



THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL MEETING

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

Tel/Fax: (01603) 701048

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5th December 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 10th December 2018 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman Clerk to the Council

AGENDA

- 84 **Attendance book and apologies for absence.**
 - a) **To consider a request of absence for 6-months**
- 85 **Declarations of interest in items on the agenda.**
- 86 **To confirm the minutes of the Town Council meeting held on 12th November 2018**
- 87 **Announcements (For information only)**
 - To receive announcements from
 - (i) The Town Mayor
 - (ii) The Clerk
- 88 **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
- 89 **Finance**
 - (i) Payment List – Voucher numbers 857 – 958 totalling £33,429.78
 - (ii) Bank Reconciliation Statement – to be tabled
- 90 **Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 19th November 2018
- 91 **Transfer of the Maintenance of the Closed Churchyard inc. walls and fences under s.215(2) Local Government Act 1972 – Report to follow**
- 92 **Budget 2019/20 – Report attached**
- 93 **DEFRA Landscape Review Consultation – To be tabled**

Future Agenda Items. (Not for discussion)

Town Clerk - Dr Thomas Foreman

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**Thorpe St Andrew Town Council
Minutes of the meeting
held on 12 November 2018 at 7.30pm**

72 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr J Emsell	Mrs J Fisher	Miss S Lawn
Mr I Mackie	Mrs T Mancini Boyle	Mr L Reeves	Mr N Shaw
Mr S Snelling	Mr J Ward		

Apologies:

Mr F Bowe	Mr N Hancock	Mr R Robson	Mr D Sears
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In attendance:

Dr T Foreman (Town Clerk)	Mrs D Matthews (Committee Officer)
Mrs J Fenn (Deputy Clerk)	

Father James, Sgt Youd and PC Brandon of Norfolk Constabulary, 1 member of the public and the press

73 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

Member	Minute No & Item
All Town Council members currently serving as District Councillors	79 Transfer of the maintenance of the closed churchyard including walls and fences under s215 of the Local Government Act 1972 (non-pecuniary interest)
Cllrs S Lawn and J Emsell	80 Vane Close Car parking (residents of Vane Close)

74 MINUTES

The minutes of the meeting held on 8 October 2018 were agreed and signed as a true record.

75 ANNOUNCEMENTS

The Town Mayor thanked all those involved in the fireworks event and the Remembrance service activities. These events had been some of the best yet, with high attendances and very positive feedback. The Remembrance march on the morning of the 11th had been particularly poignant and he thanked Cllr Snelling, the Royal British Legion, the standard-bearer and Father James for their contributions to the day's events. It was estimated that 80+ people had attended the beacon lighting in the evening, which was to be welcomed. He also thanked Thorpe Players for hosting their Remembrance performance and for donating the proceeds (around £300) to the Royal British Legion.

The Town Mayor went on to report that the Highways Authority would be attending to the issue of the dip on Yarmouth Road the following week and invited councillors report any issues with blocked gulleys to the Highway Authority.

The Town Clerk expressed his appreciation of the efforts of all involved in recent events organised in the Town of which the Town should be very proud. He was particularly proud of how officers, councillors and volunteers had worked together to

make this year's fireworks event so successful and he thanked the Police representatives for providing a presence at the event. The transfer of ownership of the toilet block on River Green and the transfer of the commuted sum was now complete. He had met with the Planning Enforcement Officer regarding the ongoing issue of 185 Yarmouth Road, and that the Mayor would be representing the Town Council at the forthcoming hearing on this matter. The Clerk commented that a number of meetings with user groups and other organisations had taken place this month.

76 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 Mayor welcomed Sgt Youd and PC Brandon to the meeting. Sgt Youd explained that, following the loss of the PCSO roles in the community, as the newly appointed Community Sergeant, she was keen to re-establish links with the community. She would be co-ordinating the work of 8 beat managers and creating a Local Policing Neighbourhood Team. PC Brandon's beat included Thorpe St Andrew and together they would be collecting data and intelligence on emerging crime patterns and allocating resources to deal with this. PC Brandon commented that he was passionate about the local community and establishing a visible presence in the community. He confirmed that links would be made with the High School and he would be holding "surgeries" at community facilities and premises. It was suggested that he could also make use of Town Council owned premises and councillor surgeries to engage with the public and councillors offered to work with him in any way they could to assist him. The Police representative added that they hoped to attend meetings and Town events regularly and to create a presence in the Town wherever possible. They undertook to liaise with the Clerk regarding attending the Christmas lights event. Members noted the latest crime statistics received from Norfolk Constabulary for the Town. In total, 51 logged reports had been included on the crime system and 143 calls taken by the control room.
- (ii) Members noted the report from Cllr Ward who also reported on the following matters:
- Essential work to replace damaged signs on the Broadland Northway would start in November together with additional works on improving signage, road markings and tree and shrub planting.
 - A unique map for the visually impaired had been unveiled at the Norwich Bus Station providing audible information on services. The map was one of only three in the Country.
 - Four shortlisted options for the Western link of the Broadland Northway had now been published and would be out to consultation from 26 November 2018 to 18 January 2019.
- (iii) Cllr Mackie reported on the following County Council matters:
- The County Council continued to work on reducing its current shortfall in funding.
 - Investments were being made in the provision of schools for children

