queries and clarified procedures as set out explaining that these are issued by NALC. It was resolved to recommend to full Council that these are re-adopted.</p> <p><u>COMPLAINTS</u> Policy was reviewed, and it was resolved to recommend to full Council that this policy is approved.</p> <p><u>DATA PROTECTION</u> Policy was reviewed, and it was resolved to recommend to full Council that this policy is approved. If any training courses become available these should be offered to Councillors.</p> <p><u>INFORMATION SECURITY PROTECTION</u> Policy was reviewed, and it was resolved to recommend to full Council that this policy is approved.</p> <p><u>RISK ASSESSMENT</u> Policy was reviewed, and it was resolved to recommend to full Council that this policy is approved.</p> |

*[The meeting closed at 15.22 pm]*

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

SIGNED .....

## WYMONDHAM TOWN COUNCIL

## New Cemetery Working Group

Notes of meeting held on 9<sup>th</sup> April 2024 at 2.00pm  
in the Council Offices.

|            |                                                |
|------------|------------------------------------------------|
| Present:   | Cllr. J Barrett                                |
|            | Cllr. P Barrett                                |
|            | Cllr. R Frosdick                               |
|            | Cllr. L Nixon                                  |
|            | Cllr. A James (substitute for Cllr. J Fulcher) |
| Town Clerk | T Gurney                                       |
|            | Cllr. A Perry                                  |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Apologies for absence: Cllr. Fulcher.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2 | Declarations of Interest: None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 3 | It was resolved to approve the notes of the meetings held on 24 <sup>th</sup> November 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 4 | There were no matters arising from the meeting on 24 <sup>th</sup> November 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 5 | <p>The New Cemetery Working Group met to discuss the progress of the project. Initially, the meeting was focused on the barriers we are facing to furthering the project and how we might mitigate those. However, it came to light partway through the meeting that a separate meeting (due to happen the day after the Working Group meeting) would be highly impactful and heavily sway the possible actions that the Council can take. Consequently, much of the remaining time was spent discussing the history of the project, developing a timeline of events, and ensuring that due diligence had been carried out. In the opinion of the Chair of the Working Group, and as the writer of this report, I would like to commend our Clerk on his hard work and diligence.</p> <p>Unfortunately, due to factors outside of our control, it is not possible to provide a more transparent report given the ongoing situation, but progress is being made, and several ideas about the project's phasing have been discussed.</p> <p>The next meeting of the New Cemetery Working Group should provide more tangible outcomes, as our previous meeting did, although it was still useful to cover the background information on the project and to better understand the lay of the land.</p> <p>Councillors are able to attend the New Cemetery Working Group Meetings if they wish to know more. We were pleased to have Cllr Perry and Cllr James join us.</p> |

*[The meeting closed at 15.30pm]*

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

SIGNED ..... (Chairman)

# **WYMONDHAM TOWN COUNCIL**

MINUTES OF A MEETING OF THE FINANCE & GENERAL  
PURPOSES COMMITTEE held on Tuesday 16<sup>th</sup> April 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  
Cllr. Nuri-Nixon

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F17/24 | <u>APOLOGIES FOR ABSENCE</u> – None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| F18/24 | <u>DECLARATIONS OF INTERESTS</u> – None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| F19/24 | <u>MINUTES OF MEETING</u> On the proposition of Cllr. Rosen and seconded by Cllr. Roberts it was unanimously resolved to approve the minutes of the Finance & General Purposes Committee meeting held on 20th February 2024 as a correct record.                                                                                                                                                                                                                                                                                                                                                              |
| F20/24 | <u>PROGRESS UPDATES</u> <ul style="list-style-type: none"> <li><u>MARKET CROSS</u> Clerk explained that he had contacted 2 local heritage painters &amp; decorators to obtain further quotes as agreed by the Committee at its last meeting. One company had responded that they could fit it in with their workload for this summer and the other failed to respond. In view of the pressing timescale upon the proposition of Cllr. Roberts and seconded by Cllr. Rosen it was unanimously agreed to accept the quote from Countydec Painters and Decorators as outlined in the original report.</li> </ul> |
| F21/24 | <u>PUBLIC PARTICIPATION</u> – None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| F22/24 | <u>PUBLIC REALM PROJECT</u> Discussion took place on the earmarked and general Reserve funds held and the need to transfer £103,049.77 to bring the existing balance of £146,950.23 up to £250,000 as agreed by the full Council. Upon the proposition of Cllr. Frosdick and seconded by Cllr. Rosen it was unanimously resolved to recommend to full Council that £64,771.00 from the Dilapidations Reserve and £38,278.77 from the General Reserve is 'vired' (transferred) to the Public Realm Reserve.                                                                                                    |

