

Thorpe St Andrew Town Council
Minutes of the meeting
held on 6 November 2017 at 7.30pm

74 Present:

| | | | |
|---------------------|--------------|-------------|----------------|
| Mr I Mackie | (Town Mayor) | Mr J Fisher | (Deputy Mayor) |
| Mr P Berry | Mr F Bowe | Mr J Emsell | Mrs J Fisher |
| Mrs T Mancini-Boyle | Mr L Reeves | Mr N Shaw | Mr S Snelling |
| Mr J Ward | Mr R Wooden | | |

Apologies:

| | | | |
|--------------|-------------|-------------|------------|
| Mr N Hancock | Miss S Lawn | Mr R Robson | Mr D Sears |
|--------------|-------------|-------------|------------|

In attendance:

| | | | |
|-------------------------|--------------|----------------|---------------------|
| Dr T Foreman | (Town Clerk) | Mrs D Matthews | (Committee Officer) |
| 2 Members of the public | | | |
| 1 PCSO | | | |

75 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

| Member | Minute No & Item | Nature of Interest |
|-----------|---------------------------------------|---------------------|
| Mr F Bowe | 81 - Norfolk Police 2020 Consultation | Relative was a PCSO |

76 MINUTES

The Minutes of meeting held on 2 October 2017 were agreed and signed as a true record.

77 ANNOUNCEMENTS

- (i) The Town Mayor reported on the very sad news that Mr Russell James had passed away. Mr James has served as the founder Mayor of the Town from 2006 to 2011 and had been a very hard working, influential, highly regarded member of the Town Council. A number of councillors and a member of the public paid tribute to Mr James. Mr Ward stated that he had been deputy Mayor alongside Mr James and he had learnt a great deal from him about local government and local history. Mr Fisher stated that Mr James had been his mentor when he first started out as an elected member and that he had been totally committed to Thorpe St Andrew and had introduced many good practices which were still serving well today. Others commented on how Mr James was always friendly, helpful and welcoming to everyone and would very much be missed. The Town Clerk read extracts from a letter prepared by Mr James for the Town records in the event of his death, a copy of which would be made available for members to read. Mr James had been granted Freedom of the Town, an honour he was extremely proud of. The Town Council stood in silent tribute to Mr James.

The Mayor went on to thank all staff, members and volunteers who had helped organise the fireworks event held the previous evening which had been a great success with a high turnout and very positive feedback from those attending.

He also reported that he had met with the local highway engineer recently to discuss a number of matters including the issue of the pathway on Plumstead

Road. He had attended the memorial service for Bill Tarring and he reminded members of the remembrance parade commencing at 2pm from Broadland District Council Offices on remembrance Sunday. The Mayor thanked staff for the production of the latest edition of Thorpe News and, on behalf of the Council, he congratulated the Town Clerk on his recent success in achieving his doctorate.

- (ii) The Town Clerk thanked members for their help in supporting staff with the organisation and manning of the fireworks event which had been a great team effort. He reported that he had attended various meetings during the last month with the Friends of Thorpe Parks, the Broads Authority, the District Council, the Norfolk Cricket Board and NORSE. He had also assisted Chole Smith's office with an enquiry. He reported on proposal by Thorpe Players to host a radio play which would be broadcast at the dementia café and that the Mayor had been invited to partake in the broadcast.

78 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 PCSO present reported that there had been 38 reported crimes since the last report and up to 4 November. (There had only been one incident on 5 November and this had not been related to the Town's fireworks event.) Reported crimes included 6 thefts with one young person who was linked to a number of crimes now imprisoned out of the area. Another individual had been caught drug dealing in the area and was being dealt with. There had also been 4 burglaries in the area which was quite high but three offenders had been caught.
- (ii) Members noted the report of Cllr Ward who added that he would be attending the opening of a section of the NDR the following day.
- (iii) Cllr Mackie reported that the County Council Policy and Recourses Committee had met to consider the budget and it was recommending there be a 4.9% increase in council tax which would equate to an additional £60 per year for a band D property.
- (iv) Cllr Fisher reported on the launch of the Ofo bike hire project in Norfolk. The County was the third in the Country (Cambridge and Oxford having already got schemes) to be chosen by the Chinese company for the bike hire scheme and it was much welcomed. There were 300 bikes available in the County and 10 fulltime jobs had been created. He went on to report that all Thorpe St Andrew households would soon be receiving the "Plan, Eat, Save" leaflet helping them to avoid wasting food.

- (v) Cllr Shaw reported that he would be attending a meeting of the Local Government Association Strategic Aviation (Special Interest Group) on 16 November and that the Group would be responding to a consultation from the Department for Transport on air space in Britain and proposals for Heathrow airport. Studies indicated that there could be a negative impact on passenger numbers at Norwich if the proposals for Heathrow proceeded.
- (vi) Mr Martins congratulated the Town Council on a very successful firework event. He asked for a progress report on the proposals for River Green. The Town Clerk reported that the planning application for the proposals had been considered by the Broads Authority Navigation Committee with no objections in principal and would now be considered by the Broads Authority Planning Committee later that week. The Mayor thanked the Town Clerk for progressing this matter.
- (vii) Mr Seaman stated that members were aware of proposals by Norfolk Constabulary to cut the role of PCSOs in the County. He stated that it had been a privilege and a pleasure to serve Thorpe St Andrew as a PCSO for the past 11 years and he thanked members for their support in working with him during that time. On behalf of the Council, the Mayor thanked Mr Seaman and his colleagues for the work they had undertaken in the Town over the years.

79 FINANCE

- (i) Payments List – Voucher numbers 647 - 783 totalling £72,861.81 were approved and signed.
- (ii) Bank Reconciliation Statement – a copy of the statement was circulated, approved and signed.

80 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 9 October 2017 – noted. Members noted the current position regarding the Pinebanks site and that lorries carrying debris from demolition work would be using the exit onto Yarmouth Road which might have some bearing on the potential to include this access as part of development proposals.
- (ii) Finance and Staff Committee – 16 October 2017 – noted

81 NORFOLK POLICE 2020 CONSULTATION

The Town Council considered the report of the Clerk on changes to Norfolk Constabulary following a review of the service. The main impact of the proposed changes on the Town Council would be the loss of PCSOs. The changes were immediate and the Mayor expressed concerns at the impact of such changes at short notice on the Town with the loss of its 3 PCSOs and the Safer Neighbourhood Team and no firm proposals for any alternative arrangements. Examples were given of the good work undertaken by the PCSOs in the Town, for example, working with schools

to address very topical internet/phone issues such as “sexting” PCSOs also worked closely with the Town Council on all matters including reviewing CCTV footage to identify offenders and there was concern that this effective, joint working would be lost. Some members supported this view and the negative impact of the changes on the Town and the lack of consultation with stakeholders. Some members were concerned that without a local presence there could be an increase in local crime, particularly having regard to the expansion of the Town. Concern was also raised about the loss of valuable knowledge and experience gained by the PCSOs over many years. The Mayor proposed, duly seconded, that the Town Council write to the Chief Constable of Norfolk Constabulary raising concerns about the loss of PCSOs and the lack of consultation with stakeholders and seeking reassurance that there was a commitment to some form of replacement service for the Town.

Other Members were of the view that crime was changing and there was a need for change in the way the Police dealt with crime. Despite to the loss of PCSOs, the number of fully operational Police Officers would increase together with the number of special constables and new policing methods were being developed. The Town Council would be able to build good relations with the special constables for the area. There was concern however that the proposals did not identify what level of service the Town would receive from the special constables and there was a need for clarity about the impact of the proposals on the Town and some commitment to ensure the Town would be adequately serviced.

The proposal was then put to the vote and with 6 members voting for, 6 against the Mayor exercised his casting vote in favour of the proposal and it was

RESOLVED that the Town Council write to the Chief Constable of Norfolk Constabulary raising concerns about the loss of PCSOs and the lack of consultation with stakeholders and seeking reassurance that there was a commitment to some form of replacement service for the Town.

82 DONATION TO ST WILLIAMS WAY LIBRARY

The report of the Town Clerk detailed a request for a donation of £100 for new Lego for the children’s group at St Williams Way Library. The Library made a valuable contribution to the local community and it was

RESOLVED that the Town Council agree to make a donation of £100 to St Williams Way Library for new Lego for the children’s group, the donation being made in accordance with s137 of the Local Government Act.

83 UPDATE ON BOWLS CLUB BREACH

The Town Clerk reminded members of the situation regarding the breach of the tenancy conditions by the Bowls Club in not maintaining the bowls club premises. He had held numerous meetings with the Club who had raised concerns that they were unlikely to be able to undertake the work within the required timeframe and would be putting this view forward to the Town Council. The Clerk had reminded the club that the terms of the tenancy remained in force and failure to comply within the required

timeframe would result in the lease converting to a statutory lease. Members noted the current situation.

84 UPDATE ON THORPE LUNCHEON CLUB

The Town Council considered the report of the Town Clerk updating members on progress with setting up the Thorpe Luncheon Club. Members welcomed the progress to date and the suggested logo and that the club would launch in January 2018. It was noted that, whilst initially the Town Council would be providing the use of the hall to the volunteer group hosting the dinners free of charge, the hire of the hall was subject to the usual terms and conditions and could be reviewed at any time in the future if needed. Members were keen to see the luncheon club thrive and agreed to monitor the progress. Members noted that it was still intended to include an article in the next edition of Thorpe News about activities for older people in the Town.