- with special education needs.
 - Investment was being made into adult social care services, highways and for the Better Broadband for Norfolk project.
 - The outcome of the consultation into the governance arrangements for the Fire and Rescue Service was still awaited.
 - Dr W Thompson would be leaving her role as Managing Director of Norfolk County Council to take up another position in December.
 - The Council would be considering the matter of returning to a Cabinet style of governance in December for implementation in May 2019.
- (iv) Cllr Fisher reported that monitoring / surveying of traffic flow on the Broadland Northway was being carried out. There was an awareness of issues regarding signage.
- (v) A local resident raised the matter of the deteriorating condition of the disused bus shelter near the former Thorpe St Andrew Hospital and if there was anything the Town Council could do to encourage the protection of the building. The Clerk undertook to make inquiries. Reference was also made to the poor condition of the telephone box on River Green and the Clerk undertook to raise this with BT.

Note: Father James was present in relation to item 79 on the agenda and it was agreed that his representations be heard at the time the Council considered this matter – see Minute 79 below.

77 FINANCE

- (i) Payments List – voucher numbers 718 to 856 totalling £45,223.88 were approved and signed.
- (ii) Bank Reconciliation Statement – the statement as at 31 October 2018 was noted and approved.

78 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 15 October 2018 – noted.
- (ii) Finance and Staff Committee – 22 October 2018 – it was noted that there were two recommendations to the Town Council which were detailed later in the agenda (see minutes 82 and 83 below).

The Chairman of the Events and Media Committee expressed her thanks and appreciation to all involved in recent events organised in the Town and stated that work on the Christmas lights event was well underway.

79 TRANSFER OF THE MAINTENANCE OF THE CLOSED CHURCHYARD INCLUDING WALLS AND FENCES UNDER S215 OF THE LOCAL GOVERNMENT ACT 1972

The Members considered the report of the Clerk detailing issues regarding the serving of a notice by the Parochial Church Council of Thorpe St Andrew (PCC) under s215 (2) (a) of the Local Government Act 1972 (LGA) on the Town Council to take over

maintenance of the churchyard within three months of serving of the notice, including all walls, fence and boundaries. The situation was complicated by the collapse of the retaining wall at the churchyard in March 2018. Members attention was drawn to a statement on the website of the Diocese of Norwich that the General Synod Office suggest that PCCs endeavour to give at least 12 months' notice of the serving of such a notice in order to allow parish councils time to make appropriate financial provision. There was also advice that the onus was on the PCC to ensure that any churchyard was in decent order and its walls and fences in good repair before responsibility was passed to the local authority. Attention was also drawn to the provision for a parish/town council to resolve to give written notice to a district council and a PCC that the district take over the responsibility at the expiration of the three months. The written notice had been served on the Town Council on 2 October 2018. The Clerk drew members' attention to a number of areas of uncertainty regarding the current situation. The actual costings for the repair work were unknown and could vary from approximately £25k to a significant cost circa £100k. There was uncertainty regarding the current situation with the PCC insurers and with the professional advice sought by the PCC in relation to the condition of the wall. Such a transfer was not strictly legally dependent on work being undertaken before being transferred but there were arguments in support of this in terms of fairness and reasonableness and a decision to not do so could be considered perverse and judicially reviewable. At this stage, such a course of action would be unaffordable to the Town Council alone but could be a matter for discussion with the District Council. A further issue to be born in mind was the fact that consent for any work to the churchyard and the boundary treatments would need to be obtained from the Diocesan Chancellor who might not be willing to accept a more affordable proposal of repairs. The Town Council's response to the serving of the notice would have been a very different if the remedial works had been undertaken. In any event, it would have been preferable for the PCC to have approached the Town Council to discuss the matter and their intentions prior to the serving of the notice which would have allowed all options to be explored.

The Town Clerk then raised a number of questions with Father James on behalf of members.