|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| F23/24 | <p><u>CEMETERY RESIDENTIAL QUALIFICATION</u> Clerk explained the difficulty office staff were encountering trying to prove the 12-month residential qualification as specified in the recent amendment to the Cemetery regulations. After discussion and upon the proposition of Cllr. Rosen and seconded by Cllr. Perry it was unanimously agreed to amend the wording to '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. 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 with immediate effect.</p> |
|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*(The meeting closed at 19.21 pm)*

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

SIGNED ..... (Chairman)



**WYMONDHAM TOWN COUNCIL  
APPOINTMENTS TO COMMITTEES  
May 2024**

**Finance & General Purposes: (5)**

Cllrs:

|         |         |          |       |       |
|---------|---------|----------|-------|-------|
| Roberts | Fulcher | Frosdick | Rosen | Perry |
|---------|---------|----------|-------|-------|

**Leisure & Environment: (5)**

Cllrs:

|       |       |        |       |        |
|-------|-------|--------|-------|--------|
| James | Baker | Batley | Nixon | Doheny |
|-------|-------|--------|-------|--------|

**Planning, Lighting & Highways: (5)**

Cllrs:

|          |            |           |       |           |
|----------|------------|-----------|-------|-----------|
| Frosdick | Nuri-Nixon | J Barrett | Perry | P Barrett |
|----------|------------|-----------|-------|-----------|

**Outside Bodies:**

**Central Hall Committee: (1)** – Cllr. Doheny

**Greening Wymondham (1)** – Cllr. P Barrett

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

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

**North Wymondham Community Centre (1)** – Cllr. Perry

**Wym. Access Group (1)** Cllr. Batley

**Wym. Allotments Group (1)** – Cllr. Batley

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

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

**Wym. Grammar School Trust (1)** Cllr. P Barrett

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

**Wym. Tennis Club** -Cllr. Nixon

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

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

**Working Groups**

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

|       |            |       |       |
|-------|------------|-------|-------|
| James | Nuri-Nixon | Nixon | Rosen |
|-------|------------|-------|-------|

**Browick Recreation Ground Working Group (5) – Cllrs**

|            |       |        |       |           |
|------------|-------|--------|-------|-----------|
| Nuri-Nixon | James | Batley | Perry | J Barrett |
|------------|-------|--------|-------|-----------|

**New Cemetery – (5) Cllrs.**

|       |         |          |           |           |
|-------|---------|----------|-----------|-----------|
| Nixon | Fulcher | Frosdick | P Barrett | J Barrett |
|-------|---------|----------|-----------|-----------|

**Policies & Standing Orders Review**

|         |         |           |       |        |
|---------|---------|-----------|-------|--------|
| Roberts | Fulcher | J Barrett | Perry | Doheny |
|---------|---------|-----------|-------|--------|

**Other****Farmers Market (2) – Cllrs.**

|       |       |
|-------|-------|
| Baker | Nixon |
|-------|-------|

|                                   |                  | Basis of<br>Valuation | 2024    | 2023    |
|-----------------------------------|------------------|-----------------------|---------|---------|
|                                   |                  | £                     | £       |         |
| <b>Land and Buildings</b>         |                  |                       |         |         |
| Applegarth Court                  |                  | N                     | 1       | 1       |
| Becketswell                       |                  | N                     | 1       | 1       |
| Browick Road Recreation Ground    |                  | N                     | 1       | 1       |
| Cemetery                          |                  | N                     | 1       | 1       |
| Cemetery Chapels                  |                  | Pr                    | 144165  | 144165  |
| Cemetery Store                    |                  | Pr                    | 37131   | 37131   |
| The Fairland                      |                  | N                     | 1       | 1       |
| Ketts Park                        | Land             | P                     | 67001   | 67001   |
|                                   | Community Centre | Pr                    | 898709  | 898709  |
|                                   | Tennis Courts    | Pr                    | 66898   | 66898   |
|                                   | Changing Rooms   | Pr                    | 212180  | 212180  |
|                                   | Council Offices  | C                     | 2000000 | 2000000 |
| Kings Head Meadow                 |                  | P                     | 1500    | 1500    |
| Kings Head Meadow Additional Land |                  | P                     | 2500    | 2500    |
| Market Place                      |                  | N                     | 1       | 1       |
| Market Cross                      |                  | Pr                    | 496927  | 496927  |
| Priory Gardens                    |                  | N                     | 1       | 1       |
| Rothbury Road Recreation Ground   |                  | N                     | 1       | 1       |
| Tolls Meadow                      |                  | P                     | 25000   | 25000   |
| Willow Close Play Area            |                  | N                     | 1       | 1       |
| Public Toilets                    |                  | N                     | 0       | 0       |
| Street Lights                     |                  | N                     | 0       | 0       |
| <b>Miscellaneous</b>              |                  |                       |         |         |
| Town Sign                         |                  | Pr                    | 6754    | 6754    |
| Chairmans Badge of Office         |                  | Pr                    | 5304    | 5304    |
| War Memorial                      |                  | N                     | 1       | 1       |
| <b>Plant and Equipment</b>        |                  |                       |         |         |
| Portacabin at Browick Road        |                  | Pr                    | 63654   | 63654   |
| Play Equipment                    |                  | C                     | 371116  | 371116  |
| Street Furniture                  |                  | C                     | 17000   | 17000   |
| Seats at 31 locations             |                  | C                     | 10579   | 10579   |
| Ketts Park Floodlights            |                  | Pr                    | 24490   | 24490   |
| Arun Bus Shelters                 |                  | C                     | 22499   | 22499   |
| Planters                          |                  | Pr                    | 13261   | 13261   |
| Tractor and Trailer Attachment    |                  | P                     | 20000   | 20000   |
| Grounds Maintenance Equipment     |                  | C                     | 109725  | 116225  |
| Euromec Brava Sweeper             |                  | Pr                    | 2295    | 2295    |
| Furniture and Fittings            |                  | P                     | 27460   | 27460   |
| Portable Power Washer             |                  | C                     | 4019    | 4019    |
| Computers and Printers            |                  | P                     | 9890    | 9890    |
| Water Bowser                      |                  | Pr                    | 3941    | 3941    |
| Twose / Bomford Flail/New Wessex  |                  | C                     | 12795   | 12795   |
| Citroen Van                       |                  | P                     | 16270   | 16270   |
| Volkswagen Van                    |                  | P                     | 5995    | 5995    |
| Electronic Cash Register          |                  | Pr                    | 602     | 602     |
| Wessex RMX500-G2 Roller Mower     |                  | C                     | 32570   | 0       |
|                                   |                  |                       | 4732240 | 4706170 |

## Basis of Valuation

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

**Subscriptions 2024-2025**

|                                                  |           |
|--------------------------------------------------|-----------|
| Norfolk Association of Local Councils            | £2,218.06 |
| Institute of Cemetery and Crematorium Management | £100.00   |
| The Society of Local Councils                    | £418.00   |

| WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS |                                                 |                                                         |                             |      |          |           |          |           |         |         |  |
|------------------------------------------|-------------------------------------------------|---------------------------------------------------------|-----------------------------|------|----------|-----------|----------|-----------|---------|---------|--|
| No                                       | PAID TO                                         | DESCRIPTION                                             | SERVICES                    | N/C  | EXPEND   | ANALYSIS  | VAT      | AMOUNT    | PAYMENT |         |  |
| 1                                        | BT                                              | Telephone and Internet                                  | TIC - telephone             | 8100 |          | 275.97    | 55.19    | 331.16    | BACS    | 28.3.24 |  |
| 2                                        | Business Writers Limited                        | Writing and Editing new Visit Wymondham Website         | Tourism Development         | 8200 |          | 900.00    | 180.00   | 1,080.00  | BACS    | 04.4.24 |  |
| 3                                        | Savills Client AC Re Anglian Water Services Ltd | Rent in advance 25.3.24-23.6.24                         | Allotments                  | 4600 |          | 975.63    | 0.00     | 975.63    | BACS    | 04.4.24 |  |
| 4                                        | Wymondham Old Grammar School Foundation         | Belrope Lane rent                                       | L & E Belrope - rent        | 6120 |          | 600.00    | 0.00     | 600.00    | BACS    | 10.4.24 |  |
| 5                                        | Biffa Waste Services                            | Wheeled Bin Account - March                             | Council Refuse              | 4520 | 129.14   |           | 25.83    |           |         |         |  |
|                                          |                                                 | Wheeled Bin Account - March                             | Cemetery Refuse             | 4420 | 128.18   |           | 25.64    |           |         |         |  |
| 6                                        | Anglian Water Business (National) Ltd           | Water 1.1.24-1.4.24                                     | Est - Water                 | 4030 |          | 95.76     | 0.00     | 308.79    | BACS    | 04.4.24 |  |
| 7                                        | Ernest Doe & Sons Ltd                           | Nylon line, bleach, antifreeze, bolt, nuts, washers     | L & E Maintenance           | 6130 | 144.97   |           | 29.00    | 95.76     | BACS    | 04.4.24 |  |
|                                          |                                                 | Blades and belt                                         | L & E Equipment Maintenance | 6140 | 269.33   |           | 53.86    | 497.16    |         |         |  |
| 8                                        | EDF Energy                                      | 25.2.24-25.3.24                                         | TIC - Electricity           | 8040 |          | 343.08    | 68.62    | 411.70    | BACS    | 04.4.24 |  |
| 9                                        | Nick Scrivens                                   | Daily cleaning of public toilets - March                | Public toilets              | 4300 |          | 1,061.00  | 212.20   | 1,273.20  | BACS    | 04.4.24 |  |
| 10                                       | Millar West                                     | Crank handle table                                      | Admin - Office Equipment    | 4340 |          | 225.00    | 45.00    | 270.00    | BACS    | 04.4.24 |  |
| 11                                       | South Norfolk Council                           | Half yearly dog bin charge                              | SNC - Dog Bins              | 6170 |          | 3,778.04  | 755.60   | 4,533.64  | BACS    | 11.4.24 |  |
| 12                                       | Howard Fuller                                   | Refund of payment sent in error                         | Allotments                  | 3200 |          | 7.50      | 0.00     | 7.50      | BACS    | 10.4.24 |  |
| 13                                       | Anglian Water Business (National) Ltd           | Water 11.10.23-10.4.24                                  | Markets - water             | 4550 |          | 34.93     | 6.98     | 41.91     | BACS    | 16.4.24 |  |
| 14                                       | Karen Chamberlain                               | Kitchen Supplies                                        | Est - Miscellaneous         | 4090 |          | 20.79     | 0.00     | 20.79     | BACS    | 17.4.24 |  |
| 15                                       | EDF Energy                                      | Elec 26.3.24-24.4.24                                    | TIC - Electricity           | 8040 |          | 133.96    | 6.70     | 140.66    | BACS    |         |  |
| 16                                       | Wymondham Heritage Society                      | Books to sell in TIC                                    | TIC purchases               | 8050 |          | 24.90     | 0.00     | 24.90     | BACS    |         |  |
| 17                                       | HMRC                                            | PAYE/NIC                                                | PAYE/NIC                    | 4000 |          | 3,756.50  | 0.00     | 3,756.50  | 707408  |         |  |
| 18                                       | Norfolk Pension Fund                            | Pensions                                                | Pensions                    | 4000 |          | 4,262.89  | 0.00     | 4,262.89  | BACS    |         |  |
| 19                                       | Mrs S Hurn                                      | Cleaning of Council Offices                             | Est - Cleaning              | 4050 |          | 159.00    | 0.00     | 159.00    | BACS    |         |  |
| 20                                       | Hays Recruitment                                | Temporary Ground staff                                  | Salaries and wages          | 4000 |          | 5,966.24  | 1,193.24 | 7,159.48  | BACS    |         |  |
| 21                                       | Norfolk Association of Local Councils           | Norfolk & National Annual Subscription 2024/25          | Est - Subscriptions         | 4130 |          | 2,218.06  | 0.00     | 2,218.06  | BACS    |         |  |
| 22                                       | Wymondham Tyre Services Ltd                     | 1 No. inner tube                                        | L & E Maintenance           | 6130 |          | 24.00     | 4.80     | 28.80     | BACS    |         |  |
| 23                                       | Reed Commercial Services Ltd                    | Daily cleaning of public toilets - April                | Public toilets              | 4300 | 1,144.58 |           | 228.92   |           |         |         |  |
|                                          |                                                 | Deep clean of Public Toilets - April                    | Public toilets              | 4300 | 165.00   |           | 33.00    | 1,571.50  | BACS    |         |  |
| 24                                       | Jewson                                          | Gravel/shingle handy bag                                | L & E Maintenance           | 6130 |          | 44.10     | 8.82     | 52.92     | BACS    |         |  |
| 25                                       | Mr Overalls Limited                             | 1 No. hi viz jacket, body warmer and gloves             | Est Health & Safety         | 4195 |          | 44.85     | 8.97     | 53.82     | BACS    |         |  |
| 26                                       | Institute of Cemetery and Cremation Management  | Annual subscription                                     | Est - Subscriptions         | 4130 |          | 100.00    | 0.00     | 100.00    | BACS    |         |  |
| 27                                       | Alan R Cross & Son                              | Installation of Defibrillator at Wymondham Fire Station | Est - Miscellaneous         | 4090 |          | 337.87    | 67.57    | 405.44    | BACS    |         |  |
| 28                                       | Edmundson Electrical Ltd                        | Light for Groundsman's rest room                        | Cemetery Maintenance        | 4440 |          | 4.17      | 0.83     | 5.00      | BACS    |         |  |
| 29                                       | Collier Turf care                               | 12 bags Sportsfield Longevity                           | L & E Maintenance           | 6130 |          | 390.00    | 78.00    | 468.00    | BACS    |         |  |
| 30                                       | TG Bodyshop                                     | MOT, service & parts Citroen van, repairs to Caddy van  | Est - Van maintenance       | 4155 |          | 857.23    | 162.47   | 1,019.70  | BACS    |         |  |
| 31                                       | Anglian Internet                                | Avast Business Cloudcare anti-virus annual renewal      | Admin - Print/stationery    | 4310 |          | 125.00    | 25.00    | 150.00    | BACS    |         |  |
|                                          |                                                 | Kitchen Supplies                                        | Est - Miscellaneous         | 4090 | 51.81    |           | 0.00     |           |         |         |  |
| 32                                       | Cash                                            | Postage stamps                                          | Admin - Postage             | 4330 | 2.00     |           | 0.00     |           |         |         |  |
|                                          |                                                 | Sliding Door runner - VW Caddy van                      | Est - Van maintenance       | 4155 | 14.99    |           | 0.00     | 68.80     | BACS    |         |  |
|                                          |                                                 | TOTALS                                                  |                             |      | 2,050.00 | 26,766.47 | 3,276.24 | 32,092.71 |         |         |  |
| DD                                       | South Norfolk Council                           | Non-Domestic Rates & Council Tax                        | South Norfolk Council       |      |          | 16,187.12 | 0.00     | 16,187.12 |         | 15.4.24 |  |
|                                          | Silvey Fleet                                    | Fuel Account                                            | L & E Maintenance           | 6130 |          | 116.73    | 23.35    | 140.08    |         | 01.4.24 |  |
|                                          | Silvey Fleet                                    | Fuel Account                                            | L & E Maintenance           | 6130 |          | 185.21    | 37.04    | 222.25    |         | 22.4.24 |  |
|                                          | Silvey Fleet                                    | Fuel Account                                            | L & E Maintenance           | 6130 |          | 94.42     | 18.88    | 113.20    |         | 29.4.24 |  |
|                                          | Sage UK Ltd                                     | Sage 50c Accounts Essential                             | Admin Print/stationery      | 4310 |          | 96.00     | 19.20    | 115.20    |         | 16.4.24 |  |
|                                          | Anglian Internet                                | Telephone and internet                                  | Admin - telephone           | 4320 |          | 99.36     | 19.89    | 119.35    |         | 05.4.24 |  |
| EE                                       | Groundsmans telephone                           | Admin - telephone                                       | Admin - telephone           | 4320 |          | 13.72     | 2.74     | 16.46     |         | 03.4.24 |  |
|                                          | Valda Energy                                    | Electricity                                             | Est - Electricity           | 4040 |          | 317.31    | 63.46    | 380.77    |         | 08.4.24 |  |
| BT                                       | BT                                              | Lift line                                               | Admin/telephone             | 4320 |          | 10.28     | 2.06     | 12.34     |         | 16.4.24 |  |
|                                          |                                                 | TOTALS                                                  |                             |      | 2,050.00 | 43,886.62 | 3,462.86 | 49,399.48 |         |         |  |

