



THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL MEETING

Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR

Tel/Fax: (01603) 701048

Email: office@thorpestandrew-tc.gov.uk

06/11/2018

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Town Hall on 12th November 2018 at 7.30pm for the purpose of transacting the following business.

Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 72 Attendance book and apologies for absence.**
- 73 Declarations of interest in items on the agenda.**
- 74 To confirm the minutes of the Town Council meeting held on 8th October 2018**
- 75 Announcements (For information only)**
To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 76 Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting limited to 3 minutes each.**
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
Report from Councillor John Ward
 - (iii) Members of the public
- 77 Finance**
 - (i) Payment List – to be tabled
 - (ii) Bank Reconciliation Statement – attached
- 78 Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 15th October 2018
 - (ii) Finance and Staffing Committee held 22nd October 2018
- 79 Transfer of the Maintenance of the Closed Churchyard inc. walls and fences under s.215 Local Government Act 1972 – for decision**
- 80 Vane Close Car Parking – Verbal Report**
- 81 Thorpe St Andrew Refill Scheme – Correspondence attached**
- 82 Sir George Morse Park Café – Report attached**
- 83 Budget 2019/20 – Report attached**

Future Agenda Items. (Not for discussion)

Town Council meeting 3rd December 2018

Date of next Plans meeting 19th November 2018

Date of next Finance & Staff meeting 26th November 2018

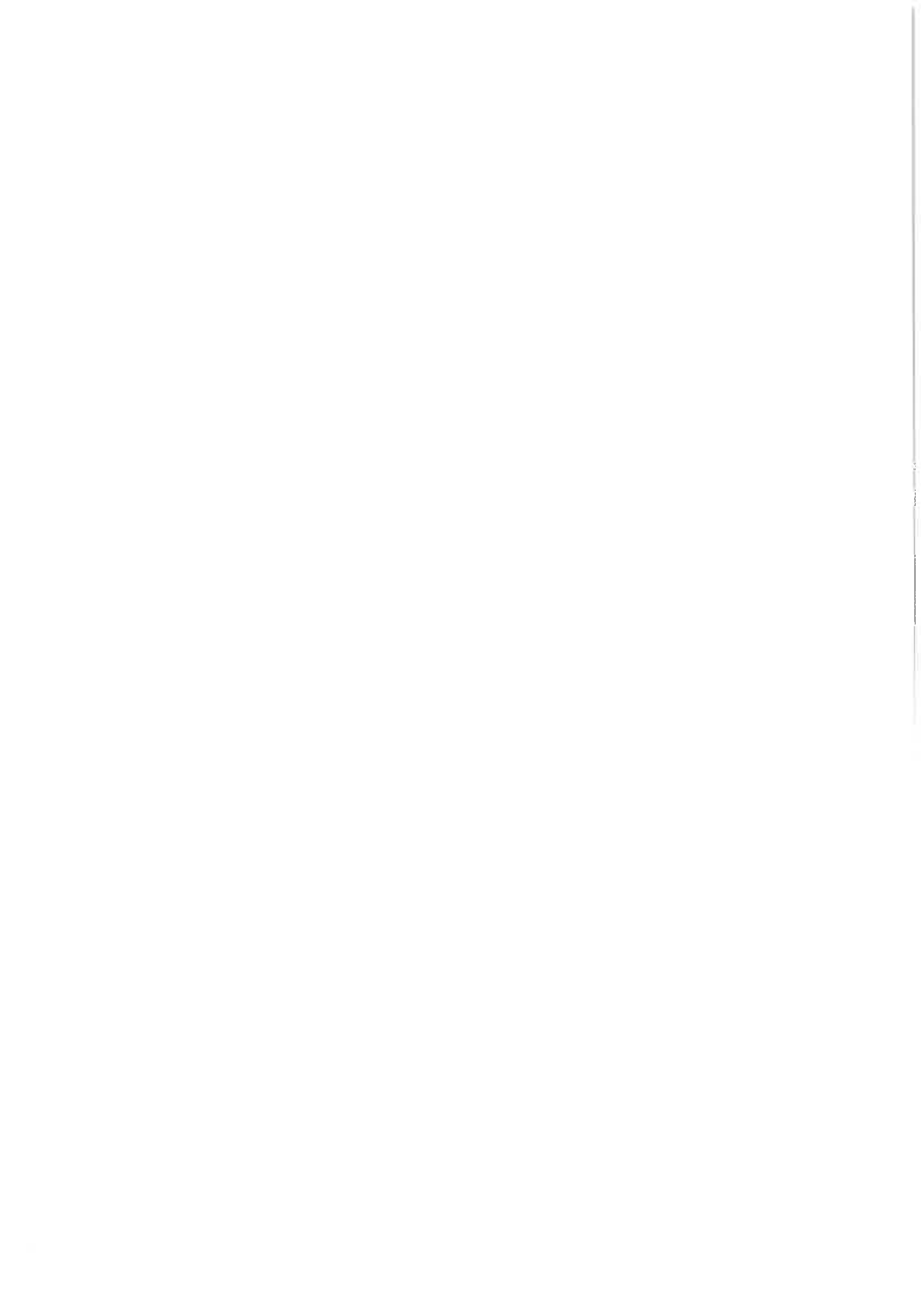
Town Clerk - Dr Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

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10 September 2018 to reiterate the views of the Town Council in its support of the desire to see no residential moorings in this location.

- Meetings had also taken place with other parish clerks and with the highways authority.

64 PUBLIC SESSION (limited to 3 minutes per speaker)

It was proposed and duly seconded that the meeting be suspended to allow members of the public to address the meeting.

- (i) Norfolk Constabulary – the Town Clerk displayed the latest crime statistics received from Norfolk Constabulary for the Town. In total, 41 logged reports had been included on the crime system and 112 calls taken by the control room. Concern was expressed that the Safer Neighbourhood team meeting had been cancelled because of illness and that, despite an undertaking that a representative of the Police would attend a Town Council meeting, this had still not happened. Sgt Youd had given an undertaking to members that there would be a Police presence at the meeting and that issues raised with her about Policing in the Town would be addressed. Members were disappointed this had not happened. They agreed to approach Sgt Youd again to request a Police representative attend the next meeting.
- (ii) Members noted the report from Cllr Ward.
- (iii) Cllr Mackie reported on the following County Council matters:
 - He congratulated Cllr Ward in his role as Chairman of the Museums Committee in securing £9.2m of heritage lottery funding for investment in Norfolk.
 - Work had now commenced on Yarmouth Road.
 - Efforts continued by the County Council to find savings with all committees now considering their budgets and representations were being made to central government to reinstate the reduced revenue support grant.
 - Planting work along the NDR would now continue following delays because of the hot summer.
 - The next rollout of Better Broadband for Norfolk had now started.
 - A project to build a number of housing schemes was being considered which could see additional housing for young people.
 - A new Head of Communications had recently been appointed.
- (iv) Cllr Fisher reported on the following matters
 - The County Council was currently consulting on its proposals for children's centres. The current contracts were ending and the opportunity was being taken to review the service. There were concerns the service was not reaching those most in need and the proposal included closing some centres and delivering the support needed by way of home visits.
 - There had been a delay in the decision relating to the Thorpe Woods planning application whilst consideration had been given to the changes to national planning policy.
 - The Griffin had been purchased by developers who would be consulting

- the Town Council on its proposals.
 - The County Council was bidding for funding from the Transforming Cities fund which could be used for enhanced transport links into the City.
- (v) Cllr Shaw reported on his attendance at the Department of Transport meeting at which he had raised the issue of helicopter noise together with concerns about the focus on major airports and the lack of consideration for smaller airports.
- (vi) A local resident expressed their alarm that the Broads Authority appeared to have commissioned a report referring to a public staithe and now contradicting that by issuing an addendum to state this was not actually the case. He questioned why they had not just withdrawn the report which it appeared was an inaccurate and poorly researched report. He commended the work of the Broads Society, stating that many members of the Society had a great deal of experience and knowledge of the Broads. He felt the Town Council should join the Society as they had many common interests.
- (vii) A representative of the Broads Society addressed the Town Council and expressed support for the work being undertaken by the Council in relation to River Green. He wished to encourage the Council to develop its proposals further and enhance awareness and use of the stretch of the Yare between the two railway bridges at Thorpe St Andrew, particularly having regard to the number and range of facilities and businesses in the River Green area which could be used more by tourists, hire craft users and boat owners. They were keen to reverse the decline of hire craft use in the southern rivers system of the Broads and the overuse of the northern rivers. There was a wonderful range of facilities at River Green which were currently under-utilised and not publicised. Tourists relied heavily on signs and on publications such as the "Broadcaster" and there was a need to move forward to enhance signage and publicity for the area, in conjunction with local businesses.

It was noted that the Town Council was currently exploring options for signage on or near the railway bridge and was looking to promote the "Made in Thorpe" theme on its new website including a range of publicity for the pubs along this stretch of the river. Data was also being collected on boat usage at River Green to provide a baseline of information.

- (viii) Representatives of the Dussindale Allotment Association thanked the Town Clerk for working with them on recent proposals. They were now seeking permission for the siting of a portacabin and, if approved, asked for assistance from the Estates Team to stake out the area for the portacabin.

65 FINANCE

- (i) Payments List – voucher numbers 593 to 715 totalling £43,141.24 were approved and signed.
- (ii) Bank Reconciliation Statement – the statement as at 30 September 2018 was

noted and approved.

- (iii) Report and Certificate of the External Auditor - the External Auditor report for 2017/18 was noted. Concerns had been raised centrally about the performance of the newly appointment external auditors and it was agreed to urge the association of Town and Parish Councils to address this matter.

66 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 10 September 2018 – noted.
- (ii) Events and Media Committee – 26 September 2018 – noted. The Chairman of the Committee advised on the arrangements for remembrance Sunday as follows:
- 10 am arrive Broadland District Council offices
 - 10:30 commence parade
 - 10:45 arrive at memorial gardens
 - 11:45 church service
 - BDC had donated a life-size “tommy statue for the start of the parade
 - 2 buggies had been requested for delivery to BDC offices for the start of the parade
 - The road would be closed from 10:15 to 12:15
 - Beacons would be lit at 7pm

67 CORRESPONDENCE FROM THE BROADS SOCIETY SOUTHERN RIVERS COMMITTEE

Members considered correspondence from the Broads Society and the representations made earlier in the meeting by the Broads Society representative, requesting that the Council work with them to raise the business use and profile of the Thorpe River Green section of the River Yare. The Town Clerk commented that officers would be happy to work with the Broads Society if members were minded to support the request. Members welcomed the approach from the Broads Society and

RESOLVED to support the request from the Broads Society to work with them to raise the business use and profile of the Thorpe River Green section of the River Yare.

68 MEMBERSHIP OF THE BROADS SOCIETY

Members considered an invitation from the Broads Society to become a Member of the Society. The Society's interests lay in the protection and understanding of the Broads and its exceptionally important landscape and ecology. It monitored environmental pressures and planning applications and worked independently to safeguard the area. It was happy to consult and advise parish and Town Councils whenever required. Membership was £16 per annum. Members stated they would be happy to support the Broads Society and that there would be merit in coming together to work collaboratively in relation to consultations and representations on national policies and proposals.

RESOLVED that the Town Council agrees to become a member of the Broads Society for an annual membership fee of £16.

69 BROADS AUTHORITY REPORT – PROPOSED CHANGES

Members considered the report of the Clerk requesting approval of changes proposed by the Broads Authority to the Staithes Report. The Clerk outline the history relating to this matter. In accordance with the decision taken at the Town Council meeting in September, a complaint had been made to the Broads Authority about their actions in relation to the mismanagement of the Staithes Report matter. The Broads Authority had now proposed the following addendum to the report (to be placed directly under the Thorpe St Andrew entry in the research) as it claimed to have no editorial rights over the report:

“The Broads Authority is not determining or designating Thorpe St Andrew River Green as a ‘public staithe’ or ‘common’ in history, law or practice. This report is the opinion of the author and, having taken legal advice, the Broads Authority is unequivocally satisfied that Thorpe St Andrew Town Council has the powers in both statute and byelaw to control access, mooring and to charge for all moorings at River Green.”

Members thanked the Clerk and all staff for their hard work and persistence in seeking to resolve this matter. Whilst they welcomed the offer to include the addendum in the report, they commented that it was still hard to understand the Broads Authority’s actions in commissioning a report it had so little control over. They remained very frustrated by the considerable amount of time and expense the Town Council had incurred in securing some form of resolution to the matter and confirmed they wished to continue to pursue the formal complaint to the Broads Authority about its handling of this matter.

RESOLVED to welcome and accept the addendum to the report as set out above but, in view of the serious mishandling of this matter by the Broads Authority, they wished to continue to pursue the Town Council’s complaint against the Broads Authority.

70 VEHICULAR TRACKERS

The Clerk requested that consent be given to install vehicle trackers in the Council’s vehicles to provide essential data regarding use of the vehicles in the event that this might be needed – for example speeding, theft or accident.

RESOLVED to invite tenders for the provision of trackers in the Council’s vehicles to be considered by the Finance and Staff Committee.

71 DUSSINDALE ALLOTMENT ASSOCIATION – PROPOSED BUILDING

Members considered the report of the Clerk inviting them to consider approval for a proposed allotment association building. At the last meeting, the Town Council had agreed to make available a plot for use by the Association. Following this, an area of the carpark had been made available for the Association to use. The Allotment Chairman had now requested permission to install a hub building on the allocated area. The building would be cleaned and repainted after siting.

If approved, “terms of use” of the building needed to be approved by the Town Council.

In supporting the request, members asked that appropriate signs be included on the

building. It was noted that the apple tree would now not be removed.

RESOLVED that consent be given for the proposed siting of a hub building as proposed in the report and the terms of use be approved.

