

**THORPE ST ANDREW TOWN COUNCIL**  
**THORPE ST ANDREW**  
**VIRTUAL ANNUAL PUBLIC TOWN MEETING**  
**ALL WELCOME AND ENCOURAGED TO ATTEND**

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)

**PUBLIC MESSAGE:** This is an online meeting, using Zoom. If you wish to "attend" please email the office for a copy of the link to the meeting before noon on 26<sup>th</sup> April 2021.

***Agenda of Virtual Annual Public Town Meeting***

You are hereby invited to attend the Annual Public Town Meeting of Thorpe St Andrew to be held on the Zoom video conferencing platform on 26<sup>th</sup> April 2021 at 7.00pm for the purpose of transacting the following business.

*Dr Thomas Foreman*

Dr Thomas Foreman  
Clerk to the Council

*John Fisher*

John Fisher  
Town Mayor

**AGENDA**

- 1 To confirm the minutes of the Annual Town Meeting held on 13<sup>th</sup> May 2019
- 2 Annual Report of Thorpe St Andrew Town Council from the Town Mayor, Councillor John Fisher
- 3 Finance – to follow
  - i. Finance Statement 2020/21
  - ii. Variance Report 2020/21
- 4 Update from Local Organisations – Verbal
  - a) Fr James Stewart – Thorpe St Andrew Parish Church
  - b) Norfolk Police
  - c) Royal British Legion
  - d) Thorpe History Group
  - e) Thorpe St Andrew Dementia Café – TSA Community Officer
  - f) Thorpe St Andrew Trust
- 5 Public Participation  
(If you wish to speak under public participation, please contact [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk) by 12 noon on 26<sup>th</sup> April 2021)
- 6 Close

**Town Clerk – Thomas Foreman**

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL  
Tel: 01603 701048 Email: [thomas.foreman@thorpestandrew-tc.gov.uk](mailto:thomas.foreman@thorpestandrew-tc.gov.uk)  
Website: [www.thorpestandrew-tc.gov.uk](http://www.thorpestandrew-tc.gov.uk)  
VAT No. 107 2921 90

### Financial Statement

	Acutal 19/20	Budget 20/21	Acutal 20/21	Budget 21/22
<b>Income</b>		£		£
Town Hall	649.26	150.00	300.09	150.00
Roxley Hall	15874.04	17000.00	-62.50	12000.00
River Green	967.23	1000.00	1063.73	1000.00
Fitzmaurice Park Town Hall	23661.26	19500.00	15476.25	19000.00
Sir George Morse Park	11494.26	9000.00	5768.24	9000.00
Capital Spend/Build Maint	7778.27		410.16	
Allotments	5740.30	5225.00	5925.55	5750.00
Verge Cutting	15845.03	16000.00	17005.97	17000.00
Precept	441638.00	507660.00	507660.00	518758.00
Street Lights/S137			500.00	
Events	18826.22	15000.00	8.53	12000.00
Business Sponsorship	398.00	500.00	250.00	250.00
Grants	793.00		19500.00	
Community Infrastructure Levy	3924.73		9112.63	
Covid			1000.00	
Street Furniture	50.00			
<b>Total Income</b>	<b>547639.60</b>	<b>591035.00</b>	<b>583918.65</b>	<b>594908.00</b>
<b>Expenditure</b>				
Website	4850.00	1000.00		1000.00
Town Hall	21238.85	24400.00	21855.40	24200.00
Roxley Hall	15340.31	15000.00	9578.31	15500.00
River Green	11853.01	14750.00	9768.33	14300.00
Fitzmaurice Park Town Hall	31882.45	26575.00	21230.89	28500.00
Sir George Morse Park	61429.82	57250.00	51259.63	58350.00
Building Maintenance (all buildings)	14945.71	29000.00	22025.57	29000.00
Capital Spending	67899.78	42500.00	14077.40	42000.00
Allotments	3038.85	4475.00	3456.61	4475.00
Tree Management	1700.00	9000.00	9145.62	9000.00
Cemetary	2073.14	2730.00	2435.73	2950.00
Street Furniture	1305.83	1500.00	1773.00	1500.00
Street Lighting	36657.31	32000.00	31416.60	32000.00
Verge Cutting	8436.11	12500.00	3601.22	12500.00
Donations S137 Payments	2526.00	550.00	600.00	550.00
Events	18747.78	17000.00	4246.77	15000.00
Loan Repayment	34174.73	28191.00	28190.25	27730.00
BDC Elections	4187.36	4000.00		4000.00
Salaries	222484.37	249564.00	208707.97	250803.00
Business Sponsorship	880.90	500.00	743.31	1000.00
Contingency	0.00	5550.00		5550.00
Legal fees	3950.20	6500.00	1666.20	6500.00
Town plan/neighbourhood plan	350.04	1000.00	350.04	1000.00
Newsletter (previously in events budget)	1696.75		1341.75	2000.00
Grants - afternoon tea community event	1505.47		17317.70	
Youth Council		1000.00		1000.00
Leases - new vehicle lease	5042.24	4500.00	4321.92	4500.00
	<b>578197.01</b>	<b>591035.00</b>	<b>469110.22</b>	<b>594908.00</b>