Father James confirmed that the collapse of the wall in March was of great concern to the Diocese who had made the decision to serve the notice but he did not believe they could force the PCC to take such action. The decision had not been taken lightly but advice was that this was what should be done. The church insurers had asked in August if the s215 notice had been served and, on being told it had not, they had made it clear it was something the PCC should consider. He commented that the courtesy of offering a 12 month period of notice instead of the 3 months tended to relate to recently closed churchyards and that this churchyard had been closed since 1915 during which time the PCC had born the responsibility and cost of maintenance. The churchyard had been maintained to a high standard during this time and at a cost to the PCC which would have normally fallen to the town/district council or their predecessor authority. Notice could have been served at any time during that period and he did not know why this had not been served before. The legislation was there to facilitate community responsibility for the upkeep of churchyards. Throughout the Country most closed churchyards were maintained by local councils and not PCCs. This particular situation was unusual in that it had arisen so long after the closure of the churchyard and following the collapse of the wall. The Town Clerk commented

that his understanding was the courtesy of the 12 month lead-in was to enable local authorities to make provision for the financial implications of the transfer and that it did not relate to the period of closure of the churchyard.

With regard to the condition of the wall, Father James confirmed that the PCC had been aware for 2/3 years that there was a crack in the wall and professional advice taken at the time was that this should be monitored. However, things had moved very quickly resulting in the collapse of the wall. No work to the wall had been undertaken during this time on the advice given and no remedial work carried out since the collapse. In view of any potential issues of litigation, no further comments were made in relation to the advice given to the PCC on this matter. Father James confirmed that the PCC would be willing to share all reports, estimates and professional work undertaken to date with the Town and District Councils together with any publicly available reports and minutes of PCC meetings since the issues with the wall arose.

The Town Clerk commented that, having regard to any potential for litigation, it would appear to be prudent for responsibility for the churchyard to remain with the PCC whilst this matter was being pursued and, in the interests of the public purse, to pursue this matter before contemplating handing responsibility to the local authority. Father James commented that it was not yet clear how this matter would be progressed and there was a possibility the PCC would not be pursuing this matter. However, in the event of any successful claim, any costs obtained would be passed to the local authority in whose ownership the churchyard had been transferred. A fund raising appeal had been launched for the repairs to the wall which to date totalled £8,000. This might be needed to fund any of the initial costs incurred but any balance could be passed on. No other sources of funding had been investigated as the project was not one which it was felt would be high priority or attractive to funding organisations. With regard to the costs, Father James acknowledged that these could be significant but also, following investigation, they could potentially be a lot less than the costs referred to. The PCC had appointed a project manager from within the Diocese to oversee the matter to help reduce costs. The Town Clerk commented that if transferred to a local authority, the matter would have to be managed in accordance with the necessary regulations and contracts submitted to competitive tender, which could increase costs.

With regard to the situation with the insurers, and why notice had been served prior to receipt of the causation report, Father James commented that the advice they had received was that the transfer option was available to them and they had decided to pursue this. It was put to Father James that, given the situation with the insurers and the absence of the causation report, efforts should have been made to insist on this report before the decision was made to use the s215 option. The insurance inspection had been undertaken in September following the collapse of the wall in March. Father James undertook to chase the insurance company for the report. He added that he was of the view that, if the wall was covered by insurance, the PCC would not pursue the s215 option at this time; this was however a matter for decision by the PCC collectively. He was however not confident about the insurance situation. The insurance company used was Ecclesiastical. It was noted that no approach had yet been made to the owners of neighbouring properties to the wall.

In summary, the Town Clerk commented that, despite a Diocese of Norwich agreement in 1981 that PCCs should give 12 months' notice instead of the legal requirement of 3 months' notice to allow time for financial provision to be made, this had not been done and there was no opportunity for the Town Council to make

financial provision for this matter. Ministry of Justice advice was that it was good practice and fair and reasonable when transferring responsibility once a churchyard had been closed, to ensure that the churchyard and its walls and fences were in good condition. Legal advice was that the decision to transfer the responsibility at the present time with the collapsed wall could be considered perverse and open to judicial review. The Town Council was not in a position, in the time available, to finance the repairs to the wall or a judicial review and consideration could be given to serving notice on the District Council to take responsibility for the churchyard. However, this was not felt to be an appropriate course of action, instead the District Council could be invited to join with the Town Council in exploring the option of a judicial review.

