



## THORPE ST ANDREW TOWN COUNCIL ANNUAL TOWN COUNCIL MEETING

Town Hall, Pound Lane, Thorpe St Andrew, Norwich, NR7 0UL  
Tel/Fax: (01603) 701048 Email: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)

8<sup>th</sup> May 2019

### 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 13<sup>th</sup> May 2019 at 7.30pm for the purpose of transacting the following business.

Thomas Foreman Clerk to the Council

### AGENDA

- 1 Election of Town Mayor
- 2 Election of Deputy Town Mayor
- 3 Committee Terms of Reference and Memberships
- 4 Appointment to External Bodies and Allotment Panel
- 5 Attendance book and apologies for absence
- 6 Declarations of interest in Items on the agenda
- 7 To confirm the minutes of the Town Council meeting held on 1<sup>st</sup> April 2019
- 8 Announcements (For information only)  
To receive announcements from
  - (i) The Town Mayor
  - (ii) The Clerk
    - (a) Confirmation of Acceptance of Office forms
- 9 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
- 10 Finance
  - i. Financial Statement 1/4/19 to 31/3/19
  - ii. Variance Notes
  - iii. Income, Expenditure, Balance Sheet and Variances 1/4/18 to 31/3/19
  - iv. End of year ear-marked reserves
  - v. Payments List Voucher number 1 to 125 totalling £73,772.37
  - vi. Bank Reconciliation Statement
- 11 Draft Minutes of Committee Meetings
  - (i) Plans Committee held 8<sup>th</sup> April 2019
- 12 Confirmation of Standing Orders
- 13 Councillor Training and Induction
- 14 Opening of Civic Awards
- 15 Confirmation of Annual Administration

### Future Agenda Items. (Not for discussion)

Town Council meeting 3<sup>rd</sup> June 2019

Date of next Plans meeting 20<sup>th</sup> May 2019

**Town Clerk - Dr Thomas Foreman**

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

Tel/Fax: (01603) 701048 E-mail: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)

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VAT No. 107 2921 90



# Thorpe St Andrew Town Council



Town Council : 13th May 2019

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## Review of Committee Terms of Reference and Memberships

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Agenda Item: 3

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### Reason for this Report

This report has been prepared for the Town Council to approve the terms of reference for the Committees of the Town Council.

### Result

#### Plans Committee

##### 1. Terms of Reference

- a. To receive, consider and comment on all planning applications concerning the Town.
- b. Aim to visit the sites of planning applications where appropriate
- c. To notify the applicant of the date of the meeting when the application would be considered and also notify neighbours where appropriate.
- d. To take into account any planning matters raised by members of the public.
- e. To make recommendations to Broadland District Council, Norfolk County Council, the Broads Authority and neighbouring authorities.
- f. To report all planning decisions to the Town Council
- g. To take any other action needed to achieve the above objective.

##### 2. Delegated Function

- a. Where necessary in order to meet statutory limits a response would be delegated to the clerk.

#### Finance and Staffing

##### 1. Terms of Reference

- a. To review project proposals prior to inform Town Council meetings
- b. To oversee project working within the powers outlined in the terms of reference
- c. To assist the Responsible Financial Officer in producing and monitoring the annual budget by receiving and reviewing budget requests as per guidelines.
- d. To recommend an annual budget to the Town Council.
- e. To review the financial risk assessments and regulations of the Council on an annual basis.
- f. To oversee and approve staff appointments. To require new employees to serve a probationary period and to confirm that appointment in writing when the probationary period has been satisfactorily completed.
- g. To provide all staff with a job description, terms of conditions and service contract and copies of the Disciplinary and Grievance policy

- h. To ensure satisfactory working conditions for all staff and the protection of their employment rights.
- i. Responsibility for GDPR

2. Delegated Power

- a. To commit to spend up to £10,000 on any one project without referral to the Town Council meeting, with a limit of £15,000 at any one meeting.

Events and Media Committee

1. Terms of Reference

- a. To organise recreational events with a budget set and agreed with the Town Council.
- b. To put forward a budget for the Committee's proposed recreational activities in the following financial year to meet any deadline set by the Town Council.
- c. To ensure meetings are held to discuss the format, timings, staffing and health and safety issues at each event.
- d. To ensure that Thorpe St Andrew News is produced each year.
- e. To ensure that meetings are held to discuss the content of each issue well in advance of the publication date, to allow for compilation, printing and distribution.
- f. To negotiate and determine the cost of production and delivery for the council and to ensure that this is allowed for in the yearly budget.
- g. To arrange the distribution of the Town Council News throughout Thorpe St Andrew.
- h. To review and evaluate the content of the town council website and to ensure that it is updated regularly.
- i. To provide a platform to represent the views of local people and to advertise events in Thorpe St Andrew.
- j. To coordinate and approve publicity material of Town Council events.

2. Delegated Power

- a. To commit to spend up to £6,000 on any one event without referral to the Town Council, with a limit of £6,000 at any one meeting.

### **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 no financial implications arising from this report.

**Thorpe St Andrew Town Council  
Minutes of the meeting  
held on 1 April 2019 at 7.30pm**

**128 Present:**

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

**Apologies:** Mr F Bowe Mr D Sears

**In attendance:**

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

Also attending were four members of the public and three members of the Estates Team

**129 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

Member	Item
Mr I Mackie and Mr J Fisher	Minute no: 136 - Bus Shelters – Parish Partnership Scheme – Members of Norfolk County Council
Dr T Foreman	Minute no: 137 - Updated Sports Club Grant Funding (member of an interested club – offered no advice or recommendation)

**130 MINUTES**

The minutes of the meeting held on 4 March 2019 were agreed and signed as a true record.

**131 ANNOUNCEMENTS**

The Town Mayor reported that this would be the last meeting of the Council before the May elections and he thanked all councillors for their hard work over the last four years. He also thanked the Town Clerk and all the staff for their support over the last four years, and Mr M Martins for his contribution to meetings and for his role on the Neighbourhood Plan Committee.

The Town Clerk thanked all members and said it had been a privilege to work with members who were so willing and actively engaged in making a difference to their community. He went on to report that he had attended a number of meetings with local groups and organisations and had attended the Broads Authority parish forum when a number of other parishes within the Broads Authority area had shared experiences of working with the Broads Authority and who had concerns about the future direction of the Broads Authority. He had met with the Highways Authority to discuss local issues. Other activities included the planting of a number of trees and the raising of the commonwealth flag.

**132 PUBLIC SESSION (limited to 3 minutes per speaker)**

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

- (i) Norfolk Constabulary – The Town Clerk reported that no representative would be attending the meeting but that the Council had received a crime report for February which raised no matters of particular concern. A SNAP meeting covering the Thorpe St Andrew area was being held that evening at Salhouse.
- (ii) Members noted the report from Cllr Ward.
- (iii) Cllr I Mackie stated that the ruling group at the County Council would be putting together a paper of its proposals going forward and he would share this with the Clerk. The ruling group had held its AGM and had reappointed Cllr A Proctor as its Leader, Cllr Plant as Deputy Leader and Cllr Mackie had been appointed as Vice-Chairman of the group.
- (iv) Cllrs Ward and Mancini-Boyle reported on the appointment of a number of Assistant Director roles as part of the restructuring to serve Broadland and South Norfolk Councils following the collaboration agreement.
- (v) Mr Martins thanked members for the work they had undertaken to serve the community during the last four years. In response to a question from Mr Martins, the Town Clerk confirmed that the Broads Authority had now included the correct addendum in its Staithes Report and the Clerk undertook to let Mr Martins know when the Broads Authority had published the final report.

### 133 FINANCE

- (i) Payments List – voucher numbers 1313 to 1433 totalling £41,634.82 were approved and signed.
- (ii) Bank Reconciliation Statement as at 28/2/19 was approved and signed.

### 134 DRAFT MINUTES OF COMMITTEE MEETINGS

- (i) Plans Committee – 11 March 2019 – noted.
- (ii) Events and Media Committee – 25 March 2019 – noted. The Chairman of the Committee pointed out that the St Georges Day Flags referred to were not available at the price indicated and further efforts were being made to source affordable flags. With regard to the Lord Mayor's procession, Zero Taxis had indicated it was interested in working with the Town Council and this matter would be discussed further. It was noted that consideration of options for the Canada day celebrations would take place after the forthcoming elections. With regard to the Remembrance parade, Cllr Snelling commented that not only had the RBL agreed to support a move to an 11am parade for the future, it had also decided to strengthen its liaison with a number of other groups by affiliating these to the RBL. The Town Clerk added that a review had been carried out of the way in which the remembrance activities were accounted for and would be reported to the next meeting of the Town Council.

### 135 ST WILLIAMS WAY TRAFFIC ISLAND

Members considered the report of the Clerk regarding calls for a pedestrian refuge near the Heartsease roundabout on St Williams Way. Despite the location of the Island being in Norwich City, the area was used regularly by Thorpe St Andrew

residents who were keen to see a safer pedestrian refuge. Members supported the proposal.

A suggestion was made that issues on Margetson Avenue also needed to be addressed and these could be considered after the pedestrian refuge matter had been resolved.

**RESOLVED** to make representations to Norfolk County Council and Norwich City Council regarding the need for improvement to the traffic island at the Heartsease roundabout/St Williams Way to include a pedestrian refuge.

### **136 BUS SHELTERS – PARISH PARTNERSHIP SCHEME UPDATE**

Members received correspondence from the County Council advising that the Town Council's bid for bus shelters had been successful and would be funded up to 50%. The contribution required by the Town Council would be £7,278.27. Two of the shelters would be sited on Dussindale and one on Plumstead Road.

**RESOLVED** to accept the offer from the County Council on the terms set out in the correspondence and the Town Clerk be authorised to sign the agreement.

### **137 UPDATED SPORTS CLUB GRANT FUNDING**

Members considered the report of the Clerk setting out options for supporting sports club applications in the Town and updated information on the Clubs' funding priorities. It was noted that Frostbites' need for a new boat was not immediate. Members considered a range of options and suggestions for funding using the remaining money from the CIL fund (£366) and the BDC grant account (£2293). They were minded to use both funds (totalling £2659) to support the two local clubs but that the money should only be available when needed.

#### **RESOLVED**

- (1) to support the request from the Yare Boat Club for funding for the purchase of a lightweight set of blades costing £1980 for a quad set;
- (2) to agree to earmark the remaining funds available (£679) to Frostbites to help towards the cost of a new fibreglass boat, subject to the purchase taking place and the request for funding being made within the next 12 months.

### **138 THORPE DEMENTIA CAFÉ**

Cllr Lawn led a full discussion regarding the arrangements for governance of the Dementia Café. The Café had been incredibly successful and there was a need to ensure a structure was in place to support the Café. Initially, the Thorpe Dementia Team had been established to oversee the administration of the Café consisting of volunteers and staff of the Town Council. This assisted the Café to apply for and receive donations, as the funds were not being held in the name of the Town Council but instead in the name of Thorpe St Andrew Dementia Cafe. The Town Council was however custodian of the funds and the administration of the Café. It was confirmed that the Town Council had the necessary powers to provide social care initiatives such

as this. There was agreement that the Town Council needed to continue to oversee the administration of the Café but that a more formal arrangement for governance was needed as this would help with the Café in the future, particularly with any changes in volunteers/staff.

It was stressed that the priority would always be the care of the users of the service.

Members supported the proposal for a more formal governance arrangement for the Dementia Café and it was

**RESOLVED** that a governing body be established to oversee the financial administration of the Dementia Café for purchases exceeding £250 with meetings taking place at least every 6 months and that the body comprise of the following: the Town Mayor, the Deputy Town Mayor, the Deputy Clerk, the Treasurer of the Dementia Café, and two representatives from the volunteers (one of these to be Hayley)

**139 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 confidential information.

**140 PARK CAFÉ – LEASE TERMS**

The Town Clerk outlined terms for the lease of the park café.

**RESOLVED** that the outline terms as reported be agreed and that the Town Clerk, together with two members (the Town Mayor and Cllr L Reeves) be authorised to sign the lease.

**141 RIVER GREEN LEASE TERMS**

The Town Clerk outlined terms for the lease of the River Green for a boat hire business.

**RESOLVED** that the outline terms as reported be agreed and that the Town Clerk, together with two members (the Town Mayor and Cllr L Reeves) be authorised to sign the lease.

**FUTURE AGENDA ITEMS**

*The meeting closed at 9:10pm*

*Signed: .....*

*Dated: .....*



14<sup>th</sup> April 2019

### Report from Councillor John Ward

#### Broadland District Council

BDC have 1500 free packets of bee-friendly sunflower seeds to give away. Details at [www.broadland.gov.uk/keepbroadlandbuzzing](http://www.broadland.gov.uk/keepbroadlandbuzzing)

At the planning committee meeting on 10<sup>th</sup> April we approved the Norfolk Homes application for 322 houses 1/2/3/4/5 bed with 28% affordable homes, on land adjacent to Salhouse Road and the Broadland Northway. A 4mtr high bund will be constructed to reduce noise and pollution.

On 3.4.19 I attended the Great Hospital where the Lord Lieutenant, Richard Jewson, was presenting British Empire Medals. One went to Karen Goldsworthy of Sprowston for services to School Governorship and Girl Guiding.

#### Norfolk County Council

On 4.4.19 a by-election was held for the Wroxham division. Fran Wymark (a sitting BDC Councillor) won the seat for the Conservatives with 922 votes.

Work starts this month on the annual roads redressing programme. This year 310 miles of roads will get a new seal to extend their life in this £10.3m programme.