<b>Total Expenditure</b>	<b>Actual 19/20</b>	<b>Actual 20/21</b>	
General Fund 1 April	122563.20	103078.22	
Add total income	547639.60	583918.65	
Deduct expenditure	-578197.01	-469110.22	
Transfer to (-) or from (+) Reserves	11072.43	-24064.36	
<b>Balance at 31 March</b>	<b>103078.22</b>	<b>193822.29</b>	
<b>Represented by:</b>			
General Fund Balance	103078.22	193822.29	
Capital Reserve	55290.34	55304.70	
Earmarked Reserves	83000.00	107050.00	
<b>Total Net Assets</b>	<b>241368.56</b>	<b>356176.99</b>	

**TOTAL BORROWINGS 31/03/21**

£236530.61 - 19 YEAR LOAN REPAYMENT PWLB (ROXLEY)  
£18421.01 - 5 YEAR LOAN REPAYMENT PWLB (FITZ/TOWNHALL)  
£9670.77 - BDC Community Renewables - payment via feeder  
£50590.74 18 YEAR LOAN REPAYMENT PWLB (RIVER GREEN LIGHT)

**Transfer to/from Reserves**

Capital Reserve fund increased £14.36 Bank interest  
General fund decreased £24050 transfer to Earmarked reserves

**Thorpe St Andrew Town Council**  
**Variance notes for Financial Statement 01/04/20- 31/03/21**

**Details of significant variances between budgeted and actual income**  
(Significant = 15% and more than £1500)

Income	£ over/underspend	Reasons for variances
Town Hall	£150	Additional bottle bank income
Roxley Hall	-£17,000	Covid Closure - No lettings
Fitzmaurice Park	-£4,024	Reduced lettings
Sir George Morse Park.	-£3,232	Reduced lettings
Events	-£15,000	No Events 2020/21
Grants	£19,500	Members grant dog agility £1500, Little libraries £500 and discretionary grant £17500
CIL	£9,112	CIL income received from BDC
Covid grant	£1,000	Norfolk community grant

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

Expenditure	£ over/underspend	Reasons for variances
Website	-£1,000	no spend
Roxley Hall	-£5,421	Covid underspend
River Green	-£4,982	Covid underspend
Fitzmaurice Park	-£5,344	Covid underspend
Building Maintenance	-£6,975	Covid underspend
Capital Project	-£28,423	Covid underspend
Allotments	-£1,018	Covid underspend
Verge cutting	-£8,900	In house no contractor costs
Events	-£12,753	Pop up event and Xmas lights only expenditure
BDC Elections	-£4,000	no elections
Salaries	-£40,856	New staff not employed until Sept
Grants - afternoon tea exp	£1,505	new afternoon tea community event
Contingency	-£5,550	no spend
Legal fees	-£4,834	underspend
Town/neighbourhood plan	-£650	Survey only spend
Grants	£17,317	Goal posts and dog agility equipment see income
Youth Council	-£1,000	no spend

Thorpe St Andrew Trust: charity number 257209

The Trustees have allocated to the Yarmouth Road Cemetery the sum of £2196 for grass cutting and a further £ 800 to the PCC for small tool and sundries for the Thorpe History Group to continue research into the grave stones .

A tentative request on behalf of the PCC has been received for financial assistance towards a project to be undertaken in the near future.

With best wishes to the Town Council

John Preus

Trustee and Correspondent

## Community Support Update

### SEND

I have been facilitating the use of the Magic Table in order to offer an indoor setting opportunity for local families with SEND children to take advantage of some support services. This has been widely publicised on our Facebook page and in the local media (EDP and ED online with links to video and photos.)