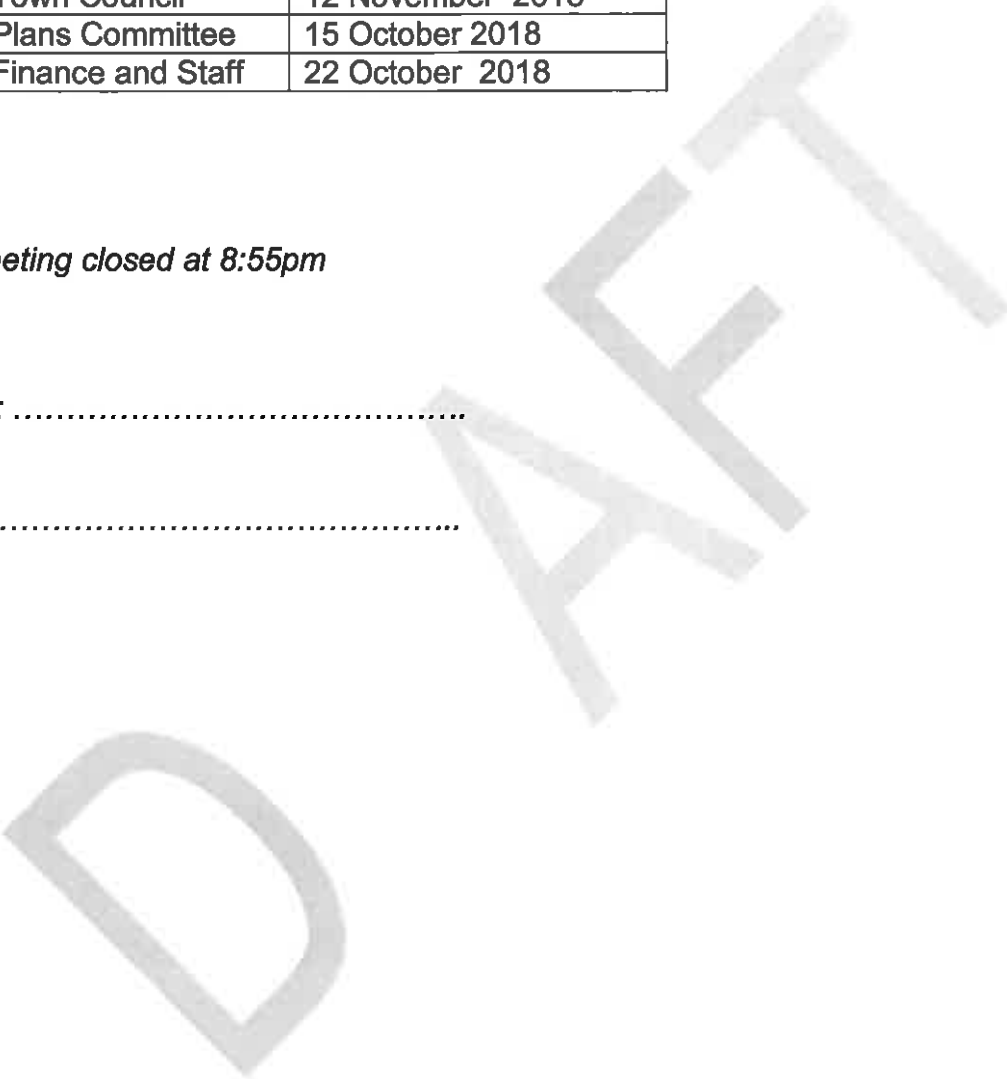
FUTURE MEETING DATES

Town Council	12 November 2018
Plans Committee	15 October 2018
Finance and Staff	22 October 2018

The meeting closed at 8:55pm

Signed:

Dated:



76(1)

Logged reports on Norfolk Constabulary Crime System 1st to 31st Oct18

Assault occasioning actual bodily harm (ABH)	4	1 at Norvic Clinic. 2 were between people known to each other.
Assault without injury on a Constable	1	High School student threw a punch at a Police Officer when they tried to restrain him.
Attempted Robbery	1	
Attempted Theft other	1	Male seen to use pliers to attempt to cut the tie on a public Library computer; when confronted, denied and exited.
Burglary – Residential Dwelling	3	1 was alleged by a caller who had clear Mental Health issues, no evidence found. 1 had no sign of forced entry.
Burglary – Residential Non Dwelling	1	Shed opened, shears taken (unsuccessful attempt on kitchen door made).
Cause intentional harassment, alarm or distress	2	
Common assault & battery	6	2 were Domestic. 1 at Norvic Clinic. 1 was youth on youth. 1 was between people known to each other.
Criminal damage (dwelling)	2	1 was youths throwing eggs at victim's house. 1 was at Norvic Clinic.
Criminal damage (other)	4	2 were Domestic.
Criminal damage (vehicle)	5	
GBH serious wound without intent	1	
Harassment – pursue course of conduct amounting to stalking	1	Domestic.
Harassment – putting people in fear of violence	1	Domestic.
Harassment without violence	1	Between people known to each other.
Having possession of Class B Cannabis	1	House searched, Cannabis found.
Making off without payment	1	Fuel bilking at Sainsbury's.
Minor wound without intent	2	1 was youth on youth.
Owner in charge allow dog to be dangerously out of control	1	
Possession of Class B Cannabis with intent to supply	1	
Racially or religiously aggravated common assault	2	1 at Norvic Clinic. 1 was passengers toward taxi driver after argument about payment of Fare.
Robbery	1	Youth on youth
Send letters with intent to cause distress/anxiety	1	Domestic.
Sexual offence	1	Historic claim to 1991.
Take/distribute indecent photo	1	Youth on youth.
Theft from shops	1	
Theft other	2	
Theft of conveyance other than a motor or pedal cycle	1	Canoe taken from where it was tied-up under a bridge.
Wounding with intent to do grievous bodily harm	1	Between 2 drunk males known to each other.
Total:	51	

Calls taken by our Control Room from/regarding the Parish:

143

28th October 2018

Report from Councillor John Ward

Broadland District Council

Broadland is a good place to live: - a recent report by Public Health Director Dr Louise Smith states that women's life expectancy varies from 77yrs in parts of West Norfolk to 91yrs in parts of Broadland. Men's varies from 71 yrs in parts of Great Yarmouth to 85 yrs in parts of South Norfolk.

Universal Credit is being rolled out across the whole of Broadland from 17th October. Trained staff at BDC will be available to assist people in making their claims and they can also offer free budgeting support.

BDC in conjunction with South Norfolk DC have launched a new inward investment website 'Invest in Greater Norwich' the website enables the two districts to showcase some of their key sectors. www.investgn.co.uk

Norfolk County Council

The Business & Property committee have granted a lease at the former RAF Coltishall to Swift TG Maintenance who hopes to use the runway for aircraft flight testing, subject to district council permission.

The Communities Committee have agreed the way forward for the Mobile Library Service which needs to save £100k p.a. The fleet of 8 vehicles will be reduced to 6 (2 are coming to the end of their lease). The call frequency will be reduced from 2-4 wks and redundant stops removed. Time at each stop will be increased from 1hr to 2hrs.

The Council has 15 children awaiting adoption and would like to hear from anybody able to offer a permanent, stable, loving home to one of these children. There is an Adoptive Information event at the Forum on Mon 19th Nov 6pm-7pm.

A new gas connection will result in Salhouse Road being closed 5th-9th Nov for 530 mtrs east of the junction with Blue Boar Lane

77(ii)

THORPE, ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 31/10/18 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	26220.87
Deposit account bank 1	368165.07
Sub total - bank 1	<u>394385.94</u>
Capital Account bank 2	55251.18
	<u>449637.12</u>

Unpresented cheques	Cheque number	Payee	Date	£
	7986	Mr Mainwaring	12/09/2018	-25.00
	8016	Mrs Nwaka	21/10/2018	-25.00
	8017	Mr Pegg		-25.00
	8019	Ms Powley		-25.00
	8021	Spectrum Hygiene		-382.75
	8023	Mrs Welsh		-25.00
	Total of unpresented cheques			<u>-507.75</u>
				<u>449129.37</u>
			Balance at 31/3/18	246394.40
			Plus receipts	<u>600023.25</u>
				846417.65
			Less expenditure	<u>-397288.28</u>
				<u>449129.37</u>

Completed by: *Jfenn*Date: *6/11/18*Certified by: *T Foreman*Date: *6-11-18*

**Thorpe St Andrew Town Council
Minutes of the Plans Committee meeting held on
15 October 2018 at 7.30pm**

- 1 Present:**
Mr J Fisher (Chairman)
Mr P Berry Mr R Robson Mr S Snelling

Apologies: none

In attendance:
Mrs F Bass (Deputy Clerk) Mrs D Matthews (Committee Officer)

There were 8 members of the public present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Item
Mr Fisher	REF: 20181549 – 14 Hillside Road – knew the applicant

3 MINUTES

The minutes of the meeting held on 10 September 2018 were agreed and signed as a true record subject to an amendment to change Verde to Vere in minute 5(i).

4 PLANNING ITEMS RAISED BY RESIDENTS

REF: 20181466 – 23 Blakestone Drive – the neighbours raised concerns about the impact of the proposals on them and their property. They had suffered with developments on 3 sides of their boundary and felt the current proposal was unnecessary. It would create a substantial property which was not needed and there would be difficulties with vehicular access and parking both during construction and after. Construction work would be very disruptive. They had reported concerns to environmental officers in the past about other construction issues but had no response.

REF: BA/2018/0319/HOUSEH – 16 Thorpe Hall Close – a neighbour raised concerns about the close proximity of the proposed cart shed to their boundary having regard to the large size of the plot and options to locate it further away. There was concern about the potential for increased holiday letting of the premises as the current owner did not live at the premises.

5 PLANNING APPLICATIONS

- (i) REF: 20181382–18 Highfield Close – lean-to porches to front and side elevations, replacement of flat roof over garage to pitched roof and raised decking to rear. A minor amendment had been received regarding a missing description for the decking area, for which a response had been needed before the meeting. On behalf of the Committee, the Chairman had raised **NO OBJECTION**.

- (ii) REF: 20181431 – 3 Tower Hill – removal of railings – **NO OBJECTION.**
- (iii) REF: 20181440 – 44 Gordon Avenue – single storey rear extension - **NO OBJECTION but would prefer to see a pitched roof.**
- (iv) REF: 20181466 – 23 Blakestone Drive – 2 storey rear extension to replace conservatory. There were concerns about the impact of the proposals on the neighbours, particularly in relation to vehicle movements and parking, and about the restricted access for construction vehicles. **NO OBJECTION but have concerns regarding the size of the proposal and the impact of vehicle movements and parking because of the restricted access, particularly during construction work. If approved, would encourage this to be controlled by conditions.**
- (v) REF: 20181476 – 47 Gordon Avenue – glazed roof UPVC conservatory - **NO OBJECTION.**
- (vi) REF: 20181491 – 23 Oak Avenue – single storey rear extension, conversion of garage and associated works - new amendments 10.10.18 - **NO OBJECTION.**
- (vii) REF: 20181508– 94 Hillcrest Road – single storey first floor side/front extension - new amendments 10.10.18 – **NO OBJECTION to amended plan.**
- (viii) REF: 20181510 – land East of Green Lane – Development of up to 500 dwellings with associated playing fields and informal open space – scoping opinion – for which a response had been needed before the meeting. On behalf of the Committee, the Chairman had raised **NO OBJECTION. Members would like to see existing pond retained.**
- (ix) REF: 20181540 – High View – 22A Chapel Lane – raising of ridge and first floor extension including front dormer and raised deck to upper level – **NO OBJECTION.**
- (x) REF: 20181549 – 14 Hillside – single storey side and rear extension – **NO OBJECTION.**
- (xi) REF: 20181579 – 9 Oak Avenue – single storey rear extension – concerns were raised about the size of the proposed extension – **OBJECTION – out of keeping with existing dwelling.**
- (xii) REF: 20181583 – 22B Chapel Lane – variation of condition 2 of planning permission 20150100 – **NO OBJECTION.**

BROADS AUTHORITY

BA/2018/0210/OUT – Oakland Marine Limited – alterations to existing boatyard to include new moorings, quay heading, footbridge, new boat workshop and storage. (previously considered in August) – amended plans now exclude holiday cottages – **NO OBJECTION -welcome use of this area for business development.**

BA/2018/0319/HOUSEH – 16 Thorpe Hall Close – single storey residential annex, cart shed, enlarge entrance porch, replacement conservatory and removal of chimney – concerns were raised about the impact of the proposals on the adjoining properties because of the close proximity of the annex and cart shed to the boundary and the

loss of existing well-established trees in a conservation area. Having regard to the large size of the plot, an alternative site layout would be preferred. It was also felt that, if approved, use of the annex should be linked to occupation of the main dwelling. **NO OBJECTION** subject to alternative site layout and a condition to link use of additional accommodation to occupancy of the main dwelling.

PERMISSIONS GRANTED

Norfolk Garden Supplies, 54B Yarmouth Road – regularisation of existing uses and buildings for car wash, offices and garden centre for a temporary period of 2 years. **NOTED.**

The Ferry, 3 Bungalow Lane – replace existing bungalow and workshop with a bungalow of same combined footprint, relocate public footpath to east of boundary. **NOTED.**

ENFORCEMENT NOTICES – CONFIDENTIAL

Members noted the update on confidential and non-confidential enforcement matters.

DATES OF NEXT MEETINGS

Town Council	12 November 2018
Plans Committee	19 November 2018

The meeting closed at 8:50pm

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 22 October 2018 at 7.30pm**

1 Present:

Mr I Mackie (Chairman)

Mr F Bowe Mr J Emsell Miss S Lawn Mr S Snelling Mr J Ward

Apologies: Mr L Reeves**In attendance:**

Dr T Foreman (Town Clerk)

Mrs J Fenn (Deputy Clerk)

Mr D Sayer (Parks and Estates Manager)

Mrs D Matthews (Committee Officer)

Mr J Fisher and 1 member of the public was present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The minutes of the meeting held on 18 July 2018 were agreed and signed as a true record.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

A resident addressed the Committee regarding his proposal to offer free training for local residents of Thorpe St Andrew in the use of the new NDR. There had been a number of accidents and near misses on the new NDR, in particular the roundabouts, due to a number of factors and he wanted to try to raise awareness of how to use the roundabouts more safely and to build confidence. He sought the Town Council's views on the proposal and, if minded to support it, could a room be made available for the training and help given to promoting the sessions.

5 FINANCE

Members considered the papers circulated with the agenda and the Deputy Clerk outlined the latest position. In response to questions regarding potential underspends, she emphasised that the current figures related to the first 6 months of the year and that many of the underspends shown would be spent over the following 6 months. Whilst the provision for election expenses was unlikely to be needed this year, a larger sum would be needed for elections in 2019. The Deputy Clerk confirmed that there was currently approximately £248,742 held in reserves which had been built up over time in response to a recommendation from the Auditor. .

- (i) Summary of Receipts and Payments – members received and approved the summary of receipts and payments.
- (ii) Variance Report - 1/4/2018 to 30/9/2018 – members noted the current figures.
- (iii) Summary of Capital Spend – members received and approved the summary of capital spending.

- (iv) Summary of Events - members received and approved the financial summary in relation to events.

6 BUDGET 2019/20

Members considered the report of the Town Clerk setting out the proposed budget for 2019/20 prior to consideration by the Town Council in November. The Chairman of the Committee reminded members that the Council had previously agreed a 10% increase in the budget over a 2-year period to deliver ongoing projects, with a view to a zero increase in the budget for 2019/20. Having regard to areas of increased expenditure on the human resource package, River Green, higher electrical costs, the Youth Council, football marking and increase in staffing, the report included a 3.7% increase to cover these costs. The estimated rate on a Band D property would still be significantly less than other current comparator precepts in Broadland. The Chairman invited members to consider a zero increase with any shortfall being met from reserves. Some members commented that it might be more prudent to incorporate a small increase rather than use reserves or at least incorporate an increase for inflation.

Members commented that the service provided by the Town Council continued to offer extremely good value for money and that they needed to ensure this message was communicated. With regard to any percentage increases, the comment was made that the increases being considered were relatively small when viewed in terms of the actual increase in monetary terms for example a 1.75% increase equated approximately to an increase of £1.50 for a band D property.

The Deputy Clerk commented that the draft budget in the report had been prepared based on no increase to most budget heads but an overall increase of 3.7% to cover the additional expenditure detailed above. An alternative option would be to look for savings in some current budget headings for example: a reduction from £10k to £5k for buildings maintenance, a reduction in the capital budget buildings/amenities from £17.5k to £15K and a reduction in insurance costs for the Town Hall following a renegotiation saving £1k. Reserves could then be used to cover any remaining shortfall, which was estimated at approximately £8k. There was potential that this could be funded by underspends across the whole budget.