Cllr Andrew Proctor, Leader of the Council has announced his new Cabinet who are:-

- Graham Plant Deputy Leader- Growing the Economy
- Bill Borrett Adult Social Care, Public Health and Prevention
- Margaret Dewsbury Communities and Partnerships
- John Fisher Children's Services
- Tom Fitzpatrick Innovation, Transformation and Performance
- Andy Grant Environment and Waste
- Andrew Jamieson Finance
- Greg Peck Commercial Services and Asset Management
- Martin Wilby Highways, Infrastructure and Transport

There will also be an Overview & Scrutiny Committee to support the Cabinet in policy development and three Select Committees which are:-

- People & communities
- Infrastructure & Development
- Corporate.



5<sup>th</sup> May 2019

## **Report from Councillor John Ward**

### **Broadland District Council**

At the Extraordinary Council meeting on 25<sup>th</sup> April the new Senior Staffing Structure for Broadland DC and South Norfolk DC headed by Managing Director Trevor Holden was unanimously agreed.

The leading Conservative Group on BDC lost 10 seats in the May 2<sup>nd</sup> election, 8 to Lib Dems and 2 to Labour (Labour took both seats in Sprowston Central).

The new Council make up is now:-

33 Conservative

12 Liberal Democrats

2 Labour

An Appeal Decision by HM Inspector of State H.J.Lock against the Council's refusal to grant retrospective planning permission for a front wall at 126 Wroxham Road is that the applicants appeal is dismissed and they must now make adjustments to the wall. The erection of a garden room at the same address has been allowed.

### **Norfolk County Council**

Sparhawk Infant School and Nursery were inspected by Ofsted on 2.3.19 and the report is now published. The school and nursery retain their 'Good' rating.

The Action for Children charity has won the £5.2m contract to be confirmed as the group that will run the Childhood & Family Service from 15 former Children's Centres from October this year.

On Friday 14<sup>th</sup> June Norfolk County Council is holding a Carers Support Day at The Forum to recognise and celebrate the huge contribution that carers play in people's lives and to promote the support that is available to them across Norfolk.



## Financial Statement

	Acutal 17/18	Budget 18/19	Acutal 18/19	Budget 19/20
Income		£		£
Town Hall	762.77	150.00	1291.32	150.00
Roxley Hall	17987.71	17000.00	17533.60	17000.00
River Green	23.00	50.00	1071.97	50.00
Fitzmaurice Park Town Hall	21483.74	17350.00	26598.58	18289.00
Sir George Morse Park	10341.75	12200.00	9638.84	11500.00
Capital Spend			25930.84	
Allotments	5001.51	4900.00	5346.40	5100.00
Verge Cutting	15909.03	15800.00	16415.45	16500.00
Precept	401467.00	441638.00	441638.00	441638.00
Street Lights/S137	1500.00	1500.00	500.00	1500.00
Events	16134.23	12000.00	17585.01	12000.00
Business Sponsorship	1467.50	1000.00	1264.14	1000.00
Parks Project	1021.00			
Community Infrastructure Levy	1322.12		4807.67	
Loan			56201.00	
Dementia Café	5060.37			
Legal fees	755.00			
<b>Total Income</b>	<b>500236.73</b>	<b>523588.00</b>	<b>625822.82</b>	<b>524727.00</b>
<b>Expenditure</b>				
Website	598.00	1000.00	0.00	1000.00
Town Hall	21208.13	22425.00	21505.67	25550.00
Roxley Hall	14069.78	13750.00	12259.64	13750.00
River Green	2900.77	6250.00	3528.38	6250.00
Fitzmaurice Park Town Hall	28404.02	26300.00	25504.60	25850.00
Sir George Morse Park	48880.77	48300.00	53566.13	52500.00
Building Maintenance (all buildings)	8580.33	25500.00	10098.41	25500.00
Capital Spending	101837.21	49500.00	129848.47	24265.00
Allotments	2922.89	4075.00	5989.72	4075.00
Tree Management	0.00	9000.00	7600.91	9000.00
Cemetery	2259.72	2515.00	2090.00	2620.00
Street Furniture	1325.00	1500.00	1250.00	1500.00
Street Lighting	23310.06	25760.00	25971.88	25760.00
Verge Cutting	14873.17	0.00	7962.95	12500.00
Donations S137 Payments	150.00	550.00		550.00
Events	17068.15	11200.00	21499.83	12000.00
Loan Repayment	32037.72	34065.00	33106.28	34175.00
BDC Elections	3117.10	4000.00		4000.00
Salaries	190677.41	226118.00	232694.81	230432.00
Business Sponsorship	243.42	400.00	1099.43	400.00
Contingency	0.00	5550.00		5550.00
Section 106	0.00			
Legal fees	1361.60	1500.00	3353.40	1500.00
Town plan/neighbourhood plan	204.19	1000.00	379.21	1000.00
Dementia Café	6372.49			
Parks Project	2190.00			
Youth Council	0.00			1000.00
Leases	3301.21	3330.00	3329.76	4000.00
	<b>527893.14</b>	<b>523588.00</b>	<b>602639.48</b>	<b>524727.00</b>



**Total Expenditure**

General Fund 1 April	189391.67
Add total income	500236.73
Deduct expenditure	-527893.14
Transfer to (-) or from (+) Reserves	-51657.61
Balance at 31 March	<b>110077.65</b>

	110077.65
	625822.82
	-602639.48
	-10697.79
	<b>122563.20</b>


**Represented by:**

General Fund Balance	110077.65
Capital Reserve	55234.98
Earmarked Reserves	83430.00
<b>Total Net Assets</b>	<b>248742.63</b>

	122563.20
	55262.77
	94100.00
	<b>271925.97</b>


**TOTAL BORROWINGS 31/03/19**    £5333.24 -1 YEAR LOAN REPAYMENTS PWLB (MORSE)  
£261428.57 - 21 YEAR LOAN REPAYMENT PWLB (ROXLEY)  
£25789.45 - 7 YEAR LOAN REPAYMENT PWLB (FITZ/TOWNHALL)  
£11880.77 - BDC Community Renewables - payment via feeder  
£55126.01 20 YEAR LOAN REPAYMENT PWLB (RIVER GREEN LIGHT)

**Transfer to/from Reserves**

Capital fund increased £27.61                      Bank interest  
Earmarked to general account                      £51,630

**General Notes to the Financial Statement**  
**Earmarked Reserves**

**Earmarked 2018/19**

Allotments	1300
Building Maintenance program	27700
Email and communication	2100
Election costs	4000
Parks project	9000
River Green enforcement/memorial	12000
Contingency	11000
Street lights	9000
Town Plan	1000
Workshop Project	17000
<b>balance c/fwd</b>	<b>£94,100</b>





