

WYMONDHAM TOWN COUNCIL
MINUTES OF A TOWN COUNCIL
MEETING HELD ON TUESDAY 4th June 2024
in the Council Offices at 7.00 pm.

Councillors Present

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

Member(s) of the Public: 2
 Norfolk County Councillor: R Savage
 South Norfolk Councillor: K Hurn

Councillor Nuri-Nixon in the Chair

080/24	<u>APOLOGIES FOR ABSENCE:</u> Cllr. Rosen.
081/24	<u>DECLARATIONS OF INTEREST:</u> None.
082/24	<u>MINUTES OF MEETINGS</u> Upon the proposition of Cllr. J Barrett and seconded by Cllr. Fulcher the minutes of the meeting held on 7 th May 2024 were unanimously approved as a correct record.
083/24	<u>PROGRESS UPDATES:</u> <ul style="list-style-type: none"> • <u>PSYCHOLOGICAL SAFETY</u> Cllr. J Barrett advised that he is preparing some paperwork.
084/24	<u>LEISURE ENVIRONMENT ENTERPRISE & TOURISM COMMITTEE</u> Upon the proposition of Cllr. James and seconded by Cllr. Nixon the minutes of meeting held on 21 st May 2024 were noted and the decisions therein were unanimously ratified. It was noted that the launch of the new 'Visit Wymondham@ website had been delayed due to the calling of a General Election.
085/24	<u>FINANCE & GENERAL PURPOSES COMMITTEE</u> Upon the proposition of Cllr. Roberts and seconded by Cllr. Perry the minutes of meeting held on 23 rd May 2024 were noted and the decisions therein were unanimously ratified.
086/24	<u>SUNDRY CREDITORS</u> Upon the proposition of Cllr. Doheny and seconded by Cllr. Broome it was resolved to pay accounts for May 2024, as per the submitted list in the sum of £71,805.79 In compliance with financial regulations the Clerk tabled a list of salaries paid from the account to the sum of £23,654.33
087/24	<u>PUBLIC PARTICIPATION:</u> None.
088/24	<u>INTERNAL AUDITORS</u> Letter from Larking Gowen was noted and that the 2 minor points they had found had been addressed.

089/24	<u>ANNUAL ACCOUNTS</u> Upon the proposition of Cllr. P Barrett and seconded by Cllr. Fulcher it was unanimously resolved to approve the presented Annual Accounts for the year ending 31 st March 2024.
090/24	<u>ANNUAL GOVERNANCE STATEMENT</u> Upon the proposition of Cllr. P Barrett and seconded by Cllr. Fulcher it was unanimously resolved to approve the presented Annual Governance Statement for the year ending 31 st March 2024.
091/24	<u>ACCOUNTING STATEMENT</u> Upon the proposition of Cllr. P Barrett and seconded by Cllr. Fulcher it was unanimously resolved to approve the presented Accounting Statement for the year ending 31 st March 2024.
092/24	<u>FINANCIAL REGULATIONS</u> After discussion and some grammatical amendments upon the proposition of Cllr. J Barrett and seconded by Cllr. Fulcher it was unanimously agreed to approve the new financial regulations.
093/24	<u>WYMONDHAM RAILWAY STATION</u> Cllr. Roberts gave an update on recent developments in respect of the disabled access to platforms at the railway station and thank those individuals and groups who have been involved.
094/24	<p><u>COUNCILLOR EXPENSES</u> Cllr Roberts introduced his paper which will allow Councillors to claim mileage if they attend meetings/events outside of the Town if they so wish. After discussion when differing views were put forward upon the proposition of Cllr. Roberts and seconded by Cllr. Nixon it was resolved to</p> <ol style="list-style-type: none"> 1. Councillors may be reimbursed for travel expenses when carrying out previously approved duties outside of Parish. (approved duties generally means the carrying out of activities approved by the Town Council). 2. The rates of allowance in respect of travel shall be as follows; Custom and Revenue non-profit making rate (currently 45p a mile). 3. Claims should be made on the appropriate forms available from the Clerk. 4. Councillors will not receive expenses for attendance at any meeting of Wymondham Town Council or any work within the Town. <p>For: 8 Against: 0 Abstentions: 4</p>
095/24	<p><u>REPORTS FROM COUNTY / DISTRICT COUNCILLORS</u></p> <p><u>Norfolk County Council</u></p> <ul style="list-style-type: none"> • Cllr. Savage – Nothing to report <p><u>South Norfolk Council</u></p> <ul style="list-style-type: none"> • Cllr. Hurn – Funding available from SNC includes <ul style="list-style-type: none"> ○ Ward members Grants ○ Community Action fund ○ Go for it grants ○ Keeping it going grants ○ Sports champion grants ○ Play street grants ○ Other grants listed on SNC website.

096/24

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES:

- Cllr. P Barrett – Greening Wymondham
 - Great big Green week 8th-16th June
- Cllr. Nixon – Wymondham Tennis Club
 - Official opening new clubhouse and open day – 9th June.
- Cllr. Perry – North Wymondham Community Centre
 - Agm – finances are good. Chocolate Fest being planned
- Cllr. Batley – Allotments
 - Open day being planned.