It was then proposed, seconded and

RESOLVED to ask the Deputy Clerk to prepare a budget proposal for 2019/20 consideration by the Town Council based on a zero increase, with savings being identified as outlined above to help meet the additional costs.

7 STAFF CLOCKING IN MACHINES

Members considered the report of the Town Clerk setting out a proposal to introduce staff clocking in machines. The Clerk explained the reasons for the proposal. The automated system would be more flexible, less time consuming to manage and would provide valuable data on holidays/sickness/TOIL and provide confirmation that lone workers had safely finished for the day. Staff had been consulted and were supportive of the proposal. Some members welcomed the proposals and the flexibility it offered whilst others were concerned that the system was not necessary for the small number of staff involved and would prefer to continue with the present system based on trust. Members were reminded that staff were supportive of the proposal and that there was

no issue regarding trust but instead the main reason was to reduce the manual burden of time recording and provide valuable data and reassurance for lone workers. On being put to the vote, with 3 members voting for, 2 against and 1 abstention, it was

RESOLVED to support the introduction of time recording machines at a cost not to exceed £500 plus VAT.

8 VEHICLE TRACKERS

Members considered the report of the Town Clerk setting out proposals for the supply and installation of electronic GPS data logging trackers on all council vehicles. The Parks and Estates Manager outlined the reasons for the use of vehicle trackers, including the ability to locate and contact the increasing number of staff situated at mobile locations, protection of the Council's assets (vehicles) and to provide evidence in the event of complaints/queries about driving or services provided. Staff were supportive of the proposal. Having considered these matters, some members supported the proposal feeling it would help encourage good practice, provide essential evidence if needed, help make contact with staff easier and enable the Council to respond to work demands more effectively. Other members were not wholly convinced the small numbers of staff/vehicles involved warranted such an investment at the current time having regard to the costs of the proposal. It was suggested that an alternative would be to fit trackers as part of the insurance renewal of the vehicles with a view to covering the cost from savings in the premium and the Town Clerk commented that, having regard to the overall savings recently negotiated with the Council's insurers, this was unlikely to yield any further savings. On being put to the vote, with 3 members voting for, 4 against, the proposal to support the installation of trackers was lost and it was

RESOLVED to not proceed with the purchase and installation of trackers at the current time.

9 SIR GEORGE MORSE PARK – CAFÉ QUOTATIONS

Members considered the report of the Town Clerk setting out quotations for the cost of conversion of the former football store at the Sir George Morse Pavilion to a café. Potential funding sources for the project included utilising the commuted sum received for the transfer of the River Green toilet block with a view to the income received from the rental of the café being used to repay this sum, approximately £5k from the River Green budget and the rest being funded from reserves. The sum could potentially be repaid within 3-4 years. A question was raised about the viability of running a café from the premises and it was noted that discussions had been held with the current user about the likely rental charges. The premises would be let to them via a commercial lease and options were available to adjust the rent over the period of the lease. Members welcomed the proposals and commented that there had been very positive public feedback about the trial operation of the café.

RESOLVED to recommend the Town Council to support the proposal for conversion of the store into a café and that the preferred contractor be contractor A at a cost of £35,875 plus VAT.

10 RIVER GREEN TOILET BLOCK CONVERSION

Members considered the report of the Town Clerk setting out proposals for the conversion of the former ladies toilet facility at River Green to provide office/storage space with toilet and kitchen facilities.

RESOLVED to support the proposal for conversion of the ladies toilet facility at River Green and that the preferred contractor be contractor B at a cost of £4,500 plus VAT.

11 PROPOSAL FOR NDR DRIVER EDUCATION

Members considered correspondence from a driving instructor and resident of Thorpe St Andrew who was proposing to run a free group training session for Thorpe St Andrew residents struggling to negotiate the roundabouts on the new NDR. Members acknowledged the issue of the number of accidents and near misses occurring on the NDR, particularly at the roundabouts, and welcomed the opportunity to offer training and support to residents who were struggling with using the new road. They were happy to provide a room for the training and offer tea and biscuits for attendees. They also agreed to help with promoting the training using notice boards, social media, local press and radio coverage.

RESOLVED to support the proposal to offer training and to provide a room for the training together with tea and biscuits for attendees (at a time to be agreed between the trainer and the Town Clerk having regard to availability of the trainer and the room) and to help publicise the training.

FUTURE AGENDA ITEMS

Payments to Charities – contribution to the Loneliness Luncheon Club.

The meeting closed at 9:45pm.

Signed:

Dated:

**AGENDA ITEM 79:
REPORT TO FOLLOW**

Thorpe St Andrew Refill Scheme - Correspondence from Broadland District Council

18/10/2018

Broadland District Council are hoping to support local groups in setting up local Refill schemes. Please click here for further information <https://refill.org.uk/about/> This scheme has already been launched in Norwich and it is proving successful, please see their Facebook page for further information <https://www.facebook.com/refillnorwich/> Refill encourages people to use refillable water bottles whilst out and about to help reduce plastic waste. The scheme works through local champions encouraging businesses / community buildings to sign up to the scheme allowing the public to refill bottles with water at their premises. This is promoted via the participating premises displaying a refill sticker in the window.

We are unable to set this scheme up as a District Council as it is a grassroots movement and the idea is for it to come from local champions in the community. This is why we are contacting various parish councils to see if they are interested or know of any groups that might consider being involved.

We are hoping to launch a local Refill scheme in Broadland soon. This may be at the same time as South Norfolk District Council launching one in their district, which would help to increase publicity through joint messages. At the moment we are aiming for this to be next month but I appreciate this may be a tight timescale. Broadland District Council would support the launch of the local scheme through communication and possibly buying a few reusable bottles to form a part of a competition.

30/10/18

Broadland District Council and South Norfolk Council would both like to launch Refill in their areas at the same time, this will hopefully be next month as mentioned previously. We can encourage groups to contact Refill directly and sign up to their agreement (I have attached a copy for your information that a different community group has been sent). As a Council we can help with the launch event, which will be based around the group involved, such as Thorpe Town Council. We have agreed that we will purchase some Refill bottles with South Norfolk Council and that the first community groups/ town councils to sign up will receive 1 or 2 bottles to use for a local competition to help promote the scheme. The bottles will be the 260ml metal Chilly bottles in blue, which are around £15 each please see here <https://www.chillysbottles.com/product/bottle/260ml/29562241043/>

Is this something that you would still like to be involved in?



Memorandum of Understanding

An agreement between [Local Champion name] of [organisation] and City to Sea Community Interest Company for the delivery of Refill Location.

Purpose

We believe it's important to have a shared understanding in place to help the Refill message have its greatest impact. This agreement is here to help us clearly identify the roles and responsibilities of each party as they relate to the delivery of your Refill Scheme.

Refill is a national tap water campaign created and managed by City to Sea, a Community Interest Company based in Bristol. Refill is delivered through agreements with local organisations and Local Champions to establish, promote and manage local Refill Schemes.

Roles

Regional Coordinator: The City to Sea Regional Coordinator provides support and guidance to the local Refill Scheme

Local Champion: The Local Champion takes the lead in developing and managing the local Refill Scheme, with guidance from the Regional Coordinator

Volunteer Coordinator: The Volunteer Coordinator coordinates the volunteering activity for the local Refill Scheme

Deliverables

Local Champion:

- Plan and agree on a strategy for Refill **Location** with the Regional Coordinator, including key deliverables and areas of operation.
- Help identify partner organisations and build networks to maximise the success of Refill **Location**.
- Work with City to Sea and other partners (e.g. water companies) to ensure clear lines of communication and provide updates on progress, activities and timelines.
- Help make sure that new Refill Stations are correctly added onto the app with accurate information
- Ensure that window stickers are delivered to the participating businesses for display.
- Coordinate local media and social media activity alongside partner organisations and Regional Coordinator, including key messaging, content and timelines.
- Adhere to the press release guidance provided by City to Sea and let Regional Coordinator see any proposed Press release at least five working days prior to publication.
- Ensure that any publications or promotional material adhere to the Refill brand guidelines.

Volunteer Coordinator:

- Recruit volunteers from within local community action group networks, partner organisations and the wider community.
- Provide training for volunteers, with materials and mentoring provided by City to Sea and the Regional Coordinator.
- Organise targeted sign-up drives in the agreed areas of operation.
- Organise informal 'celebrations' for after the sign-up drives.

- Organise a volunteer celebration or party as part of the Refill Scheme launch arrangements.

City to Sea will provide:

- All materials required to launch a local Refill Scheme, from volunteer training guides and scripts to window stickers and artwork for posters.
- Recognition and reputation for the local Refill Scheme through participation in a tried and tested, award-winning national movement.
- Inclusion of Refill Stations signed up by the local Refill Scheme on the national Refill map hosted on the Refill app.
- Access to the Regional Coordinator for advice and support.
- Assistance in formation of initial strategy goal-setting and timelines.
- Joint coordination around partnership building and volunteer recruitment.
- Guidance on press releases and media and social media messaging.
- Exposure and reputational benefits locally and nationally.

General

[Name of organisation] agrees not to independently profit from any part of the work detailed in this document or by the use of the Refill brand.

Expenses

If available, all expenses must be agreed in advance of purchase.

Confidentiality

Each party will respect any request from the other party to ensure that certain information remains confidential (e.g. client contact information). Confidential information will not be exchanged with any third party unless permission is

granted. Should the partnership agreement cease to continue then all confidential information will be returned to the respective parties.

Data Storage

As an organisation we respect people's data and have updated our privacy policy and terms and conditions to reflect the new GDPR legislation. All our latest policies and notices can be found at refill.org.uk/terms-conditions

If you hold the personal data of any volunteers or other individuals and contact them (via phone or email) on behalf of Refill then you need to ensure that they are aware of how their data will be used and stored. You can do this by providing the link to our policies and terms and conditions as above.

If you are storing personal data in a spreadsheet or other package on a laptop/PC then please ensure that you keep it safe. Digital data should be stored using a secure and GDPR compliant platform with servers located in EEA or other countries of adequate protection (e.g. Google Drive or DropBox).

If you have any personal data in physical format (e.g. a written list or a printed email), please ensure this is locked away and ideally should not reference Refill or City to Sea. Use of personal data in a physical format should be kept to a minimum and files should be destroyed once they have been digitised and/or are no longer needed.

Insurance

City to Sea's Public Liability Insurance provides cover for local Refill Scheme volunteers engaged in work on behalf of Refill. If a local Refill Scheme plans to run or be involved in an event, a Risk Assessment form must be completed by the Local Champion and returned to the Regional Coordinator in advance of the event in order for this insurance cover to apply. A copy of the Public Liability Insurance certificate is available from the Regional Coordinator on request.

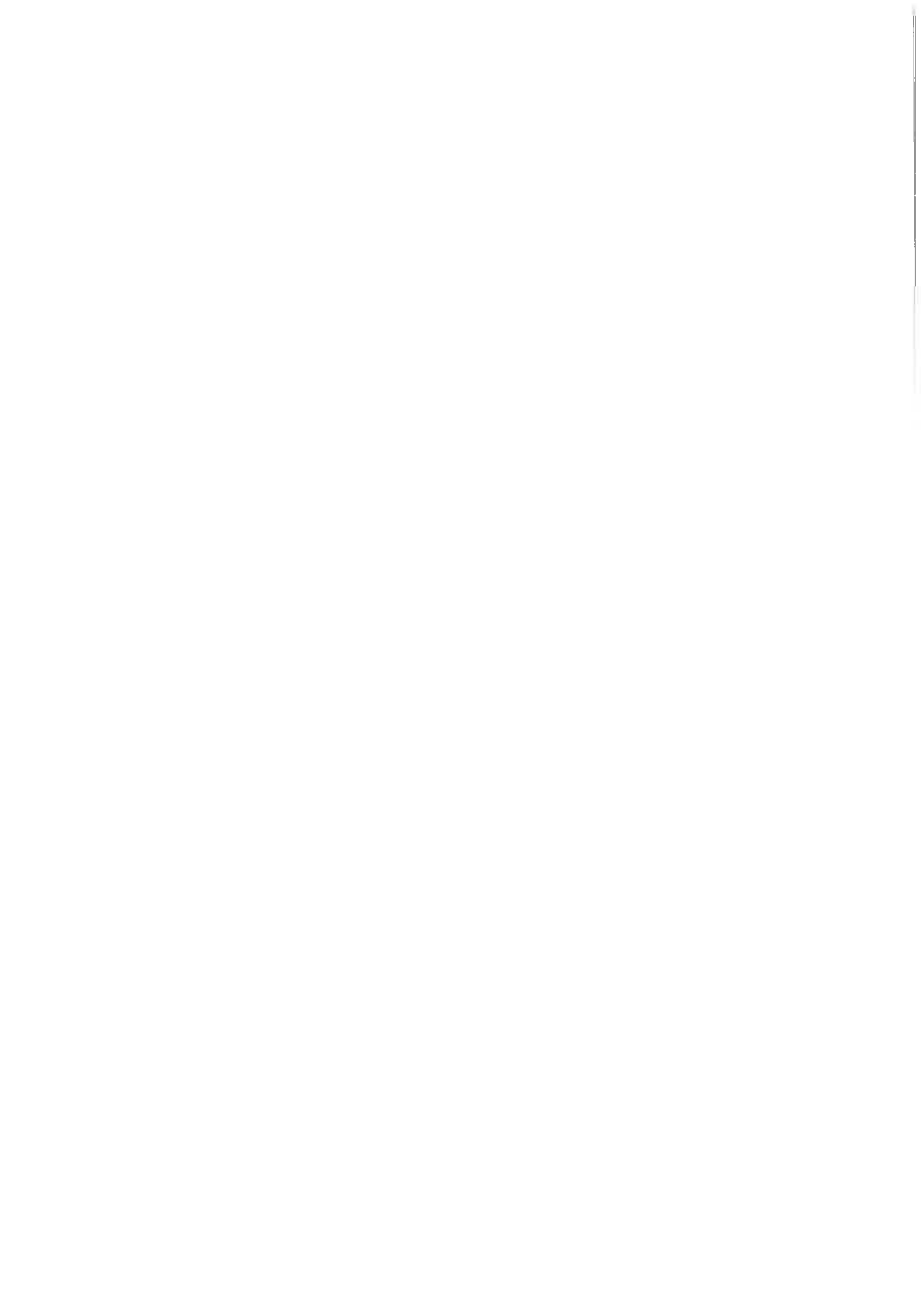
We look forward to welcoming you on board!

Approved by:

City to Sea: Regional Coordinator

Local Champion: to sign

Date: Local Champion to date





Refill is a **grassroots** movement

Refill began in Bristol in 2015 with a simple aim: to reduce plastic pollution at source by making it easier for people to reuse and refill their bottle with free tap water, rather than buying a new one.

Participating businesses, from banks and cafes to galleries and bars, make it as easy as possible for anyone to access water on the go. By signing up as a Refill Station on the Refill app and putting a sticker in their window, they welcome passers-by to go in and fill up their bottle.

With over 13,000 Refill Stations in the UK, and almost 80,000 app downloads, Refill is making carrying a reusable bottle and refilling from the tap the new normal.



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in the UK and almost 80,000 app downloads, Refill is making carrying a reusable bottle and refilling from the tap the new normal.

There are now over 70 community-based Refill Schemes in the UK, and Refill is going global!

The Mission

Currently, less than 30% of people in the UK drink tap water in a reusable bottle, despite the fact that we are lucky to have some of the best quality, free drinking water in the world.