Members of the Town Council then discussed the issues raised. Concerns were expressed that the PCC had taken the easy and premature option of serving the notice on the Town Council when so many issues were outstanding and needed to be considered, including the insurance situation, the professional advice given to the PCC, the position of adjoining neighbours and the fact that any work proposed needed to be approved by the Diocese. It would be unreasonable to expect taxpayers to foot the bill for the remedial works, particularly bearing in mind the assets and operating surpluses available to the Church, compared to the level of funding available to the Town Council. It was disappointing that the PCC had not sought to discuss the matter with the Town/District Councils prior to the serving of the notice and this now added a time constraint to the considerations. It was felt there was scope for a working group of representative of the PCC, the Town Council and the District Council to work together to find a way forward on this matter. Members were not minded to pass the matter to the District Council and felt it was not appropriate to consider funding the repair works from the public purse until all other options had been pursued with vigour. In the meantime, it would be helpful for the s215 notice to be withdrawn pending these further investigations as it would remove the time constraint and retain responsibility with the PCC until such a time as it had investigated all outstanding matters. It would be difficult for the PCC to pursue these matters if the responsibility had been passed to another organisation. It would also give the PCC the opportunity to seek legal advice in the light of the response of the Town Council. There was a consensus that, had the transfer been made with the churchyard and boundary treatments in good order and with a reasonable notice period, the Town Council would have accepted the notice. Members felt there was a strong case for considering a judicial review in collaboration with the District Council.

There was also concern that the continued absence of any remedial work to the wall would allow for its continued deterioration.

It was then proposed, seconded and unanimously

RESOLVED that a decision on the serving of a notice by the Parochial Church Council of Thorpe St Andrew under s215 (2) (a) of the Local Government Act 1972 (LGA) on the Town Council to transfer responsibility for the closed churchyard at Thorpe St Andrew Church to the Town Council be deferred until the next meeting pending the following action:

1. the PCC be requested to investigate the outstanding matter of the insurance situation;
2. the PCC be requested to investigate the outstanding matter of the professional advice given on the condition of the wall;

3. the PCC be requested to investigate the situation regarding the neighbouring properties to the wall;
4. the Town Council to liaise with the District Council to explore options for judicial review of the PCC's actions;
5. the PCC be requested to rescind the decision to serve the notice to allow the above matters to be fully explored.

81 THORPE ST ANDREW REFILL SCHEME

Members considered correspondence inviting the Town Council to consider getting involved in a refill scheme being launched jointly by Broadland and South Norfolk Councils. The aim of the scheme was to encourage local communities to champion the scheme and promote the use of refillable water bottles whilst out and about to reduce plastic waste. Local businesses/community premises would be encouraged to allow the public to refill bottles with water from their premises and display posters/stickers promoting this. The Town Council was being invited to sign up to a memorandum of understanding to commit to the scheme.

RESOLVED to agree to sign up to a memorandum of understanding to commit to the scheme.

82 SIR GEORGE MORSE PARK CAFÉ

Members considered the recommendation from the Finance and Staff Committee to support the proposal for the conversion of the store at Sir George Morse Park into a café with the preferred contractor being contractor A at a cost of £35,875 plus VAT. Details of the project were attached to the agenda. Funding arrangements for the project included utilising the commuted sum received for the transfer of the River Green toilet block (£25k) with a view to income received from rental of the café being used to repay this sum, approximately £5k from the River Green budget and the rest from reserves.

RESOLVED to support the proposal for the conversion of the store at Sir George Morse Park into a café with the preferred contractor being contractor A at a cost of £35,875 plus VAT.

Consideration of the following items was deferred until the next meeting of the Council in December:

80 VANE CLOSE CARPARKING

83 BUDGET 2019/20

FUTURE MEETING DATES

Town Council	3 December 2018
Plans Committee	19 November 2018
Finance and Staff	26 November 2018

The meeting closed at 10:10pm

Signed:

Dated:

DRAFT

18th November 2018

Report from Councillor John Ward

Broadland District Council

British Cycling has confirmed that the National Championships are to be held in Norfolk. Time Trials will be on Thursday June 27th and the 100 mile Road Race will be on Sunday June 30th. The race will pass through Broadland. Some 10,000 participants are expected and there will be live TV coverage.

The new joint Managing Director of BDC/SNDC, Trevor Holden, has issued a message to staff and councillors in which he states that from 2nd January there will be a single paid service supporting the members of both councils. Planning is already working together as one team and all other departments will follow.

The annual calendars for all bin collections have now been made digital and can be accessed by residents via the BDC website. Calendars will not be delivered under the bin lids as previously but there will be a flyer sent out highlighting changes over the Christmas period. There will be no brown bin collections over this 2 week period.

Norfolk County Council

Lorne Green, the Police and Crime Commissioner has stated that he will not be seeking re-election in 2020 due to family circumstances.

The first meeting of the new Norfolk Against Scams Partnership (NASP) took place at County Hall with 30 organisations including businesses, charities and community groups taking part.

Norfolk has been ranked 4th out of 28 similar councils in a national independent survey which looks at satisfaction with highways and transport services. The highest scores for the county were for traffic levels and congestion and for the condition of roads and footpaths.

Norfolk County Council has again teamed up with Waterstones to launch the Christmas Tree Appeal. More than 400 children in care in Norfolk write a tag requesting a book and these are then hung on the Christmas tree at Waterstones to invite the generosity of the public to purchase them.

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
857 Fuel & machinery maint	14/11/2018		Bank 1 Current Ac	na	Amendment to codes	Fuel Genie	S	-533.68	-106.74	-640.42
858 Fuel	14/11/2018		Bank 1 Current Ac	na	Amendment to codes	Fuel Genie	S	533.68	106.74	640.42
859 Water	20/11/2018		Bank 1 Current Ac	8042	Water charges - Roxley F	Anglian Water	E	99.28	0.00	99.28
860 Mileage	20/11/2018		Bank 1 Current Ac	online	Mileage	Mr D Sayer	E	62.55	0.00	62.55
861 Maintenance contract	20/11/2018		Bank 1 Current Ac	dd	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
862 Fenn salary	20/11/2018									
863 Fenn - pension employ										
864 Sayer salary										
865 Sayer - pension employ										
866 Bass - salary										
867 Bass - pension employe										
868 Mr T Foreman										
869 Foreman - pension emp										
870 Calver salary										
871 Calver pension employe										
872 Mr G Watkins										
873 Watkins - pension emp										
874 Parr - salary										
875 Parr employers pension										
876 Jones salary										
877 Jones pension employer										
878 Seaman salary										
879 Seaman pension employ										
880 Sayer salary										
881 Sayer - NIC employer										
882 Mr T Foreman										
883 Foreman employers nic										
884 Bass - salary										
885 Bass - NIC employer										
886 Calver salary										
887 Calver -employers nic										
888 Student loan										
889 Mr G Watkins										
890 Parr - salary										
891 Parr - employers NIC										
892 Jones salary										

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
893 Jones nic employer	20/11/2018		Bank 1 Current Ac	8044	Pest control	Burrell Pest control	E	55.00	0.00	55.00
894 Seaman salary	20/11/2018		Bank 1 Current Ac	8044	Pest control	Burrell Pest control	E	55.00	0.00	55.00
895 Seaman employers nic	20/11/2018		Bank 1 Current Ac	8045	Security for Rem Parade	Eventguard	S	414.00	82.80	496.80
896 Matthews - salary	20/11/2018		Bank 1 Current Ac	8045	Security for Fireworks	Eventguard	S	318.00	63.60	381.60
897 Fern salary	20/11/2018		Bank 1 Current Ac	8046	Banner changes	G Sign	S	24.00	4.80	28.80
898 Fern - NIC employer	20/11/2018		Bank 1 Current Ac	8047	Toilet hire	Key Loos	S	730.00	146.00	876.00
899 Mr T Foreman	20/11/2018		Bank 1 Current Ac	8048	Lighting tower	Mervyn Lambert	S	365.00	73.00	438.00
900 Fern salary	20/11/2018		Bank 1 Current Ac	8049	Carrstone	Middletons Aggregate	S	312.18	62.44	374.62
901 Bass - salary	20/11/2018		Bank 1 Current Ac	8050	Rope lights	M D Thompson	S	229.90	45.98	275.88
902 Sayer salary	20/11/2018		Bank 1 Current Ac	8051	Advert in Thorpe Players	Thorpe Players	E	40.00	0.00	40.00
903 Calver salary	20/11/2018		Bank 1 Current Ac	8052	Gas charges - Morse	Total Gas & Power	L	97.29	4.87	102.16
904 Mr G Watkins	20/11/2018		Bank 1 Current Ac	8052	Streetlight-energy charge	Total Gas & Power	S	1,801.47	360.28	2,161.75
905 Parr - salary	20/11/2018		Bank 1 Current Ac	8053	Cleaning - Morse Pavilion	Town and Country Clear	E	580.00	0.00	580.00
906 Matthews - salary	20/11/2018		Bank 1 Current Ac	8053	Cleaning - Fitz Pav	Town and Country Clear	E	580.00	0.00	580.00
907 Jones salary	20/11/2018		Bank 1 Current Ac	8053	Cleaning - Roxley Hall	Town and Country Clear	E	420.00	0.00	420.00
908 Seaman salary	20/11/2018		Bank 1 Current Ac	8053	Maintenance of security s	Town and Country Clear	E	120.00	0.00	120.00
909 Dussindale maintenance	20/11/2018		Bank 1 Current Ac	8054	Goods	Trade UK	S	58.44	11.68	70.12
910 Hillside maintenance	20/11/2018		Bank 1 Current Ac	8054	Goods	Trade UK	S	5.83	1.16	6.99
911 Events Payments/Recei	20/11/2018		Bank 1 Current Ac	8054	Goods	Trade UK	S	81.64	15.56	97.20
912 Events Payments/Recei	20/11/2018		Bank 1 Current Ac	8055	Step ladder	Kent Blaxill	S	62.00	12.40	74.40
913 Events Payments/Recei	20/11/2018		Bank 1 Current Ac	dd	Verge cutting	Fuel Genie	S	148.36	29.67	178.03
914 Events Payments/Recei	20/11/2018		Bank 1 Current Ac	dd	Fuel	Fuel Genie	S	97.63	19.52	117.15
915 Events Payments/Recei	20/11/2018		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98

