



## THORPE ST ANDREW TOWN COUNCIL

**Town Council Meeting to be held on:  
3<sup>rd</sup> February 2020  
7.30pm at Town Hall, Pound Lane**

### **AGENDA**

- 103. Attendance and Apologies for Absence**
- 104. Declarations of Interest in items on the agenda**
- 105. Minutes of the Town Council held on 6<sup>th</sup> January 2020**  
**Announcements (for information only)**  
To receive announcements from
  - (i) The Town Mayor
  - (ii) The Town Clerk
- 106. Public Participation – To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting about matters on the agenda, limited to 3 minutes each.**
  - (i) Norfolk Constabulary
  - (ii) County and District Councillors  
Report from Councillor John Ward
  - (iii) Members of the public
- 107. Finance**
  - (i) Payments List – vouchers 1112 to 1217 totalling £46,546.77
  - (ii) Bank Reconciliation Statement
- 108. Minutes from Committees**
  - (i) Plans and Environment Committee
  - (ii) Events Committee
  - (iii) Finance and Staff Committee
- 108. Social Media Policy**
- 109. Asset of Community Value Nominations: Thorpe St Andrew**
- 110. Broadland Boat Club – Verbal update**

Future agenda items (Not for discussion)

Issued 29<sup>th</sup> January 2020

**Town Clerk - Dr Thomas Foreman**  
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VAT No. 107 2921 90



**Thorpe St Andrew Town Council  
Minutes of the Town Council meeting  
held on 6 January 2020 at 7:30pm**

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**Present:**

Mr J Fisher	(Town Mayor)		
Mr P Berry	Mr F Bowe	Mrs J Fisher	Mr J Emsell
Mr T Garner	Mr M Lake	Miss S Lawn	Mr L Reeves
Mr J Ward	Mr N Shaw	Mr S Snelling	

**Apologies:** Mrs T Mancini-Boyle Mr I Mackie Mr T Fordham

**In attendance:**

Dr T Foreman

Three members of the public were in attendance.

95

**DECLARATIONS OF INTEREST**

Member/Officer	Item
None	

96

**MINUTES**

The minutes of the meeting held on 2 December 2019 were agreed and signed as a true record.

**ANNOUNCEMENTS**

- (i) The Town Mayor welcomed Councillors and the public to the first meeting of the Council in 2020.
- (ii) The Town Clerk provided an overview of the meetings and discussions which had taken place. Particular mention was given to a meeting with the Broads Authority and meetings with the landowners on Thorpe Island which was an item on the agenda.

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**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 police representative was in attendance..
- (ii) Members noted the report from Cllr Ward.  
The District and County Councillors provided an overview of their work over the previous month. The Town Clerk read an update from Cllr I Mackie who was unable to attend the meeting.
- (iii) A member of the public wished all the councillors and staff a happy new year. A

number of questions were raised to the Council, in particular relating to the mooring of abandoned boats at River Green and that sewage appeared to be pumping out into the river from the island.

**98 FINANCE**

- (i) Payments List – approved and signed.
- (ii) Bank Reconciliation Statement was approved and signed.

**99 St Williams Way and Thunder Lane area consultation**

The Town Council considered the consultation documents for the proposed changes to St Williams Way and Thunder Lane. There was significant discussion about the merits of the proposals, with many members commenting on the use of the cycle path and the installation of yellow lines.

It was

**RESOLVED**

To write to the project team in support of the proposals

**100 River Green Mooring Scheme**

The Town Clerk updated the meeting on the proposed start date of the mooring scheme and explained there had been a request to delay its implementation to allow for a meeting between the Council and landowners on the island to take place. The Council noted this request and the Town Clerks approval of it to demonstrates the good will of the Council in its dealings with landowners. It was agreed that a representative from NP Law should join the Town Mayor, Deputy Town Mayor and Town Clerk to any of meeting regarding the mooring scheme.

**101 Grounds Maintenance Tenders**

An overview of all the tender documents was given, referencing the information circulated in the confidential papers previously circulated.

There was unanimous support for the need to continue the high quality service provided on the parks and open spaces and this was balanced against the need to gain best financial cost. In considering all the due diligence, services required, size and reputation of the companies, along with the pricing it was

**RESOLVED**

To appoint Contractor B for a period 2020 to 2023.

**102 Strengthening police powers to tackle unauthorised encampments**

The Home Office consultation document for the strengthening of police powers to tackle unauthorised encampments was considered by the Council. There was strong feeling that powers for land-based prosecutions should also extend to those on water, as the Broads Authority have previously stated that the issue on the Broads network is increasing. Therefore, the it was