Refill makes refilling a reusable water bottle easy, fun and more socially acceptable than buying a single-use plastic drinks bottle. We aim to stop millions of plastic bottles at source each year, preventing plastic pollution from entering our rivers and sea.

There is simply no need to buy bottled water, and  a

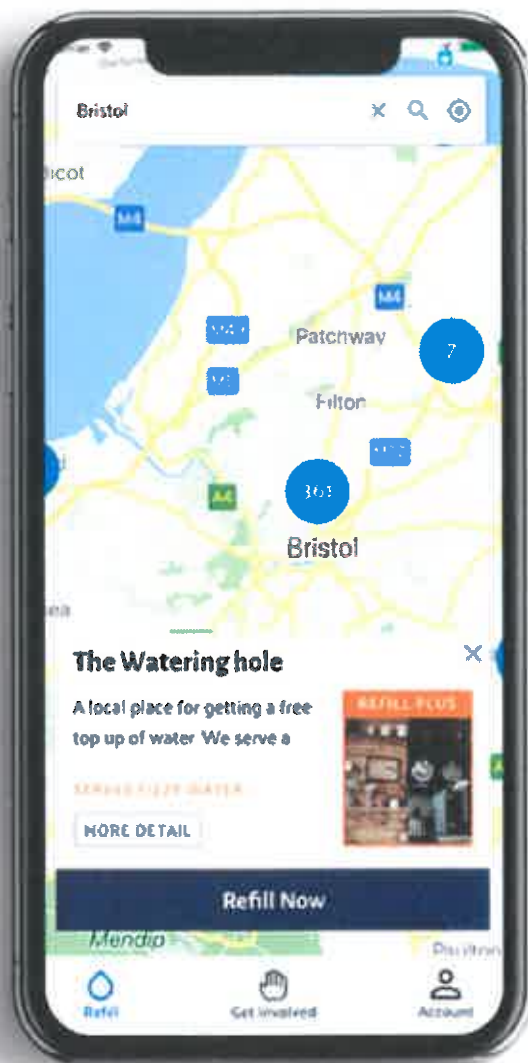
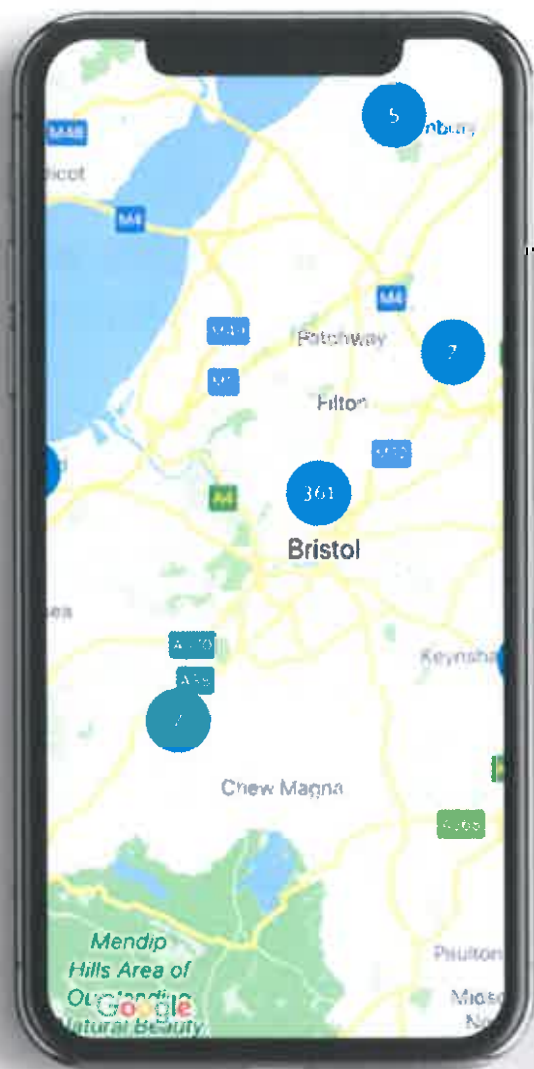
mission to inspire social change.



So, why Refill?

The average person in the UK will use 150 plastic water bottles every year. If just one in ten Brits refilled once a week, we'd have 340 million less plastic bottles a year in circulation. We think that's a pretty good reason to start Refilling!





Find a Refill Station



The Mission

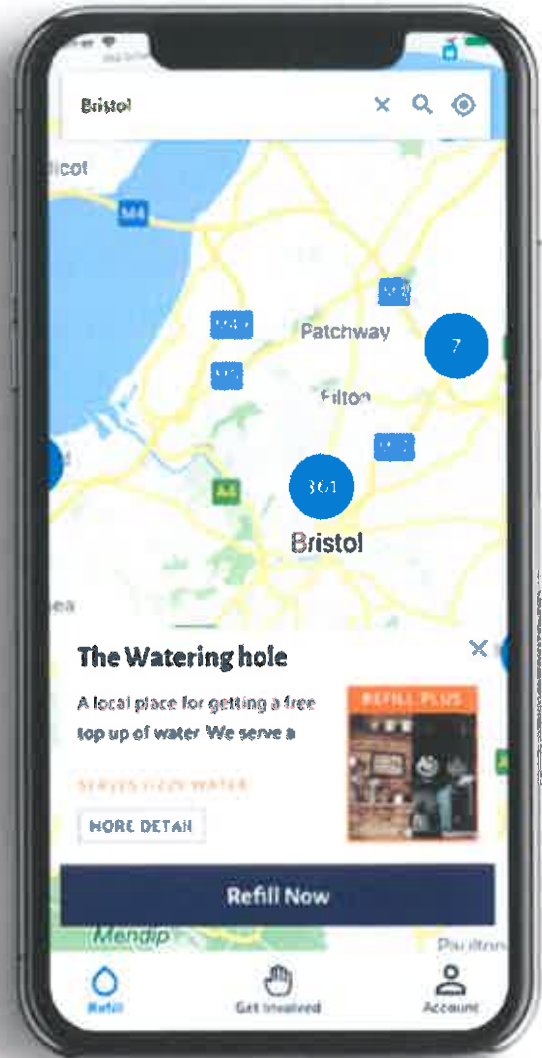
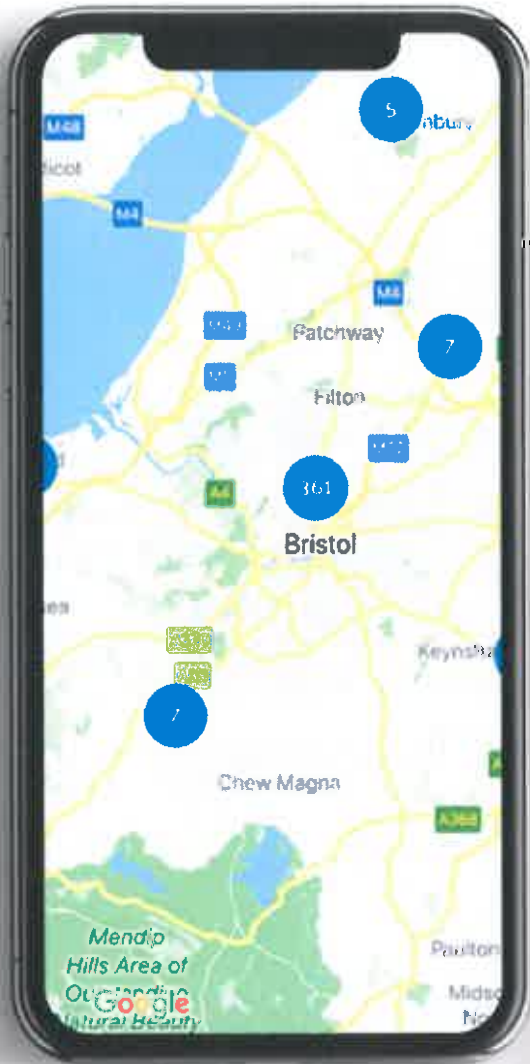
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[Find a Refill Station](#)



Refill is a City to Sea campaign. City to Sea is a multi-award-winning community interest company (CIC) running campaigns to stop marine plastic pollution at source. Through our fun, solutions-focused initiatives we're empowering individuals to make a difference in their communities, working with corporates and retailers to help them tackle plastic pollution and reaching millions of people with our digital content and campaigns. City to Sea was founded by environmental campaigner, Natalie Fee in 2015. [Find out more about our campaigns here.](#)







Appendix A

SIR GEORGE MORSE PARK CAFÉ PROJECT

Internal/External Alterations

Thorpe St Andrew Town Council

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1 Scope of Work

1.1 To convert redundant public toilets presently being used as football stores to provide café facilities complete with full kitchen and pantry/storeroom.

2 Removals & Stripping-out

2.1 Isolate all services in area of works and remove redundant light fittings, sanitary ware, pipework etc.

2.2 Remove internal walls to form new kitchen working area and pantry/storeroom as shown on drawing and make good floors/walls.

3 Formation of new openings in external walls including security roller shutters

3.1 Adequately support masonry walls and remove section of walls to form new opening for windows, serving hatch and doors.

Make good openings and install new lintels and new roller cassette security shutters to windows, type and design to be determined.

4 New internal walls

4.1 Plasterboard, skim coat plasterwork, insulated core.

[75x50mm softwood studs at max 600c/s, insulated core and 15mm plasterboard linings with skim-coat finish, mdf skirting boards to both sides].

5 External walls

5.1 Remove existing render along with timber gable end coverings and make good brickwork. apply silicone coloured render (colour to be determined).

[Product: K-Rend Silicone Coloured Render www.k-rend.co.uk or equal].

6 Wall Linings internal

6.1 To all existing internal walls/internal leaf of external walls and window/door reveals install new wall linings.

[All rooms: 15mm plasterboard and skim coat plaster work, inc. wiring voids and expanded metal beads etc].

7 Suspended Ceiling

7.1 To entire area of work install new suspended ceilings including perimeter trims etc.

[Type: Standard demountable. - Module: 600x600 x 15mm thick. Grid: - Form: Non-interlocking. Spacing's: 600 x 600 mm." Access: Infill units fully demountable." Accessories: Integrated services fittings: Hangers and housings for linear luminaires." Other requirements: Ceiling void to act as a positive pressure plenum].

8 Services

8.1 Disconnect and remove all redundant fittings and supplies.

8.2 Connect new water supply from adjacent building. Hot water to be supplied via wall mounted electric instantaneous hot water boiler. All new above ground drainage fittings to be connected to existing foul branch, with facility for rodding and ventilation of stub-stack.

Provide and fit compatible service valves to all new fittings.

All pipe work to be lagged to prevent heat transfer and condensation.

8.3 Install new sub-board to serve new power and lighting fittings.

Installation work to be carried out by qualified electricians fully conversant with BS 7671 (The IEE Wiring Regulations). Accessories necessary to complete the installation to be recommended for the purpose by relevant equipment manufacturer. Isolate, disconnect and remove/move all electrical services affected by the works if indicated on drawing i.e. power outlets, switches, all light fittings, etc. Cables to be BASEC certified.

Cable routes to be straight and vertical or horizontal unless shown otherwise. Concealed cable runs to wall switches and outlets to be vertically in line with the accessory. Conceal cables wherever possible; obtain approval of locations where exposed to view. Position cables at least 150 mm clear of other services. Cables running parallel and adjacent to heating pipes to be located below the pipes.

Sleeve cables passing through masonry walls.

Do not run cables in spaces where they will be surrounded or covered by insulation.

Where this is not practical, size cables accordingly.

Protect cables in plaster with galvanized steel channel. All in accordance with BS7671 (the 17th edition IEE wiring regulations).

Provide fit and wire-in new switch socket outlets. All as shown on drawing.

8.3.1 Supply and fit electric extraction fan.

9 Doors & ironmongery

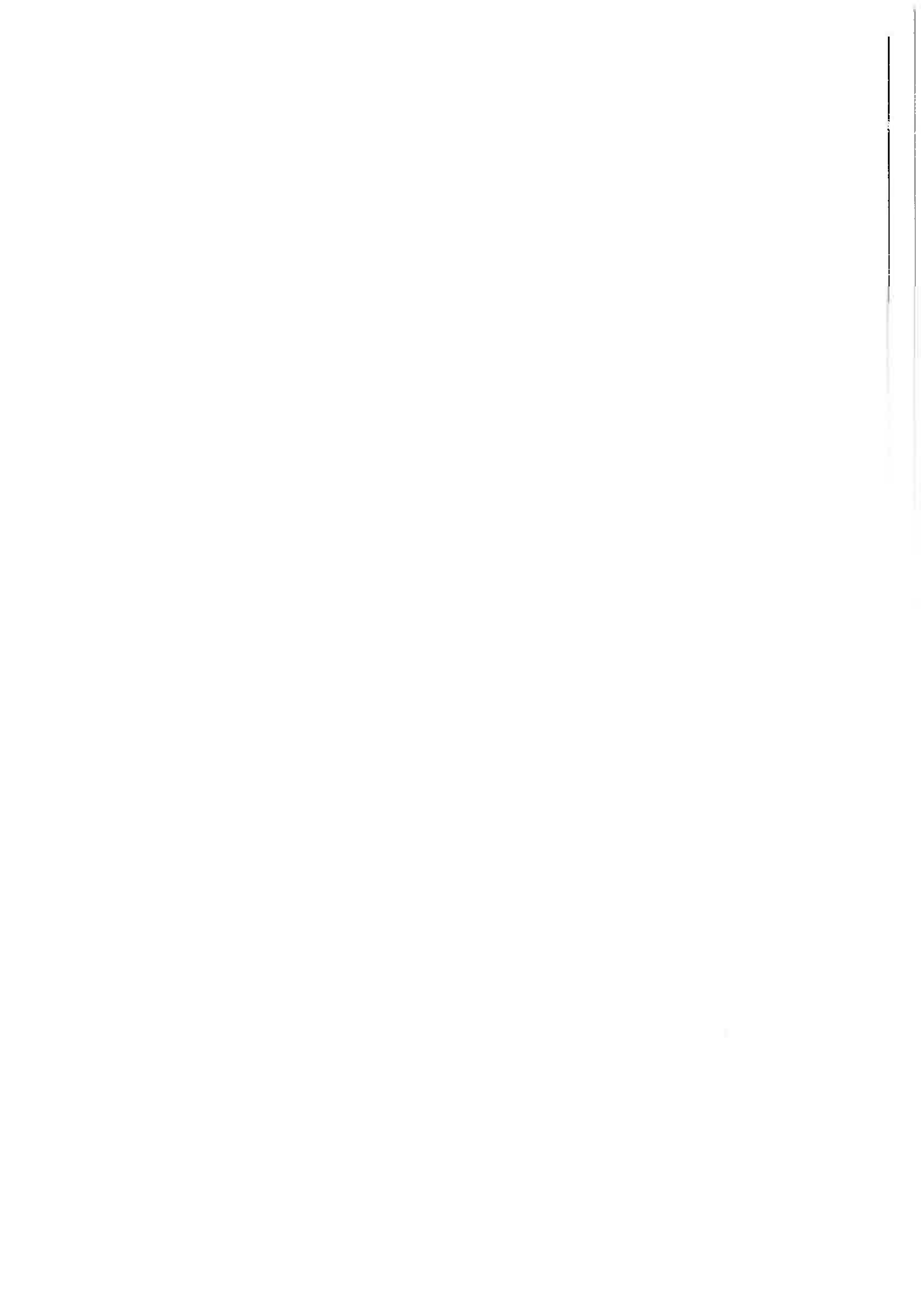
9.1 To new opening (pantry/storeroom) install new softwood linings/stops and architraves and hang new solid core doors as follows:

9.2 Secure unglazed fire door

[Smoke/intumescent seals, hardwood beads etc. to achieve 30min fire rating with Codelock keypad lock instead of lever/latch].