RESOLVED to support the proposed luncheon club as outlined above and endorse the decision of the Finance and Staff Committee to purchase a portable table top hob/oven – funded in accordance with s137 of the Local Government Act.

85 BUSINESS INTEREST IN CAFÉ PROJECT

Members considered the letter of interest from “Nanny’ Cakes” in the prospect of running the proposed café at the Morse Pavilion. The Town Clerk advised members that the interested party had suggested that a trial period of providing a temporary café service from a portable “tent” might be useful for both parties for them to gauge the possible take-up of refreshments and members supported this idea.

RESOLVED that support be given in principal to the expression of interest in running the café at the Morse Pavilion subject to confirmation of further details relating to the business case and to a trial period of running a temporary refreshment facility.

86 NORFOLK ASSOCIATION OF LOCAL COUNCILS (NALC) - MEMBERSHIP

Cllr Fisher reminded members that the Town Council had decided not to renew its subscription to NALC in 2017 and he invited members to consider if they felt there had been any consequences to not joining and if it there was any merit to renewing its subscription. The Town Clerk reported that, administratively the Council had not encountered any issues arising from not being members of NALC. Parish/Town clerks had their own governing body and it was a matter for members to determine if they felt there was any benefit in subscribing to NALC as the organisation existed primarily to support elected members. Having regard to the level of fees and the benefits of membership, it was members felt there was no need to renew the membership.

RESOLVED that the Town Council does not take out membership of the Norfolk Association of Local Councils.

FUTURE AGENDA ITEMS

Items put forward for possible inclusion were: Youth Council and Fishing on River Green

FUTURE MEETING DATES

| | |
|--------------|-----------------|
| Town Council | 4 December 2017 |
|--------------|-----------------|

The meeting closed at 9:20pm

Signed:

Dated:

DRAFT

19th November 2017

Report from Councillor John Ward

Broadland District Council

Norwich & Norfolk Eco Awards are asking schools, businesses, local food producers, community groups and individuals to submit entries. Details at www.eco-awards.co.uk

Broadland is one of 5 Norfolk District Councils working with the N&N University Hospital to support patients through the 'District Direct Service' which is designed to prevent unnecessary hospital stays and re-admissions. It will support patients to return home and help them stay living independently for longer.

Norfolk County Council

NCC owned Scottow Enterprise Park (former RAF Coltishall) has been shortlisted in the Best Service Delivery Model category in the 2018 LGC Awards.

30 new childrens social workers have joined NCC in the last month as part of the Council's successful campaign to grow its own talent. The latest recruits take the number of staff to join the scheme to 187 over 3 years.

NCC's Public Health have awarded a contract for a new integrated alcohol & drug behaviour change service. The new provider 'Change, Grow, Live.(CGL) will provide treatment, recovery and building community resilience for Norfolk Adults aged 18+ who are affected by substance misuse.

A new cycle/pedestrian shared route is proposed from the front of Tesco, along Blue Boar Lane and along the side of the new bus access, opposite Linacre Ave, into the new estate on the Whitehouse Farm site.

On 10th November I was present and helped cut the ribbon on the first completed section of the NDR (Cromer Rd to Fakenhan Rd). The final cost is expected to be £205m which is £19m more than budgeted. This is not a fixed cost contract so the final figure was always subject to change (£7m will come from the existing capital programme and £12m from internal borrowing from cash balances) There are many reasons for the increased costs but the greatest is the utility diversions and Network Rail costs of £8.9m.

**Thorpe St Andrew Town Council
PAYMENTS LIST**

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|-------------------|-----------|----------------------------|----------------------|----------|--------|-------|--------|
| 784 | 07/11/2017 | | Bank 1 Current Ac | dd | Mobile - office | O2 | S | 13.50 | 2.70 | 16.20 |
| 785 | 07/11/2017 | | Bank 1 Current Ac | dd | Mobile telephones - Rec (| O2 | S | 40.92 | 8.18 | 49.10 |
| 786 | 07/11/2017 | | Bank 1 Current Ac | dd | Fuel | Fuel Card Services | S | 150.97 | 30.20 | 181.17 |
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| 814 | | | | | | | | | | |
| 815 | 20/11/2017 | | Bank 1 Current Ac | dd | Street light - maintenance | Cozens UK Ltd | S | 400.00 | 80.00 | 480.00 |
| 816 | 20/11/2017 | | Bank 1 Current Ac | 7697 | Allotment rent/deposit | Mr P Bentley | E | 44.00 | 0.00 | 44.00 |
| 817 | 20/11/2017 | | Bank 1 Current Ac | 7698 | Fireworks | Ben Burgess | S | 306.62 | 61.33 | 367.95 |
| 818 | 20/11/2017 | | Bank 1 Current Ac | 7698 | Service equipment | Ben Burgess | S | 388.84 | 77.76 | 466.60 |
| 819 | 20/11/2017 | | Bank 1 Current Ac | 7699 | Pest control | Burrell Pest control | E | 55.00 | 0.00 | 55.00 |

Thorpe St Andrew Town Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|-------------------------|------------|-------------------|-----------|----------------------------|-------------------------|----------|--------|--------|----------|
| 820 | Dussindale maintenance | 20/11/2017 | Bank 1 Current Ac | 7699 | Pest control | Burrell Pest control | E | 55.00 | 0.00 | 55.00 |
| 821 | Sports turf maintenance | 20/11/2017 | Bank 1 Current Ac | 7700 | Spray fields | Collier Turf Care Ltd | S | 891.00 | 178.20 | 1,069.20 |
| 822 | Photocopy charges | 20/11/2017 | Bank 1 Current Ac | 7701 | Photocopying | Eastern Business System | S | 52.39 | 10.48 | 62.87 |
| 823 | Stationery | 20/11/2017 | Bank 1 Current Ac | 7702 | Stationery | Espo | S | 21.00 | 4.20 | 25.20 |
| 824 | Office equipment | 20/11/2017 | Bank 1 Current Ac | 7702 | Chair | Espo | S | 115.00 | 23.00 | 138.00 |
| 825 | Stationery | 20/11/2017 | Bank 1 Current Ac | 7702 | Stationery | Espo | S | 21.11 | 4.22 | 25.33 |
| 826 | Events Payments/Recei | 20/11/2017 | Bank 1 Current Ac | 7703 | Security for Rem Parade | Eventguard | S | 414.00 | 82.80 | 496.80 |
| 827 | Events Payments/Recei | 20/11/2017 | Bank 1 Current Ac | 7703 | Security for Fireworks | Eventguard | S | 222.00 | 44.40 | 266.40 |
| 828 | Grounds machinery | 20/11/2017 | Bank 1 Current Ac | 7704 | Goods | Felthorpe Lawnmower S | S | 40.99 | 8.20 | 49.19 |
| 829 | Play equipment mainter | 20/11/2017 | Bank 1 Current Ac | 7705 | Replace equip | G B Sport and Leisure | S | 467.85 | 93.57 | 561.42 |
| 830 | Events Payments/Recei | 20/11/2017 | Bank 1 Current Ac | buscard | Flag holder | Hampshire Flag Compar | S | 42.98 | 8.60 | 51.58 |
| 831 | Buildings & amenity are | 20/11/2017 | Bank 1 Current Ac | 7707 | Professional services Rive | Hanson Barron Smith | S | 395.00 | 79.00 | 474.00 |
| 832 | Buildings & amenity are | 20/11/2017 | Bank 1 Current Ac | 7707 | Professional services Bow | Hanson Barron Smith | S | 755.00 | 151.00 | 906.00 |
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| 852 | Events Payments/Recei | 20/11/2017 | Bank 1 Current Ac | 7709 | Toilet hire | Key Loos | S | 390.00 | 78.00 | 468.00 |
| 853 | Events Payments/Recei | 20/11/2017 | Bank 1 Current Ac | 7710 | Chain | Lamberts | S | 76.08 | 15.22 | 91.30 |
| 854 | Events Payments/Recei | 20/11/2017 | Bank 1 Current Ac | 7711 | Lighting tower | Mervyn Lambert | S | 300.00 | 60.00 | 360.00 |
| 855 | Cleaning and cleaning n | 20/11/2017 | Bank 1 Current Ac | 7712 | Cleaning Materials | Mainman Supplies | S | 31.25 | 6.25 | 37.50 |
| 856 | Training | 20/11/2017 | Bank 1 Current Ac | 7712 | Clothing H & S | Mainman Supplies | S | 243.55 | 48.71 | 292.26 |
| 857 | Training | 20/11/2017 | Bank 1 Current Ac | 7712 | Clothing H & S | Mainman Supplies | S | 32.00 | 6.40 | 38.40 |
| 858 | Cleaning bus shelters | 20/11/2017 | Bank 1 Current Ac | 7713 | Cleaning bus shelters | R Marmoy | E | 100.00 | 0.00 | 100.00 |