Chairman .....

Deputy Chairman .....

30th April 2024

| WYMONDHAM TOWN COUNCIL SALARIES |                  |                  |                                                                     |                                            |           |     |
|---------------------------------|------------------|------------------|---------------------------------------------------------------------|--------------------------------------------|-----------|-----|
| No                              | PAID TO          | DESCRIPTION      | SERVICES                                                            | EXPEND                                     | ANALYSIS  | VAT |
| 1                               | Barclays Payflow | Salaries - April | Admin Salaries<br>Est Salaries<br>TIC Salaries<br>Cemetery Salaries | 6,886.32<br>2,080.25<br>1,815.18<br>620.82 |           |     |
|                                 |                  |                  |                                                                     |                                            | 11,402.57 | D/D |

11,402.57

TOTALS

..... Chairman

..... Deputy Chairman

30th April 2024

**Mayor and Deputy Mayor Engagements**

Sunday 21<sup>st</sup> April

Afternoon tea with Star Throwers at Park Farm (to mark their 15<sup>th</sup> anniversary)

With Deputy Mayor

Tuesday 23<sup>rd</sup> April

Annual Parish Meeting at WTC offices

With Deputy Mayor

Thursday 25<sup>th</sup> April

Official launch of renovated The Robert Kett pub with ribbon cutting ceremony

With Deputy Mayor

Monday 29<sup>th</sup> April

Deputy Mayor - Official launch of new WTC supplied defibrillator at Wymondham Fire Station

Saturday 4<sup>th</sup> May

Attending Creative Wymondham Art and Crafts event at Central Hall

With Deputy Mayor

## WYMONDHAM TOWN COUNCIL

**Report for Full Council**

**Tuesday 7<sup>th</sup> May 2024**

### **ON STREET PARKING – TOWN GREEN**

#### **Background**

The Town Council following an approach by local businesses passed the following resolution:

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.

#### **Current Position**

The following response was received from South Norfolk Council:

As promised, I met with Ian Gregory, the Better Parking Strategy Manager of Norfolk County Council and Cllr. Lisa-Overton Neal, Vice Chair of the Norfolk Parking Partnership and Portfolio Holder for A Stronger, Greener, Economy on Thursday to discuss your email.

The parking provision in Wymondham as you are aware is a balance of On and Off-street provision and is set up to encourage sufficient turnover of spaces or 'churn', to provide for a wide variety of parking needs. Irrespective of the duration of the visit, it is the availability of spaces that is paramount. The 30-minute maximum stay bays are designed to provide for short duration stays, with the SNC Off-street car parks providing an hour free and then a graduated paid for parking tariff, for longer stay thereafter. This is further split between short and long stay provision, with the former limited to 4 hours maximum stay and the latter providing an all-day parking offer if required. Importantly, the long-stay provision also provides a subsidised permit option for businesses to make a considerable saving on the standard daily rate and local residents are also able to buy a permit for access to any of the sites with the same discount, provided they have no Off-street parking themselves and live within 500m of the car park.

As with any parking service, enforcement is the key to providing an effective level playing field for all users and ensuring the necessary 'churn' which is vital for the local economy. The delicate balance between the cost of parking charges, the maintenance of the sites, the cost of enforcement and dealing with inconsiderate parking, is all considered when setting the tariff for the car parks. This accords with one of the main parking principles adopted by SNC members which is that 'the cost of parking provision overall, should generally fall with the end user, and not the general council tax payer'.

Supporting an increase from 30 minutes to two hours would significantly distort the balance of the parking offer in our view. It would require significantly more resource to enforce due to the legally required observation process and add considerably to patrolling times compared to the current restrictions. This would clearly add a burden on the enforcement cost and put adverse pressure on the car parking charges for everyone; this being the only real means of mitigating the cost of that enforcement. Anecdotal evidence from some residents, business operators, and our Civil Enforcement Officers own observations suggest that many of these bays would simply continue to be occupied by shop workers, as they often are already. This



is clearly not what they are intended for and is actually counterproductive for those very businesses. In short, we would support a scheme that still maintains short duration On-street provision.

All that said however and by way of a compromise, we have no material objection to an increase that matches the free offer of the SNC car parks - in other words we would not object to the doubling of the current offer to a 60-minute maximum duration for the time limited bays. We agreed that this would go some way in providing the increase the local businesses appear to be looking for, without adversely affecting the overall balance and cost of enforcement too significantly.

My colleague Ian (copied in) is better placed than I to estimate what the likely overall legal cost of any changes to the current scheme would be for WTC, but I feel obliged to say that even if all the stakeholders and general public were in complete agreement to a change, and a smooth consultation and legal order process were completed, I'd be amazed if it could be delivered in less than 18 to 24 months with the number of schemes now ahead of it in NCCs schedule.

I hope this provides you with enough information for your members.

#### **Recommendation**

Wymondham Town Council requests that the South Norfolk Public Realm Working Group considers this issue as part of their work.

TB Gurney  
Town Clerk