9.3 External door to existing opening install new Steel door.

[Product: 1000mm wide Prima Steelguard range by www.primadoors.co.uk or equal].



10 New Kitchen

10.1 Install new (hi-gloss white) kitchen base units, stainless steel sink with waste connected to above ground system including separate hand-wash basin and tiled splashback

[Contractor to provide and fix tiled splashback between new worktop. Tiles to be fixed on a full bed of tile adhesive. Grout tiles with white tile grout. Allow 4 courses of tiles length of new worktop as splashback].

[Tile Colour - white]

Mastic Seals: *[Provide to back of worktops & plinths].*

11 Flooring vinyl

11.1 Install Gerflor Tarasafe Ultra Sheet Vinyl Safety Flooring complete with upstand.

[Prepare subfloor. Test subfloor prior, do not start until all readings show 75% relative humidity or less. Skim with smoothing underlayment compound to give a smooth, even surface. Lay adhesive. Lay new flooring with weld joints. Install finishing strips to all doorways. All laid in accordance with the Code of Practice BS 8203:2001].

12 New Windows including window boards & trim

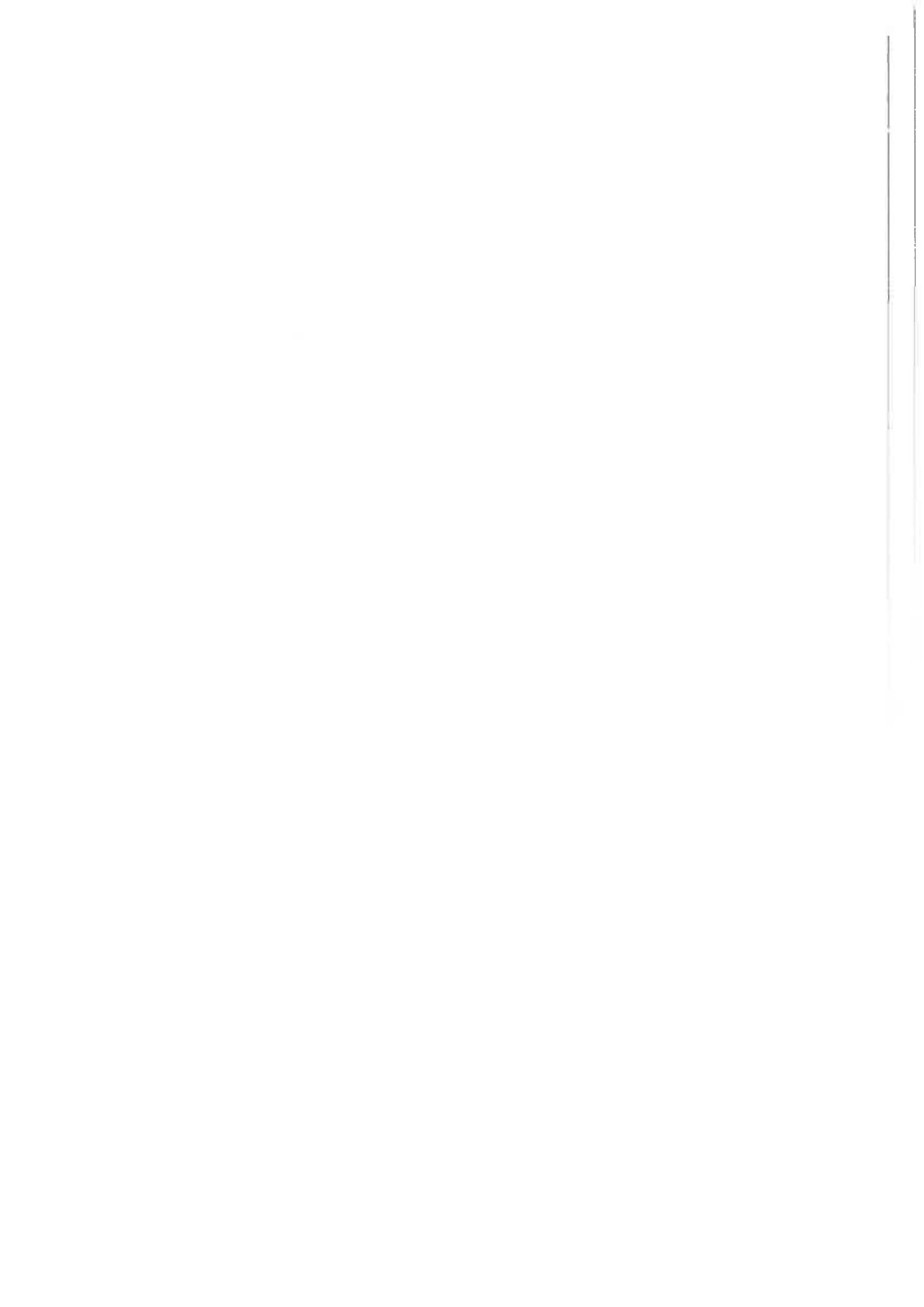
12.1 To recently formed openings install new UPVC windows.

13 Builder's Work in connection with services

13.1 Allow for the following

[Cutting holes and chases in walls, floors and ceilings. Providing access to floor/roof/other spaces. Cutting of wall chases for electrical wiring and accessories, making good. Cutting holes for fans etc. in walls, roofs and windows including all weather-proofing. Boxing in service ducts up to ceiling level, including drainage pipework where exposed and H&C water pipework. Making good after all works including those listed above. All necessary decorations to new and existing installation. Filling of voids/holes around pipes and fire-stopping in intumescent expanding foam/mastic/proprietary fire collars as applicable. Any services dropping down or rising to FF should take place in service ducts, and then travel horizontally via similar ducts.

Mark any hidden service runs clearly at point of disappearance into floor or ceiling void etc. (This is not intended to be exhaustive and it is the responsibility of the tenderer to ensure all items, apparent and necessary that are required have been allowed for).



14 Heating

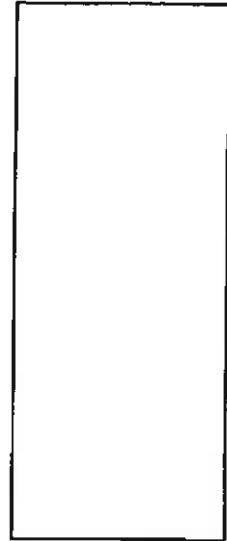
14.1 Supply and fit wall mounted electric panel heater in kitchen area.

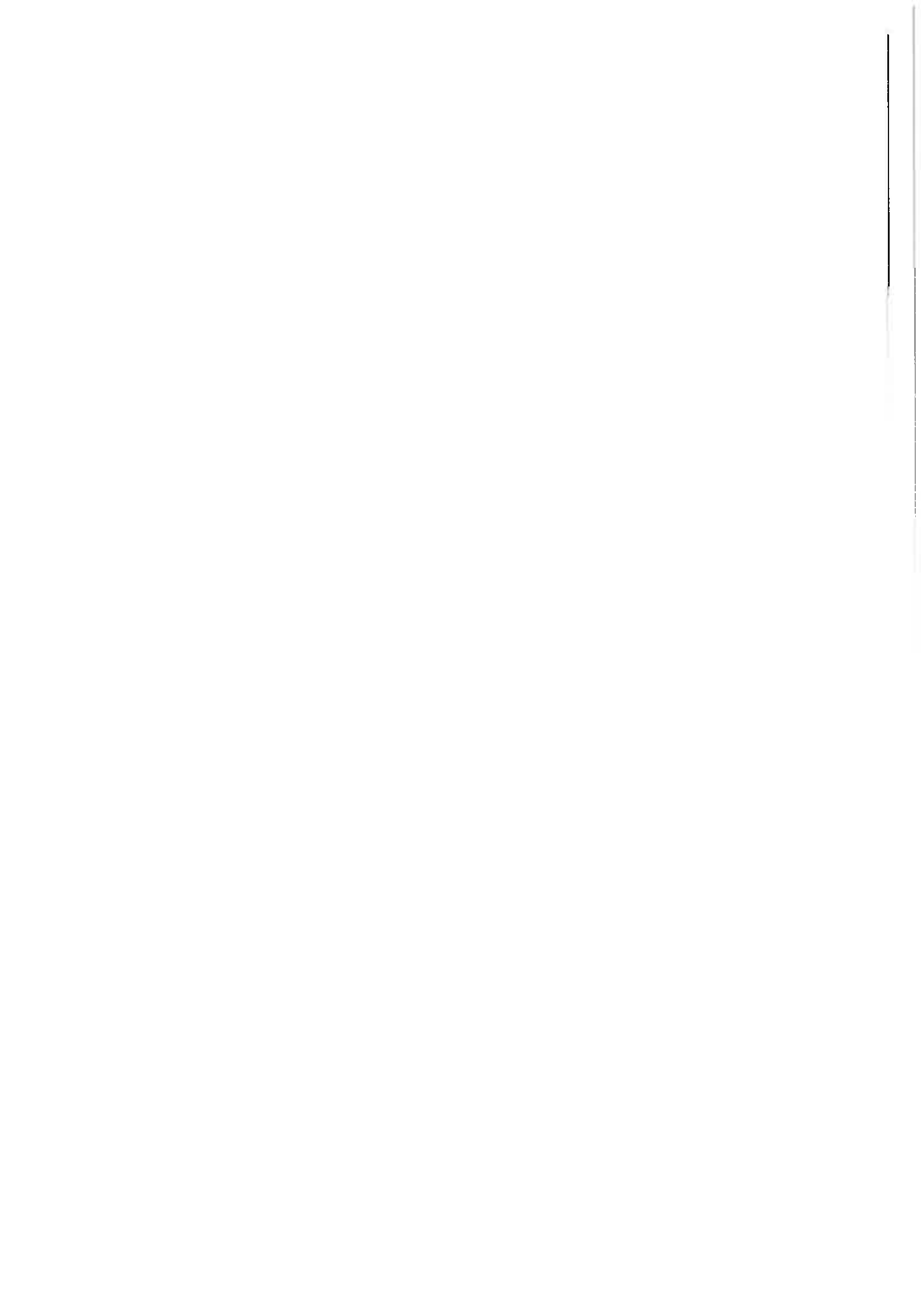
15 Alarms

Alarm and security system work to be undertaken by council approved contractor *[please exclude from pricing]*.

16 Contingency

16.1 Including a contingency sum of £1000.





Reason for this Report

The Town Council is requested to consider and approve the budget for 2019/20.

Background

The Town Council is required to set a budget by the end of the December 2018 for the next financial year. In doing so a calculation is made of the budget requirement for the revenue and capital budgets.

This budget is met in the greatest degree by the precept which is raised through Council Tax, this is a tax on property categorised by inclusion in one of 8 valuation bands. The headline tax is calculated for Band D and the tax in the remaining bands is worked out as a proportion of this amount. The lowest Band (A) is two-thirds of Band D and the highest Band (H) is twice Band D and three times Band A.

When coming to decisions in relation to the revenue budget and the precept the Council have various legal responsibilities, principally:

1. The Council must act in accordance with its statutory duties and responsibilities
 2. The Council must act reasonably
 3. The Council must ensure it meets its fiduciary responsibility to its Council Tax payers.
1. The statutory responsibility and power of the Authority to calculate and fix a budget and precept is through the Local Government Finance Act 1992. Relevant sections of the Act require:
 - a. s.32 (2); an estimated revenue account of expenditure to be incurred during the year, appropriate allowances for contingencies, any raising of reserves for future years and any account of deficit not accounted for in previous years.
 - b. S.32 (3) an estimated income from fees, charges and grants; and any amount of reserves/balances intended to be used towards meeting revenue expenditure.
 - c. s.32 (4); a calculation of difference between the gross revenue expenditure and anticipated income (difference between a. and b. above)
 2. The reasonableness of the Councils decision is set in the principles of *Associated Provincial Picturehouses Limited v Wednesday Corporation*, that is, it must take account of what is relevant and disregard the irrelevant. The decision should be one which would be made by any reasonable authority in that it is not unreasonable, irrational or perverse.
 3. The Councils fiduciary responsibility includes:
 - a. Responsible use of the Council's resources, including the raising of income (such as rent and other charges) and the control of its expenditure
 - b. Awareness of the financial consequences of decisions on the taxpayer
 - c. Ensuring both short and long term sustainability

- d. Striking a fair balance between the interest of the taxpayer and the community interest in adequate and efficient services
- e. Acting in good faith with a view to complying with statutory duties and powers for the benefit of the community.

The most appropriate case relating to the fiduciary responsibility is *Roberts v Hopwood (1925)* where it was said that an Authority which is charged with the administration for definite purposes of funds arising from the taxpayer (whether in full or part) owes a duty "to conduct that administration in a fairly business-like manner with reasonable care, skill and caution, and with a due and alert regard to the interest of (of the ratepayer)". In addition the finding explains that an Authority must not be "misguided [by] principles of socialistic philanthropy".

In addition to the highlighted requirements of s.32 of the Local Government Finance Act 1992, the Act explains that an Authority should have regard for the report and calculations of the Responsible Financial Officer. If the budget requirement is insufficient to meet its commitments, there are both practical and legal consequences for the Council.

The Local Government Act 2003 s.28, requires the Council to monitor the income and expenditure against budget calculations throughout the year. If through monitoring it is found that the budgetary situation had deteriorated, the Council must take necessary action to resolve the position. This could include, for instance, reducing spend for a period of the year, increase income, or finance the shortfall from reserves.

Under s.114 of the Local Government Finance Act 1988, the Responsible Financial Officer has a duty to report to the Council that expenditure incurred by the Authority is likely to exceed the resources (including sums borrowed) available to meet that expenditure. In doing so, this report must be sent to the Council's Auditor and every member of the Council must consider the report within 21 days and at a meeting decide whether it agrees or disagrees with these findings. During this period a restriction on incurring additional spend is in place.

The legislation therefore makes clear the responsibility for the Council to set a responsible, clear and realistic budget.

Result

The budget considered by Finance and Staff is contained within Appendix B, and took account of the Human Resource package, additional asset at River Green (albeit offset initially by a commuted sum), higher electrical costs, the addition of the Youth Council, football marking and the increase of staffing in the current financial year.

Having regard to the unbudgeted additions for this year, but mindful of the ambition last year for a 0% increase budget for 2019/20, the Finance and Staff Committee resolved to propose a reduction in the following budget lines: from £10k to £5k for buildings maintenance, a reduction in the capital budget buildings/amenities from £17.5k to £15K and a reflect the reduction in estimated insurance costs for following a renegotiation saving £1k. Reserves are proposed to be used to cover any remaining shortfall, which was estimated at approximately £8k.

With these amendments, the proposed headline budget is contained within Appendix A.

Members are reminded that when voting on budget items that they are bound by the provision of s.106 of the Local Government Finance Act 1992.

Advice

The Finance and Staff Committee reviewed the draft budget and propose the Town Council adopt the amended budget.

The proposed precept rise would amount to a 0% increase.

For reference the Thorpe St Andrew Band D property is significantly less than other current comparator precepts in Broadland for 2018/19, which are as follows:

- Sprowston (Band D) currently £114.73pa
- Hellesdon (Band D) currently £120.69pa
- Aylsham (Band D) currently £159.82pa

As in each budget period, the Town Council is asked to consider the amended proposed budget from the Finance and Staff Committee. The Town Council has the option to approve this in full, in part or request further amendments.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

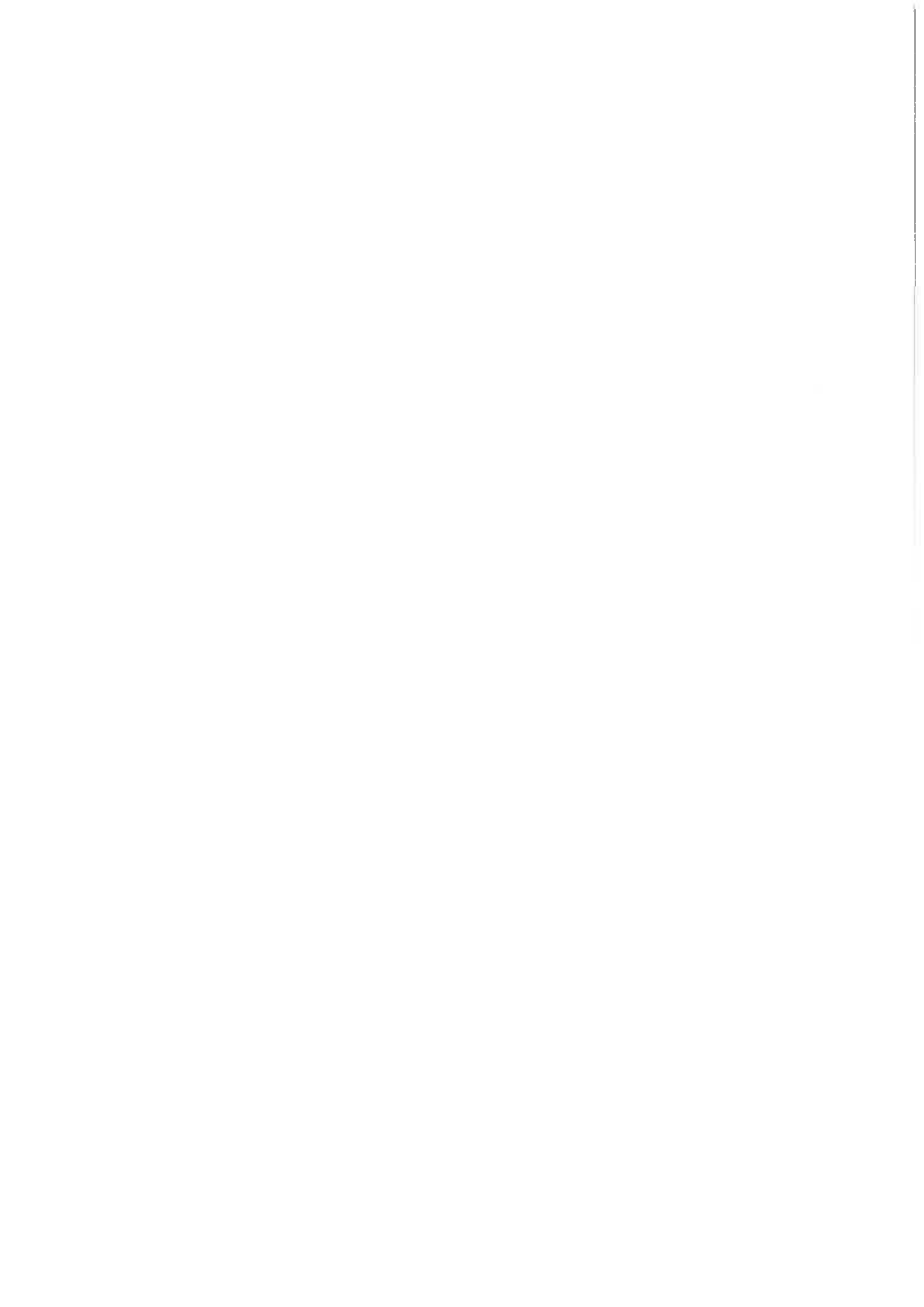
Financial Implications

There are financial implications arising from this report.

THORPE ST ANDREW TOWN COUNCIL DRAFT BUDGET - 2019/20

INCOME	2017/18	2018/19	2019/20
Allotments	4402.00	4900.00	5100.00
Business/Sponsorship	250.00	1000.00	1000.00
Events/Newsletter	12000.00	12000.00	12000.00
Fitzmaurice Park	14575.00	17350.00	18289.00
River Green	58.00	50.00	50.00
Roxley Hall	15000.00	17000.00	17000.00
S137 Payments/donations	1500.00	1500.00	1500.00
Sir George Morse Park	12250.00	12200.00	11500.00
Town Hall	70.00	150.00	150.00
Verge Cutting (Del Func)	15400.00	15800.00	16500.00
TOTAL	75505.00	81950.00	83089.00

EXPENDITURE	2017/18	2018/19	2019/20
Allotments	4030.00	4075.00	4075.00
BDC Elections (sep code)	4000.00	4000.00	4000.00
Building Maintenance (new line)	27075.00	25500.00	25500.00
Business Sponsorship	200.00	400.00	400.00
Cemetery	2040.00	2515.00	2620.00
Events/Newsletter	11200.00	11200.00	12000.00
Fitzmaurice Park	26375.00	26300.00	25850.00
Lease Payments	0.00	3330.00	4000.00
Legal Fees	1000.00	1500.00	1500.00
Loan Repayment	32038.00	34065.00	34175.00
River Green	6550.00	6250.00	6250.00
Roxley Hall	13250.00	13750.00	13750.00
S137 Payments/donations	550.00	550.00	550.00
Sir George Morse Park	47735.00	48300.00	52500.00
Street Furniture	1440.00	1500.00	1500.00
Street Lighting	28500.00	25760.00	25760.00
Town Hall	20800.00	22425.00	25550.00
Town Plan/Neighbourhood plan	1200.00	1000.00	1000.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting (Del Func)	15000.00	0.00	12500.00
Website	1000.00	1000.00	1000.00
Youth Council - new line			1000.00
Salaries	183939.00	226118.00	230432.00
TOTAL	436922.00	468538.00	494912.00



CAPITAL	2017/18	2018/19	2019/20
Town Hall	1000.00	1000.00	1000.00
Buildings & Amenity Areas	17500.00	17500.00	7265.00
Street Lighting	9000.00	9000.00	9000.00
Projects	2000.00	2000.00	2000.00
Asset Replacement	5000.00	20000.00	5000.00
TOTAL	34500.00	49500.00	24265.00
REVENUE EXPENDITURE	436922.00	468538.00	494912.00
CAPITAL EXPENDITURE	34500.00	49500.00	24265.00
CONTINGENCY	5550.00	5550.00	5550.00
	476972.00	523588.00	524727.00
LESS INCOME	75505.00	81950.00	83089.00
PRECEPT REQUIRED	401467.00	441638.00	441638.00
PRECEPT INCREASE	7.40%	10.00%	0.00%
	Actual 5126	Actual	Est 5144
	£78.31	5144	£85.85
BAND D PROPERTIES	5.5%	10%	0%

THORPE ST ANDREW TOWN COUNCIL DRAFT BUDGET - 2019/20

INCOME	2017/18	2018/19	2019/20
Allotments	4402.00	4900.00	5100.00
Business/Sponsorship	250.00	1000.00	1000.00
Events/Newsletter	12000.00	12000.00	12000.00
Fitzmaurice Park	14575.00	17350.00	18289.00
River Green	58.00	50.00	50.00
Roxley Hall	15000.00	17000.00	17000.00
S137 Payments/donations	1500.00	1500.00	1500.00
Sir George Morse Park	12250.00	12200.00	11500.00
Town Hall	70.00	150.00	150.00
Verge Cutting (Del Func)	15400.00	15800.00	16500.00
TOTAL	75505.00	81950.00	83089.00

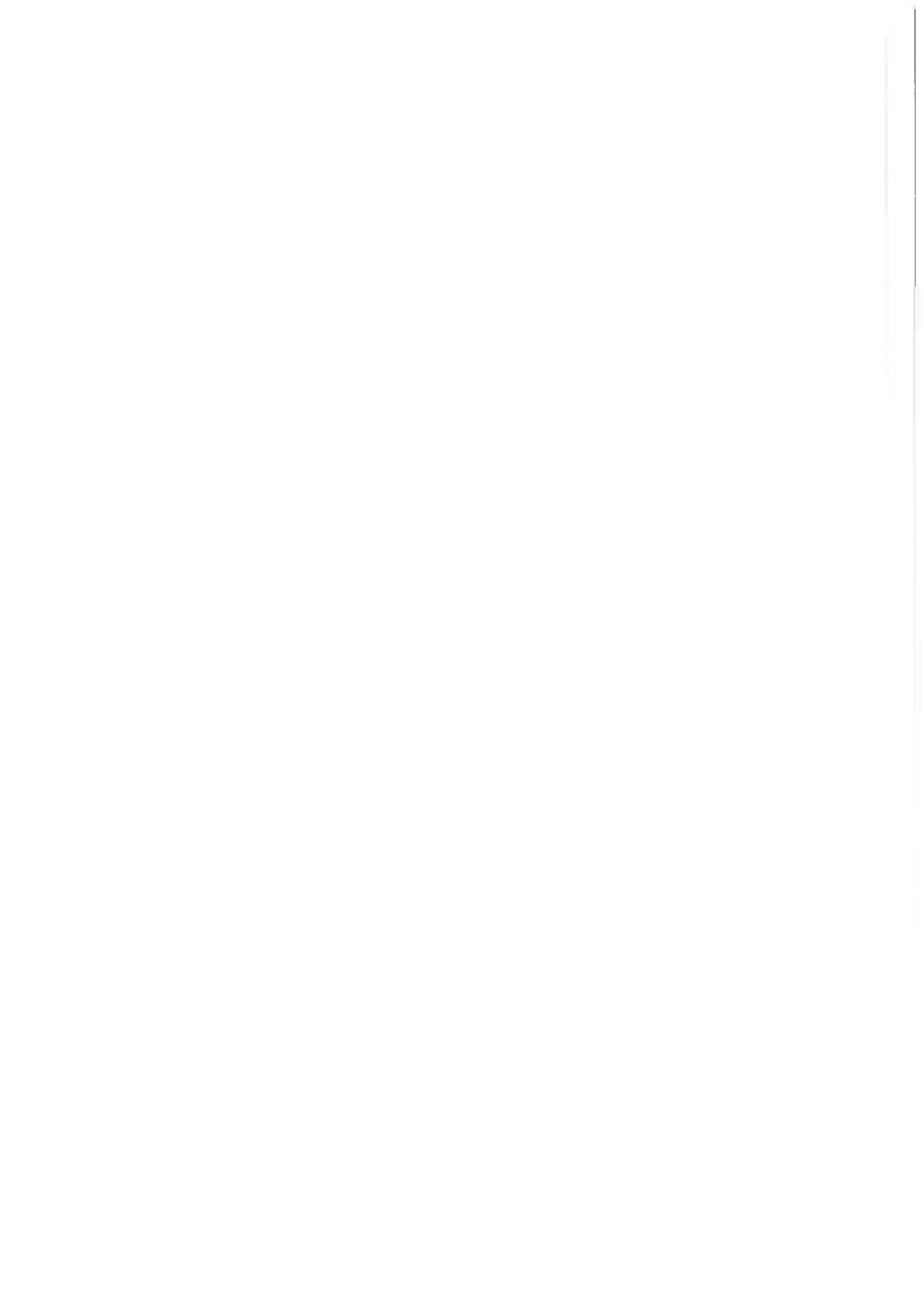
EXPENDITURE	2017/18	2018/19	2019/20
Allotments	4030.00	4075.00	4075.00
BDC Elections (sep code)	4000.00	4000.00	4000.00
Building Maintenance (new line)	27075.00	25500.00	30500.00
Business Sponsorship	200.00	400.00	400.00
Cemetery	2040.00	2515.00	2620.00
Events/Newsletter	11200.00	11200.00	12000.00
Fitzmaurice Park	26375.00	26300.00	25850.00
Lease Payments	0.00	3330.00	4000.00
Legal Fees	1000.00	1500.00	1500.00
Loan Repayment	32038.00	34065.00	34175.00
River Green	6550.00	6250.00	6250.00
Roxley Hall	13250.00	13750.00	13750.00
S137 Payments/donations	550.00	550.00	550.00
Sir George Morse Park	47735.00	48300.00	52500.00
Street Furniture	1440.00	1500.00	1500.00
Street Lighting	28500.00	25760.00	25760.00
Town Hall	20800.00	22425.00	26550.00
Town Plan/Neighbourhood plan	1200.00	1000.00	1000.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting (Del Func)	15000.00	0.00	12500.00
Website	1000.00	1000.00	1000.00
Youth Council - new line			1000.00
Salaries	183939.00	226118.00	230432.00
TOTAL	436922.00	468538.00	500912.00

CAPITAL	2017/18	2018/19	2019/20
Town Hall	1000.00	1000.00	1000.00
Buildings & Amenity Areas	17500.00	17500.00	17500.00
Street Lighting	9000.00	9000.00	9000.00
Projects	2000.00	2000.00	2000.00
Asset Replacement	5000.00	20000.00	5000.00
TOTAL	34500.00	49500.00	34500
REVENUE EXPENDITURE	436922.00	468538.00	500912.00
CAPITAL EXPENDITURE	34500.00	49500.00	34500.00
CONTINGENCY	5550.00	5550.00	5550.00
	476972.00	523588.00	540962.00
LESS INCOME	75505.00	81950.00	83089.00
PRECEPT REQUIRED	401467.00	441638.00	457873.00
PRECEPT INCREASE	7.40%	10.00%	3.70%
	Est 5210	Est 5210	Est 5210
	£77.05	£84.76	£87.88
BAND D PROPERTIES	5.5%	10%	3.7%

The following budget lines are responsible for the increase in the precept

Building Maintenance	£5,000	River Green toilet block
Town Hall	£2,400	Human Resources
Town Hall	£1,300	Higher electricity costs
Youth Council	£1,000	New budget line
Sir George Morse	£4,000	Soccer marking
Salaries	£4,300	Increase in staff