**Thorpe St Andrew Town Council**  
**Variance notes for Financial Statement 01/04/18- 31/03/19**

**Details of significant variances between budgeted and actual income**  
 (Significant = 15% )

Income	£ over/underspend	Reasons for variances
Town Hall	£1,140	Bottle bank £463, refund on goods £582, reimburse badges £78
Dussindale/Fitzmaurice Pavilion	£9,248	Insurance claim £3025 Additional lettings
Sir George Morse	-£2,562	Reduced letts and income from football
Events	£5,585	Additional income from events
Business sponsorship	£265	banner sponsorship for events
CIL	£4,808	CIL income received from BDC
Capital	£25,930	BDC commuted sum £25000 and De fib donations
Loan	£56,201	River Green lights loan
River Green	£1,021	River boat income and electricity income

**Details of significant variances between budgeted and actual expenditure**

Expenditure	£ over/underspend	Reasons for variances
Website	-£1,000	Specific needs to be assessed
River Green	-£2,722	River Green maint in house no spend on war memorial
Building Maintenance	-£15,402	Building main on hold whilst project works undertaken
Sir George Morse Park	£5,266	Soccer marking £4500 additional Field maint
Capital spend	£80,348	£46850 R/grm lights, £18750 Café project Trees
Allotments	£1,914	Planters and fencing
Tree management	-£1,400	New fencing £2760
Cemetery	-£425	work done in house
		dispute on water charges
Events	£10,299	less additional income nett position -£4714
Legal fees	£1,853	£2041 employment law services
Verge cutting	-£7,963	taken from verge income - in house



**Thorpe St Andrew Town Council**  
**Income & Expenditure Account**  
01/04/2018 to 31/03/2019

10 (iii)

(Last) Year Ended 31 Mar 2018		(Current) Year Ended 31 Mar 2019
	<b><u>Income</u></b>	
762.77	Town Hall Office	1,291.32
17,987.71	Roxley Hall	17,533.60
23.00	River Green	1,071.97
21,483.74	Fitzmaurice Park - Town Hall	26,598.58
10,341.75	Sir George Morse Park - Morse	9,638.84
5,001.51	Allotments	5,346.40
15,909.03	Verge Cutting	16,415.45
401,467.00	Precept	441,638.00
16,134.23	Events	17,585.01
1,467.50	Business Sponsorship	1,264.14
1,322.12	Community Infrastructure Levy	4,807.67
1,500.00	Street Furniture	0.00
5,060.37	Dementia Cafe	0.00
1,021.00	Parks Project	0.00
755.00	Legal Fees	0.00
	Capital Spending	25,930.84
	Loan Repayment	56,201.00
	S137 Payments and Donations	500.00
<b><u>£500,236.73</u></b>		<b><u>£625,822.82</u></b>

	<b><u>Expense</u></b>	
	Tree Management	7,600.91
3,117.10	Broadland District Council Elec	0.00
2,190.00	Parks Project	0.00
598.00	Website	0.00
204.19	Town and Neighbourhood Plan	379.21
8,580.33	Building Maintenance	10,098.41
6,372.49	Dementia Cafe	0.00
1,361.60	Legal Fees	3,353.40
243.42	Business Sponsorship	1,099.43
3,301.21	Leases	3,329.76
21,208.13	Town Hall Office	21,505.67
14,069.78	Roxley Hall	12,259.64
2,900.77	River Green	3,528.38
28,404.02	Fitzmaurice Park - Town Hall	25,504.60
48,880.77	Sir George Morse Park - Morse	53,566.13
101,837.21	Capital Spending	129,848.47
2,922.89	Allotments	5,989.72
2,259.72	Cemetary	2,090.00
1,325.00	Street Furniture	1,250.00
23,310.06	Street Lighting	25,971.88
14,873.17	Verge Cutting	7,962.95
150.00	S137 Payments and Donations	0.00
17,068.15	Events	21,499.83
32,037.72	Loan Repayment	33,106.28
190,677.41	Salaries	232,694.81
<b><u>£527,893.14</u></b>		<b><u>£602,639.48</u></b>



**Thorpe St Andrew Town Council**  
**BALANCE SHEET**  
**31/03/2019**

(Last) Year Ended  
31 Mar 2018

(Current) Year Ended  
31 Mar 2019

£		£
	<b>CURRENT ASSETS</b>	
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
6,909.12	Debtors (Net of provision for doubtful debts)	3,076.14
56.00	Payments in advance	21.00
9,974.24	VAT Recoverable	4,979.70
0.00	Temporary lendings (investments)	0.00
246,394.40	Cash in hand	287,768.22
263,333.76	<b>TOTAL ASSETS</b>	295,845.06
	<b>CURRENT LIABILITIES</b>	
14,591.13	Creditors	23,919.09
<u>248,742.63</u>	<b>NET ASSETS</b>	<u>271,925.97</u>
	<b>Represented by:</b>	
110,077.65	General fund Balance	122,563.20
	<b>Reserves:</b>	
55,234.98	Capital	55,262.77
83,430.00	Earmarked	94,100.00
0.00	Adjustments	0.00
<u>248,742.63</u>		<u>271,925.97</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2019

Signed                     J Penn                      
Responsible Financial Officer

Date                     9/4/19                    

**TOTAL BORROWINGS 31/03/19**    £5333.24 -1 YEAR LOAN REPAYMENTS PWLB (MORSE)  
£261428.57 - 21 YEAR LOAN REPAYMENT PWLB (ROXLEY)  
£25789.45 - 7 YEAR LOAN REPAYMENT PWLB (FITZ/TOWNHALL)  
£11880.77 - BDC Community Renewables - payment via feeder  
£55126.01 20 YEAR LOAN REPAYMENT PWLB (RIVER GREEN LIGHT)



Comparing 2017/18 to 2018/19

<b>Income increased by £125000</b>	<b>£</b>
Loan for River Green lights	56201.00
Broadland District Council commuted sum for River Green toilets	25000.00
Precept 10% increase	40000.00
Additional lettings	3500.00
<b>TOTAL</b>	<b>124701.00</b>

**Expenditure increased by £74746**

Tree work (non undertaken 2017/18)	7600.00
Salaries additional amenities officer	21000.00
Capital spend River Green Lights	46850.00
<b>TOTAL</b>	<b>75450.00</b>

<b>Earmarked proposals from 2018/19</b>	<b>£</b>
Building maintenance	15000.00
Email and communication	1000.00
Election costs	4000.00
Contingency	5500.00
Town Plan	500.00
<b>TOTAL</b>	<b>26000.00</b>

This would reduce our general fund to £96563  
and increase the earmarked fund to £120100