**Thorpe St Andrew Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
932 Postage	20/11/2018		Bank 1 Current Ac	buscard	Postage	Post Office	E	317.00	0.00	317.00
933 Events Payments/Recei	20/11/2018		Bank 1 Current Ac	buscard	Food fireworks	Post Office	E	55.00	0.00	55.00
934 Town/Neighbourhood pl	20/11/2018		Bank 1 Current Ac	buscard	Survey	Survey Monkey	E	29.17	0.00	29.17
935 Events Payments/Recei	20/11/2018		Bank 1 Current Ac	buscard	Food fireworks	Sainsburys	E	37.30	0.00	37.30
936 Events Payments/Recei	20/11/2018		Bank 1 Current Ac	buscard	Road closure notice	Norfolk County Council	E	36.97	0.00	36.97
937 Receipts and payments	20/11/2018		Bank 1 Current Ac	buscard	Banner sponsorship	Premier Print	E	48.00	0.00	48.00
938 Electricity	20/11/2018		Bank 1 Current Ac	ddl	Electricity - floods/workst	Opus Energy	L	41.87	2.09	43.96
939 Electricity	20/11/2018		Bank 1 Current Ac	ddl	Electricity - Morse Pav	Opus Energy	L	122.01	6.10	128.11
940 Electricity	20/11/2018		Bank 1 Current Ac	ddl	Electricity - Roxley Hall	Opus Energy	L	75.19	3.76	78.95
941 Electricity	20/11/2018		Bank 1 Current Ac	ddl	Electricity - Fitz Pav	Opus Energy	S	364.24	72.85	437.09
942 Telephone	27/11/2018		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
943 Soccer marking	27/11/2018		Bank 1 Current Ac	dd	Soccer marking	Norse	S	378.83	75.77	454.60
944 Field maintenance contr	27/11/2018		Bank 1 Current Ac	dd	Field Maintenance - Rec (Norse	S	551.30	110.26	661.56
945 Shrub bed - St Will Loke	27/11/2018		Bank 1 Current Ac	dd	St Williams Loke - prunin	Norse	S	7.30	1.46	8.76
946 Sports turf maintenance	27/11/2018		Bank 1 Current Ac	dd	Sports Turf - Rec Gnd	Norse	S	525.00	105.00	630.00
947 Turf maintenance	27/11/2018		Bank 1 Current Ac	dd	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
948 Field maintenance contr	27/11/2018		Bank 1 Current Ac	dd	Field Maintenance - Duss	Norse	S	293.65	58.73	352.38
949 Commissioners Cut - pic	27/11/2018		Bank 1 Current Ac	dd	Picnic area maintenance	Norse	S	34.50	6.90	41.40
950 Office telephone	27/11/2018		Bank 1 Current Ac	dd	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
951 Telephone	27/11/2018		Bank 1 Current Ac	dd	Telephone - Morse Pavili	Talk Talk	S	47.95	9.59	57.54
952 Telephone	27/11/2018		Bank 1 Current Ac	dd	Telephone - Fitz Pavilion	Talk Talk	S	31.00	6.20	37.20
953 Town Office	27/11/2018		Bank 1 Current Ac	8056	Laptop	Currys	S	537.54	107.51	645.05
954 Cleaning and cleaning n	27/11/2018		Bank 1 Current Ac	8057	Cleaning Materials	Pattersons	S	287.20	57.44	344.64
955 Events Payments/Recei	27/11/2018		Bank 1 Current Ac	8058	First aid cover	St Johns Ambulance	S	598.40	119.68	718.08
956 Events Payments/Recei	27/11/2018		Bank 1 Current Ac	8059	Xmas lights	M D Thompson	S	118.19	23.64	141.83
957 Events Payments/Recei	27/11/2018		Bank 1 Current Ac	8059	Xmas lights	M D Thompson	S	106.08	21.22	127.30
958 Town Office	27/11/2018		Bank 1 Current Ac	8060	Time clocks	Time Systems	S	450.00	90.00	540.00
Total								31,446.60	1,983.18	33,429.78

PAYMENT LIST

Salaries	vouchers 899-908	November	11686.58
HMRC	vouchers 880-898	Tax and NIC	3136.04
Norfolk Pension Fund	vouchers 862-879	Employer/employee payments	3916.62

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

1 Present: Mr J Fisher – Chairman
Mr F Bowe Mr R Robson Mr S Snelling

Apologies: Mr P Berry Mr N Hancock

In attendance:
Dr T Foreman (Town Clerk) Mrs D Matthews (Committee Officer)

There were 12 members of the public present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None made.