**RESOLVED**

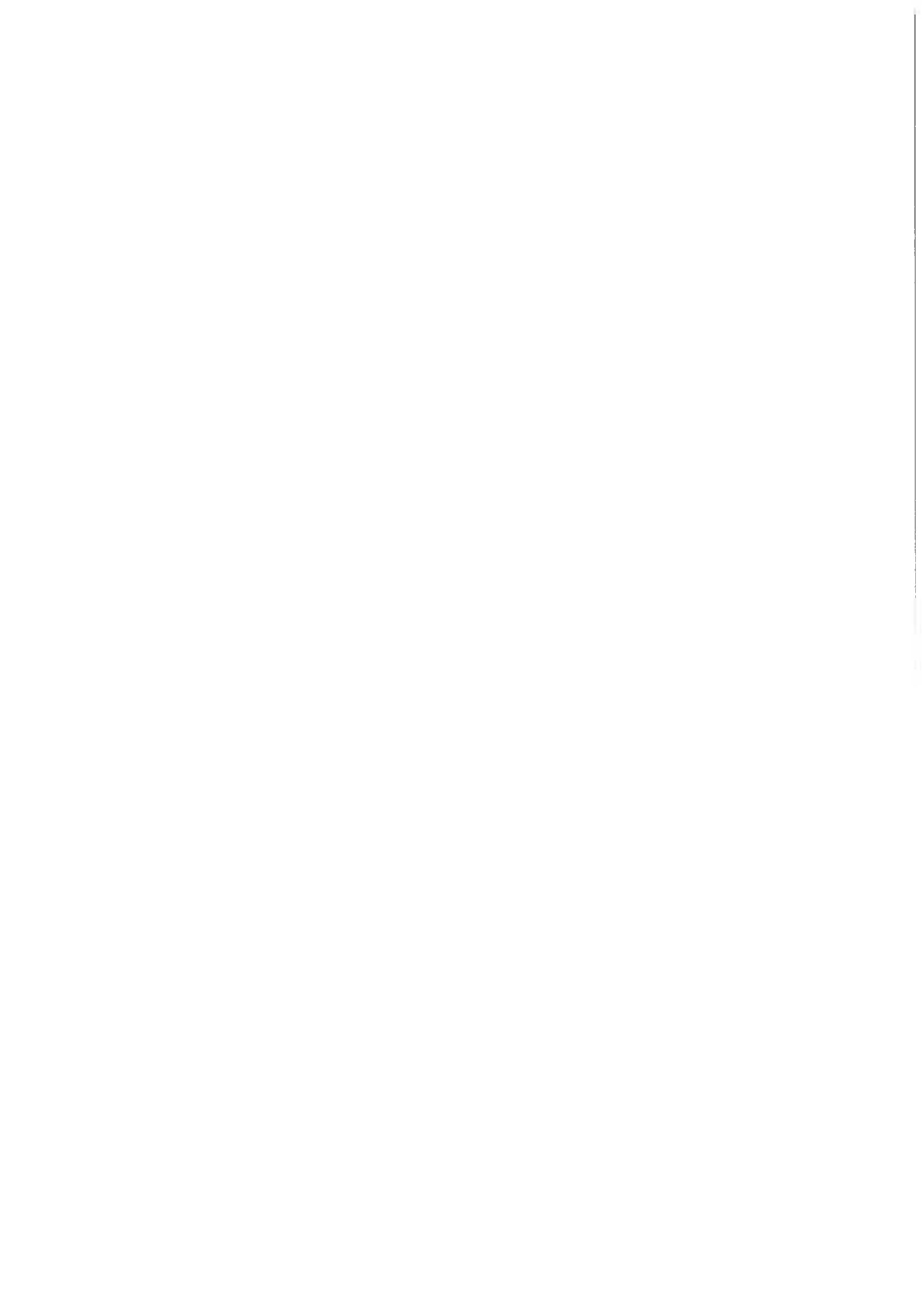
To delegate power to the Town Clerk and Town Mayor to complete a consultation response outlining the views provided at the meeting.

**Future Agenda Items**

*The meeting closed at 8:22pm*

*Signed: .....*

*Dated: .....*



19<sup>th</sup> January <sup>2020</sup>2019 Report from Councillor John Ward

### **Broadland District Council**

The Council's Energy Team have been promoting the benefits of Smart Meters at Flu Clinics and Community Group Meetings and have engaged with 7614 local residents.

Work is on-going to develop a full business case to explore a joint commissioning model with South Norfolk D.C. for Waste Services including the provision of a shared depot, to deliver waste collection, grounds maintenance and street cleaning services to wholly replace both current operating models.

Broadland's Recycling rate is now over 50% but each household still generates 104kg of residual waste p.a.

From July- December 540 tonnes of food waste were collected.

The number of brown bins increased by 1300 on last year to 30,700.

### **Norfolk County Council**

NCC Public Health Dept is commissioning 'Smokefree Norfolk' – a stop smoking service. Full details at [www.smokefreenorfolk.nhs.uk](http://www.smokefreenorfolk.nhs.uk) or 0800 0854113 where specialist advisors will book an appointment with you to create your personalised quit plan.

Norfolk Museum's very successful 'Kick the Dust' project for 11-25 yr olds has now engaged with 3842 youngsters and was a finalist in the National Youth Awards getting into the final six from 600 entries.

Cabinet is recommending to Council a 3.99% increase in Council Tax for 2020/21, 2% of which will be ring fenced for Adult Social Care. The £427.7m Revenue Budget includes £34.6m more for Adult Social Care but the dept's budget also includes £23m of savings. Next year's budget will also put £23.3m more into children's Services but with £7.3m of savings on how the service is delivered. A Band D property bill will rise by about £50 per year.

£536m investment in physical and digital infrastructure, schools and services across Norfolk has been announced by the Cabinet, to be funded by grants, land sales and prudent borrowing:-

£96.3m between 2020-23 towards the 3<sup>rd</sup> river crossing at Great Yarmouth.

£95.6m over the next 3 years in S.E.N. Schools

£39.2m over 3 years for Adult Social Care including £28m for extra Care Housing,

£11.9m for Better Broadband. £5m Transforming Cities Fund.

£7.7m Local Fibre Network bringing high speed broadband to schools, libraries and the Council's Corporate Estate.

£3m developing Social Infrastructure to benefit local organisations.

£1m to plant one million trees (with some match funding)





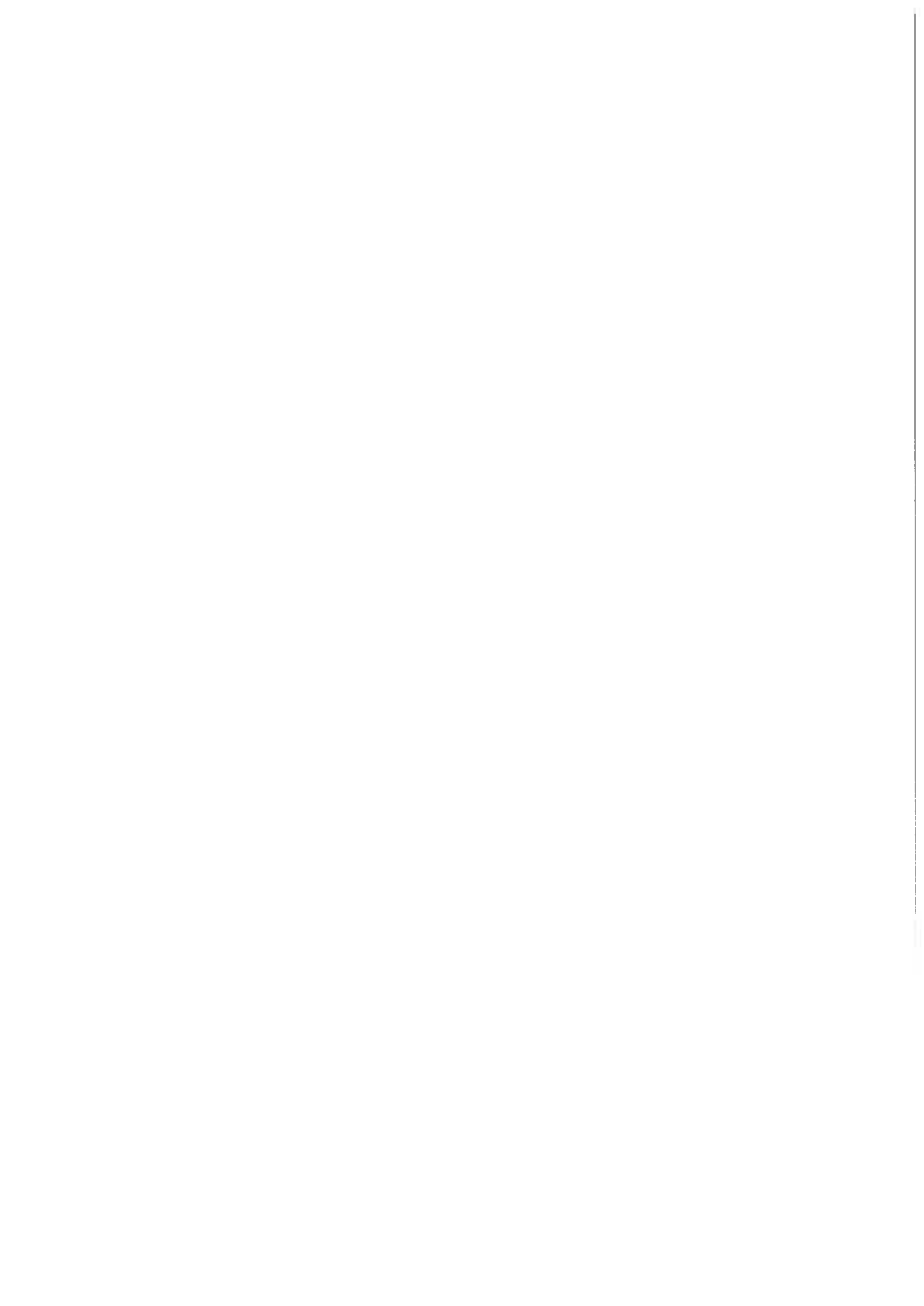
## Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,112 Office telephone	02/01/2020		Bank 1 Current Accou	online	Telephone - Office	O2	S	14.39	2.88	17.27
1,113 Telephone	02/01/2020		Bank 1 Current Accou	online	Telephone - Morse Pavilion	O2	S	73.17	14.63	87.80
1,114 Fuel	14/01/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	112.06	22.42	134.48
1,115 Fuel & machinery maintainan	14/01/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	40.87	8.17	49.04
1,116 Maintenance contract	15/01/2020		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
1,117 Repairs	15/01/2020		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	395.00	79.00	474.00
1,118 Roxley Hall Loan	15/01/2020		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	X	10,499.16	0.00	10,499.16
1,119 River Green Lights	15/01/2020		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	X	1,783.14	0.00	1,783.14
1,120 Subscriptions	15/01/2020		Bank 1 Current Accou	online	Software update	Scribe 2000 Ltd	S	487.00	97.40	584.40
1,121 Hire of equipment	15/01/2020		Bank 1 Current Accou	8399	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
1,122 Electricity	15/01/2020		Bank 1 Current Accou	8400	Electricity - River Green	E.on	L	16.07	0.80	16.87
1,123 Cleaning bus shelters	15/01/2020		Bank 1 Current Accou	8401	Cleaning bus shelters	R Mamroy	E	100.00	0.00	100.00
1,124 Rent and deposit	15/01/2020		Bank 1 Current Accou	8402	Allotment deposit refund	Mr Wilson	E	25.00	0.00	25.00
1,125 Cleaning	15/01/2020		Bank 1 Current Accou	8403	Cleaning - Roxley Hall	Town and Country Cleaning	E	620.00	0.00	620.00
1,126 Cleaning and cleaning mater	15/01/2020		Bank 1 Current Accou	8403	Cleaning - Morse Pavilion	Town and Country Cleaning	E	580.00	0.00	580.00
1,127 Cleaning	15/01/2020		Bank 1 Current Accou	8403	Cleaning - Fitz Pav	Town and Country Cleaning	E	320.00	0.00	320.00
1,128 Cleaning Toilets	15/01/2020		Bank 1 Current Accou	8403	Cleaning River Green Toilets	Town and Country Cleaning	E	520.00	0.00	520.00
1,129 Miscellaneous	15/01/2020		Bank 1 Current Accou	8404	advert in parish life	Thorpe St Andrew PCC	E	223.40	0.00	223.40
1,130 Foreman salary										
1,131 Fenn salary										
1,132 Bass - salary										
1,133 Sayer salary										
1,134 Calver salary										
1,135 Mr G Watkins										
1,136 Parr - salary										
1,137 Jones salary										
1,138 Seaman salary										
1,139 Fenn salary										
1,140 Fenn - pension employer										
1,141 Sayer salary										
1,142 Sayer - pension employer										
1,143 Bass - salary										
1,144 Bass - pension employer										
1,145 Foreman salary										
1,146 Foreman - pension employer										
1,147 Calver salary										



### Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,148					Calver pension employer					
1,149					Mr G Watkins					
1,150					Watkins - pension employe					
1,151					Parr - salary					
1,152					Parr: employers pension					
1,153					Jones salary					
1,154					Jones pension employer					
1,155					Seaman salary					
1,156					Seaman pension employer					
1,157					Sayer salary					
1,158					Sayer - NIC employer					
1,159					Foreman salary					
1,160					Foreman employers nic					
1,161					Bess - salary					
1,162					Bess - NIC employer					
1,163					Calver salary					
1,164					Calver-employers nic					
1,165					Student loan					
1,166					Mr G Watkins					
1,167					Parr - salary					
1,168					Parr - employers NIC					
1,169					Jones salary					
1,170					Jones:nic employer					
1,171					Seaman salary					
1,172					Seaman employers nic					
1,173					Fenn salary					
1,174					Fenn - NIC employer					
1,175	15/01/2020		Bank 1 Current Accou	8406	Blockage cleared	Blockbuster	S	115.00	23.00	138.00
1,176	15/01/2020		Bank 1 Current Accou	8407	Quay heading repairs	G & H Services	S	1,860.00	372.00	2,232.00
1,177	15/01/2020		Bank 1 Current Accou	8408	Plaque	MBS Trophies	S	16.60	3.32	19.92
1,178	15/01/2020		Bank 1 Current Accou	8409	First aid cover	St Johns Ambulance	S	196.80	39.36	236.16
1,179	15/01/2020		Bank 1 Current Accou	8410	Cleaning Materials	Spectrum Hygiene	S	19.62	3.92	23.54
1,180	15/01/2020		Bank 1 Current Accou	8410	Cleaning Materials	Spectrum Hygiene	S	159.48	31.90	191.38
1,181	15/01/2020		Bank 1 Current Accou	8411	Play equipment - repairs	G B Sport and Leisure	S	238.55	47.71	286.26
1,182	21/01/2020		Bank 1 Current Accou	online	Cleaning Materials	Amazon	S	8.74	1.75	10.49
1,183	21/01/2020		Bank 1 Current Accou	online	Survey	Survey Monkey	E	29.17	0.00	29.17
1,184	21/01/2020		Bank 1 Current Accou	online	Xmas discs	Amazon	S	6.66	1.33	7.99
1,185	21/01/2020		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
1,186	21/01/2020		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	S	197.20	39.44	236.64

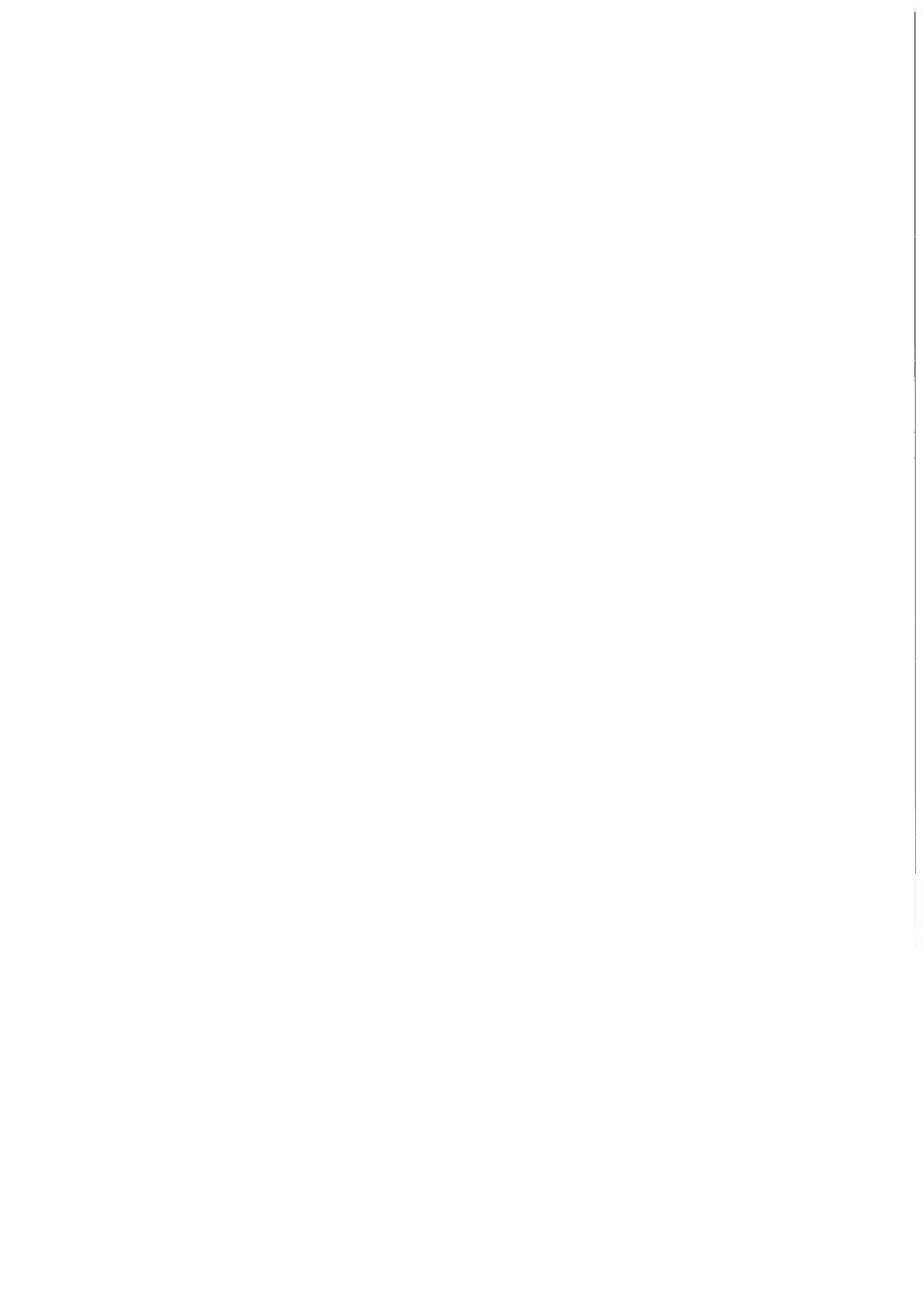


**Thorpe St Andrew Town Council  
PAYMENTS LIST**

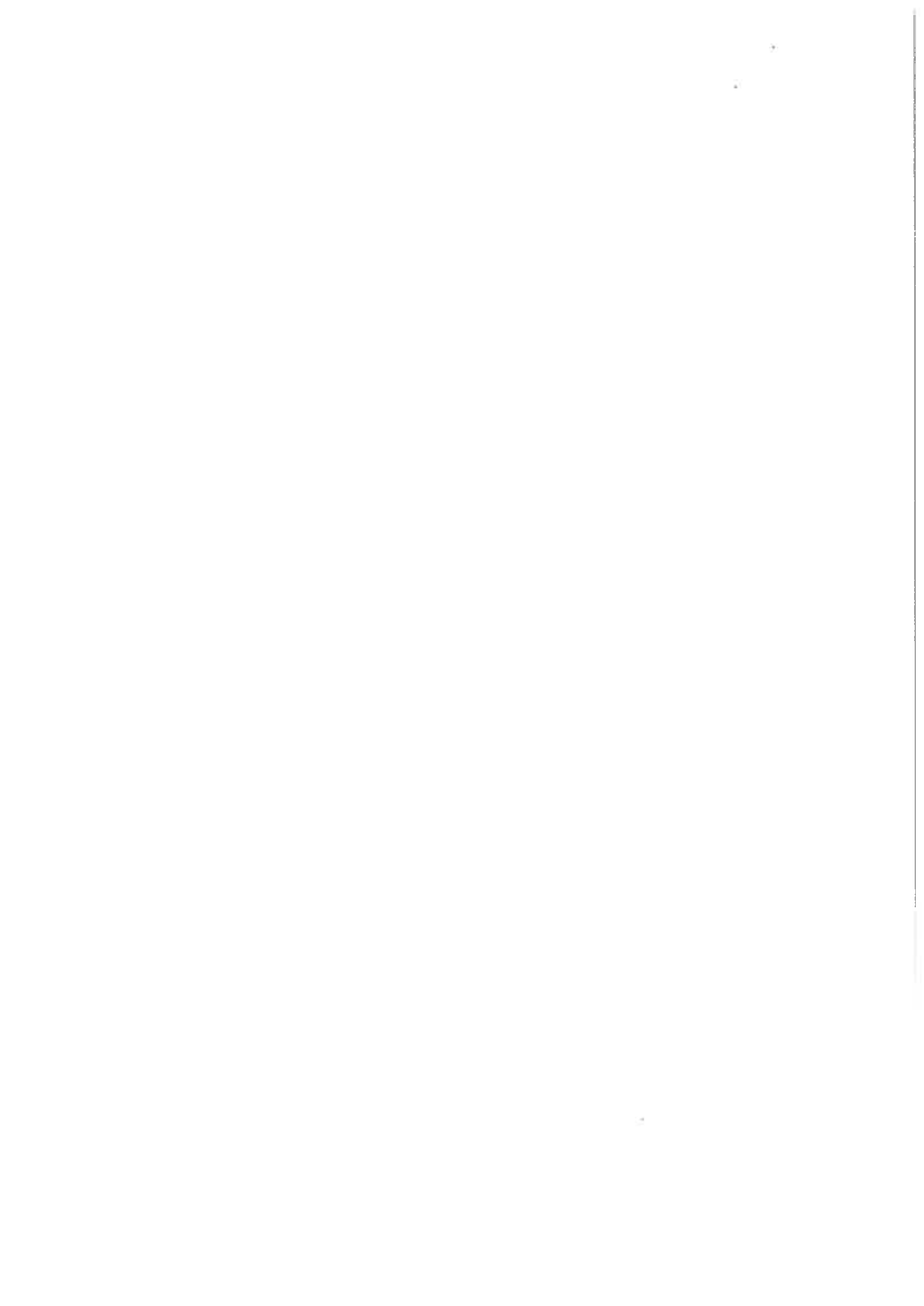
Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1,187 Electricity	21/01/2020		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	48.81	2.44	51.25
1,188 Electricity	21/01/2020		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	89.48	4.47	93.95
1,189 Electricity	21/01/2020		Bank 1 Current Accou	online	Electricity - Fliz Pav	Opus Energy	S	806.10	161.22	967.32
1,190 Water rates	21/01/2020		Bank 1 Current Accou	online	Water charges - Morse	Anglian Water	E	223.62	0.00	223.62
1,191 Dussindale water charges	21/01/2020		Bank 1 Current Accou	online	Water charges - Duss Allot	Anglian Water	E	97.02	0.00	97.02
1,192 Photocopy charges	21/01/2020		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	84.47	16.89	101.36
1,193 Events one off purchase	21/01/2020		Bank 1 Current Accou	online	Donation	Thorpe Dementia Cafe	E	21.00	0.00	21.00
1,194 Telephone	27/01/2020		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
1,195 Soccer marking	27/01/2020		Bank 1 Current Accou	online	Soccer marking	Norse	S	378.83	75.77	454.60
1,196 Field maintenance contract	27/01/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	Norse	S	551.30	110.26	661.56
1,197 Shrub bed - St Will Loke	27/01/2020		Bank 1 Current Accou	online	St Williams Loke - pruning	Norse	S	7.30	1.46	8.76
1,198 Sports turf maintenance	27/01/2020		Bank 1 Current Accou	online	Sports Turf - Rec Grnd	Norse	S	525.00	105.00	630.00
1,199 Turf maintenance	27/01/2020		Bank 1 Current Accou	online	Sports Turf - Duss	Norse	S	126.67	25.33	152.00
1,200 Field maintenance contract	27/01/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	Norse	S	293.65	58.73	352.38
1,201 Commissioners Cut - picnic ar	27/01/2020		Bank 1 Current Accou	online	Field Maintenance	Norse	S	34.50	6.90	41.40
1,202 Town Hall	28/01/2020		Bank 1 Current Accou	8412	Picnic area maintenance	Norse	S	75.00	15.00	90.00
1,203 Morse Pavilion	28/01/2020		Bank 1 Current Accou	8412	Fire equipment service	E Fire	S	218.00	43.60	261.60
1,204 Roxley Hall	28/01/2020		Bank 1 Current Accou	8412	Fire equipment service	E Fire	S	166.00	33.20	199.20
1,205 Morse Pavilion	28/01/2020		Bank 1 Current Accou	8412	Fire equipment service	E Fire	S	40.00	8.00	48.00
