

THORPE ST ANDREW TOWN COUNCIL

TOWN COUNCIL MEETING

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

Tel/Fax: (01603) 701048

Email: office@thorpestandrew-tc.gov.uk

2nd June 2021

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on 7th June 2021 at 7.30pm for the purpose of transacting the following business.

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 Town Council meeting held on 26th April 2021
- 4 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) Report from Councillor John Ward
 - (ii) Members of the public
- 5 Finance
 - (i) Payments List vouchers 85 to 223 totalling £49,533.40
 - (ii) Bank Reconciliation Statement
 - (iii) Internal Audit Report
 - (iv) Annual Return – Internal Audit Sheet
 - (v) Annual Governance Statement
 - (vi) Accounting Statements
- 6 Reconfirm Delegation of Powers

This meeting will be available to watch virtually on the Zoom video conferencing platform, if you wish to observe and/or raise any questions relating to items on the agenda, please email office@thorpestandrew-tc.gov.uk before 12 noon on 7th June 2021 to receive a link.

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

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

**Thorpe St Andrew Town Council
Minutes of the Annual Town Council meeting
held on 26 April 2021 at 7:30pm**

1 ELECTION OF TOWN MAYOR

It was proposed, seconded and duly

RESOLVED that Miss S Lawn be appointed as Town Mayor.

2 ELECTION OF DEPUTY TOWN MAYOR

It was proposed, seconded and duly

RESOLVED that Mrs J Fisher be appointed as Deputy Town Mayor.

3 COMMITTEE/WORKING GROUPS TERMS OF REFERENCE AND MEMBERSHIPS

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

RESOLVED to approve the Terms of Reference as set out in the report with the amendment of the membership of Mr Mackie on the Finance & Staff Committee.

Membership of Committees

RESOLVED that membership of Town Council Committees / Panels for 2021/22 would be as follows:

Planning & Environment Committee: Mr Berry, Mr Bowe, Mr Fisher, Mrs Fisher, Mr Garner, Mr Snelling.

Planning & Environment Committee: Mr Berry, Mr Bowe, Mr Fisher, Mrs Fisher, Mr Garner, Mr Snelling.

Planning & Environment Working Group: Mr Berry, Mr Bowe, Mr Fisher, Mrs Fisher, Mr Garner, Mr Snelling.

Finance & Staff Committee: Mr Berry, Mr Bowe, Mr Emsell, Mr Fisher, Mrs Fisher, Miss Lawn, Mr Reeve, Mr Shaw, Mr Snelling, Mr J Ward.

Events & Media Committee: Mr Boast, Mr Emsell, Mr Fordham, Miss Lawn, Mr Reeves, Mr Snelling, Mr Ward.

Events Working Group: Mr Boast, Mr Emsell, Mr Fordham, Miss Lawn, Mr Reeves, Mr Snelling, Mr Ward.

4 APPOINTMENT TO EXTERNAL BODIES AND ALLOTMENT PANEL

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

RESOLVED to appoint the following members to the Football sub-committee: Mr Emsell, Miss Lawn, Mr Snelling.

RESOLVED to appoint the following members to the Church Wall committee: Mr Fisher, Mrs J Fisher, Mr Snelling, and Dr T Foreman as Clerk

RESOLVED to appoint the Mr Mackie as the Community Goodwill Ambassador to Saint Andrews, NB.

5 Present:

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

Apologies:

Mr I Mackie

In attendance:

Dr T Foreman (Town Clerk)

Mrs R McCarthy (Admin Officer)

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

6 DECLARATIONS OF INTEREST

None made

7 MINUTES

The minutes of the meeting held on 12th April 2021 were agreed and signed as a true record.

8 ANNOUNCEMENTS

i) There were no announcements

ii) The Town Clerk reported on the following matters:

- Communications had been received from potential developers of the Thorpe Woods and Pinebanks sites regarding forthcoming consultations. An application for the Oasis site was also expected.
- Discussions are ongoing with Highways regards speeding traffic. Hope to get Speedwatch running again and will promote in forthcoming newsletter.
- Dementia Café running again and has taken delivery of new interactive TV.
- Hires will hopefully restart in Roxley Hall soon.
- April had been a very busy month with the death of HRH Prince Philip and the tragic events within the town, and thanks was passed to Father James Stewart for the very well received church services.

9 PUBLIC SESSION (limited to 3 minutes per speaker)

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

- (i) Norfolk Constabulary – no update given.
- (ii) Members noted the report from Cllr Ward.

Cllr Mancini-Boyle reported that the Dementia Café was now registered as a good cause on the Broadland Lottery.

- (iii) A member of the public thanked Councillor John Fisher for his service as Town Mayor.

Father James Stewart also thanked Councillor John Fisher for his service and offered his congratulations to the new Town Mayor and Deputy Town Mayor.

10 FINANCE

- (i) Financial Statement 1/4/2020 to 31/3/2021

RESOLVED that the Financial Statement be approved and signed.

- (ii) Variance Notes for the financial statement 1/4/2020 to 31/3/2021

RESOLVED that the Variances be approved and signed.

- (iii) Income, Expenditure, Balance Sheet and Variances 1/4/2020 to 31/3/2021 – members received the income, Expenditure, Balance Sheet and Variances 1/4/2020 to 31/3/2021.

RESOLVED to approve these submissions

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

RESOLVED to approve the Reserves.

- (v) Payments List Voucher numbers 1 to 84 totalling £47,150.79

RESOLVED to approve the Payments List.