[The meeting closed at 19.34 pm]

DATED thisday of2024

SIGNED(Chairman)

DRAFT

WYMONDHAM TOWN COUNCIL MONTHLY CREDITORS									
No	PAID TO	DESCRIPTION	SERVICES	NIC	EXPEND	ANALYSIS	VAT	AMOUNT	PAYMENT
33	Biffa Waste Services	Wheeled Bin Account - April	Council Refuse	4520	128.64		25.73		
		Wheeled Bin Account - April	Cemetery Refuse	4420	99.51		19.90	273.78	BACS
34	Ernest Doe & Sons Ltd	Bleach, spanner, brake part cleaner, Swarfeda, bolts	L & E Maintenance	6130	276.50		44.29		
		Bearing kit, battery, blades	L & E Equipment Maintenance	6140	603.50		120.71		
		Glasses & gloves	Est - Health & Safety	4195	25.82		5.16	1,075.98	BACS
35	Wymondham Tyre Services Ltd	Tyre, inner tube, puncture repair	L & E Maintenance	6130		159.00		190.80	BACS
36	South Norfolk Council	Town Co-ordinator costs	Town Co Ordinator	8000		13,028.52		14,322.33	BACS
37	Inform Printed Solutions Limited	Promotional Tote bags - Visit Wymondham	Tourism Development	8200		269.00		322.80	BACS
38	Green Wave Coffee Ltd	Refund of money sent in error	T/C - Miscellaneous	4090		90.00		90.00	BACS
39	BT	Telephone and internet	T/C - Telephone	8100		344.11		404.93	BACS
40	EDF Energy	Elec 25.4.2424.5.24	T/C - Electricity	8040		90.92		95.47	BACS
40	HMRC	PAYE/NIC	PAYE/NIC	4000		3,947.06		3,947.06	707409
41	Norfolk Pension Fund	Pensions	Pensions	4000		4,366.21		4,366.21	BACS
42	Reed Commercial Services Ltd	Daily cleaning of public toilets - May	Public toilets	4300		1,144.58		228.92	BACS
43	CC Clements & Sons	Key cut to pattern	L & E Maintenance	6130		4.50		5.40	BACS
44	Hays Recruitment	Temporary Grounds staff	Hays	4005		5,089.45		6,107.34	BACS
45	Mrs S Hurn	Cleaning of Council Offices	Est - Cleaning	4050		79.50		79.50	BACS
46	The Shed Wymondham	10 No. bird boxes	Est - Miscellaneous	4090		85.00		85.00	BACS
47	Stannah Lift Services Limited	Premium contract 10.2.24-9.5.24	Est - Miscellaneous	4090		162.50		195.00	BACS
48	Alan R Cross & Son	Carry out repairs on Honda generator motor	L & E Maintenance	6130	192.00				
		Replace light with new fitting, Cemetery rest room	Cemetery Maintenance	4440	94.43			343.72	BACS
49	Jewson	Sawn timber, gravel board, post crete	L & E Maintenance	6130		35.16		42.19	BACS
50	Viking Payments	Postage	Admin - Postage	4330	188.50				
		Ring binders, Hole punch	Admin- Print/stationery	4310	89.27				
51	T/a Commercial & Industrial Cleaning Supplies Ltd	Toilet rolls	Public Toilets	4300		161.64		295.62	BACS
52	Mr Overallis Ltd	Work boots	Est - Health & Safety	4195		63.95		76.74	BACS
53	Wymondham Garden Centre	Plants around War memorial	L & E Brighton Wymondham	6160		104.78		125.72	BACS
54	CDS	Preparation of meeting and attendance	Est - Miscellaneous	4090		300.00		360.00	BACS
55	Anglian Internet	Website Hosting and Domain Renewal	Admin - Print/stationery	4310		100.00		120.00	BACS
56	Anglia Print Limited	Print of Newsletter	Magazine - Print	4810		215.00		215.00	BACS
					1,698.17	29,840.88	3,259.93	34,708.06	
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		380.03		456.04	DD
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		128.02		153.62	DD
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		155.37		186.44	DD
	Silvey Fleet	Fuel Account	L & E Maintenance	6130		53.72		64.46	DD
	BT	Lift line	Admin/telephone	4320		10.28		12.34	DD
	EE	Groundsmans telephone	Admin - telephone	4320		14.80		17.76	DD
	Sage UK Ltd	Sage 50c Accounts Essential	Admin Print/Stationery	4310		96.00		115.20	DD
	Public Works Loan Board	Half yearly payment	Est - Miscellaneous	4090		35,972.36		35,972.36	DD
	Valda Energy	Elec 20.4.24-20.5.24	Est - Electricity	4040		542.57		651.08	DD
	Anglian Internet	Telephone and internet	Admin - telephone	4320		99.59		119.51	DD
					1,698.17	67,293.62	3,556.00	72,456.87	

..... Deputy Chairman

..... Chairman

WYMONDHAM TOWN COUNCIL SALARIES

No	PAID TO	DESCRIPTION	SERVICES	EXPEND	ANALYSIS	VAT	AMOUNT	CHEQUE
2	Barclays Payflow	Salaries - May	Admin Salaries	14,500.21				
			Est Salaries	4,559.40				
			Cemetery Salaries	3,655.25				
			TIC Salaries	939.47			23,654.33	D/D
TOTALS							£23,654.33	


 Chairman


 Deputy Chairman

31st May 2024