

**Thorpe St Andrew Town Council
Minutes of the Annual Town Council meeting
held on 13 May 2019 at 7:30pm**

1 ELECTION OF TOWN MAYOR

It was proposed, seconded and duly

RESOLVED that Cllr J Fisher be appointed as Town Mayor.

2 ELECTION OF DEPUTY TOWN MAYOR

It was proposed, seconded and duly

RESOLVED that Miss S Lawn be appointed as Deputy Town Mayor.

3 COMMITTEE TERMS OF REFERENCE AND MEMBERSHIPS

Members considered the report of the Town Clerk inviting them to approve the Terms of Reference of Committees of the Town Council.

RESOLVED to approve the Terms of Reference as set out in the report.

Membership of Committees

RESOLVED that membership of Town Council Committees / Panels for 2019/20 would be as follows:

Plans Committee: Mr Berry, Mr Bowe, Mr Fisher, Mrs Fisher, Mr Garner, Mr Snelling.

Finance and Staff Committee: Mr Bowe, Mr Emsell, Mr Fisher, Miss Lawn, Mr Mackie, Mr Reeve, Mr Shaw, Mr Snelling, Mr J Ward.

Events Committee: Mr Boast, Mr Emsell, Mrs Fisher, Miss Lawn, Mr Reeves, Mr Snelling, Mr Ward.

4 APPOINTMENT TO EXTERNAL BODIES AND ALLOTMENT PANEL

RESOLVED to appoint the following members to the Allotment Panel: Miss Lawn, Mr Berry, Mrs Fisher.

It was further

RESOLVED that the Town Mayor and the Town Clerk be authorised to determine if any allotment complaints need to be determined by an independent person from the Council's legal advisors, Nplaw.

5 Present:

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mr J Boast	Mr J Emsell
Mrs J Fisher	Mr T Fordham	Mr I Mackie	Mrs T Mancini Boyle
Mr L Reeves	Mr N Shaw	Mr S Snelling	Mr J Ward

Apologies:

Mr Garner	Mr Lake	Miss S Lawn
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In attendance:

Dr T Foreman (Town Clerk)

Mrs D Matthews (Committee Officer)

Father James and two members of the public were in attendance.

6 DECLARATIONS OF INTEREST

None made

7 MINUTES

The minutes of the meeting held on 1 April 2019 were agreed and signed as a true record.

8 ANNOUNCEMENTS

It was agreed to write to all retiring members of the Town Council to thank them for their work on the Council.

The Town Clerk reported on the following matters:

- Confirmation of Acceptance of Office forms – most had now been signed.
- The opening of the café
- A meeting with the boat hire company
- A meeting with the allotment association
- Meeting with the retired and the new Sprowston Town Clerk
- The Auditors would be in attendance at the office on 28 May 2019
- Attendance at the dementia café and the dementia advisory service
- St Georges day event had been held
- Meeting with the Broads Authority regarding their local plan and discussions regarding their proposals to work with the Yare Boat Club to overcome difficulties arising from policies in their local plan.
- Meeting with the High School and discussions with the 6th form about their current initiatives which were not well know outside the school and positive moves to develop a link with the Town Council. The organisers of the 6th form prom had been hoping to provide a cake for the prom but were struggling to fund it and were delighted to learn that Nanny's cakes had offered to provide them with a cake free of charge.

9 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 – no update given.
- (ii) Members noted the report from Cllr Ward.
- (iii) Cllr Mackie reported on the following County Council matters:
 - The Council had reverted to a Cabinet style of governance

- He had been appointed as Chairman of the Audit Committee and Vice-Chairman of the Conservative Group at the County Council.
- The Council was considering its new 6 year strategy for economic growth to bridge the social mobility gap. Gt Yarmouth, Kings Lynn and Thetford had been identified as the three main target areas.
- Continued promotion of the dualling of the A47 and the 3rd river crossing
- The first wave of statistics for traffic flow following the opening of the NDR indicated a reduction in traffic in and around the Plumsteads.
- Promotion of the consultation on the Norwich Western Link Road.
- Early subscriptions indicated that Hillside School was oversubscribed and Dussindale was undersubscribed.

Cllr Mackie congratulated Cllr Fisher on his appointment as the County Council's Cabinet Member for Children's Services.

Cllr Mancini-Boyle reported that she has been elected as deputy leader of Broadland District Council and the Portfolio Holder for Finance. Work on collaboration with South Norfolk Council was continuing.

Cllr Emsell reported on his appointment to the Cabinet at Broadland District Council.

Father James commented that a new Head Teacher had been appointed at Hillside Primary School as from September 2019.

10 FINANCE

- (i) Financial Statement 1/4/2018 to 31/1/2019

RESOLVED that the Financial Statement be approved and signed.

- (ii) Variance Notes for the financial statement 1/4/2018 to 31/1/2019

RESOLVED that the Variances be approved and signed.

- (iii) Income, Expenditure, Balance Sheet and Variances 1/4/2018 to 31/3/2019 – members received the income, Expenditure, Balance Sheet and Variances 1/4/2018 to 31/3/2019.

RESOLVED to approve these submissions

- (iv) End of Year Earmarked Reserves – members received details of the Earmarked Reserves and

RESOLVED to approve the Reserves.

- (v) Payments List Voucher numbers 1 to 125 totalling £73,772.37

RESOLVED to approve the Payments List.

- (vi) Bank Reconciliation Statement as at 30/4/2019

RESOLVED to approve the Bank Reconciliation Statement.

11 DRAFT MINUTES OF COMMITTEE MEETINGS

Plans Committee – 8 April 2019 – Noted.

12 CONFIRMATION OF STANDING ORDERS

Members considered the report of the Town Clerk seeking approval of the updated Standing Orders. It was noted that a discussion regarding the start times of meetings would take place later in the year.

RESOLVED to confirm the updated Standing Orders.

13 COUNCILLOR TRAINING AND INDUCTION

Members received and noted the dates proposed for new councillor training and induction to be delivered by the Norfolk Parish Training Partnership.

14 OPENING OF CIVIC AWARDS

Members were invited to make nominations for Civic and Business Awards for 2019 in recognition of work undertaken in the Town for the benefit of the community – the closing date was 10 June 2019. Father James indicated he would like to make a nomination and would submit this to the Clerk.

15 CONFIRMATION OF ANNUAL ADMINISTRATION

Members considered the report of the Town Clerk confirming the checks and administration which had taken place according to standing orders.

RESOLVED to note the checks and administration that had taken place.

The meeting closed at 8:45pm

Members offered their congratulations to Jason Calver on his forthcoming marriage.

Future Agenda Items: Plan of the Town

Dates of Next Meetings

<i>Plans Committee</i>	<i>20 May 2019</i>
<i>Town Council meeting</i>	<i>3 June 2019</i>

Signed:

Dated: