



## THORPE ST ANDREW TOWN COUNCIL

### VIRTUAL TOWN COUNCIL MEETING

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

**PUBLIC MESSAGE:** This is an online meeting, using Zoom. If you wish to "attend" please email the Clerk for a copy of the link to the meeting before noon on Monday 1<sup>st</sup> June 2020.

27.05.20

#### Notice of Virtual Town Council Meeting

Councillors, you are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held on the 'Zoom' conference platform on 1<sup>st</sup> June 2020 at 7.30pm for the purpose of transacting the following business.

*Thomas Foreman*

Thomas Foreman Clerk to the Council

#### AGENDA

- 1 **Attendance book and apologies for absence.**
  - 2 **Declarations of interest in items on the agenda.**
  - 3 **To confirm the minutes of the Virtual Town Council meeting held on 4<sup>th</sup> May 2020**
  - 4 **Announcements (For information only)**  
To receive announcements from
    - (i) The Town Mayor
    - (ii) The Clerk
  - 5 **Public participation –To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting. This is limited to 3 minutes each – questions must be emailed to the Clerk before noon on Monday 1<sup>st</sup> June 2020.**
    - (i) Norfolk Constabulary
    - (ii) County and District Councillors  
Report from Councillor John Ward
    - (iii) Members of the public
  - 6 **Finance**
    - (i) Payments List vouchers 88 to 164 totalling £24,929.18
    - (ii) Amendment to Annual Review of the Effectiveness of Internal Audit
    - (iii) Internal Audit Report
    - (iv) Annual Return – Internal Audit Sheet
    - (v) Annual Governance Statement
    - (vi) Accounting Statements
  - 7 **Draft Minutes of Committee Meetings**
    - (i) Virtual Plans Committee held 11<sup>th</sup> May 2020
    - (ii) Virtual Finance and Staff Committee held 18<sup>th</sup> May 2020
  - 8 **Parks and Estates Team Update and Duties – Verbal Report**
  - 9 **Update on Building Hire – Verbal Update**
  - 10 **Covid-19 Award Nomination – Report from Miss S Lawn**
- Future Agenda Items.** (Not for discussion)

**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)  
Website: [www.thorpestandrew-tc.gov.uk](http://www.thorpestandrew-tc.gov.uk)

VAT No. 107 2921 90

**Thorpe St Andrew Town Council**  
**Minutes of the Virtual Town Council meeting**  
**held on 4 May 2020 at 7:30pm**

**1 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 J Boast
Mr J Ward	Mr I Mackie	Mr S Snelling	
Mr N Shaw	Mr L Reeves	Mr T Fordham	
Mrs T Mancini-Boyle			

**Apologies:**

**In attendance:**

Dr T Foreman

Two members of the public were in attendance.

**2 TO CONFIRM THE AMENDED STANDING ORDER**

An overview of the changes to the Standing Orders to allow for virtual meetings of the Town Council and its Committees was considered. It was considered that under item 5.b. the Council would hold its next annual meeting in 2021.

The amended Standing Orders were adopted by the Council.

**3 DECLARATIONS OF INTEREST**

Member/Officer	Item
None	

**4 MINUTES**

The minutes of the meeting held on 2nd March 2020 were agreed and signed as a true record.

**5 ANNOUNCEMENTS**

- (i) The Town Mayor updated the Council on his activities over the past month. Cllr Fisher wished Mr Snelling a Happy Birthday. Mr J Fisher provided an overview of his work in the community assisting residents and delivering prescriptions to households in Thorpe St Andrew and beyond. In addition, Mr Fisher explained that he would join the Town Clerk and Deputy Town Mayor, along with the Royal British Legion, at River Green for a flag raising, bunting, and a few words at a social distance on his daily walk to mark 75 years since VE Day.
- (ii) The Town Clerk explained that many of his updates had already been given to the Council through a weekly email sent each Wednesday during the Covid-19 lockdown. He explained that some partnership meetings had continued with the Broads Authority and the District Council, and there seemed to be good opportunities for greater collaborative working in the coming months and years. A significant amount of the update related to Covid-19, and this would be covered later in the meeting.

**6 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 – An update from Norfolk Constabulary was given verbally by the Town Clerk from his discussions with PC Mason.
- (ii) Members noted the report from Cllr Ward.  
The District and County Councillors provided an overview of their work over the previous month.

Mr J Fisher confirmed that Recycling Centres would soon be opening, most likely following the VE Day bank holiday weekend. This would include specialist payment equipment to limit personal interaction.

Mr I Mackie explained his communications with the Police over the recent period on tackling drugs, Covid-19 regulations, and anti-social behaviour. In addition, Trading Standards have been working hard to try and protect the public from scams and fake news which have been prevalent during the lockdown period. Mr I Mackie thanked Deputy Clerk, Mrs F Bass for her work within the community.

Audit has continued at the County Council and is considering the financial impact of covid-19 and procurement. Other areas including children services and museums were also highlighted.

Mrs T Mancini-Boyle explained that Broadland District Council is in the top 15% for getting the business grants out to those who are eligible. As of 23<sup>rd</sup> April, the Council had been proactively contacting businesses. As a result, local businesses are getting exceptional local support. The Council Tax collection<sup>o</sup> Direct Debit rates have increased and the Council is working hard to ensure people are supported during any financial difficulty. Mrs T Mancini-Boyle has been working with both Broadland MPs to lobby government for additional support in the area for businesses which are outside the current regulations. In addition, Mrs T Mancini-Boyle had sourced 41 iPads from Broadland and presented these to the Norfolk and Norwich hospital for family members to be able to stay in touch with each other during this difficult time. Following the pandemic, these iPads will continue to be used on each ward for people to keep in touch with families. The Norfolk and Norwich Hospital were grateful that these were Apple products as they work well with existing software being used.

Mr J Ward explained that Norfolk County Council had 800 suppliers for PPE in Norfolk and therefore shortages should be minimised.

Mr N Shaw said a number of people had contacted him to say that brown bin<sup>o</sup> collections were going to be restarted next week. Mr J Fisher explained that these hadn't stopped and had continued throughout the pandemic.

- (iii) **Members of the Public –** A resident voiced concern related to the sewage at River Green and queried what action was being taken. Dr T Foreman explained that the Environment Agency was working with the landowner to resolve the issue.

A further question was asked relating to item 10. Specially what, if any, are the further ways that the Parish Church could work with the Town Council in helping our community during this difficult time. In addition, thanks were given to the work of the Town Council, Councillors across the tiers of local government, the local MP and all the keyworkers across the area who have continued to work in difficult circumstances. Dr T Foreman explained that the Church and the Town Council enjoy a very strong relationship and if, after the update with item 10, there were further ways to work together this would be most welcome. Mr J Fisher highlighted the importance of the Parish Church magazine and hoped that this might be further contributed to by the Town Council.

## **7 FINANCE**

- (i) Cheque list voucher 1 to 87 totalling £45,767.60 approved and signed.
- (ii) Summary of Receipts and Payments 1/4/19 to 31/3/20 were approved and signed
- (iii) Variance Report was approved
- (iv) Earmarked Reserves were approved
- (v) Year-end Financial Statement Income and Expenditure and Balance Sheet was approved and signed
- (vi) Finance Regulations 2020 were approved and signed

## **8 DRAFT MINUTES FROM COMMITTEES**

- (i) Plans and Environment Committee – noted
- (ii) Events Committee – noted

## **9 CONFIRM COMMITTEE TERMS OF REFERENCE FOR 2020/21**

The Town Council considered the Committee terms of reference for 2020/21 and approved that these continue with the same memberships and Chairmen for the forthcoming year.

## **10 COVID-19 RESPONSE UPDATE**

Dr T Foreman explained local councils were being encouraged to highlight the work they had undertaken during the covid-19 pandemic to date, both for public consumption and for the Council to consider in the future when looking at its emergency procedures. It was confirmed that the Covid-19 lockdown started on the

23<sup>rd</sup> March 2020. At its meeting on 16<sup>th</sup> March 2020, the Finance and Staff Committee approved two policies which have underpinned the Town Council's response to Covid-19. Since this date, the Town Council undertook the following:

- Newsletters were sent to all homes in Thorpe St Andrew and published online, with temperature checks and PPE given to all volunteers prior to delivery.
- The Town Council has liaised closely with Broadland District Council relating to community response, as well as with District Councillors on a daily basis.
- There has been ongoing promotion of Thorpe St Andrew app to support 'emergency messaging' during pandemic.
- Normal work of the Town Council has continued, with signage explaining that it is 'open for business', resulting in a steady number of 'business as usual' enquiries.
- There has been a virtual office created, with collaborative software creating a seamless transition to remote working.
- The Town Council managed play areas shut within hours of Government announcement and gym equipment taped off.
- All park gates either removed or tied open to reduce touch points. Dog owners were requested to keep dogs on leads to ensure social distancing measures were maintained.
- The Town Clerk spent time with the Parks and Estates team on parks and allotment sites to provide a visible presence and deal with any enquiries.
- Parks and open spaces continued to be maintained and inspected, with D10 cleaner used to clean common touch areas on parks.
- A volunteer database was created and maintained by Mrs F Bass using collaborative software.
- Postcards and handmade cards with personal messages and telephone calls made to Dementia Café and Luncheon Club attendees by Mrs F Bass
- Medication deliveries, shopping, dog walking, telephone calls and general support provided to Thorpe St Andrew, Rackhealth, Sprowston, along with Thorpe End and the Plumsteads.
- The Town Mayor and Mrs J Fisher have been particularly active in medication delivery, along with Mrs F Bass, Mr S Snelling and Mr P Berry.
- Leaflets have been distributed to those receiving medication, promoting the services currently being offered by the Town Council.
- In addition to referrals from the District Council, we have received referrals from supermarkets, local charities, businesses, and Pharmacies/GP Surgeries.

- Community blog has been started with Fiona providing weekly updates on the Town Council activities during the lockdown period. This is in addition to the Town Mayor's blog which is already established and has a good following in the town.
- Donations to support volunteers' costs and our community response totalling £2,000.
- Voucher system introduced which provided those who are 'cashless' and have no online access to perishable food, which up to £20 per week. Grant funding of £1000 has been given towards this and will be added to the Town Council earmark. The system has been praised by Broadland District Council. Within days of us setting this up, a similar system was adopted by Marks & Spencer and Sainsbury's.
- An 'excess produce' scheme has been set up by the Council for both allotment sites. This provides fresh fruit and vegetables to those in need via the District Council food boxes.
- A tree plantation scheme has been set up for SEND children and adults to access a safe and enclosed space, which is sensory rich. This has proven extremely popular. Therefore, it will be secured for two days per week for SEND children, with the potential of two half-day openings per week for young people and adults.
- We have also maintained regular contact with the Police regarding breaches of Covid-19 guidance.
- The Town Clerk had also been responsible for providing advice to other Councils on corona response.

Dr T Foreman also thanked the Royal British Legion and Parish Church which have both been very active in supporting the community.

Councillors noted the response to date and thanked the Town Clerk and his officers, particularly Mrs F Bass, for their work in extraordinary circumstances.

**Future Agenda Items**

*The meeting closed at 9.30pm*

*Signed:* .....

*Dated:* .....

**Thorpe St Andrew Town Council**  
**PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
88	29/04/2020		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	125.00	0.00	125.00
89	29/04/2020		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	460.00	92.00	552.00
90	29/04/2020		Bank 1 Current Accou	online	Cleaning - Town Hall	Town and Country Cleaning	E	95.00	0.00	95.00
91	30/04/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	113.28	22.66	135.94
92	30/04/2020		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	113.28	22.65	135.93
93	30/04/2020		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	20.15	0.00	20.15
94	30/04/2020		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
95	30/04/2020		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
96	30/04/2020		Bank 1 Current Accou	online	Telephone - Town Hall	Talk Talk	S	32.95	6.59	39.54
97	06/05/2020		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	14.77	2.96	17.73
98	06/05/2020		Bank 1 Current Accou	online	Mobile telephones - Rec Gmd	O2	S	75.11	15.02	90.13
99	11/05/2020		Bank 1 Current Accou	online	Water charges - Duss Allot	Anglian Water	E	68.56	0.00	68.56
100	11/05/2020		Bank 1 Current Accou	online	Water charges - Roxley Hall	Anglian Water	E	86.62	0.00	86.62
101	11/05/2020		Bank 1 Current Accou	online	Water charges - Cemetary	Anglian Water	E	58.23	0.00	58.23
102	11/05/2020		Bank 1 Current Accou	online	Gas charges - Morse	Total Gas & Power	L	155.22	7.76	162.98
103	13/05/2020									
104	13/05/2020									
105	13/05/2020									
106	13/05/2020									
107	13/05/2020									
108	15/05/2020									
109	15/05/2020									
110	13/05/2020									
111	13/05/2020									
112	13/05/2020									
113	13/05/2020									
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119	13/05/2020									
120	13/05/2020									
121	13/05/2020									
122	13/05/2020									
123	13/05/2020									

## Thorpe St Andrew Town Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
124	13/05/2020				Sayer salary					
125	13/05/2020				Seaman employers nic					
126	13/05/2020				Foreman salary					
127	13/05/2020				Foreman employers nic					
128	13/05/2020				Bass - salary					
129	13/05/2020				Bass - NIC employer					
130	13/05/2020				Calver salary					
131	13/05/2020				Calver -employers nic					
132	13/05/2020				Student loan					
133	13/05/2020				Parr - salary					
134	13/05/2020				Parr - employers NIC					
135	13/05/2020				Jones salary					
136	13/05/2020				Jones nic employer					
137	13/05/2020		Bank 1 Current Accou	online	Photocopying	BBT	S	51.99	10.40	62.39
138	13/05/2020		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	212.83	42.57	255.40
139	13/05/2020		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	651.67	130.33	782.00
140	13/05/2020		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	465.50	93.10	558.60
141	13/05/2020		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
142	13/05/2020		Bank 1 Current Accou	online	Hire equipment	Ernest Doe and Sons	S	300.00	60.00	360.00
143	13/05/2020		Bank 1 Current Accou	online	Hire equipment	Ernest Doe and Sons	S	200.00	40.00	240.00
144	13/05/2020		Bank 1 Current Accou	online	Stationery	Ian Smith	S	16.34	3.27	19.61
145	13/05/2020		Bank 1 Current Accou	online	Subscription	Norfolk County Council	S	500.00	100.00	600.00
146	13/05/2020		Bank 1 Current Accou	online	Internal Audit	Mrs P James	E	204.00	0.00	204.00
147	13/05/2020		Bank 1 Current Accou	online	Feed in tariff	Broadland District Council	L	680.92	18.33	699.25
148	18/05/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	0.00	0.00	0.00
149	18/05/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	50.01	10.00	60.01
150	18/05/2020		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	133.18	26.64	159.82
151	18/05/2020		Bank 1 Current Accou	onlin	Roxley Hall gas	British Gas	L	317.45	15.87	333.32
152	18/05/2020		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
153	18/05/2020		Bank 1 Current Accou	online	Computer equipment	Microsoft	E	25.66	0.00	25.66
154	18/05/2020		Bank 1 Current Accou	online	Survey	Survey Monkey	E	29.17	0.00	29.17
155	18/05/2020		Bank 1 Current Accou	online	Subscription	Amazon	E	7.99	0.00	7.99
156	18/05/2020		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	564.82	112.96	677.78
157	18/05/2020		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	46.15	2.31	48.46
158	18/05/2020		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	-23.97	-1.20	-25.17
159	18/05/2020		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	20.85	1.04	21.89
160	18/05/2020		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
161	18/05/2020		Bank 1 Current Accou	online	Health and safety equip	Espo	S	55.00	11.00	66.00
162	18/05/2020		Bank 1 Current Accou	online	Batteries	Sainsburys	E	8.00	0.00	8.00



## Thorpe St Andrew Town Council

## PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
163 Legal charges	18/05/2020		Bank 1 Current Account	online	Legal fees	Norfolk County Council	S	575.10	115.02	690.12
164 Electricity Toilets River Greer	18/05/2020		Bank 1 Current Account	online	Electricity - River Green Toile	Total Gas & Power	L	77.07	3.86	80.93
<b>Total</b>								<b>23,712.83</b>	<b>1,216.35</b>	<b>24,929.18</b>

## PAYMENT LIST

Salaries	vouchers 103-109	May	9619.70
Norfolk Pension Fund	vouchers 110-123	Employer/employee payments	3412.39
HMRC	vouchers 124-136	Tax and NIC	2836.78

# Thorpe St Andrew Town Council

## Annual Review of the Effectiveness of Internal Control

### The Accounts and Audit Regulations 2011:

1) The relevant body shall be responsible for ensuring that the financial management of the body is adequate and effective and that the body has a sound system of internal control which facilitates the effective exercise of that body's functions and which includes arrangements for the management of risk.

(2) The relevant body must conduct a review at least once in a year of the effectiveness of its system of internal control.

### Internal Control:

The system of internal control is designed to reduce the financial risk of the Town Council to an acceptable level.

### Financial Management:

The Town Council has approved a set of financial regulations which set out the way that Council's finances are to be managed. These are reviewed and approved once a year.

Two councillors, out of three named signatories, must sign all cheques or online payment list and other financial documents. The Responsible Financial Officer and Town Clerk may not authorise payments, but may carry out transfers within the Town Council's bank accounts.

The cheque signatory shall check the supporting document at the time of signing, to ensure that the cheque agrees with the amount of the invoice and the payee named on the invoice. The cheque stub should also be initialled to record that the name on the cheque stub is the same as that on the cheque.

At the year-end, the Town Council shall ensure that the cash book totals are reconciled to the year-end bank statement and shall sign as evidence of this check.

The Responsible Financial Officer is responsible for the day-to-day financial management of the Council. The duties of the Responsible Financial Officer are reviewed and approved once a year. The RFO shall report all payments to the Council.

In November, the Town Council shall review the budget in detail and shall make a recommendation for the precept for the forthcoming year.

*added as per internal audit  
F+S approval required.*

Pauline James  
Beech Farm, 15 Marsh Road, Upton, Norwich NR13 6BP  
Telephone 01493 - 751070

10 May 2020

The Chairman  
Thorpe St Andrew Town Council

Dear Sir,

**Internal Audit for the year ending 31st March 2020**

Thank you for appointing me to carry out the internal audit for the 2020 accounts. I remind you that, according to the Local Councils' Governance and Accountability Guidance, the purpose of internal audit is to review whether the systems of financial and other control are effective; neither the internal nor the external auditor can be expected to look for fraud. I do not give an opinion on the accounts, I am required to review controls and give recommendations.

Jeanine brought various papers to my house and I have carried out the following work on the Council's books and records:

- 1. Proper Bookkeeping:**
  - checked a sample of payments and receipts to invoice/documentation, including receipt of precept and all other large amounts
  - checked VAT identified as appropriate and reclaimed quarterly
  - bank reconciliations are prepared monthly by Jeanine and checked by Thomas, and signed by the chairman at each Town Council meeting
  - payments lists are approved and signed by the Council at each meeting
  - cheque stubs are initialled by the relevant cheque signatories
  - an efficient diary system is used to ensure all hirers are invoiced
- 2. Petty Cash**
  - reviewed petty cash system - there is only occasional use of petty cash
- 3. Payroll Controls:**
  - reviewed salaries for the year and checked for reasonableness
  - agreed total of salary costs in the account codes to the Annual Return
  - employer's pension contributions correctly equal 22.5% of salary
- 4. Asset Controls:**
  - reviewed asset register and minutes for significant additions

- 5. Budget:**
  - the Finance Committee prepares a comprehensive draft budget for consideration and approval by the full Council
  
- 6. Controls:**
  - the Review of Effectiveness of Internal Controls was discussed by the Finance Committee in January 2020
  - financial regulations were reviewed in May 2020
  - bank reconciliations and Actual v Budget reports are reported to Council monthly
  
- 7. Year-end Procedures:**
  - reviewed year-end bank reconciliation
  - reviewed year-end accounts
  - reviewed actual v budget report for year totals
  - annual return correctly prepared using income and expenditure method
  - reviewed year-end creditors and debtors
  - end of year VAT debtor has been reclaimed
  - reviewed risk assessments

All the above tests and review work showed that the Council has set up adequate controls and review processes and that these are being followed by staff and councillors. I have therefore signed the internal audit part of the Annual Return. As ever, Jeanine's bookkeeping is excellent and reduces the audit time considerably.

I have no issues to bring to the attention of the Council.