1,206 Park maintenance	28/01/2020		Bank 1 Current Accou	8413	Play equipment - repairs	G B Sport and Leisure	S	59.50	11.90	71.40
1,207 Training	28/01/2020		Bank 1 Current Accou	8414	Annual fee	Institute of Groundsmanship	Z	174.00	0.00	174.00
1,208 Materials fixtures & fittings	28/01/2020		Bank 1 Current Accou	8415	Electrical goods	M D Thompson	S	57.72	11.54	69.26
1,209 Electricity Toilets River Greer	28/01/2020		Bank 1 Current Accou	8416	Electricity - River Green Toilet	Total Gas & Power	L	40.18	2.01	42.19
1,210 Morse - gas/expenditure	28/01/2020		Bank 1 Current Accou	8416	Gas charges - Morse	Total Gas & Power	S	477.14	95.42	572.56
1,211 Park maintenance	28/01/2020		Bank 1 Current Accou	8417	Hire equipment	Travis Perkins	S	23.69	4.74	28.43
1,212 Verges cutting	28/01/2020		Bank 1 Current Accou	8418	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
1,213 Vehicle Maintenance	28/01/2020		Bank 1 Current Accou	8418	Service equipment	Ben Burgess	S	576.87	115.36	692.23
1,214 Vehicle Maintenance	28/01/2020		Bank 1 Current Accou	8418	Service equipment	Ben Burgess	S	357.37	71.46	428.83
1,215 Miscellaneous	28/01/2020		Bank 1 Current Accou	8419	Food/drink meetings	Nannys Cakes Cafe	Z	20.00	0.00	20.00
1,216 Xmas Event	28/01/2020		Bank 1 Current Accou	8419	Sweets xmas event	Macro	S	27.93	5.59	33.52
1,217 Bus shelters	28/01/2020		Bank 1 Current Accou	8420	Cleaning bus shelters	R Marmoy	E	100.00	0.00	100.00
<b>Total</b>							<b>44,434.62</b>	<b>2,112.15</b>	<b>46,546.77</b>	

**PAYMENT LIST**

Salaries	vouchers 1130-1138	January	11446.73
HMRC	vouchers 1157-1174	Tax and NIC	3000.10
Norfolk Pension Fund	vouchers 1139-1156	Employer/employee payments	3945.40









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**Thorpe St Andrew Town Council**  
**Minutes of the Plans Committee and Environment meeting held on**  
**13 January 2020 at 7.30pm**

- 1 Present:**  
Mr J Fisher (Chairman)  
Mr P Berry Mr F Bowe Mrs F Fisher Mr S Snelling Mr T Garner

**Apologies:**

**In attendance:**  
Dr T Foreman (Town Clerk)

8 Members of the public were present

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

Member	Item

**3 MINUTES**

The minutes of the meeting held on 11 November 2019 were agreed and signed as a true record.