3 MINUTES

The minutes of the meeting held on 15 October 2018 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

REF: 20181773 – 1 Prior Road – a concern was raised about the impact of the loss of car parking space to accommodate the extension.

REF: 20181809 – Thorpe St Andrew High School, Laundry Lane – a number of residents whose properties adjoined the playing field and the proposed new modular classrooms raised concerns about the proposals and the fact that most of them had not been consulted. The proposed music block would be 20m or even less away from the nearest bungalow and there were concerns about noise with no apparent noise assessment having been carried out and no reference to any noise mitigation measures such as sound proofing. The existing building was currently being used for music (drumming) and concerns had been raised with the school about current noise disturbances. The proposed music facility was much larger and there was potential for even more disturbance. The new buildings included windows which could be opened to increase noise emissions. It was felt there were alternative locations on the site which could be used which would not impact on nearby residents. There were also concerns about a proposed air conditioning unit, light pollution and the gas main running through the site of the building.

REF: BA/2018/0407/HOUSEH – 6 Ferryman’s Court, Yarmouth Road – a number of residents from Ferryman’s Court raised concerns about the proposals, in particular, the loss of privacy, loss of visual amenity and increase noise nuisance from the extended balcony. The existing dwellings were very narrow and very close to each other and each had a very small balcony designed for 2 people. The properties were also staggered in pairs and afforded views of the river. The extension to the balcony would impact on the privacy of the neighbouring property by allowing views into the living area. Some form of screening would be necessary to afford privacy but this

would adversely impact on the views from the adjoining property out over the river which was one of the main reasons residents moved to these properties. The design of the collection of dwellings was currently uniform and the changes proposed would adversely affect the visual amenity of the collection of houses and the view of the properties from the river. It would also set an unwelcome precedent for future alterations and affect the value of the properties. There were concerns also about the security risk of introducing external stairs to the property. This stretch of river was well used by rowers, canoe users and children and it was felt the proposed pontoon could potentially have safety implications for use of this stretch of river and would be a hazard to adjoining residents when mooring their boats. It was noted that the residents' mooring was currently restricted to 14 ft boats.

5 PLANNING APPLICATIONS

- (i) REF: 20181579 - 9 Oak Avenue – single storey rear extension (revised plans) **NO OBJECTION.**
- (ii) REF: 20181642 – 170 Thunder Lane – single storey rear extension – **NO OBJECTION.**
- (iii) REF: 20181679 – 17 Roundhead Court – first floor extension - **NO OBJECTION.**
- (iv) REF: 20181686 – 6 Thorpe Close – single storey rear extension. **NO OBJECTION.**
- (v) REF: 20181715 – 89C Yarmouth Road – change of use of double garage and 2 rooms of the main house into a beauty salon and conversion of rear ground floor and first floor of the garage to a one-bedroom self-contained dwelling - **NO OBJECTION.**
- (vi) REF: 20181773 – 1 Prior Road – side and rear extension incorporating extended room in roof - **NO OBJECTION to proposed extension but there is a need for provision to be made on site for replacement parking.**
- (vii) REF: 20181817 – 14 Belmore Close – side and rear extensions and loft conversion – **NO OBJECTION.**
- (viii) REF: 20181809 – Thorpe St Andrew High School, Laundry Lane – removal of mobile classroom and installation of 2 classroom modular building – Members were concerned that residents had not been consulted and there appeared to be no noise mitigation measures within the proposals. It was felt that there were other alternative locations within the school grounds which would be more suitable for the location of music classrooms which would not have an adverse impact on adjoining neighbours. **OBJECTION having regard to existing noise concerns, the absence of any noise mitigation measures and the potential for relocating the classrooms elsewhere on the site. It was agreed to advise the school directly of the Town Council's concerns about the proposals.**

BROADS AUTHORITY

BA/2018/0414/TCAA and BA/2018/0409/TPOA – Norwich Frostbite Sailing Club,

Girling Lane - T1 Sycamore – remove suckers and sever ivy on trunk, T2 Sycamore – fell, T1 Silver Birch – crown lift to 2.5m, remove suckers and sever ivy on trunk, T2 Silver Birch – remove 3 lower branches, crown lift to 2.4m - **NO OBJECTION.**

BA/2018/0407/HOUSEH – 6 Ferryman's Court, Yarmouth Road – proposed ground floor single storey rear extension and balcony over, new bay windows front and rear to second floor, new roof lights to roadside roof slope, rear terrace regraded and new floating pontoon anchored in river. Members had a number of concerns about the proposals including:

- the proposed balcony and its impact on the amenity and privacy of neighbouring properties, and on their views over the river.
- the potential implications for security and noise nuisance of the external staircase.
- the impact of the proposed pontoon on the safety of other users of the river and on the neighbouring residents' use of their moorings.
- The detrimental impact of the proposals on the visual appearance of the collection of properties at Ferryman's Court, particularly from the river, the proposals would not be in keeping with the overall design of the existing properties.
- the bay window would be considered to be acceptable only if side windows included obscure glass.