Yours faithfully,

*Pauline James*

Pauline James BA,  
Cert of Higher Education in Community Engagement and Governance

# Annual Internal Audit Report 2019/20

Thorpe St Andrew Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

10/05/2020

Name of person who carried out the internal audit

Pauline James OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

*P James* REQUIRED

Date

10/05/2020

\*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

### Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Thorppe St Andrew Tawn Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	N/A		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

Section 2 – Accounting Statements 2019/20 for

Thorppe St Andrew Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	248743	271926	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	441638	441638	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	184185	106001	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(232695)	(222484)	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	(33107)	(35046)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(336838)	(320667)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	271926	241368	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	287768	241669	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	3461277	3476586	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	359558	334956	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.  N.B. The figures in the accounting statements above do not include any Trust transactions.
	NA		

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

JFenn

Date

27/4/20

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

**Thorpe St Andrew Town Council  
Minutes of the Planning and Environment Committee meeting held on  
11 May 2020 at 7.30pm**

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

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

No 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 9<sup>th</sup> March 2020 were agreed and signed as a true record.

**4 PLANNING ITEMS RAISED BY RESIDENTS**

None

**5 OVERVIEW OF PLANNING MATTERS SINCE 9<sup>TH</sup> MARCH 2020**

Mr J Fisher explained that in addition to those on the agenda, a number of applications had been dealt with under delegated powers by the Town Mayor and Town Clerk during the lockdown restrictions which prevented public meetings. Further, it was agreed for these to be reported back to the meeting in order to keep members up to date on upcoming developments.

20200867: 23 Anne Close, Two Storey side extensions and single Storey Extension – no objection

20200357: 10 Acacia Rd (amended application), Single storey rear extension and first floor bedroom extension to front – Committee notes the amendment. Councillors would prefer a further reduction in size, but offer no objections



20200454: 55 Beechwood Drive, Single storey rear extension and two storey side extension – no objection

20200504: 8 Boulderside Close, Single storey rear extension – no objection

20200851: 48 Eastern Avenue, Side and rear extension, loft conversion, front porch and double garage – no objection, except for the first floor balcony and doors.

20200869: 105 Furze Road, Proposed single storey extension to both front and rear elevations – no objection

20200699: 32-36 Harvey Lane, Demolition of commercial car garage and the erection of 4 dwellings and 4 apartments – The Committee welcomes the proposal for the garage site and has no objection to its loss. However, the current plan is considered an overdevelopment of the site and objects on this basis.

20200337: Thorpe St Andrew High School, Laundry Lane, 2 new modular classrooms complete with aircondition units. Removal of 1 classroom – no objection

20200783: Thorpe St Andrew High School, Laundry Lane, installation of new 7 bay modular building to the North site playground for study centre for sixth form – no objection

20200885: 10 Newbury Way, two storey side extension and alteration to roof above bedroom including raised walls and flat roof – no objection

20200697: 25 Oak Avenue, single storey rear extension – no objection, but the Committee would prefer to see the inclusion of a lantern light on the flat roof

20200586: 18 Plumstead Road, single storey rear extension and front porch – no objection

20200880: 15 Park House (listed building), replace french doors and fan light to rear elevation – no objection and would ask that the application be determined as soon as possible to allow carpentry services to be appointed.

20200811: 36 South Avenue, variation of condition 2 (20190571) - no objections

20200575: 10 School Avenue, demolition of existing garage and extension to rear. Build single storey extension and 2 storey extension – no objections

2020524: Langley School, demolition of fire damaged building and linked structures – objections based on a lack of justification. The building is a feature within Thorpe St Andrew and important part of its character and history.

20200618: Pinebanks, scoping the erection of 231 dwellings consisting of two new vehicular accesses with associated infrastructure, roads, open spaces and infrastructure – the Committee look forward to receiving an application in due course.

2020775: Thorpe House School, temporary change of use to buildings and structures from D1 non residential to B8 storage or distribution for period of 2 years – objections to use of the buildings for storage and distribution. A lack of justification, and concerns relating to access and impact upon the conservation area. There is a lack of clarity on vehicle movements and access and as a whole, the Council objects.

20200816: Former Eyre Electrical site 27 Yarmouth Road, variation of conditions 2,3,4, and 5 (20170811) – no objection

20200840: 102 Yarmouth Road, two storey rear extension, single storey side extension, raise roof, hard standing to front and decking to rear – no objection in principle, but would request attempts are made to lower roof and half hip the steep gable ends.

## **6 Broads Authority Residential Moorings Guide Consultation**

The Committee welcomed the consultation by the Broads Authority on its Residential Moorings Guide and felt it was a very well-considered document.

The Committee noted the important difference between houseboats and residential moorings, however, it was queried how the policy would apply to mixed sites with both houseboats and residential mooring.

The Committee felt that the management plan was a positive step, particularly with site rules and who is there and how waste will be managed. As part of this, it was felt the need for an Emergency Evacuation Plan should be included. If safe access for emergency service vehicles is important, it is also important to consider how people might evacuate prior to (or when) the emergency services arrive.

## **7 Enforcement Notices**

Noted

**8 Confirmation of Future Meetings**

Agreed to continue with normal meeting timescales.

*The meeting closed at 09:10pm*

Signed: .....

Dated: .....

**Thorpe St Andrew Town Council  
Minutes of the Virtual Finance and Staff Committee Meeting  
held on 18<sup>th</sup> May 2020 at 7.30pm**

**1 Present:**

Miss S Lawn (Chairman)

Mr I Mackie

Mr J Emsell

Mr F Bowe

Mr S Snelling

Mr Fisher

Mr J Ward

Mr L Reeves

**Apologies:**

**In attendance:**

Dr T Foreman (Town Clerk)

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

Mr I Mackie, Mr J Ward and Mr J Fisher declared an interest in Item 9: Mobile Library Service Parish Cup as County Council members

**3 MINUTES**

The minutes of the meeting held 16<sup>th</sup> March 2020 were agreed and signed as a true record.

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

None

**5 FINANCIAL UPDATES RELATING TO COVID-19**

Dr T Foreman gave a presentation outlining the financial impact totalling more than £12,000 due to the closure of facilities and lost revenue. An overall analysis of staff cost savings and project cancellations was provided, but it was confirmed that these could only continue in the short to medium term.

The Committee noted the financial impact outlined within the presentation and requested an ongoing update each quarter to be brought forward for consideration. The Committee thanked Mrs J Fenn and Dr T Foreman for their ongoing efforts.

**6 FOOTBALL GOAL REPLACEMENT SCHEME**

The Committee considered the report of Mr D Sayer, Parks and Estates Manager, relating to the potential for grant funding from Norfolk FA towards new mobile football goals at the Sir George Morse Park.

The Committee discussed the quality, material, and usage of the goals. This included consideration of the proposed longevity.

It was **PROPOSED** by Mr J Ward and **SECONDED** by Mr I Mackie and

**RESOLVED**

To proceed with Option 1 totalling £14,653.70, with a total Town Council contribution of £7153.70.

**7 MORSE PAVILION FASCIA BOARD AND WINDOW REPLACEMENT**

The Committee considered the report into the refurbishment of the fascia boards and windows at the Morse Pavilion. Dr T Foreman explained that the works were within the ringfenced building maintenance budget and had been a priority for the last 18 months. Committee members sought further information on the scheme including the type of materials, colour scheme, and installation times. As a feature of the largest park in Thorpe St Andrew, the Committee agreed the work was required as many had noticed the deterioration in recent months.

It was **PROPOSED** by Mr J Fisher and **SECONDED** by Mr S Snelling and

**RESOLVED**

That the works proceed with Quote 2, totalling £6735 + VAT – but that additional insulation be used behind the new cladding

**8. COMMISSIONERS CUT LEASE**

The Committee received a presentation by the Town Clerk relating to the history and maintenance of the picnic area near Commissioners Cut. It was noted that the area is not well-used owing to the increased illegal mooring in the area, and that the current owners represented a profit generating company.

It was proposed by Mr J Ward, seconded by Mr F Bowe and

**RESOLVED**

That subject to legal advice, the Town Council would surrender the lease to Commissioners Cut.

**9. MOBILE LIBRARY SERVICE PARISH CUP**

The Committee considered the correspondence from the Norfolk County Council Library Service. There was strong support for the work which had been undertaken by the local Library in recent months and years, and it was felt that the Mobile Service Parish Cup was a very worthwhile initiative. It was **RESOLVED** to sign up as a 'Parish Friend of the Mobile Library'.

*The meeting closed at 10.00pm.*

Signed: ..... Dated: .....