**4 PLANNING ITEMS RAISED BY RESIDENTS**

REF: 20191860 – 214 Plumstead Road – Neighbours on one side voiced support for the application, along with the applicant who was present.

20191858 – 17 Fiennes Road – The applicant described his frustration at the process for planning at the District Council. He provided an overview of the history of the application.

**5 PLANNING APPLICATIONS**

- (i) 20191858 – 17 Fiennes Road – Support with no objections
- (ii) 20191860 – 214 Plumstead Road – No objections
- (iii) 20191888 Boulderside Close – No objections
- (iv) 20191926 – 6 School Lane – No objections

**BROADS AUTHORITY**

BA/2019/0413/TCAA – 15 Thorpe Hall Close – Noted

BA/2019/0435/TCAA – Thorpe Hall – No objections, however would like the tulip tree replanted/replaced elsewhere on site.

**ENFORCEMENT NOTICES – CONFIDENTIAL**

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

*The meeting closed at 09:00pm*

*Signed: .....*

*Dated: .....*



- A bubble fairy
- Teddy Bears Picnic
- International Food Stalls
- Car Boot
- Antiques Valuations
- Classic Cars
- Music
- East Coast Trucker trailer
- Marques
- Craft

Mr J Emsell to consult other Councillors on the above matters to progress the event.

**7 NEWSLETTER**

Mrs F Bass provided the following timescales for the next newsletter:

- Delivery 6-9<sup>th</sup> April 2020
- Printers by 23<sup>rd</sup> March 2020
- Deadline for articles 2<sup>nd</sup> March 2020

*The meeting closed at 7:30pm*

*Signed: .....*

*Dated: .....*



number due to concerns about access from the water at both ends of River Green and also in the middle of the site. The Town Council was aware that this had been raised by a landowner on Thorpe Island recently and therefore was hopeful that the addition would be seen positively. It was

**RESOLVED**

To proceed with the purchase and installation at a cost not to exceed £1000

**8. UPDATE ON FOOTBALL MEETING**

Mr D Sayer provided an update of his meeting with Councillors and other information he had gathering in anticipation of a meeting on 27<sup>th</sup> February 2020 at 6.30pm with all football clubs and some Councillors. He further explained that he had meeting with the FA and Councillors booked for the coming week and would continue to work on this matter with both the clubs and Councillors. The Committee noted this report.

**9. DEPUTY CLERK FOR COMMITTEES AND EVENTS/COMMUNITY OFFICER POST**

The Members considered in detail the draft job descriptions for both the Deputy Clerk for Committees and Events post, along with the Community Officer post It was confirmed that the current Deputy Clerk for Committees and Events would be transferring to the Community Officer post to continue that part of her existing post up to 8 hours per week/as required. The Committee approved both job descriptions and it was

**RESOLVED**

That both posts be created from 1<sup>st</sup> April 2020, with the new Deputy Clerk starting sooner if possible to shadow the existing postholder.

That the Deputy Clerk for Committees and Events transfer to the Community Officer post from 1<sup>st</sup> April 2020.

All salaries to be as approved in the budget by Town Council and the Deputy Clerk post to be for 20 to 24 hours per week.

*The meeting closed at 9.15pm.*

*Signed: .....*

*Dated: .....*

## **Social Media Policy**

### **1. Policy statement**

1.1 This policy is intended to help Councillors make appropriate decisions about the use of social media such as emails, blogs, wikis, social networking websites, podcasts, forums, message boards, or comments on web-articles, such as Twitter, Facebook, LinkedIn and other relevant social media websites. (Council staff have guidelines contained within the Employee Handbook).

1.2 This policy outlines the standards the Council requires Councillors to observe when using social media, the circumstances in which the Council will monitor the use of social media and the action to be taken in respect of breaches of this policy.

1.3 This policy supplements, and should be read in conjunction with all other policies and procedures adopted by the Council, such as the Equal Opportunities Policy, Anti-Harassment Policy, Data Protection Policy, Disciplinary Procedure, Members Code of Conduct and such like.

1.4 This policy does not form part of any contract of employment and it may be amended at any time.

### **2. Who is covered by this policy?**

2.1 This policy covers all individuals working at all levels with the Council, including all elected and co-opted Councillors, volunteers (the Clerk to the Council and all other employees must comply with the Employee Handbook).

### **3. The scope of this policy**

3.1 The council has overall responsibility for the effective operation of this policy. All Members are expected to comply with this policy at all times to protect the reputation, privacy, confidentiality, and interests of the Council, its services, employees, partners and community.

3.2 Behaviour required by the Members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even where the Code does not apply. Online content should be objective, balanced, informative and accurate. Members must be aware that their profile as a Councillor means the more likely it is they will be seen as acting in an official capacity when blogging or networking.

It must be remembered that communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the Council would be content with the statement should it be made public. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.

3.3. All employees, volunteers and members should ensure that they take the time to read and understand this policy. You are personally responsible for content you publish. Any breach should be reported to the Clerk.

3.4 Questions regarding the content or application of this policy should be directed to the Clerk.

### **4. Rules for using social media.**

4.1 Councillors must not allow their interaction on any websites or blogs to damage their working relationships with others.