1064

1 May 2019 (2019/20)

### Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Office telephone	02/04/2019		Bank 1 Current Ac	dd	Mobile - office	O2	S	14.04	2.81	16.85
2 Telephone	02/04/2019		Bank 1 Current Ac	dd	Mobile telephones - Rec	O2	S	42.12	8.42	50.54
3 Rates	08/04/2019		Bank 1 Current Ac	8157	Rates	Broadland District Council	E	4,456.54	0.00	4,456.54
4 Rates	08/04/2019		Bank 1 Current Ac	8157	Rates	Broadland District Council	E	2,430.45	0.00	2,430.45
5 Rates	08/04/2019		Bank 1 Current Ac	8157	Rates	Broadland District Council	E	3,338.80	0.00	3,338.80
6 Rent and deposit	08/04/2019		Bank 1 Current Ac	8158	Allotment deposit refund	Ms Earwaker	E	25.00	0.00	25.00
7 St Georges Day	08/04/2019		Bank 1 Current Ac	8159	Entertainer	Mr D Leggett	E	190.00	0.00	190.00
8 Hire of equipment	08/04/2019		Bank 1 Current Ac	8160	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
9 Maintenance contract	08/04/2019		Bank 1 Current Ac	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
10 Dussindale water charge	08/04/2019		Bank 1 Current Ac	online	Water charges - Duss Allk	Anglian Water	E	108.10	0.00	108.10
11 Foreman salary	08/04/2019									
12 Fenn salary	08/04/2019									
13 Bass - salary	08/04/2019									
14 Sayer salary	08/04/2019									
15 Calver salary	08/04/2019									
16 Mr G Watkins	08/04/2019									
17 Parr - salary	08/04/2019									
18 Matthews - salary	08/04/2019									
19 Jones salary	08/04/2019									
20 Seaman salary	08/04/2019									
21 Fenn salary	08/04/2019									
22 Fenn - pension employee	08/04/2019									
23 Sayer salary	08/04/2019									
24 Sayer - pension employe	08/04/2019									
25 Bass - salary	08/04/2019									
26 Bass - pension employe	08/04/2019									
27 Foreman salary	08/04/2019									
28 Foreman - pension emp	08/04/2019									
29 Calver salary	08/04/2019									
30 Calver pension employe	08/04/2019									
31 Mr G Watkins	08/04/2019									
32 Watkins - pension emp	08/04/2019									
33 Parr - salary	08/04/2019									
34 Parr employers pension	08/04/2019									
35 Jones salary	08/04/2019									
36 Jones pension employer	08/04/2019									



## Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37 Seaman salary	08/04/2019									
38 Seaman pension employ	08/04/2019									
39 Sayer salary	08/04/2019									
40 Sayer - NIC employer	08/04/2019									
41 Foreman salary	08/04/2019									
42 Foreman employers nic	08/04/2019									
43 Bass - salary	08/04/2019									
44 Bass - NIC employer	08/04/2019									
45 Calver salary	08/04/2019									
46 Calver -employers nic	08/04/2019									
47 Student loan	08/04/2019									
48 Mr G Watkins	08/04/2019									
49 Parr - salary	08/04/2019									
50 Parr - employers NIC	08/04/2019									
51 Jones salary	08/04/2019									
52 Jones nic employer	08/04/2019									
53 Seaman salary	08/04/2019									
54 Seaman employers nic	08/04/2019									
55 Matthews - salary	08/04/2019									
56 Tree expenditure	08/04/2019		Bank 1 Current Ac	8162	Hire equipment	Ben Burgess	S	900.00	180.00	1,080.00
57 Dussindale maintenance	08/04/2019		Bank 1 Current Ac	8163	Pest control	Burrell Pest control	E	55.00	0.00	55.00
58 Hillside maintenance	08/04/2019		Bank 1 Current Ac	8163	Pest control	Burrell Pest control	E	55.00	0.00	55.00
59 Projects	08/04/2019		Bank 1 Current Ac	8164	Building regs	CNC Building Control	S	300.00	60.00	360.00
60 Park maintenance	08/04/2019		Bank 1 Current Ac	8165	Signage	G Sign	S	106.68	21.34	128.02
61 Park maintenance	08/04/2019		Bank 1 Current Ac	8165	Signs	G Sign	S	106.68	21.33	128.01
62 balance	08/04/2019		Bank 1 Current Ac	8166	Pension pay strain paym	Norfolk Pension Fund	E	11,000.00	0.00	11,000.00
63 Dussindale rent	08/04/2019		Bank 1 Current Ac	8167	Dussindale allotment rent	Norfolk County Council	E	399.93	0.00	399.93
64 Stationery	08/04/2019		Bank 1 Current Ac	8168	Stationery	Ian Smith	S	35.23	7.05	42.28
65 Cleaning and cleaning n	08/04/2019		Bank 1 Current Ac	8169	Cleaning - Morse Pavilion	Town and Country Clea	E	660.00	0.00	660.00
66 Cleaning	08/04/2019		Bank 1 Current Ac	8169	Cleaning - Fitz Pav	Town and Country Clea	E	580.00	0.00	580.00
67 Cleaning	08/04/2019		Bank 1 Current Ac	8169	Cleaning - Roxley Hall	Town and Country Clea	E	380.00	0.00	380.00
68 River Green maintenanc	08/04/2019		Bank 1 Current Ac	8169	Cleaning River Green Toi	Town and Country Clea	E	110.00	0.00	110.00
69 Morse Pavilion	08/04/2019		Bank 1 Current Ac	8170	Mirror	Espo	S	63.00	12.60	75.60
70 Miscellaneous	08/04/2019		Bank 1 Current Ac	8171	Waste bins	Broadland District Coun	E	332.40	0.00	332.40
71 Roxley Hall	08/04/2019		Bank 1 Current Ac	8172	Blockage cleared	Blockbuster	S	90.00	18.00	108.00
72 Morse Pavilion	08/04/2019		Bank 1 Current Ac	8172	Blockage cleared	Blockbuster	S	170.00	34.00	204.00
73 Cleaning and cleaning n	08/04/2019		Bank 1 Current Ac	8173	Cleaning Materials	Spectrum Hygiene	S	265.80	53.16	318.96
74 Fuel	23/04/2019		Bank 1 Current Ac	dd	Fuel	Fuel Genie	S	99.18	19.83	119.01
75 Fuel & machinery maint	23/04/2019		Bank 1 Current Ac	dd	Fuel	Fuel Genie	S	144.06	28.81	172.87



## Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
76 Computer/Photocopier	23/04/2019		Bank 1 Current Ac	dd	Payroll software	Iris software group	S	311.00	62.20	373.20
77 Postage	23/04/2019		Bank 1 Current Ac	dd	Postage	Post Office	E	317.00	0.00	317.00
78 Towny/Neighbourhood pl	23/04/2019		Bank 1 Current Ac	dd	Survey	Survey Monkey	E	29.17	0.00	29.17
79 Office equipment	23/04/2019		Bank 1 Current Ac	dd	Table	Argos	X	29.98	0.00	29.98
80 Projects	23/04/2019		Bank 1 Current Ac	dd	Training dummy	Laerdal Medical	S	397.00	79.40	476.40
81 Projects	23/04/2019		Bank 1 Current Ac	dd	Planning application R Gr	Planning Portal	S	133.67	3.33	137.00
82 Tree expenditure	23/04/2019		Bank 1 Current Ac	dd	Tree belting	Pitchcare	S	50.91	10.18	61.09
83 Electricity	23/04/2019		Bank 1 Current Ac	dd	Electricity - Morse Pav	Opus Energy	S	224.56	44.91	269.47
84 Electricity	23/04/2019		Bank 1 Current Ac	dd	Electricity - floods/workst	Opus Energy	L	96.34	4.82	101.16
85 Electricity	23/04/2019		Bank 1 Current Ac	dd	Electricity - Roxley Hall	Opus Energy	L	86.30	4.32	90.62
86 Electricity	23/04/2019		Bank 1 Current Ac	dd	Electricity - Fltz Pav	Opus Energy	S	569.82	113.96	683.78
87 Telephone	23/04/2019		Bank 1 Current Ac	dd	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
88 Soccer marking	23/04/2019		Bank 1 Current Ac	dd	Soccer marking	Norse	S	378.83	75.77	454.60
89 Field maintenance contr	23/04/2019		Bank 1 Current Ac	dd	Field Maintenance - Rec (	Norse	S	551.30	110.26	661.56
90 Shrub bed - St Will Loke	23/04/2019		Bank 1 Current Ac	dd	St Williams Loke - prunin	Norse	S	7.30	1.46	8.76
91 Sports turf maintenance	23/04/2019		Bank 1 Current Ac	dd	Sports Turf - Rec Gnd	Norse	S	525.00	105.00	630.00
92 Turf maintenance	23/04/2019		Bank 1 Current Ac	dd	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
93 Field maintenance contr	23/04/2019		Bank 1 Current Ac	dd	Field Maintenance - Duss	Norse	S	293.65	58.73	352.38
94 Commissioners Cut - picr	23/04/2019		Bank 1 Current Ac	dd	Picnic area maintenance	Norse	S	34.50	6.90	41.40
95 Website costs	23/04/2019		Bank 1 Current Ac	online	Website updates	Norfolk Geeks	E	2,425.00	0.00	2,425.00
96 Toilets Electricity	23/04/2019		Bank 1 Current Ac	online	Electricity - River Green	Total Gas & Power	L	265.65	13.29	278.94
97 Repairs	23/04/2019		Bank 1 Current Ac	online	Street light - repairs	Cozens UK Ltd	S	395.00	79.00	474.00
98 Projects	23/04/2019		Bank 1 Current Ac	online	Cafe appliances	Currys	S	223.33	44.67	268.00
99 Photocopy charges	23/04/2019		Bank 1 Current Ac	8174	Photocopying	BBT	S	60.51	12.10	72.61
100 Rates River Green toilet	23/04/2019		Bank 1 Current Ac	8175	Rates toilets River Green	Broadland District Coun	X	2,042.01	0.00	2,042.01
101 Materials fixtures & fittil	23/04/2019		Bank 1 Current Ac	8176	Goods	Ben Burgess	S	101.08	20.22	121.30
102 Health and Safety	23/04/2019		Bank 1 Current Ac	8176	Health and safety equip	Ben Burgess	S	93.81	14.86	108.67
103 Vehicle lease	23/04/2019		Bank 1 Current Ac	8177	Lease payment	Bussey & Sabberton	S	803.00	160.60	963.60
104 Miscellaneous	23/04/2019		Bank 1 Current Ac	8178	New truck signs	G Sign	S	328.00	65.60	393.60
105 Receipts and payments	23/04/2019		Bank 1 Current Ac	8178	Roundabout sign	G Sign	S	148.00	29.60	177.60
106 Toilets Electricity	23/04/2019		Bank 1 Current Ac	8179	Electricity - River Green	Total Gas & Power	L	133.82	6.69	140.51
107 Electricity	23/04/2019		Bank 1 Current Ac	8179	Electricity - Morse Pav	Total Gas & Power	S	165.64	33.13	198.77
108 Energy charge	23/04/2019		Bank 1 Current Ac	8179	Streetlight-energy charge	Total Gas & Power	S	1,891.77	378.34	2,270.11
109 Tools - equipment	23/04/2019		Bank 1 Current Ac	8180	Garden equipment	Trade UK	S	86.18	17.24	103.42
110 Tools - equipment	23/04/2019		Bank 1 Current Ac	8180	Garden equipment	Trade UK	S	48.99	9.81	58.80
111 Tools - equipment	23/04/2019		Bank 1 Current Ac	8180	Goods	Trade UK	S	15.15	3.04	18.19
112 Tools - equipment	23/04/2019		Bank 1 Current Ac	8180	Goods	Trade UK	S	15.41	3.08	18.49
113 Hire of equipment	30/04/2019		Bank 1 Current Ac	8181	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
114 Grounds machinery	30/04/2019		Bank 1 Current Ac	8181	Repairs to gator	Ben Burgess	S	345.31	69.06	414.37



### Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
115 Hillside maintenance	30/04/2019		Bank 1 Current Ac	8182	Pest control	Burrell Pest control	E	55.00	0.00	55.00
116 Dussindale maintenance	30/04/2019		Bank 1 Current Ac	8182	Pest control	Burrell Pest control	E	55.00	0.00	55.00
117 Insurance	30/04/2019		Bank 1 Current Ac	8183	Insurance renewal	Zurich Municipal	S	7,696.14	326.12	8,022.26
118 S137 payments and dor	30/04/2019		Bank 1 Current Ac	online	Donation	Yare Boat Club	E	1,980.00	0.00	1,980.00
119 Wheeled/litter/dog bins	30/04/2019		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	90.32	18.06	108.38
120 Wheeled/litter/dog bins	30/04/2019		Bank 1 Deposit Ac	dd	Wheeled bins	Veolia	S	112.90	22.58	135.48
121 Bank charges	30/04/2019		Bank 1 Current Ac	dd	Bank charges	Lloyds Bank	X	21.45	0.00	21.45
122 Telephone	30/04/2019		Bank 1 Current Ac	dd	Telephone - Fitz Pavilion	Talk Talk	S	31.00	6.20	37.20
123 Telephone	30/04/2019		Bank 1 Current Ac	dd	Telephone - Morse Pavlik	Talk Talk	S	47.95	9.59	57.54
124 Office telephone	30/04/2019		Bank 1 Current Ac	dd	Telephone - Office	Talk Talk	S	48.01	9.60	57.61
125 Vehicle lease	30/04/2019		Bank 1 Current Ac	dd	Lease payment	Bussey & Sabberton	S	277.48	55.50	332.98
<b>Total</b>								<b>70,925.67</b>	<b>2,846.70</b>	<b>73,772.37</b>

**PAYMENT LIST**

Salaries	vouchers 11-20	April	11854.89
HMRC	vouchers 39-55	Tax and NIC	3127.27
Norfolk Pension Fund	vouchers 21-38	Employer/employee payments	3995.59









**Thorpe St Andrew Town Council  
Minutes of the Plans Committee meeting held on  
8 April 2019 at 7.30pm**

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

**Apologies:** Mr P Berry

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

There were 9 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 11 March 2019 were agreed and signed as a true record.