Thorpe St Andrew Town Council PAYMENTS LIST

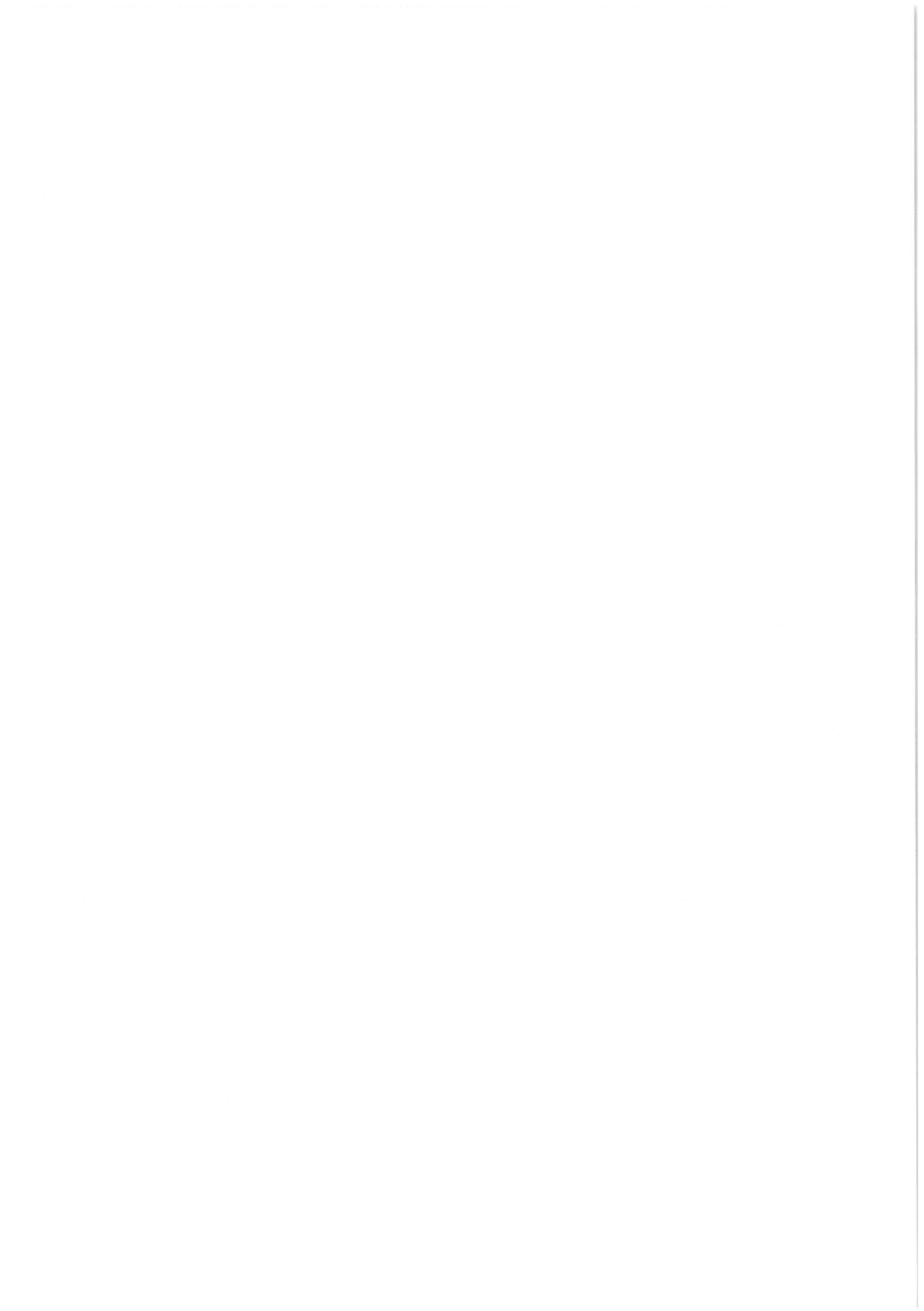
| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------------------------|-------------------|-----------|-----------------------------|-------------------------|----------|--------|--------|----------|
| 859 | 20/11/2017 | Events Payments/Recei | Bank 1 Current Ac | 7714 | First aid cover | St Johns Ambulance | S | 563.20 | 112.64 | 675.84 |
| 860 | 20/11/2017 | S137 payments and dor | Bank 1 Current Ac | 7715 | Donation | St Williams Way Library | E | 100.00 | 0.00 | 100.00 |
| 861 | 20/11/2017 | Wheeled/litter/dog bins | Bank 1 Current Ac | 7716 | Litter/dog bins Duss Park | Scooper Dooper | E | 416.00 | 0.00 | 416.00 |
| 862 | 20/11/2017 | Wheeled/litter/dog bins | Bank 1 Current Ac | 7716 | Litter/dog bins - Rec Grn | Scooper Dooper | E | 326.44 | 0.00 | 326.44 |
| 863 | 20/11/2017 | River Green maintenanc | Bank 1 Current Ac | 7716 | Litter/dog bins - River Gr | Scooper Dooper | E | 216.64 | 0.00 | 216.64 |
| 864 | 20/11/2017 | Receipts and payments | Bank 1 Current Ac | 7717 | Plants | Taverham Nursery Cent | S | 66.38 | 13.28 | 79.66 |
| 865 | 20/11/2017 | Events Payments/Recei | Bank 1 Current Ac | 7718 | Electrical goods | M D Thompson | S | 202.58 | 40.52 | 243.10 |
| 866 | 20/11/2017 | Miscellaneous | Bank 1 Current Ac | 7719 | Advert in newsletter | Thorpe Players | E | 40.00 | 0.00 | 40.00 |
| 867 | 20/11/2017 | Cleaning and cleaning n | Bank 1 Current Ac | 7720 | Cleaning - Morse Pavilion | Town and Country Clear | E | 440.00 | 0.00 | 440.00 |
| 868 | 20/11/2017 | Cleaning | Bank 1 Current Ac | 7720 | Cleaning - Fitz Pav | Town and Country Clear | E | 730.00 | 0.00 | 730.00 |
| 869 | 20/11/2017 | Cleaning | Bank 1 Current Ac | 7720 | Cleaning - Roxley Hall | Town and Country Clear | E | 370.00 | 0.00 | 370.00 |
| 870 | 20/11/2017 | Fitzmaurice Pavilion | Bank 1 Current Ac | 7721 | Goods | Trade UK | S | 36.70 | 7.34 | 44.04 |
| 871 | 20/11/2017 | Fitzmaurice Pavilion | Bank 1 Current Ac | 7721 | Goods | Trade UK | S | 16.27 | 3.25 | 19.52 |
| 872 | 20/11/2017 | Fitzmaurice Pavilion | Bank 1 Current Ac | 7721 | Goods | Trade UK | S | 168.23 | 33.65 | 201.88 |
| 873 | 20/11/2017 | Fitzmaurice Pavilion | Bank 1 Current Ac | 7721 | Wheel bins | Trade UK | S | 121.29 | 24.25 | 145.54 |
| 874 | 20/11/2017 | Roxley Hall | Bank 1 Current Ac | 7722 | Painting Roxley Hall | Dale Wiseman | E | 586.00 | 0.00 | 586.00 |
| 875 | 20/11/2017 | Morse - gas/expenditurt | Bank 1 Current Ac | 7723 | Gas charges - Morse | Total Gas & Power | S | 214.90 | 42.98 | 257.88 |
| 876 | 20/11/2017 | Events Payments/Recei | Bank 1 Current Ac | 7724 | Donkey rides | Scrabby Centre donkeys | S | 120.00 | 24.00 | 144.00 |
| 877 | 20/11/2017 | Sport Turf maintenance | Bank 1 Current Ac | 7700 | Spray fields | Collier Turf Care Ltd | S | 891.00 | 178.20 | 1,069.20 |
| 878 | 20/11/2017 | Chairmans expenses | Bank 1 Current Ac | buscard | Wine glass rental | Morrisons | E | 30.55 | 0.00 | 30.55 |
| 879 | 20/11/2017 | Projects | Bank 1 Current Ac | buscard | Planning application Rive | Broadland District Coun | E | 97.50 | 0.00 | 97.50 |
| 880 | 20/11/2017 | Computer/Photocopier | Bank 1 Current Ac | buscard | TV Bracket | Amazon | E | 14.95 | 0.00 | 14.95 |
| 881 | 20/11/2017 | Computer/Photocopier | Bank 1 Current Ac | buscard | Shredder | Amazon | S | 114.94 | 22.99 | 137.93 |
| 882 | 20/11/2017 | Events Payments/Recei | Bank 1 Current Ac | buscard | Banners | R P Colman | S | 16.16 | 1.83 | 17.99 |
| 883 | 20/11/2017 | Events Payments/Recei | Bank 1 Current Ac | buscard | Banners | Premier Print | S | 150.00 | 30.00 | 180.00 |
| 884 | 20/11/2017 | Stationery | Bank 1 Current Ac | buscard | Stationery | Iris software group | S | 39.00 | 7.80 | 46.80 |
| 885 | 20/11/2017 | Fuel | Bank 1 Current Ac | dd | Fuel | Fuel Card Services | S | 86.07 | 17.21 | 103.28 |
| 886 | 20/11/2017 | Electricity | Bank 1 Current Ac | dd | Electricity - Fitz Pav | Opus Energy | S | 339.55 | 67.91 | 407.46 |
| 887 | 20/11/2017 | Electricity | Bank 1 Current Ac | dd | Electricity - Roxley Hall | Opus Energy | L | 113.57 | 5.68 | 119.25 |
| 888 | 20/11/2017 | Electricity | Bank 1 Current Ac | dd | Electricity - floods/workst | Opus Energy | L | 30.29 | 1.51 | 31.80 |
| 889 | 20/11/2017 | Electricity | Bank 1 Current Ac | dd | Electricity - Morse Pav | Opus Energy | L | 95.22 | 4.76 | 99.98 |
| 890 | 28/11/2017 | Telephone | Bank 1 Current Ac | dd | Barrier line rental | Wireless Logic Ltd | S | 4.00 | 0.80 | 4.80 |
| 891 | 28/11/2017 | Soccer marking | Bank 1 Current Ac | dd | Soccer marking | Norse | S | 378.83 | 75.77 | 454.60 |
| 892 | 28/11/2017 | Field maintenance contr | Bank 1 Current Ac | dd | Field Maintenance - Rec | Norse | S | 551.30 | 110.26 | 661.56 |
| 893 | 28/11/2017 | Shrub bed - St Will Loke | Bank 1 Current Ac | dd | St Williams Loke - prunin | Norse | S | 7.30 | 1.46 | 8.76 |
| 894 | 28/11/2017 | Sports turf maintenance | Bank 1 Current Ac | dd | Sports Turf - Rec Gnd | Norse | S | 525.00 | 105.00 | 630.00 |
| 895 | 28/11/2017 | Sport Turf maintenance | Bank 1 Current Ac | dd | Sports Turf - Duss | Norse | S | 126.67 | 25.33 | 152.00 |
| 896 | 28/11/2017 | Field maintenance contr | Bank 1 Current Ac | dd | Field Maintenance - Duss | Norse | S | 293.65 | 58.73 | 352.38 |
| 897 | 28/11/2017 | Commissioners Cut - picr | Bank 1 Current Ac | dd | Picnic area maintenance | Norse | S | 34.50 | 6.90 | 41.40 |

**Thorpe St Andrew Town Council
PAYMENTS LIST**

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|-------------------|-----------|---------------------------|-------------------------|----------|------------------|-----------------|------------------|
| 898 | 28/11/2017 | | Bank 1 Current Ac | dd | Verge cutting | Norse | S | 1,979.16 | 395.83 | 2,374.99 |
| 899 | 28/11/2017 | | Bank 1 Current Ac | dd | Lease payment | Bussey & Sabberton | S | 277.48 | 55.50 | 332.98 |
| 900 | 28/11/2017 | | Bank 1 Deposit Ac | dd | Wheeled bins | Veolia | S | 45.16 | 9.03 | 54.19 |
| 901 | 28/11/2017 | | Bank 1 Deposit Ac | dd | Wheeled bins | Veolia | S | 45.16 | 9.03 | 54.19 |
| 902 | 28/11/2017 | | Bank 1 Current Ac | online | Water charges - Roxley H | Anglian Water | E | 110.27 | 0.00 | 110.27 |
| 903 | 28/11/2017 | | Bank 1 Current Ac | online | Water charges - Cemetar | Anglian Water | E | 25.58 | 0.00 | 25.58 |
| 904 | 28/11/2017 | | Bank 1 Current Ac | 7725 | Event notice | Mrs J Fenn - petty cash | E | 21.00 | 0.00 | 21.00 |
| 905 | 28/11/2017 | | Bank 1 Current Ac | 7725 | Printing | Mrs J Fenn - petty cash | S | 30.00 | 6.00 | 36.00 |
| 906 | 28/11/2017 | | Bank 1 Current Ac | 7725 | Dementia cafe goods | Mrs J Fenn - petty cash | E | 4.45 | 0.00 | 4.45 |
| 907 | 28/11/2017 | | Bank 1 Current Ac | 7725 | Pictures | Mrs J Fenn - petty cash | E | 14.00 | 0.00 | 14.00 |
| 908 | 28/11/2017 | | Bank 1 Current Ac | 7726 | Roxley Hall gas | British Gas | L | 307.54 | 15.37 | 322.91 |
| 909 | 28/11/2017 | | Bank 1 Current Ac | 7727 | Stationery | Espo | S | 19.55 | 3.91 | 23.46 |
| 910 | 28/11/2017 | | Bank 1 Current Ac | 7728 | Banner changes | G Sign | S | 38.00 | 7.60 | 45.60 |
| 911 | 28/11/2017 | | Bank 1 Current Ac | 7729 | Gas/oil | Mervyn Lambert | S | 100.00 | 20.00 | 120.00 |
| 912 | 28/11/2017 | | Bank 1 Current Ac | 7730 | Streetlight-energy charge | Total Gas & Power | S | 1,586.04 | 317.20 | 1,903.24 |
| 913 | 28/11/2017 | | Bank 1 Current Ac | 7731 | Cleaning - Morse Pavilion | Town and Country Clear | E | 340.00 | 0.00 | 340.00 |
| 914 | 28/11/2017 | | Bank 1 Current Ac | 7731 | Cleaning - Roxley Hall | Town and Country Clear | E | 220.00 | 0.00 | 220.00 |
| 915 | 28/11/2017 | | Bank 1 Current Ac | 7731 | Cleaning - Fitz Pav | Town and Country Clear | E | 500.00 | 0.00 | 500.00 |
| Total | | | | | | | | 37,029.71 | 3,025.94 | 40,055.65 |

PAYMENT LIST

| | | | | |
|----------------------|-------------------|----------------------------|---|----------|
| Salaries | vouchers 787 -796 | November | £ | 10282.10 |
| HMRC | vouchers 833 -851 | Tax and NIC | | 2906.94 |
| Norfolk Pension Fund | vouchers 797-814 | Employer/employee payments | | 3436.55 |



**Thorpe St Andrew Town Council
Minutes of the Plans Committee meeting held on
13 November 2017 at 7.30pm**

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

Apologies: Mr D Sears

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

There were 52 members of the public present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The Minutes of the meeting held on 9 October 2017 were agreed and signed as a true record.

4 PLANNING ITEMS RAISED BY RESIDENTS

The following matters were raised by residents present in relation to applications on the agenda:

REF: REF: 20171884 – 6 Thorpe Close – the applicant explained the reasons for the extension and confirmed that the proposed extension would be 2ft. closer to their boundary which was some 10ft away.

REF: 20171779 – 38 Aerodrome Crescent – the applicants confirmed the new converted garage would be for use by the family and would not be heated by a wood burner. They had taken advice about the replacement storage shed and this would be kept below the height required.

5 PLANNING APPLICATIONS

- (i) REF: 20171557 – 21 Spinney Close – rear infill conservatory. **NO OBJECTION**
- (ii) REF: 20171593 – 276 Plumstead Road East – two storey extension to side of property, erection of single storey garden room, extension to rear and loft conversion. **NO OBJECTION.**
- (iii) REF: 20171702 – 27 Thorpe Avenue – single storey side extension and retrospective permission for erection of outbuilding. Members were concerned about the size of the outbuilding and its potential for use as living accommodation and felt there should be a condition to restrict use of the building. **NO OBJECTION subject to conditions to prevent the building being used as living accommodation.**

- (iv) REF: 20171732 - 5 Margetson Avenue –proposed single storey front and rear extensions together with 2 storey side extension and garage - revised. **NO OBJECTION.**
- (v) REF: 20171779 – 38 Aerodrome Crescent – annexed dwelling conversion of existing garage. Members felt there was a need to restrict use of the annexed dwelling to family members. **NO OBJECTION subject to conditions to ensure that use of the building is integral to the main dwelling.**
- (vi) REF: 20171795 – 24 Thor Close – erection of PVCU conservatory at rear. **NO OBJECTION.**
- (vii) REF: 20171875 – 15 Thor Close – single storey rear extension. **NO OBJECTION.**
- (viii) REF: 20171882- 142 St Williams Way – proposed rear conservatory. **NO OBJECTION.**
- (ix) REF: 20171884 – 6 Thorpe Close – single storey extension. Members had regard to the comments of the applicants regarding the proximity of the extension to the boundary, noting the distances, and the proposed use of the extension and also had regard to the letter received from a neighbouring property raising concerns about the extension. **NO OBJECTION.**

For information:

APP/K2610/D/17/3176412 – Rivergreen Cottage, 69 Yarmouth Rd – new balcony railings – retrospective – to appeal.

BA/2017/0360/LBC – no objections raised by Town Council.

BA/2017/0352/NONMAT – Frostbites – reduction in size of extension – approved.

BA/2017/0316/TCAA – 24 Yarmouth Road - tree works – removal of T1 Sumac - consent given.

ENFORCEMENT NOTICES – CONFIDENTIAL

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

DATES OF NEXT MEETINGS

| | |
|------------------|-----------------|
| 4 December 2017 | Town Council |
| 11 December 2017 | Plans Committee |

The meeting closed at 08:15pm

Signed:

Dated:

**Thorpe St Andrew Town Council
Minutes of the Finance and Staff Committee Meeting
held on 20 November 2017 at 7.30pm**

1 Present:

Miss S Lawn (Chairman)
Mr F Bowe Mr J Emsell Mr I Mackie Mrs T Mancini-Boyle Mr L Reeves

Apologies: Mr J Ward

In attendance:

Dr T Foreman (Town Clerk) Mrs D Matthews (Committee Officer)
Ms J Fenn (Deputy Clerk and Mr D Sayer (Parks and Estates Manager)
Responsible Financial Officer)

Three members of the public were present and a member of the Parks and Estates team. Mr S Snelling also attended.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 MINUTES

The minutes of the meeting held on 16 October 2017 were agreed and signed as a true record.

4 PUBLIC SESSION (limited to 3 minutes per speaker)

No members of the public present wished to speak.

5 THORPE RECREATIONAL BOWLS CLUB

Members considered correspondence from representatives of the Bowls Club including a list of contractors and the work proposed to the clubhouse in response to the surveyor's report. The Town Clerk reported that the proposals for work to the clubhouse were all acceptable but there was a question as to whether there was a need to remove the redundant duct in the roof area. Members noted that the surveyors report included a recommendation for the removal but it had been put forward that this might not be essential and indeed could result in unnecessary disturbance to the area inside the roof. Members acknowledged that the work appeared unnecessary but felt that, as the recommendation for its removal had been included in the surveyor's report, the surveyor should be asked if the ducting could remain before any consent could be given for it to be left in place.