Plantation. The facility remains open Mondays/Thursdays and is bookable online. er  
this set up is brilliant. I have been using it for 30  
the table is a great resource. I have been using it for 30  
oved a lot. I have been using it for 30

Plantation. The facility remains open Mondays/Thursdays and is bookable online.

" We are so grateful, for both the "tree park" as my boys call it and the magic table. It has been a god send in these times to be able to take the children somewhere safe to burn off some energy! Thank you 🙏 "

### DEMENTIA

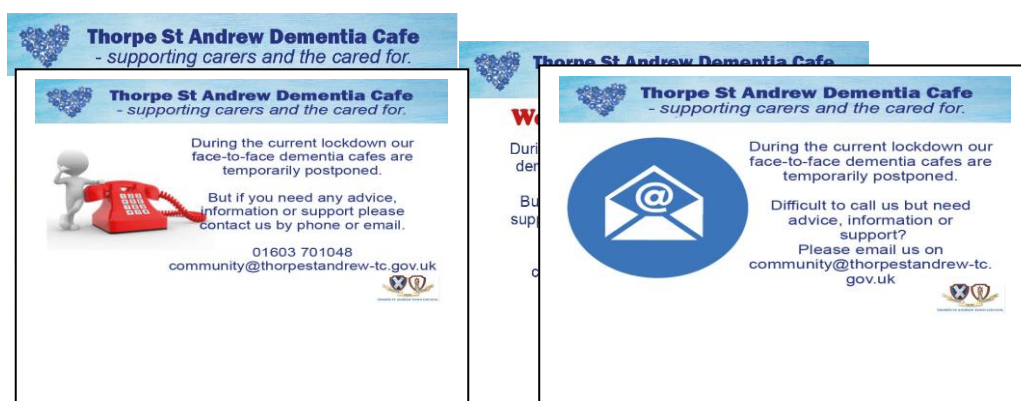
I have been offering Dementia support throughout lockdown. Initially with an outside café (run weekly) and then subsequently with 2 couples in an informal meet inside. During recent months meeting and walks, and doorstep chats have resumed, and we are now working towards full café opening on Wednesday 23<sup>rd</sup> June. We have 2 new families, and we are introducing them gradually into the fold so that it's not so daunting for them when they arrive on 23<sup>rd</sup>. We have 3 new volunteers starting, one is the wife of a client that passed away last year, one is a known friend who helped with teas last year and expressed an interest to help, and the other is a resident (with a family member in care with dementia) who we are yet to meet. We have asked for new volunteers on FB. We have lost 2 excellent volunteers, so we do need to replace them. (one moved from area and one for medical reasons)

Our boat trip has been re scheduled till September to give clients time to feel comfortable mixing again, also to get Sprowston's café members the chance to come along- as they share the cost. I have booked a coach this year to pick up at Roxley Hall, as the parking was difficult and caused unnecessary stresses last time! Sadly we lost a total of 4 clients last over the past year. We have purchased a rose bush for each one and they have been planted in the Roxley Hall garden, we will look at putting a small plaque up in the future. Donations from one family were approx. £1000 and we have purchased an interactive TV – using this money. We are also expecting £500 from the Masonic club- again this money will go towards the TV. Both asked us to purchase something rather than just placing in funds account. We will do a mini presentation for both a later date.



Nannys Café. I arranged and attended viewings with all 11 applicants that expressed an interest in taking over the café. Ensured they had all the correct paperwork to process their application and answered questions that arose from the viewing. I am very pleased to see Mr & Mrs Brewer running the café, as I think they will be an excellent asset to the community.

I will also be discussing with them the possibility of providing a meal for the luncheon club.



### **AFTERNOON TEAD & SINGING**

I have 2 new providers for afternoon teas, when we can start up again. I think this will need to be done slowly, as many may still be nervous of coming along. Choir mistress Brenda Binns is ready to return asap to recommence the singing. Again we need to be mindful of returning to the hall.

### **VOLUNTEER SUPPORT**

I have supported Lionwood surgery with "Patient Flow" support and will continue to do so when I am able. The majority of our volunteers placed with residents in March are still supporting them- which is a testament to them continuing a year on. All those registered with us as requiring help have been contacted to ensure they are still aware we can support them if required.