Do not make any derogatory, discriminatory, defamatory, abusive, obscene or offensive comments.

- Be responsible and respectful; be direct, informative, brief and transparent.
- Always disclose their identity and affiliation to the Council.
- Never make false or misleading statements.
- Not present themselves in a way that might cause embarrassment. They must protect the

good reputation of the Council.

- Be mindful of the information posted on sites and make sure personal opinions are not published as being that of the Council.
- Keep the tone of comments respectful and informative, never condescending or “loud.” Use sentence case format, not capital letters, do not write in red to emphasise points.
- Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
- Avoid personal attacks, online fights and hostile communications.
- Do not post comments that you would not be prepared to make in writing or face to face.
- Never name an individual third party unless you have written permission to do so.
- Seek permission to publish original photographs or videos from the persons or organisations in the video or photograph before they are uploaded. You must check that there is parental permission before photos of children are used.
- Respect the privacy of other Councillors, staff and residents.
- Never post any information or conduct any online activity that may violate laws or regulations, such as libel and copyright.
- Spell and grammar check everything.

4.2 Anyone who feels that they have been harassed or bullied, or are offended by material posted or uploaded by elected and co-opted Councillors, volunteers or officers should inform the Town Clerk.

4.3 Never disclose commercially sensitive, personal private or confidential information. Never publish anyone else’s contact details. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Town Clerk

4.4 Do not upload, post or forward any content belonging to a third party unless you have that third party’s consent.

4.5 If Councillors blog or tweet personally, and not in their role as a Councillor, they must not act, claim to act, or give the impression that they are acting as a representative of the Council. They should not include web links to official Council websites as this may give or reinforce the impression that they are representing the Council.

4.6 The Clerk and Town Mayor will be the nominated person(s) to act as moderators were needed. She/he/they will be responsible for monitoring of the content on council pages, ensuring it complies with the Social Media Policy. The Clerk will have authority to instruct officers to immediately, without notice or comment, remove any posts from the Council’s social media pages if they are deemed to be inflammatory or of a defamatory or libellous nature. Such post will may also be reported to the Hosts (i.e. Facebook) and also the Council for its records.

4.7 The Clerk will appoint a nominated “Webmaster” to maintain and update the Council Website. The website may be used to:

- Post notices and minutes of meetings
- Advertise events and activities
- Post good news stories
- Link to appropriate websites or press page if those sites meet the Council’s expectations of conduct provided that their terms and conditions of that website permit it
- Advertise vacancies
- ‘share’ information from partners i. e. Police, Library, district council, etc. if permitted to do so.
- Announce new information appropriate to the Council.
- Post or share information promoting bodies for community benefit such as schools, Scouts,



sports clubs and community groups

- Post other items as the Council see fit.
- Facebook, etc, may be used to support the website and its information as above.

4.8 Individual Councillors are responsible for what they post. They are personally responsible for any online activity conducted via their published e-mail address, which is used for Council business. Councillors are strongly advised to have separate council and personal email addresses. Councillors are strongly advised to have separate council and personal social media accounts, with privacy settings where necessary.

4.9 All social media sites in use should be checked on a regular basis to ensure the security settings are in place.

#### **5. Monitoring use of social media websites.**

5.1 You should be aware that any use of social media websites (whether or not accessed for council purposes) may be monitored and, where breaches of this policy are found, action may be taken

5.2 Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give risk to legal liability against you and the Council.

5.3 Residents and councillors should be aware that not all communication through social media requires a response, although an acknowledgement should be made if appropriate.

5.4 If a matter raised in any form of social media needs further consideration by the Council it may be raised with the Clerk or proposed as a full agenda item for consideration by a quorum of Councillors. Any response agreed by the Council will be recorded in the minutes of the meeting.

5.5 Reports of any concerns regarding content placed on social media sites should be reported to the Clerk for referral to the Council as required.

#### **6. The Policy will be reviewed periodically.**



109.  
~~TC~~ (FEB)

**Office**

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**From:** Julie Ringer <JRinger@S-NORFOLK.GOV.UK>  
**Sent:** 23 January 2020 12:01  
**To:** Office  
**Subject:** 3 nominations of Assets of Community value - Thorpe St Andrew

Good Morning

**Asset of Community Value Nomination: Thorpe St Andrew**

This is to confirm that we are in receipt of 3 nominations for land on Girlings Lane, Thorpe St Andrew, received on the 14<sup>th</sup> January 2020

The following areas of land are those which have been nominated:

- Broadland Paddlesport including land leased to Broadland Boat club, Girlings lane, Thorpe St Andrew, NR7 0FB (Land Ref: NK406628)
- The Norwich Frostbite Sailing Club, Girlings Lane, Thorpe St. Andrew, Norwich, NR7 0FB (Land Ref: NK427301)
- The Norwich Frostbite Sailing Club, Girlings Lane, Thorpe St. Andrew, Norwich, NR7 0FB (Land Ref: NK372896)

The Council now has eight weeks to reach a decision on whether to accept or decline the nomination.

We would appreciate any comments you as a Town Council may wish to make with regards to these nominations.

**A decision will be made on 10<sup>th</sup> March 2020, we therefore require your comments by 21<sup>st</sup> February 2020**

Once the decision has been reached, the nominated asset will then be placed on either the successful or unsuccessful register.

If you have any questions, please do get in touch.

Yours sincerely

Julie

**Julie Ringer**  
Communities Officer  
t 01508 533642 e jringer@s-norfolk.gov.uk

Two Councils  
One Team



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