RESOLVED that

1. approval be given to the works proposed by the Bowls Club to the clubhouse as per the documents submitted;
2. the opinion of the surveyor be sought regarding the possibility of leaving the redundant duct in place in the roof.

6 BUDGET 2018/19

Members considered the report of the Town Clerk setting out the draft budget for 2018/19 prior to its submission to the Town Council in December. Members were reminded of their responsibilities in setting the budget in accordance with the various legislation.

The Responsible Finance Officer reported that the main increase in the proposed budget was for staffing costs, in particular, within the estates team to accommodate the enhanced role of the team. It also included nominal increases in charges, and provision for asset management and the repair programme and reflected savings achieved through contract management.

The proposed precept would amount to a 10% increase equating to £7.71p for a band D property or 15p per week. This increase would facilitate the needs of the Town over a two-year period with little or no increase in budget needed in the second year. The draft budget met legislative requirements and members were invited to consider the budget and any amendments required for recommendation to the Town Council for adoption.

After the Responsible Finance Officer had answered member's questions, it was

RESOLVED to recommend to the Town Council that the budget for 2018/19 be approved as presented.

Members thanked the Responsible Finance Officer for her work in preparing a high quality and accurate budget.

7 PARK AND BUILDINGS SIGNAGE

Members considered proposals for new signage to the park and buildings. It was noted that the signs proposed would be in the same design as the Town Council's other signs and members welcomed the addition of the flower beds. Sleepers would need to be purchased and the flowerbeds would then be installed in-house. Signs would be installed at each entrance to the parks. It was noted that the opening hours of the Town Council (and the resultant opening/closing of the barriers) would be on display on the noticeboard.

RESOLVED to proceed with the installation of signs at the entrances to the parks in accordance with the design submitted.

8 UPDATE ON PROJECTS

The Town Clerk advised Members that planning permission had now been received for work at the Town Hall (clock tower and flag poles) and the moorings at Rivergreen. Investigations had been made into an issue raised at a previous meeting about the potential conflict of use of the Rivergreen area for fishing and other uses of the area. The Environment Agency had been consulted and were keen to preserve the area for a variety of uses including fishing as this was seen as an important area for the activity. They would be happy to liaise with the Town Council in the future regarding funding to help support the use of the area. There had been no complaints received about fishing from the area and it was agreed that there was no need to take any further action on this matter at the current time.

9 ESTABLISHMENT OF A THORPE ST ANDREW MARCHING BAND

Councillor Snelling reported on the idea of establishing a Thorpe St Andrew Band. He was mindful of the difficulties of securing a band to appear at events organised in the Town, particularly a marching band for remembrance celebrations. There was also currently little provision in the Town for musicians to progress from playing music in school to continuing when leaving school. Members supported the idea, particularly having regard to the number of events organised in the Town for which a local band could potentially play an active role. There would be a need to identify a suitable band leader/music tutor and a need to give thought to possible funding to help support the establishment of a band. Initially contact should be made with local schools to see if there was any interest/support for such a proposal and to discuss how to take the project forward. Ideas included funding for the hire/purchase of instruments or uniform or to support the costs a tutor/band leader. It was noted that funding would have to come from existing budgets and could not be met from CIL money or Section 106 monies. There was also scope to see if the District Council would be able to support the initiative.

RESOLVED that further investigations be undertaken into the possibilities for establishing a Thorpe St Andrew Band.

10 MOTION TO CLOSE THE MEETING TO THE PUBLIC AND PRESS

It was proposed, seconded and

RESOLVED to close the meeting to the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of personal details.

11 PARKS AND ESTATES OFFICER POST

The Town Clerk reported on a request from a member of the estates team for a series of adjustments to his working arrangements. After the Town Clerk had detailed the adjustments sought and members had carefully considered the matter, it was

RESOLVED that the member of staff be advised that the Town Council confirms that it wishes to retain the working arrangements for the post to which he was appointed in order to meet the operational requirements of the service.

DATE OF NEXT MEETINGS

| | |
|--------------|-----------------|
| Town Council | 4 December 2017 |
|--------------|-----------------|

The meeting closed at 8:30pm.

Signed:

Dated:

Reason for this Report

This report has been prepared for the Town Council to consider the draft budget 2018/19, following it being considered by the Finance and Staff Committee.

Background

The Town Council is required to set a budget by the end of the March 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

This year's budget has taken account of the increase of staffing in the current financial year and asset maintenance and repair programme agreed in 2016.

The budget includes cost saving measure through contract reductions, but includes additional employment due to the increase in workload within the Parks and Estates department. This increased workload includes preparing for the additional park at Brook Farm and the desire by members to see an improvement in the overall maintenance of verges and hedges throughout the town through undertaking greater work on behalf of Norfolk County Council.

Additional budget lines have been enhanced for the consideration of plans to extend the existing buildings for greater community use, as identified in the Town Plan and recent Neighbourhood Plan consultation.

The draft 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 as stipulated within its terms of reference.

The proposed precept rise would amount to 10%, equating to an increase of £7.71 pa for a Band D household, or around 15p per week.

The **proposed** estimated rate of £84.76pa on a Band D property is also significantly less than other **current** comparator precepts in Broadland for 2017/18, which are as follows:

- Reepham (Band D) currently £105.70
- Sprowston (Band D) currently £112.51pa
- Hellesdon (Band D) currently £114.43pa
- Aylsham (Band D) currently £167.03pa

Each of these authorities have or will be considering their 2018/19 budgets.

In creating this budget each line has been carefully considered, including reductions through costs, assets and reserves. The draft budget meets the legislative requirements outlined within this report. The budget accounts for the capital and asset plan which ensures all spending and required funding are calculated well in advance. This allows funds to be earmarked for tasks and purchases over a period of time rather than funds needing to be raised in a single year.

After feeding into the budget process in October and considering the draft budget in November, the Finance and Staff Committee have approved the draft budget in full and commended it to the Town Council for its consideration.

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 **significant** financial implications arising from this report.

THORPE ST ANDREW TOWN COUNCIL - DRAFT BUDGET 2018/19

| INCOME | 2016/17 | 2017/18 | 2018/19 |
|--|-----------------|-----------------|-----------------|
| Allotments | 4478.00 | 4402.00 | 4900.00 |
| Business/Sponsorship | 250.00 | 250.00 | 1000.00 |
| Delegated Functions | 15000.00 | 15400.00 | 15800.00 |
| Dussindale / Fitzmaurice | 17250.00 | 14575.00 | 17350.00 |
| Events | 12000.00 | 12000.00 | 12000.00 |
| Recreation Ground | 12500.00 | 12250.00 | 12200.00 |
| River Green | 10.00 | 58.00 | 50.00 |
| Roxley Hall | 7500.00 | 15000.00 | 17000.00 |
| S137 Payments/donations | 1500.00 | 1500.00 | 1500.00 |
| Town Hall | 185.00 | 70.00 | 150.00 |
| Dussindale Comm Centre Reimburse TSATC | | | |
| TOTAL | 70673.00 | 75505.00 | 81950.00 |

| EXPENDITURE | 2016/17 | 2017/18 | 2018/19 |
|---------------------------------|------------------|------------------|------------------|
| Allotments | 4230.00 | 4030.00 | 4075.00 |
| BDC Elections (sep code) | 4000.00 | 4000.00 | 4000.00 |
| Building Maintenance (new line) | | 27075.00 | 25500.00 |
| Business Sponsorship | 150.00 | 200.00 | 400.00 |
| Cemetery | 1915.00 | 2040.00 | 2515.00 |
| Delegated Functions | 15000.00 | 15000.00 | 0.00 |
| Dussindale / Fitzmaurice | 32975.00 | 26375.00 | 26300.00 |
| Events | 10000.00 | 11200.00 | 11200.00 |
| Lease Payments | 4500.00 | 0.00 | 3330.00 |
| Legal Fees | 1000.00 | 1000.00 | 1500.00 |
| Loan Repayment | 33638.00 | 32038.00 | 34065.00 |
| Newsletter (In Events) | 1200.00 | 0.00 | 0.00 |
| Recreation Ground | 44090.00 | 47735.00 | 48300.00 |
| River Green | 6900.00 | 6550.00 | 6250.00 |
| Roxley Hall | 5250.00 | 13250.00 | 13750.00 |
| S137 Payments/donations | 550.00 | 550.00 | 550.00 |
| Street Furniture | 1200.00 | 1440.00 | 1500.00 |
| Street Lighting | 26500.00 | 28500.00 | 25760.00 |
| Town Hall | 19250.00 | 20800.00 | 22425.00 |
| Town Plan/Neighbourhood plan | | 1200.00 | 1000.00 |
| Tree Management | 8000.00 | 9000.00 | 9000.00 |
| Website | 1000.00 | 1000.00 | 1000.00 |
| Salaries | 178535.00 | 183939.00 | 226118.00 |
| TOTAL | 399883.00 | 436922.00 | 468538.00 |

| CAPITAL | 2016/17 | 2017/18 | 2018/19 |
|----------------------------|------------------|------------------|------------------|
| Town Hall | 1000.00 | 1000.00 | 1000.00 |
| Buildings & Amenity Areas | 21000.00 | 17500.00 | 17500.00 |
| Street Lighting | 9000.00 | 9000.00 | 9000.00 |
| Projects | 2000.00 | 2000.00 | 2000.00 |
| Asset Replacement | 6000.00 | 5000.00 | 20000.00 |
| TOTAL | 39000.00 | 34500.00 | 49500.00 |
| REVENUE EXPENDITURE | 399883.00 | 436922.00 | 468538.00 |
| CAPITAL EXPENDITURE | 39000.00 | 34500.00 | 49500.00 |
| CONTINGENCY | 5550.00 | 5550.00 | 5550.00 |
| | 444433.00 | 476972.00 | 523588.00 |
| LESS INCOME | 70673.00 | 75505.00 | 81950.00 |
| PRECEPT REQUIRED | 373760.00 | 401467.00 | 441638.00 |
| PRECEPT INCREASE | 10.00% | 7.40% | 10.00% |
| | Est 5118 | Est 5210 | Est 5210 |
| | £73.02 | £77.05 | £84.76 |
| BAND D PROPERTIES | 7.2% | 5.5% | 10% |

| ALLIOTMENTS | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|--------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| PAYMENTS | | | | | | |
| Duss maint | 1043 | 1180 | 1500 | 400 | 1500 | |
| Duss rent | 345 | 345 | 380 | 400 | 400 | |
| Duss water | 251 | 225 | 350 | 172 | 375 | |
| Hillside maint | 1416 | 1048 | 1300 | 206 | 1300 | |
| Hillside water | 270 | 382 | 500 | 193 | 500 | |
| Miscellaneous | 25 | | | | | |
| Refunds | 465 | 339 | | 100 | | |
| Total | 3815 | 3519 | 4030 | 1471 | 4075 | |
| RECEIPTS | | | | | | |
| Rents/deposits | 4512 | 4269 | 4152 | 3999 | 4400 | 1 |
| Water charges | 502 | 458 | 250 | 518 | 500 | |
| TOTAL | 5014 | 4727 | 4402 | 4517 | 4900 | |

Note 1 - Increase in allotment rents by 5% from £20 to £21

| BROADLAND DC ELECTIONS | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| PAYMENTS | | | | | | |
| Election costs | 7251 | 0 | 4000 | 0 | 4000 | |
| TOTAL | 7251 | 0 | 4000 | 0 | 4000 | |

| BUILDING MAINTENANCE | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|-----------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| Fitzmaurice Pavilion | 2334 | 4556 | 10700 | 888 | 10000 | |
| Morse Pavilion | 5218 | 8420 | 11525 | 245 | 10500 | |
| Roxley Hall | 2156 | 2223 | 4850 | 1162 | 5000 | |
| TOTAL | | 15199 | 27075 | 2295 | 25500 | |

| BUSINESS SPONSORSHIP | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|---------------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| PAYMENTS | 219 | 465 | 200 | 141 | 400 | |
| TOTAL | 219 | 465 | 200 | 141 | 400 | |
| RECEIPTS | 250 | 590 | 250 | 460 | 1000 | |
| TOTAL | 250 | 590 | 250 | 460 | 1000 | |

| | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|---------------------------|-----------------|-----------------|-----------------|--------------------------|-----------------|-------|
| CAPTIAL SPENDING | | | | | | |
| PAYMENTS | | | | | | |
| Asset Replacement | 256 | 4921 | 5000 | 8841 | 20000 | 1 |
| Buildings & Amenity Areas | 193 | 10890 | 17500 | 5789 | 17500 | |
| Street light | 3089 | | 9000 | | 9000 | |
| Town Hall | 1069 | 1921 | 1000 | 450 | 1000 | |
| War Memorial | | | | | | |
| Projects | 302008 | 23870 | 2000 | 32052 | 2000 | |
| TOTAL | 306615 | 41602 | 34500 | 47132 | 49500 | |
| | | | | | | |
| RECEIPTS | 16054 | 43975 | | 0 | | |

Note 1 additional verge cutting equip from budget line for delegated function

| | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|-----------------|-----------------|-----------------|-----------------|--------------------------|-----------------|-------|
| CEMETERY | | | | | | |
| PAYMENTS | | | | | | |
| Maintenance | 1650 | 1815 | 1915 | 1915 | 2015 | |
| Water charges | 137 | 177 | 125 | 319 | 500 | |
| TOTAL | 1787 | 1992 | 2040 | 2234 | 2515 | |

| | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|--|-----------------|-----------------|-----------------|--------------------------|-----------------|-------|
| COMMUNITY INFRASTRUCTURE LEVY | | | | | | |
| PAYMENTS | 0 | 1177 | 0 | | 0 | |
| | | | | | | |
| RECEIPTS | 626 | 1961 | 0 | 1322 | 0 | |

| | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|--------------------|-----------------|-----------------|-----------------|--------------------------|-----------------|-------|
| CONTINGENCY | | | | | | |
| PAYMENTS | | | | | | |
| Contingency | 0 | 0 | 5550 | 0 | 5550 | |
| TOTAL | 0 | 0 | 5550 | 0 | 5550 | |

| | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|----------------------------|-----------------|-----------------|-----------------|--------------------------|-----------------|--------|
| DELEGATED FUNCTIONS | | | | | | |
| PAYMENTS | | | | | | |
| Verge cutting | 12669 | 12760 | 15000 | 9896 | 0 | note 1 |
| TOTAL | 12669 | 12760 | 15000 | 9896 | 0 | |
| | | | | | | |
| RECEIPTS | | | | | | |
| Verge cutting | 15072 | 15458 | 15400 | 15845 | 15800 | |
| TOTAL | 15072 | 15458 | 15400 | 15845 | 15800 | |

| DUSSINDALE PARK FITZMAURICE PAVILION | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|---|-----------------|-----------------|-----------------|--------------------------|-----------------|--------------|
| PAYMENTS | | | | | | |
| Cleaning and cleaning materials Fitz Pav | | 4590 | 5000 | 2740 | 6000 | |
| Cricket maint | 275 | 1098 | 3000 | 878 | 3000 | |
| Electricity | 2333 | 2519 | 3700 | 1648 | 3700 | |
| Field Maint contract | 5953 | 5602 | 4300 | 1964 | 4300 | |
| Sport Turf Maint | 1892 | 1355 | 1000 | 933 | 1000 | |
| Park Maint | 445 | 287 | 1000 | | 1000 | |
| Play equip maint | 318 | | 500 | 309 | 500 | |
| Rates | 3072 | 3098 | 3150 | 2982 | 3150 | |
| Sanitary disposal | 351 | 400 | 375 | | 100 | |
| Soccer marking | 813 | 857 | | | | |
| Telephone | 255 | 236 | 250 | 138 | 250 | |
| Water rates | 1500 | 666 | 1500 | 274 | 1300 | |
| Wheeled bin -litter and dog bin contracts | 4299 | 2043 | 2000 | 812 | 2000 | |
| Repaint Youth Shelter | | | 600 | | 0 | Repaint 2020 |
| TOTAL | 21506 | 22751 | 26375 | 12678 | 26300 | |
| RECEIPTS | | | | | | |
| Cricket | 2656 | 2470 | 2575 | 2508 | 2650 | |
| Football | 1145 | 114 | 0 | 7885 | | |
| Lettings - Fitz Pav | 13890 | 16618 | 12000 | | 14700 | |
| Other Income | 5 | 136 | 0 | 0 | 0 | |
| TOTAL | 17696 | 19338 | 14575 | 10393 | 17350 | |

Fitzmaurice general lettings 5% from £13.60 to £14.25 per hour

| Cricket 5% proposed | 2016/17 | 2017/18 | 2018/19 |
|----------------------------|---------|---------|---------|
| Weekend match | 103.00 | 106.00 | 111.00 |
| Midweek match | 45.50 | 47.00 | 49.00 |
| Training | 17.50 | 18.00 | 19.00 |

| EVENTS | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|-----------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|---------------------|
| PAYMENTS | 13657 | 17946 | 11200 | 2092 | 11200 | Includes newsletter |
| TOTAL | 13657 | 17946 | 11200 | 2092 | 11200 | |
| RECEIPTS | 10727 | 14726 | 12000 | 1148 | 12000 | |
| TOTAL | 10727 | 14726 | 12000 | 1148 | 12000 | |

| GRANTS | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | |
|-----------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|-----|
| PAYMENTS | | | 0 | | 0 | |
| TOTAL | 0 | 0 | | 0 | | |
| RECEIPTS | 5786 | | 0 | | 0 | NHB |
| TOTAL | 5786 | 0 | 0 | 0 | 0 | |

| LEASE PAYMENTS | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|--------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|-----------------------|
| Vehicle leasing | 3330 | 3330 | 0 | 1665 | 3330 | |
| Photocopier lease/copies | 1080 | 1921 | 0 | 0 | 0 | Purchased photocopier |
| TOTAL | 4410 | 5251 | 0 | 1665 | 3330 | |

| Legal Fees | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|-------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| PAYMENTS | | 1437 | | | | |
| Legal charges | 1859 | | 1000 | 2101 | 1500 | |
| TOTAL | 1859 | 0 | 1000 | 2101 | 1500 | |
| RECEIPTS | 1458 | | | 0 | | |
| TOTAL | | | | | | |

| LOAN REPAYMENT | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| PAYMENTS | | | | | | |
| Morse Pavilion | 6536 | 6284 | 6030 | 3047 | 5778 | |
| Roxley Hall | 11333 | 22354 | 21937 | 11020 | 21520 | |
| River Green lights | | | | | 2740 | note 1 |
| Town Hall/Fitz | | 2052 | 4071 | 2041 | 4027 | |
| TOTAL | 17869 | 30690 | 32038 | 16108 | 34065 | |
| Receipt of Loan | 304893 | | | | | |

| NEWSLETTER | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|-------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| PAYMENTS | | | | | | |
| Newsletter costs | 1685 | | | | | In events |
| TOTAL | 1685 | 0 | 0 | 0 | 0 | |