**4 PLANNING ITEMS RAISED BY RESIDENTS**

REF: 20181809 – Thorpe St Andrew High School, Laundry Lane – a resident questioned whether it was possible for a condition to be included which would ensure the modular buildings were not used for a music room.

REF: 20190255 – 17 Belmore Road – a number of residents raised concerns about the proposal. They felt the revised application had not addressed any of the previous concerns. The reasons for refusal of the original application still applied to the revised application. The height of the proposed building had been reduced but the proposal was still an overdevelopment of the site. The plot was too small, the building would be out of keeping with the surrounding area and there would be a negative effect on the amenity of neighbouring properties. There were also strong concerns about the impact of additional cars accessing a dangerous corner of the road which was often congested with parked cars. The owner of no:17 Belmore road commented that she appreciated there were parking issues on the road and that there was a need to access the road with caution, however, the required provision for off road parking was being made and the highways authority had no objection to the proposal. Much of the parking on the road was commuter parking and not residents. She also added that there was no overlooking as the distance from the window to the properties opposite was further than the required 20m.

**5 PLANNING APPLICATIONS**

- (i) REF: 20181809 – Thorpe St Andrew High School, Laundry Lane, – removal of mobile classroom and installation of 3 classroom modular buildings – it was noted that the music rooms proposed as part of the original application had now been moved to a more central location on the site and that the current

modular units would be used for classrooms. Air condition units had also been relocated to a more acceptable position. Local residents were still concerned about the impact of the proposal on underground gas pipes /electricity cables noting that other properties in the area had covenants restricting development over these. It was noted that the planning officer was seeking further information on this matter. **NO OBJECTION, noting the re-siting of the music room and the further investigations relating to the underground gas pipes/electricity gables.**

- (ii) REF: 20190255 – 17 Belmore Road – subdivision of plot and erection of detached dwelling – members felt the revised application had not addressed their previous concerns and that the proposal still raised a number of concerns, in particular, the proposal was overdevelopment of the site, the property was out of keeping with the neighbouring properties, it would have a negative impact on the amenity of the plot and adjoining neighbours and a negative impact on highway safety on a dangerous corner. **OBJECTION on the grounds listed above.**
- (iii) REF: 20190362 – 5 Western Wood Close – erection of 3 bay timber framed cart lodge with external steps to a home office and toilet above - **NO OBJECTION.**
- (iv) REF: 20190401 – 7 Beechwood Drive – erection of rear conservatory - **NO OBJECTION.**
- (v) REF: 20190405 – 2 The Copse – replacement of patio doors with bi-fold doors and replacement kitchen window - **NO OBJECTION.**
- (vi) REF: 20190459 – Thorpe St Andrew High School, Laundry Lane – proposed single storey modular building for use as a “grab-and-go” dining block - **NO OBJECTION.**
- (vii) REF: 20190469 – 6 Charles Avenue – single storey rear extension - **NO OBJECTION.**
- (viii) REF: 20190485– land South of Salhouse Road – reserve matter from permission 20170104 – whilst this application was not in Thorpe St Andrew, the Town Council had been kept informed of the proposal for a neighbouring parish. Concerns were raised that the proposed road through the estate which appeared to link Atlantic Way to the proposed roundabout at Brook Farm was a narrow, winding road and that it had been envisaged that this road would be more substantial. The proposed road appeared inadequate and did not meet the design guide for development of the area. It was agreed to raise these concerns.
- (ix) REF: 20190494 – 11 Thorpe Close – demolition of existing rear extension and erection of replacement single storey rear extension and front porch. Members were concerned about the use of a flat roof and the size and mass of the building which was larger than the existing building. Despite the current neighbour having no objections, members were concerned about the impact of the extension on the amenity of the adjoining property. **OBJECTION on the grounds of the size and mass of the extension and the use of a flat roof.**

- (x) REF: 20190508 - 18 Anne Close – proposed single storey side and rear extensions – **NO OBJECTION.**
- (xi) REF: 20190534 - 5 Owen Court - alteration of rear french doors and windows **NO OBJECTION.**

**Variation of Condition**

REF: 20190467 – 28 South Avenue – variation of condition 6 of permission - 20180658 – tree management works - **NOTED.**

**Permission Granted**

REF: 20190164 – 124 Furze Road – variation of condition 2 following planning permission 20181172 – change in design - **NOTED.**

**No objections comments sent**

REF: 20190264 – 7 Firtree Road – single storey front and rear extension – **NOTED.**

**BROADS AUTHORITY**

BA/2019/0120/TCCA – Walpole House - 16 Yarmouth Road – T1 Cedar 2m clearance, T2 Yew crown reduction 2m – **NOTED.**

BA/2018/0072/REM – Oakland Marine Ltd, Griffin Lane – reserve matters – **NOTED.**

**6 ENFORCEMENT NOTICES – CONFIDENTIAL**

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

**DATES OF NEXT MEETINGS**

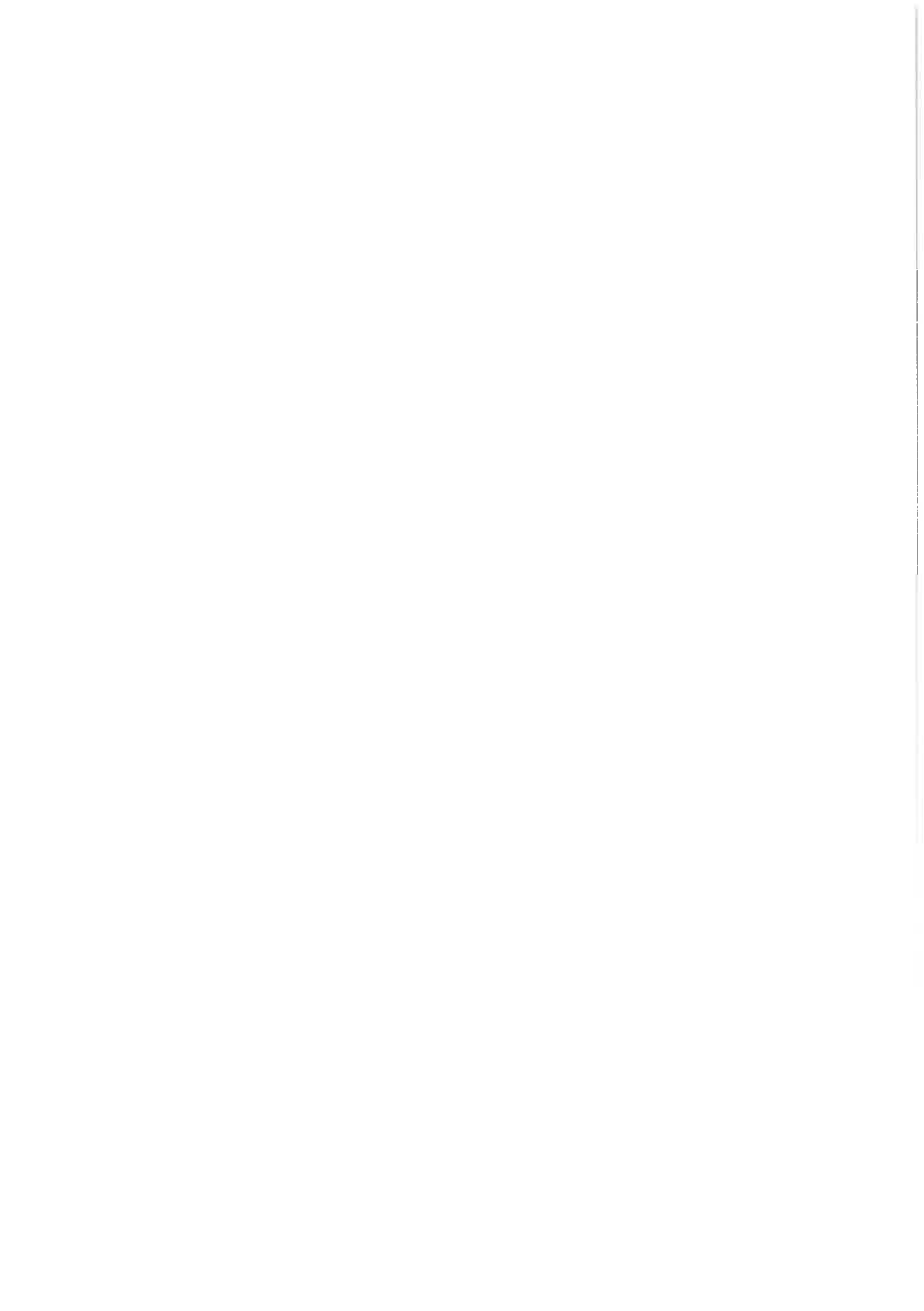
Town Council	13 May 2019
Plans Committee	20 May 2019