For a zero budget we would need to cut the precept by £16235



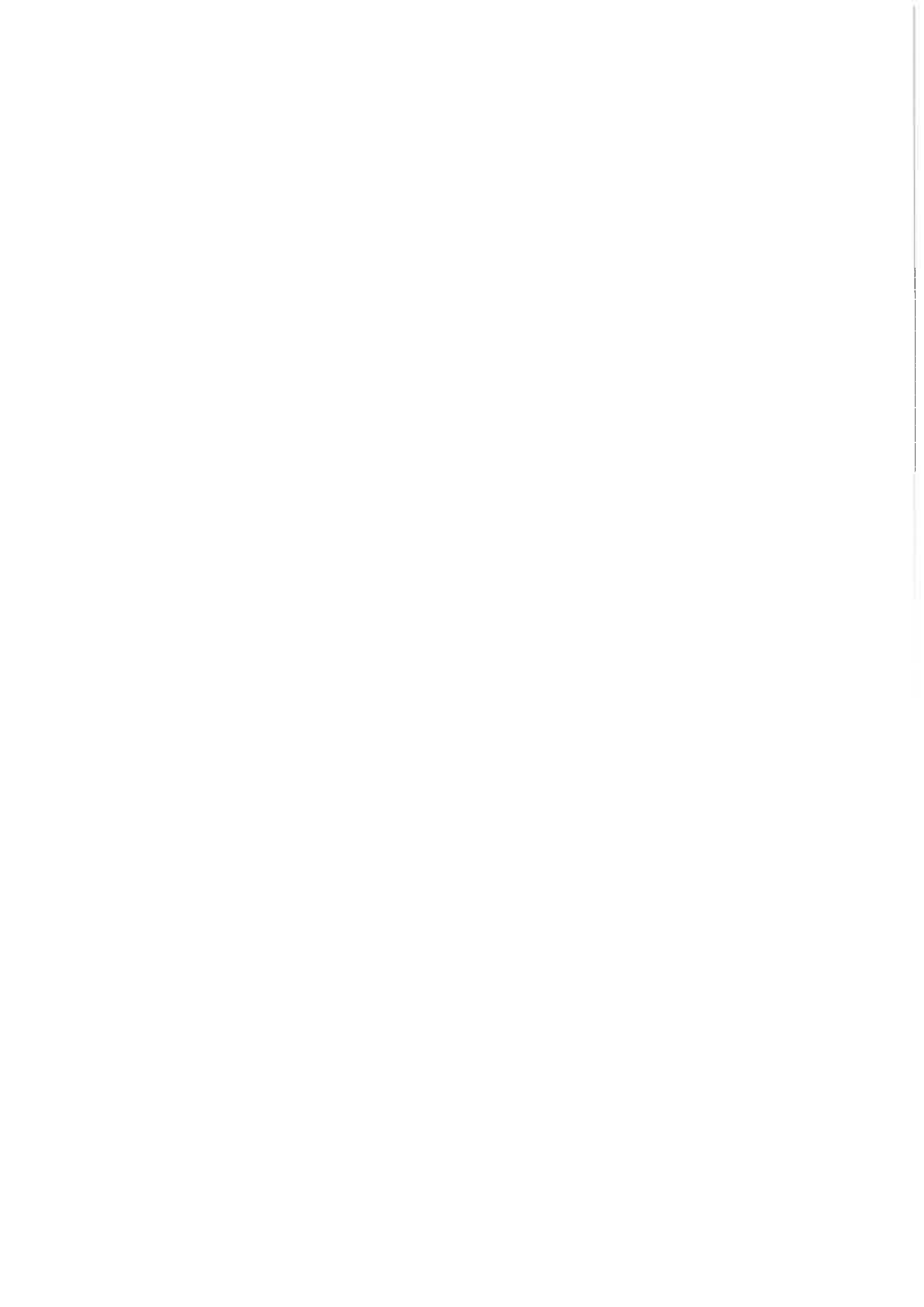
ALLOTMENTS	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
Duss maint	1180	888	1500	1821	1500	
Duss rent	345	400	400	400	400	
Duss water	225	361	375	162	375	
Hillside maint	1048	494	1300	2187	1300	
Hillside water	382	479	500	243	500	
Rent deposit	339	305		75		
Total	3519	2727	4075	4888	4075	
RECEIPTS						
Rents/deposits	4269	4970	4400	2013	4650	1
Water charges	458	598	500	296	450	
TOTAL	4727	5568	4900	2309	5100	

Note 1 - Increase in allotment rents by 5% from £21 to £22

BROADLAND DC ELECTIONS	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
Election costs	0	3117	4000	0	4000	
TOTAL	0	3117	4000	0	4000	

BUILDING MAINTENANCE	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
Town Hall	4556	2773	10000	3463	10000	
Morse Pavllion	8420	3300	10500	725	10500	
River Green Toilet/Office					5000	
Roxley Hall	2223	2507	5000	342	5000	
TOTAL	15199	8580	25500	4530	30500	

BUSINESS SPONSORSHIP	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS	465	243	400	783	400	
TOTAL	465	243	400	783	400	
RECEIPTS	590	1385	1000	430	1000	
TOTAL	590	1385	1000	430	1000	



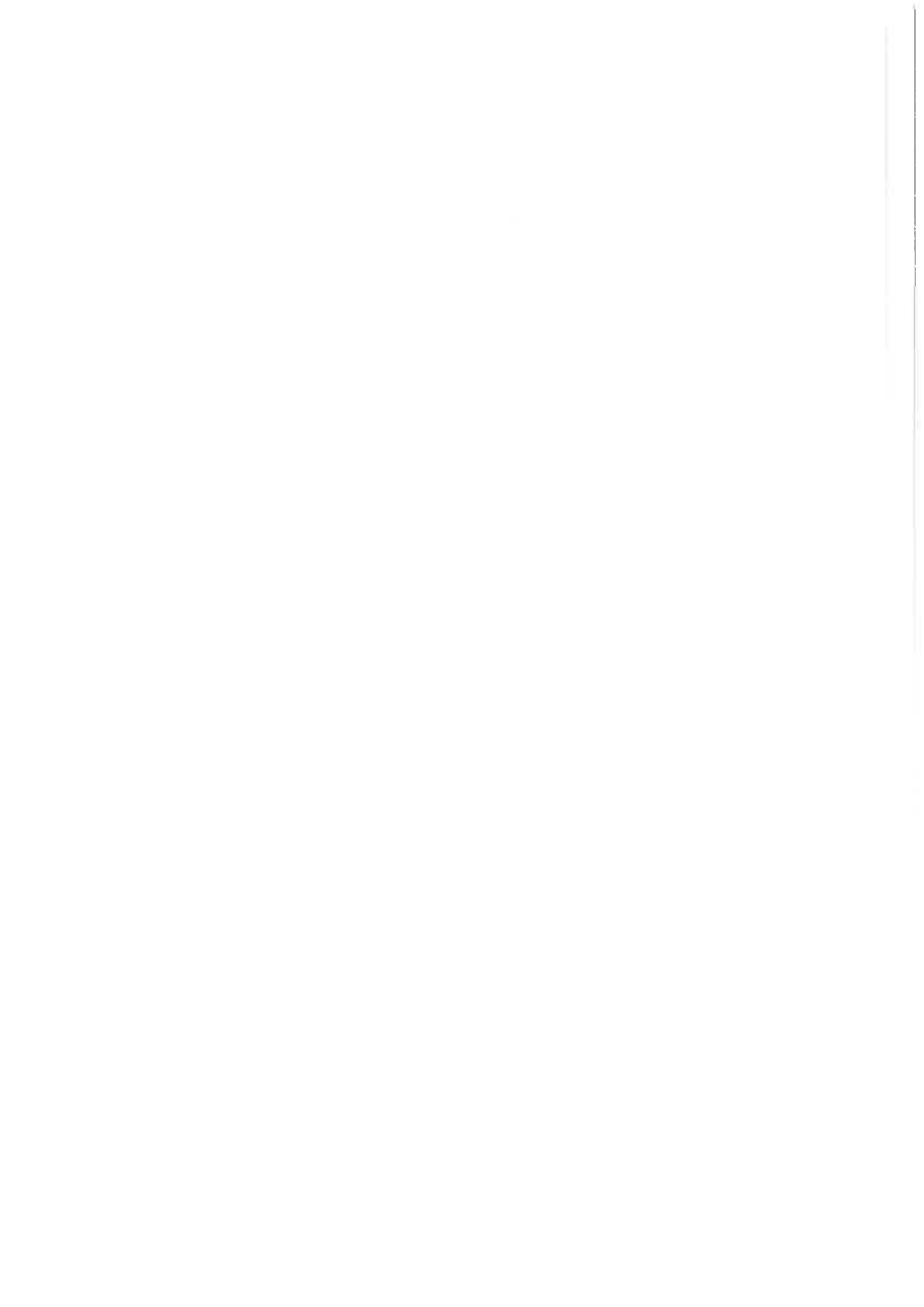
	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
CAPTIAL SPENDING						
PAYMENTS						
Asset Replacement	4921	8841	20000	14374	5000	
Buildings & Amenity Areas	10890	8237	17500	3772	17500	
Street light		790	9000	4785	9000	
Town Hall	1921	700	1000		1000	
War Memorial						
Projects	23870	83269	2000	75631	2000	
TOTAL	41602	101837	49500	98562	34500	
RECEIPTS	43975			514		

	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
CEMETERY						
PAYMENTS						
Maintenance	1815	1915	2015	2015	2120	
Water charges	177	345	500		500	
TOTAL	1992	2260	2515	2015	2620	

	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
COMMUNITY INFRASTRUCTURE LEVY						
PAYMENTS	1177		0		0	
RECEIPTS	1961	1322	0		0	

	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
CONTINGENCY						
PAYMENTS						
Contingency	0	0	5550	0	5550	
TOTAL	0	0	5550	0	5550	

	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
VERGE CUTTING						
PAYMENTS						
Fuel	12760	14873	0	937	2500	
Hire of equipment				5246	10000	
TOTAL	12760	14873	0	6183	12500	
RECEIPTS						
Verge cutting	15458	15909	15800	16415	16500	
TOTAL	15458	15909	15800	16415	16500	



FITZMAURICE PARK	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
Cleaning and cleaning materials Fitz Pav	4590	6340	6000	3870	6000	
Cricket maint	1098	1123	3000	752	3000	
Electricity	2519	4978	3700	2969	6000	
Field Maint contract	5802	3433	4300	2484	4300	
Turf Maint	1355	2458	1000	760	1000	
Park Maint	287	2617	1000	159	1000	
Play equip maint		777	500		500	
Rates	3098	3019	3150			Town Hall budget
Sanitary disposal	400		100		100	
Soccer marking	857					
Telephone	236	252	250	182	250	
Tennis court				380	400	
Water rates	666	504	1300	3521	1300	
Wheeled bin -litter and dog bin contracts	2043	1938	2000	696	2000	
Repaint Youth Shelter			0		0	Repaint 2020
TOTAL	22751	27439	26300	15573	25850	
RECEIPTS						
Cricket	2470	2507	2650	1300	2789	
Football	114		0			
Lettings - Fitz Pav	16618	18811	14700	9367	15500	
Other Income	136		0	0	0	
TOTAL	19338	21318	17350	10667	18289	

Fitzmaurice general lettings 5% from £14.25 to £15 per hour

Cricket 5% proposed	2016/17	2017/18	2018/19	2019/20
Weekend match	103.00	106.00	111.00	116.50
Midweek match	45.50	47.00	49.00	51.50
Training	17.50	18.00	19.00	20.00

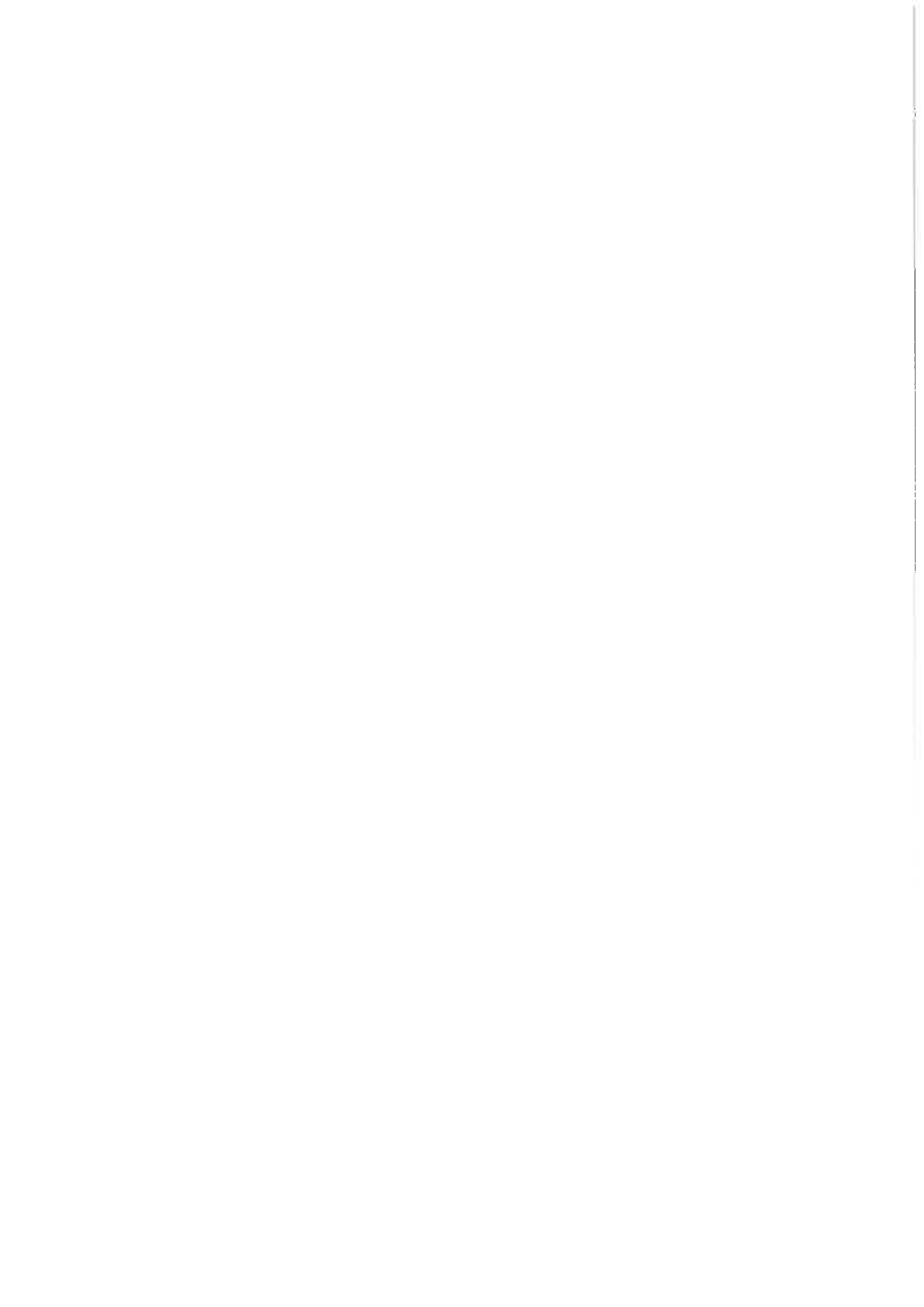
EVENTS/NEWSLETTER	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
NEWLETTER	1685	1924	1200.00	1201.00	2000.00	
EVENTS	17946	15144	10000.00	1842.00	10000.00	
TOTAL	19631	17068	11200.00	3043	12000.00	
RECEIPTS	14726	16138	12000	950	12000	
TOTAL	14726	16138	12000	950	12000	

GRANTS	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS				0	0	
TOTAL	0	0		0		
RECEIPTS	0		0		0	
TOTAL	0	0	0	0	0	