Note 1 budget transferred from street light maint cost centre

| RECREATION GROUND - MORSE PAVILION | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|---|--------------|--------------|--------------|--------------------|--------------|---------------------|
| PAYMENTS | | | | | | |
| Cleaning Morse and cleaning materials | 1345 | 6705 | 6000 | 3859 | 8000 | |
| Electricity | 1608 | 1033 | 1700 | 581 | 1500 | |
| Equipment hire | | 1092 | 200 | 225 | 400 | |
| Field Maint Contract | 6538 | 6138 | 6100 | 3301 | 6100 | |
| Fixings fittings | | 117 | 250 | | 250 | |
| Fuel | 946 | 1419 | 1500 | 1224 | 2500 | additional vehicles |
| Grounds machinery | 1879 | 4140 | 1500 | 3500 | 4000 | additional vehicles |
| Health & Safety | | | 1000 | | 1900 | additional staff |
| Materials eng/fabrication | 71 | | 500 | 37 | 500 | |
| Materials paint etc | | | 300 | 189 | 300 | |
| Mileage expenses | 235 | 341 | 400 | 242 | 400 | |
| Miscellaneous | 103 | 107 | 200 | 579 | 200 | |
| Morse Pavilion Gas | 1391 | 732 | 1500 | 630 | 1500 | |
| Park Maintenance | 203 | 1543 | 550 | | 550 | |
| Play equipment maint | 345 | | 1000 | | 1000 | |
| Shrub bed - St Will Loke | 86 | 79 | 95 | 102 | 100 | |
| Sanitary disposal | 921 | 400 | 375 | | 300 | |
| Sports turf maint | 2838 | 2032 | 8000 | 3358 | 8000 | |
| Telephone | 1053 | 1062 | 1400 | 595 | 1400 | |
| Tools - equipment | 405 | 382 | 200 | | 200 | |
| Training | 751 | 1277 | 2000 | 615 | 3500 | additional staff |
| Tree plantation - mowing | 700 | 642 | | | 0 | |
| Water Rates | 598 | 532 | 800 | 717 | 900 | |
| Wheeled bin -litter and dog bin contracts | 3040 | 1640 | 2000 | 712 | 2000 | |
| Rates | 2378 | 2396 | 2500 | 2307 | 2500 | |
| Feed in tariff | 647 | 1304 | 0 | 480 | | In/out |
| Cleaning tennis courts | 500 | 260 | 300 | 280 | 300 | |
| TOTAL | 28581 | 35373 | 40370 | 23533 | 48300 | |
| RECEIPTS | | | | | | |
| Football | 8346 | | 11000 | 2952 | 11000 | 5 % increase |
| Other Income | 1661 | | 1250 | 948 | 1200 | |
| Feed in tariff | 647 | | 0 | 480 | 0 | in/out |
| TOTAL | 10654 | 0 | 12250 | 4380 | 12200 | |

| Football 5% proposed | 2016/17 | 2017/18 | 2018/19 |
|----------------------|---------|---------|---------|
| | £ | £ | £ |
| Adult pitch | 68.75 | 70.85 | 74.50 |
| Junior pitch | 34.75 | 35.80 | 37.50 |
| Mini pitch | 24.45 | 25.20 | 26.50 |
| Training | 17.50 | 18.05 | 19.00 |
| Fitness Groups | 11.00 | 11.50 | 12.50 |

| RIVER GREEN | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Note |
|--------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|-----------------------------|
| PAYMENTS | | | | | | |
| Comm cut - picnic Area | 499 | 458 | 500 | 214 | 500 | |
| Electricity | 157 | 213 | 350 | 49 | 350 | |
| Mowing Contract | 2721 | 2494 | | | | |
| River Green flowers | 780 | 780 | 900 | 780 | 900 | |
| R Grn Maintenance | 1523 | 1178 | 4300 | 562 | 4000 | Keep budget towards quay |
| War memorial maintenance | | 108 | 500 | | 500 | |
| Total | 5680 | 5231 | 6550 | 1605 | 6250 | |
| RECEIPTS | | | | | | |
| Income | 33 | 33 | 58 | | 50 | substation |
| Total | 33 | 33 | 58 | 0 | 50 | |

| ROXLEY HALL | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Note |
|--------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|-------------|
| PAYMENTS | | | | | | |
| Cleaning | 285 | 5059 | 6000 | 2975 | 6000 | |
| Electricity | 515 | 1042 | 1500 | 461 | 1500 | |
| Gas | 979 | 1561 | 2500 | 514 | 2000 | |
| Contract Cleaning - Hays | 3331 | 3476 | 0 | 26 | | |
| Miscellaneous | 21 | | 0 | 0 | | |
| Rates | 1128 | | 2500 | 3577 | 3500 | |
| Sanitary disposal | 343 | 200 | 250 | | 250 | |
| Water | 357 | 235 | 500 | 72 | 500 | |
| Shrub beds/tidy front | 354 | 439 | | | | in house |
| Total | 7313 | 12012 | 13250 | 7625 | 13750 | |
| RECEIPTS | | | | | | |
| Lettings | 4732 | 15592 | 15000 | | 17000 | |
| Total | 4732 | 15592 | 15000 | 0 | 17000 | |

| S137 PAYMENTS/DONATION | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|-------------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| PAYMENTS | | | | | | |
| S137 Bus shelter maintenance | | | | | | |
| S137 payments and donations | 50 | 700 | 550 | 0 | 550 | |
| TOTAL | 50 | 700 | 550 | 0 | 550 | |
| RECEIPTS | | | | | | |
| S137 Bus shelter maintenance | 1500 | 1500 | 1500 | | 1500 | |
| TOTAL | 1500 | 1500 | 1500 | 0 | 1500 | |

| STREET FURNITURE | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|-------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| PAYMENTS | | | | | | |
| Cleaning bus shelters | 1080 | 1225 | 1440 | 600 | 1500 | |
| Repairs and Maintenance | 1321 | | | | | |
| Bus Shelter | | | | | | |
| Memorial Bench | | | | | | |
| TOTAL | 2401 | 1225 | 1440 | 600 | 1500 | |
| RECEIPTS | 1022 | 0 | | 0 | | |

| STREET LIGHTING | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|----------------------------------|
| PAYMENTS | | | | | | |
| Energy charge | 17459 | 18687 | 20000 | 7920 | 20000 | |
| Maintenance contract | 7912 | 4400 | 8500 | 2400 | 5760 | Remainder in loan cost centre |
| Repairs | 133 | 2135 | 0 | 690 | 0 | |
| TOTAL | 25504 | 25222 | 28500 | 11010 | 25760 | |
| RECEIPTS | | | | | | |
| Repairs | | | | 0 | | |

| TOWN HALL | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Note |
|----------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|-------------|
| PAYMENTS | | | | | | |
| Audit | 1203 | 1510 | 1500 | 1300 | 1500 | |
| Bank charges | 453 | 451 | 450 | 225 | 450 | |
| Chairmans Expenses | 280 | 1394 | 500 | 1166 | 1200 | |
| Computer/photocopier | 197 | 395 | 500 | 753 | 750 | |
| Insurance | 9627 | 10756 | 11500 | 11232 | 12075 | 5% uplift |
| Mileage expenses | 36 | 17 | 600 | | | |
| Miscellaneous | 731 | 838 | 300 | 425 | 300 | |
| Office equipment | 675 | 103 | 150 | | 150 | |
| Office Rent | 4486 | | | | | |
| Office telephone | 769 | 815 | 800 | 363 | 800 | |
| Postage | 1701 | 1321 | 1200 | 30 | 1200 | |
| Photocopy charges | | | 400 | 490 | 1000 | |
| Stationery | 943 | 1518 | 1000 | 361 | 1000 | |
| Subscriptions | 2410 | 1324 | 900 | 314 | 1000 | |
| Training/H&S | 225 | 280 | 1000 | 50 | 1000 | |
| Bottle bank | 98 | 110 | | 56 | | |
| TOTAL | 23834 | 20832 | 20800 | 16765 | 22425 | |
| RECEIPTS | | | | | | |
| Bank interest | 128 | 141 | 70 | 81 | 150 | |
| Del Func / other inc | 442 | 424 | 0 | 404 | 0 | |
| Newspaper Articles | 102 | | 0 | | 0 | |
| TOTAL | 672 | 565 | 70 | 485 | 150 | |

| Town Plan | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|--------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|---------------|
| Town plan update | 0 | 0 | 0 | 0 | 1000 | updated 14/15 |
| Neighbourhood plan | 0 | 0 | 1200 | 0 | | |
| TOTAL | 0 | 0 | 1200 | 0 | 1000 | |

| TREE MANAGEMENT | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|------------------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| PAYMENTS | | | | | | |
| Tree expenditure | 3500 | 6513 | 9000 | | 9000 | |
| TOTAL | 3500 | 6513 | 9000 | 0 | 9000 | |

| WEBSITE | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | Notes |
|-----------------|-------------------------|-------------------------|-------------------------|-----------------------------------|-------------------------|--------------|
| PAYMENTS | | | | | | |
| Website costs | 99 | 0 | 1000 | 598 | 1000 | |
| TOTAL | 99 | 0 | 1000 | 598 | 1000 | |

| | Actual 15/16 | Actual 16/17 | Budget 17/18 | Actual 6mths 17/18 | Budget 18/19 | |
|--------------------------|-----------------|-----------------|-----------------|--------------------------|-----------------|---------------|
| SALARIES | | | | | | |
| PAYMENTS | | | | | | |
| Foreman salary | 31440 | 32697 | 35444 | 19027 | 41025 | step on grade |
| Foreman NIC employer | 2493 | 3600 | 3800 | 2201 | 9026 | |
| Foreman pension employer | 6729 | 7181 | 7620 | 4306 | 8800 | |
| Fenn Salary | 13455 | 10816 | 6830 | 3618 | 7000 | |
| Fenn pension -employer | 2758 | 2271 | 1469 | 778 | 1540 | |
| Fenn NIC employer | 478 | 457 | 400 | 3 | | |
| Bass salary | 9161 | 9269 | 8311 | 4537 | 9318 | |
| Bass pen -employer | 32 | 1947 | 1787 | 975 | 205 | |
| Bass NIC employer | 1878 | 160 | 1000 | 67 | 150 | |
| Sayer salary | 25557 | 25940 | 27626 | 13813 | 28317 | |
| Sayer pension employer | 5239 | 5447 | 5940 | 2970 | 6230 | |
| Sayer NIC employer | 1737 | 2460 | 2700 | 1343 | 2750 | |
| Calver Salary | 7792 | 17425 | 17860 | 9006 | 21000 | |
| Calver pension employer | 1597 | 3659 | 3840 | 1938 | 4620 | |
| Calver employers NIC | 515 | 1285 | 1400 | 681 | 1700 | |
| Watkins Salary | | 5077 | 11855 | 4415 | 16000 | |
| Watkins pension employer | | 1013 | 2548 | 949 | 3520 | |
| Watkins nic | | | | | 1250 | |
| Parr Salary | | 5382 | 14040 | 7088 | 14790 | |
| Parr pension employer | | 983 | 3019 | 1524 | 3255 | |
| Parr employers NIC | | 277 | 850 | 415 | 950 | |
| Matthews Salary | | 425 | 1934 | 870 | 2000 | |
| Kato Salary | | | | | 8865 | |
| Kato pension employer | | | | | 1950 | |
| Kato nic employer | | | | | 1000 | |
| Apprentice | | | | | 8268 | |
| pension employer | | | | | 1819 | |
| P&E Officer | | | | | 16000 | |
| pension employer | | | | | 3520 | |
| NIC employer | | | | | 1250 | |
| | | | | | | |
| | | | | | | |
| TOTAL | 110861 | 137771 | 160273 | 80524 | 226118 | |

2.5% salary increase (except GW increased in Aug 17 - employers pension 22% -

CRIME PREVENTION ADVICE

Name: Thomas Foreman, Town Clerk

Ref: 6587/17

Address: Town Hall, Fitzmaurice Park, Thorpe St Andrew

Date of Visit: 22nd August 2017

Officer: Penny Turner

Following reports of vandalism and antisocial behaviour, an Environmental Survey was conducted at the building (town hall) undergoing renovation in Fitzmaurice Park with Thomas Foreman, Town Clerk and Darrin Sayer, Park & Estates Manager. The survey concentrated on the immediate shell and surrounds of the single storey brick and tile building, the damage being associated with an historic culture of youths ascending onto the building's low roof.

Environment



RECOMMENDATIONS

Perimeter

1. It may prove to be more effective to install an inner security fence to protect the 'new' town hall, as it is not practical to restrict the outer site boundary nor would the activities of the park users allow for it. This inner boundary around the premise can provide for the security during the working day and keep unauthorised persons off the site out of hours.

The height of security fencing generally start at 1.8m and above and it is normally preferable for it to allow clear views over the commercial building from the surrounding land. Dark colour finish to fencing reduces the reflection of light and therefore makes it easier for passers-by to observe activity within the grounds/premises.

Materials may include welded mesh and expanded metal available in numerous coloured coatings, which are sometimes used in conjunction with timber. Railings of various designs can be used to good effect and all fencing types can be fitted with toppings to deter climbing.

The minimum standard for such a fencing system is one that is certified to LPS 1175: Issue7, Security Rating 1

All gates installed within a fencing system as described above must be suitable for the fencing specification or certified to the same standard as the adjoining certified fencing and be of the same height and similar style. It should not be possible to lift the gate from its hinges, and the hinges and lock cylinder should be protected in such a way as to prevent their use as climbing aids. Care should also be taken in the design to ensure that cross sections do not inadvertently aid climbing. It should not be possible to pass under the gate when in the closed position. If gates are installed with locks that are remotely operated, they must form part of the manufacturer's certified range.

examples only



NB/ Fencing is effective at delaying or deterring intrusion because of the need to climb over or penetrate the fence. It is therefore important that there are no structures close to or over the fence that will aid climbing, e.g. trees, lamp columns or buildings.

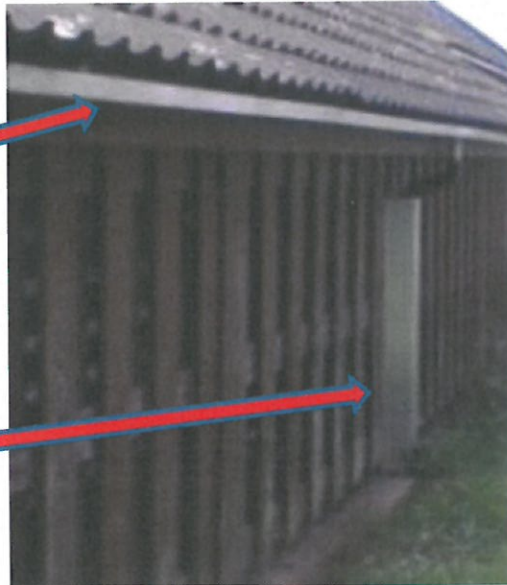
That said, a programme of defensive planting - using well positioned plants with a high thorn such as Hawthorn, Berberis, Mahonia, Gorse, Holly, Roses or similar prickly plants can be an effective way of keeping intruders away from fencing, but they must be planted on the 'attack side' of the fence, be planted close together and protected and nurtured until they become established. Planting also helps to 'soften' the fence line if necessary.

Shell of Building

2. Remove/reposition objects were possible that can be inadvertently used as 'climbing frames'. In particular consider drainpipes and air condition units.

Guttering can be angular and positioned close to tiles to prevent 'finger-holds'

Shrouds can be positioned over downpipes to prevent footholds



3. Use Anti-climb paint and/or security spikes to prevent access to areas out of bounds. These should be applied above 2 - 2.4m in height, with appropriate signage displayed (shows a reasonable level of care and exercising responsibility to avoid 'innocent contact')



NB/ It is also very important to consider that any Hard Landscaping or Fittings (such as wheelie bins and gas cylinders) need to be securely fixed down in order to prevent removal, vandalism or use as potential ammunition.

Lighting

I was not able to assess the Lighting layout present in the area as I had a daytime appointment, but as mentioned I recommend that the Lighting present should support the surveillance of the venue and provides a uniform spread of 'White Light' to cover all vulnerable areas. Well positioned Lighting will not cast shadows and will deter and reveal potential Intruders. Guidance for suitable Lighting schemes can be found from British Standard BS5489-1:2003. **However, it is important to remember that illuminating an area that has very little surveillance will only serve to assist the offender.**

Appropriate Signage Clear Signs positioned at regular intervals around the site do make a difference in reducing crime by ensuring criminals think twice before entering premises and are a simple cost effective measure. This practice is referred to as “**Rule Setting**” and should always support any security measures that you decide to put in place. Often simple Warning Signs can be enough to deter an opportunist style offence, will remove a potential offender’s excuses and also act as a security reminder to staff.



CCTV

CCTV is often seen as a solve-all-solution, but this is not the case. CCTV should be used alongside physical security rather than as an alternative and ideally after physical security has been put in place.

It is understood that the existing system can now be monitored independently and that the position of cameras is to be re-examined. I have attached the Home Office Small Business guide to CCTV which provides some useful information. Please note that the guide recommends CCTV systems should record for a minimum of 14 days, but this should say a minimum of 28 days.

The installation and maintenance of CCTV Systems should be carried out by a NSI (National Security Inspectorate) or SSAIB (Security Systems and Alarm Inspections Board) accredited company and the system should conform to British Standard BS EN 50132-7.

Finally in removing an ‘established’ area of congregation for youths (i.e. roof of building) it may be productive to provide an additional area of recreation for them to ‘relocate’ to. Discussion was held on site as to the possibilities of installing a second youth shelter or other schemes such as earth mounds for this purpose. NB/ if installing benches/picnic tables they should be firmly anchored to the ground.

Penny Turner

Crime Prevention Officer

Broadland

1. Where recommendations have been made for additional physical security, it is assumed that the product is compliant with the appropriate standard and competent installers will carry out the installation as per manufacturer guidelines. Suppliers of suitably accredited products can be obtained by visiting www.securedbydesign.com
2. Fire Prevention advice, Fire Safety Certificate conditions, Health and Safety Regulations and Safe Working Practices will always take precedence over any Crime Prevention issue.
3. Recommendations included in this document have been considered to the specific site and take into account information available to the Police or supplied by you.
4. Crime Prevention Strategy should be reassessed on a regular basis.