*The Chairman thanked Mr R Robson for his work over the years on the Plans Committee and wished him well for the future.*

*The meeting closed at 08:30pm*

*Signed: .....*

*Dated: .....*



# Thorpe St Andrew Town Council



Town Council : 13<sup>th</sup> May 2019

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## Confirmation of Standing Orders

Agenda Item: 12

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### Reason for this Report

This report has been written to seek approval for the attached updated Standing Orders.

### Current Position

The current Town Council standing orders were agreed and signed in 2018. These have been reviewed with no changes.

### Advice

The Town Council must maintain relevant and current Standing Orders to ensure it applies both statutory and current regulations to its operation. The Town Council is therefore asked to agree the attached Standing Orders.

### 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.

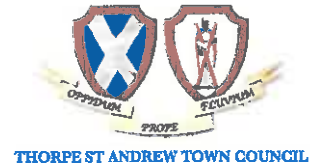
### Financial Implications

There are no financial implications arising from this report.





# Thorpe St Andrew Town Council



Town Council : 13<sup>th</sup> May 2019

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## Councillor Training and Induction

**Agenda Item: 13**

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### Reason for this Report

This report proposes dates for the new Councillor training and induction course.

### Background

This training is an introduction to the role of Councillor and is delivered by the Norfolk Parish Training Partnership on the following dates:

**Tuesdays 4 & 11 June 2019 (7 - 9 pm), Bawdeswell Village Hall**

**Wednesdays 19 & 26 June 2019 (7 - 9 pm), Aylsham Care Trust**

**Thursdays 20 & 27 June 2019 (6.45 - 8.45 pm), Costessey Centre**

**Wednesday 3 July 2019 (10 am - 3 pm), Upton Village Hall**

### Description

#### **INDUCTION TRAINING FOR CLERKS AND COUNCILLORS**

Local Councils (Parish and Town Councils) can be baffling. Understanding how they work and your role and responsibilities is not always easy. This induction course explains the legal framework giving you the confidence to take a full part in your Council and make a difference in your local area.

**This course is recommended for all clerks and councillors who are either new to the role or would like to update their understanding.**

#### **By the end of this induction course you will:**

- Have a good understanding of your role as a councillor or clerk and the context in which you operate
- Know the rules of what you must, or must not do, as a council, councillor/staff member, employer
- Understand the legislative and regulatory framework for councils, which will help you stick to the rules
- Understand more about meetings, protocols and the importance of good governance

#### Course content

- Understanding local government and how parish and town councils fit into the bigger picture
- Understanding the roles and responsibilities of key people on the council

- Guardian of the public purse: Finance, budget setting and the precept
- Powers and duties available
- What to expect from meetings,
- A look at standing orders and other key documents
- Employing staff
- Understanding the code of conduct and declaration of interests
- The council's role in planning consultations

### **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 minor financial implications arising from this report.

**Reason for nomination: -  
(Certificate for Hearing if required)**

**Please return this form to the Town Council  
Office.**

Nominations can be for individuals or a  
business.

**Award Type:**

**CIVIC / BUSINESS**

**We nominate:-**

**Address of nominee(s):-**

**Organisation and position of  
nominee(s):-**

**Date:-**



**THORPE ST ANDREW TOWN COUNCIL**

## **Civic and Business Award Nomination Form**

**Please return to:**

**Town Hall  
Fitzmaurice Park  
Pound Lane  
NR7 0UL**

**Tel: 01603 701048**

**Proposer:-**

**Second:-**

**Nominations close: 10<sup>th</sup> June 2019**

**Reason for nomination (Continued) :-**

# Thorpe St Andrew Town Council



**Town Council : 13<sup>th</sup> May 2019**

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## **Confirmation of Annual Administration**

**Agenda Item: 15**

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### **Reason for this Report**

This report is to confirm the checks and administration which have taken place according to the standing orders.

### **Result**

Review and adoption of appropriate standing orders and financial regulations;

The review of the Financial Regulations was undertaken at the Finance and Staff Committee Meeting in February and confirmed again in March 2019.

There are no current agency agreements with local authorities and no contributions are made to other local authorities.

The Town Council is not currently represented on any external body following the closure of the Fuel Allotment Fund in 2016.

The annual risk review including assets and equipment was considered by the Finance and Staff Committee in 2019.

The Town Council currently subscribes to the Society for Local Council Clerks (SLCC).  
The Town Council is not a member of the Norfolk Association for Local Councils.

The Town Council complaints procedure is included within the Standing Orders approved and its policy approved in 2019.

The Town Council has signed up to the Freedom of Information Act Publication Scheme.

The Town Council meetings shall take place on the first Monday of the month, except when this falls on a Bank Holiday. The Plans Committee will meet on the second Monday of the Month. The Finance and Staff Committee shall meet on the third Monday of each month. The Events and Media Committee shall meet on the 4<sup>th</sup> Monday or any Wednesday of the month.

All meetings of the Town Council and its Committee shall take place at Town Hall, starting at 7.30pm.

The dates, times and locations of meetings are subject to change, but shall be notified with no less than three clear day's notice.

### **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 no financial implications arising from this report.