STRONG OBJECTIONS for the reasons listed above.

ENFORCEMENT NOTICES – CONFIDENTIAL

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

DATES OF NEXT MEETINGS

Town Council	3 December 2018
Plans Committee	17 December 2018

The meeting closed at 8:50pm

Signed:

Dated:

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.

APPENDIX A

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%

APPENDIX B

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

	2017/18	2018/19	2019/20
CAPITAL			
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

	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
ALLOTMENTS						
PAYMENTS						
Duss maint	1180	688	1500	1621	1500	
Duss rent	345	400	400	400	400	
Duss water	225	361	375	162	375	
Hillside maint	1048	494	1300	2167	1300	
Hillside water	362	479	500	243	500	
Rent deposit	339	305		75		
Total	3519	2727	4075	4688	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

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

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

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

CAPTIAL SPENDING	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
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	83289	2000	75831	2000	
TOTAL	41602	101837	49500	98562	34500	
RECEIPTS	43975			514		

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

COMMUNITY INFRASTRUCTURE LEVY	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS	1177		0		0	
RECEIPTS	1981	1322	0		0	

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

VERGE CUTTING	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
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 18/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
PAYMENTS						
Cleaning and cleaning materials Fitz Pav	4590	6340	6000	3670	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				360	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 18/20	Notes
PAYMENTS						
NEWLETTER	1685	1824	1200.00	1201.00	2000.00	
EVENTS	17948	15144	10000.00	1842.00	10000.00	
TOTAL	19631	17068	11200.00	3043	12000.00	
RECEIPTS	14728	16138	12000	950	12000	
TOTAL	14728	16138	12000	950	12000	

GRANTS	Actual 16/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 18/20	Notes
PAYMENTS			0		0	
TOTAL	0	0	0	0	0	
RECEIPTS	0	0	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 18/20	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 18/20	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 18/20	Notes
PAYMENTS						
Morse Pavilion	6284	6030	5778	2920	5523	
Roxley Hall	22354	21937	21520	10812	21103	
River Green lights			2740	2019	3586	
Town Hall/Fitz	2052	4071	4027		3983	
TOTAL	30690	32038	34065	15751	34175.00	
River Green lights loan						
RECEIPTS				58201		

SIR GEORGE MORSE PARK	Actual 16/17	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	565	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	6000	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	606	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	27969	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	2494					
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	

	Actual 18/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Notes
STREET LIGHTING						
PAYMENTS						
Energy charge	19687	18268	20000	8598	20000	
Maintenance contract	4400	4000	5760	2600	5760	Contract expires 2020
Repairs	2135	690	0	125	0	
TOTAL	25222	22958	25760	11521	25760	
RECEIPTS						
Repairs				0		

	Actual 18/17	Actual 17/18	Budget 18/19	Actual 6mths 18/19	Budget 19/20	Note
TOWN HALL OFFICE						
PAYMENTS						
Audit	1510	1300	1500	1741	1800	
Bank charges	451	410	450	146	450	
Chairmans Expenses	1384	1470	1200	437	1200	
Computer/photocopier	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	29832	21046	22425	16771	26660	
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 18/17	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 18/20	
PAYMENTS						
Foreman salary	32697	38054	41025	19863	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	1801	1540	628	1607	
Fenn NIC employer	457	30		20	0	
Bass salary	9269	9083	9318	4659	8508	
Bass pen -employer	1947	1953	205	1025	2139	
Bass NIC employer	160	132	150	61	170	
Sayer salary	26840	27826	28317	14159	28895	
Sayer pension employer	5447	5940	6230	3115	6501	
Sayer NIC employer	2480	2886	2750	1373	2815	
Calver Salary	17425	17935	21000	10380	21429	
Calver pension employer	3659	3858	4620	2310	4821	
Calver employers NIC	1285	1350	1700	868	1740	
Watkins Salary	5077	9841	16000	7250	16328	
Watkins pension employer	1013	2073	3520	1595	3873	
Watkins nic			1250		1280	
Parr Salary	5382	14256	14790	7395	15082	
Parr pension employer	983	3065	3255	1627	3398	
Parr employers NIC	277	841	950	439	872	
Matthews Salary	425	1789	2000	783	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%			