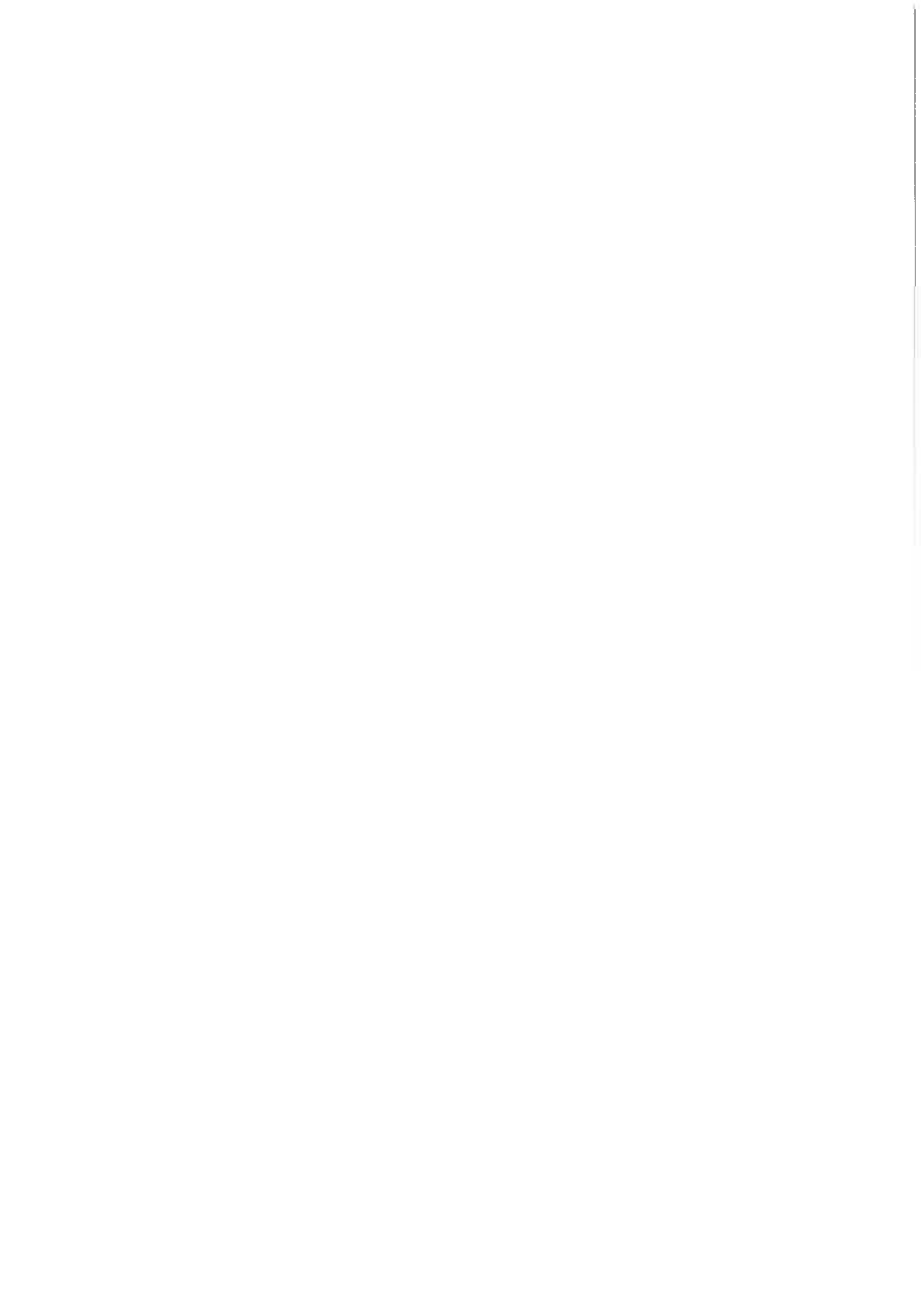
LEASE PAYMENTS	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
Vehicle leasing	3330	3330	3330	1665	4000	new vehicle lease
Photocopier lease/copies	1921		0		0	Purchased photocopier
TOTAL	5251	3330	3330	1665	4000	

Legal Fees	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
Legal charges	1437	2101	1500	411	1500	
TOTAL	1437	2101	1500	411	1500	
RECEIPTS	1458			755		
TOTAL						

LOAN REPAYMENT	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
Morse Pavillion	6284	6030	5778	2920	5523	
Roxley Hall	22354	21937	21520	10812	21103	
River Green lights			2740	2019	3566	
Town Hall/Fitz	2052	4071	4027		3983	
TOTAL	30690	32038	34065	15751	34175.00	
River Green lights loan						
RECEIPTS				56201		



SIR GEORGE MORSE PARK	Actual 18/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
Cleaning Morse and cleaning materials	6705	6773	8000	4076	8000	
Electricity	1033	1642	1500	857	1700	
Equipment hire	1092	257	400	480	400	
Field Maint Contract	6138	6058	6100	6541	6100	contract to 2020
Materials fixtures fittings	117	275	1050	362	1050	
Fuel	1419	2285	2500	576	2500	
Grounds machinery maint	4140	5267	4000	749	4000	
Mileage expenses	341	189	400	89	400	
Miscellaneous	107	242	200		200	
Morse Pavilion Gas	732	1636	1500	585	1500	
Park Maintenance	1543	1942	550	324	550	
Play equipment maint			1000		1000	
Shrub bed - St Will Loke	79	139	100	44	100	
Sanitary disposal	400		300		300	
Sports turf maint	2032	6841	8000	3154	8000	
Telephone	1062	1207	1400	565	1400	
Tools - equipment	382	41	200	18	200	
Training	1277	1188	3500	1983	3500	
Tree plantation - mowing	642		0		0	
Water Rates	532	905	900	315	900	
Wheeled bin -litter and dog bin contracts	1640	1647	2000	608	2000	
Soccer Marking		3897		2273	4000	
Rates	2398	2307	2500	2376	2500	
Feed in tariff	1304	655		645		In/out
Cleaning tennis courts	260	280	300	320	300	
Health & Safety		797	1900	420	1900	additional staff
Vehicle Maintenance		430		671		
TOTAL	35373	48900	48300	27989	52500	
RECEIPTS						
Football	10407	7549	11000	4516	11500	5 % Increase
Other Income	1496	1533	1200	375		ceased fitness club
Feed in tariff	1305	654	0	645	0	In/out
TOTAL	13208	9736	12200	5536	11500	



RIVER GREEN	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Note
PAYMENTS						
Comm cut - picnic Area	458	387	500	207	500	
Electricity	213	159	350	148	350	
Mowing Contract	2484					
River Green flowers	780	780	900		900	
R Grn Maintenance	1178	1809	4000	362	4000	Keep budget towards quay
War memorial maintenance	108		500	1319	500	
Total	5231	3135	6250	2036	6250	
RECEIPTS						
Income	33	23	50	902	50	substation
Total	33	23	50	902	50	

ROXLEY HALL	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Note
PAYMENTS						
Cleaning	5059	5275	6000	2605	6000	
Electricity	1042	1100	1500	437	1500	
Gas	1561	1506	2000	754	2000	
Misc		2173				
Contract Cleaning - Hays	3476		0			
Rates		3576	3500	3960	3500	
Sanitary disposal	200		250		250	
Water	235	261	500	221	500	
Shrub beds/tidy front	439					in house
Total	12012	13891	13750	7977	13750	
RECEIPTS						
Lettings	15592	18028	17000	8047	17000	
Total	15592	18028	17000	8047	17000	

S137 PAYMENTS/DONATION	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
S137 Bus shelter maintenance						
S137 payments and donations	700	150	550	0	550	
TOTAL	700	150	550	0	550	
RECEIPTS						
S137 Bus shelter maintenance	1500	1500	1500		1500	
TOTAL	1500	1500	1500	0	1500	

STREET FURNITURE	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
Cleaning bus shelters	1225	1225	1500	750	1500	
Repairs and Maintenance						
Bus Shelter						
TOTAL	1225	1225	1500	750	1500	

STREET LIGHTING	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
Energy charge	18687	18268	20000	8596	20000	
Maintenance contract	4400	4000	5760	2800	5760	contract expires 2020
Repairs	2135	690	0	125	0	
TOTAL	25222	22958	25760	11521	25760	
RECEIPTS						
Repairs				0		

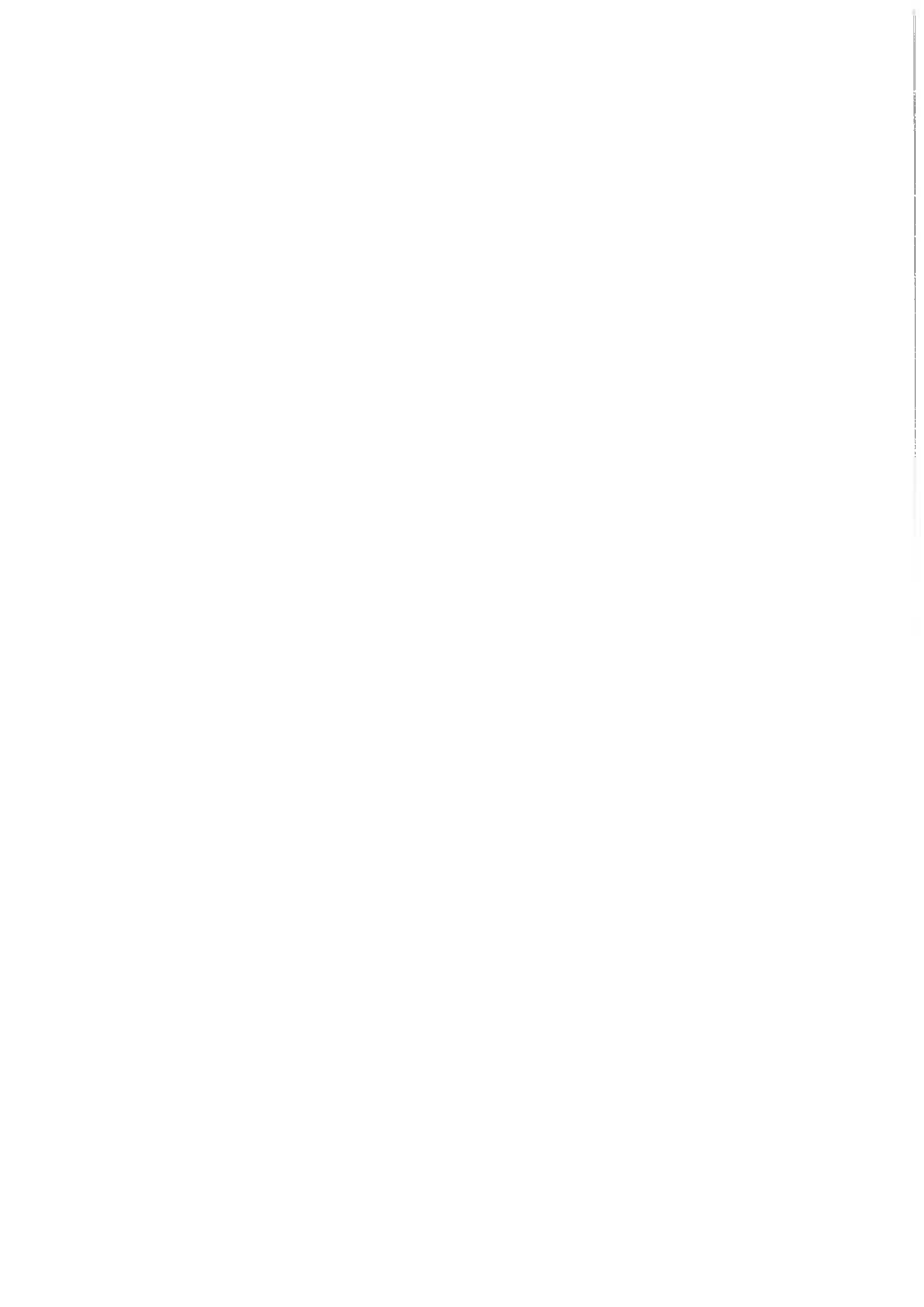
TOWN HALL OFFICE	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Note
PAYMENTS						
Audit	1510	1300	1500	1741	1800	
Bank charges	451	410	450	146	450	
Chairmans Expenses	1394	1470	1200	437	1200	
Computer/photocoper	395	1038	750	546	750	
Human Resources H&S Cover					2400	New line
Insurance	10756	11232	12075	7450	9500	
Mileage expenses	17		0			
Miscellaneous	838	755	300	516	300	
Office equipment	103	115	150	98	150	
Office telephone	815	777	800	374	800	
Postage	1321	857	1200	384	1200	
Rates				3264	3500	
Stationery	1518	526	1000	651	1500	
Subscriptions	1324	1367	1000	327	1000	
Training/H&S	280	120	1000	300	1000	
Bottle bank	110	94		61		
Photocopy charges		985	1000	478	1000	
TOTAL	20832	21046	22425	16771	26550	
RECEIPTS						
Bank interest	141	167	150	69	150	
Del Func / other inc	424	596	0	263	0	
TOTAL	565	763	150	332	150	

Town and Neighbourhood Plan	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
Town plan update	0	204	1000	204		updated 14/15
Neighbourhood plan	0	0		0	1000	
TOTAL	0	204	1000	204	1000	

	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
TREE MANAGEMENT						
PAYMENTS						
Tree expenditure	6513	0	9000	1750	9000	
TOTAL	6513	0	9000	1750	9000	

	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
WEBSITE						
PAYMENTS						
Website costs	0	598	1000		1000	
TOTAL	0	598	1000	0	1000	

	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
YOUTH COUNCIL						
PAYMENTS		0	0		1000	New line
TOTAL			0	0	1000	



SALARIES	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	
PAYMENTS						
Foreman salary	32697	36054	41025	19663	42806	step on grade
Foreman NIC employer	3600	4402	9026	2249	5200	
Foreman pension employer	7181	8612	8800	4513	9631	
Student loan		2011		970	0	
Fenn Salary	10816	7447	7000	3763	7143	
Fenn pension -employer	2271	1601	1540	828	1607	
Fenn NIC employer	457	30		20	0	
Bass salary	9269	9083	9318	4659	9508	
Bass pen -employer	1947	1953	205	1025	2139	
Bass NIC employer	160	132	150	61	170	
Sayer salary	25940	27626	28317	14159	28895	
Sayer pension employer	5447	5940	6230	3115	6501	
Sayer NIC employer	2460	2686	2750	1373	2815	
Calver Salary	17425	17935	21000	10380	21429	
Calver pension employer	3659	3859	4620	2310	4821	
Calver employers NIC	1285	1350	1700	868	1740	
Watkins Salary	5077	9641	16000	7250	16326	
Watkins pension employer	1013	2073	3520	1595	3673	
Watkins nic			1250		1280	
Parr Salary	5382	14256	14790	7395	15092	
Parr pension employer	983	3065	3255	1627	3396	
Parr employers NIC	277	841	950	439	972	
Matthews Salary	425	1789	2000	793	2040	
Kato Salary		2188	8865			
Kato pension employer		315	1950			
Kato nic employer		20	1000			
Jones salary			8268	8250	16836	
Jones pension employer			1819	1815	3788	
Jones nic employer				557	1000	
Seaman Salary		635	16000	8250	16836	
pension employer			3520	1815	3788	
NIC employer			1250	557	1000	
Kiddell salary/pension/nic /tax		23134				
Strain payment - pension				1000		
TOTAL	137771	190677	226118	111299	230432	

2% salary increase

PRECEPT	Actual 16/17	Actual 17/18	Actual 18/19	Actual 19/20		Notes
RECEIPTS						
Precept	373760	401467	441638			
	10.00%	7.50%	10.00%			