- (vi) Bank Reconciliation Statement as at 31/3/2021

RESOLVED to approve the Bank Reconciliation Statement.

11 DRAFT MINUTES OF COMMITTEE MEETINGS

Plans Committee – 19th April 2021 – Noted.

12 SCHEME OF DELEGATION

Members considered the report of the Town Clerk seeking approval for the previously discussed Scheme of Delegation. It was **RESOLVED** to follow the Scheme of Delegation until physical meetings can resume.

13 COMMUNITY INFRASTRUCTURE PRIORITIES 2021 - 2023

Members received and noted the report and **RESOLVED** to prioritise the creation of a 4G football pitch, the purchase of inclusive playground equipment, streetlighting improvements and the construction of a petanque rink.

14 'HAPPY TO CHAT' BENCH PROPOSAL

Members discussed the introduction of a 'Happy to Chat' Bench at River Green and **RESOLVED** to partake in the scheme for a 3-month trial period and following

engagement with the Hope & Friendship Group on how it will be run. Any installation of a new bench to be delegated to the Parks & Estates Manager.

15 CONFIRMATION OF ANNUAL ADMINISTRATION

Members considered the report of the Town Clerk confirming the checks and administration which had taken place according to standing orders. It was **RESOLVED** to note the checks and administration reported, with the option to hold meetings at Roxley Hall once permitted.

16 CONFIRMATION OF KEY POLICIES

Members considered the report of the Town Clerk confirming the key policies and procedures not already approved for 2021. It was **RESOLVED** to adopt the policies as noted.

17 EASEMENT – HILLSIDE ALLOTMENTS

Members considered the report of the Town Clerk detailing the proposed easement on land within Hillside allotments. It was **RESOLVED** to grant the request and delegate to officers provided there were no financial or planning permission implications for Council.

18 CLEANING STAFF PROPOSAL

Members considered the report of the Town Clerk detailing the creation of a new cleaner/caretaker post within the Parks & Estates Team. It was **RESOLVED** to proceed with the new post and delegate responsibility to the Town Clerk and Parks & Estates Manager for recruitment on the same scale as existing Parks and Estates Officers.

Future Agenda Items: None

The meeting closed at 9:12pm

Signed:

Dated:

2nd May 2021

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

Ocubis Ltd, the development manager of the Pinebanks site, Thorpe St. Andrew is just going out to consultation on their development scheme for Pinebanks/Langley School & Griffin Lane which will see up to 725 new homes developed.

The School holiday club Tots2Teens (ages 5-16) will be back for half term from 1-4 June, offering four days of Covid- Secure activities costing only £2 per child. The full programme of activities can be found at www.broadland.gov.uk/121

The Food Waste Collection was extended, from 26th April, to a further 1700 dwellings.

Following a successful trial last year, some public green spaces in the District would be mown just twice a year instead of 18 times, to allow long semi-natural grass to grow and encourage flower and insect diversity. Signs would be erected to explain the purpose of the project.

Norfolk County council

Pharmacies are now offering free, rapid Covid-19 tests. This is available to anybody over 18 who may visit a participating pharmacy and collect a box of 7 rapid tests for use twice a week at home..

Fire & Rescue staff have been busy holding water safety training and I myself witnessed an exercise on 27.4.21 at the river by the Queen of Iceni P.H. Last year 23 people were rescued from open water and there were 10 fatalities.

Plans to construct and operate two offshore wind farms known as Sheringham Shoal Extension and Dudgeon Extension Project and associated development to connect to the National Grid are out for consultation until 10th June 2021. Details at <https://event.sepanddep.co.uk>

Hertfordshire County Council's application to the High Court in relation to virtual meeting provision has been dismissed, which means that after 6th May, all Council Committee Meetings must be held in person at a specified geographical location.

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
85	Telephone	27/04/2021		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	47.95	9.59	57.54
86	Telephone	27/04/2021		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	47.95	9.59	57.54
87	Telephone	27/04/2021		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	34.95	6.99	41.94
88	Grounds machinery maint	03/05/2021		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	55.02	11.00	66.02
89	Hire of equipment	03/05/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	230.00	46.00	276.00
90	Rent and deposit	03/05/2021		Bank 1 Current Accou	online	Allotment deposit refund	Mrs Booth	E	35.00	0.00	35.00
91	Field maintenance contract	03/05/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Gmd	CGM Group	S	120.00	24.00	144.00
92	Cricket maintenance	03/05/2021		Bank 1 Current Accou	online	cricket cage	Collier Turf Care Ltd	S	361.76	72.35	434.11
93	Play equipment maintenance	03/05/2021		Bank 1 Current Accou	online	tennis nets	Collier Turf Care Ltd	S	190.40	38.08	228.48
94	Repairs	03/05/2021		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	395.00	79.00	474.00
95	Rent and deposit	03/05/2021		Bank 1 Current Accou	online	Allotment deposit refund	donation to dementia cafe	E	36.50	0.00	36.50
96	Electricity	27/04/2021		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	10.14	0.51	10.65
97	Town Hall	03/05/2021		Bank 1 Current Accou	online	Town Hall works	Mr I Cook	E	225.00	0.00	225.00
98	Subscriptions	03/05/2021		Bank 1 Current Accou	online	zoom subscription	Mr T Foreman	E	94.28	0.00	94.28
99	Repairs	03/05/2021		Bank 1 Current Accou	online	street light signs	G Sign	S	513.24	102.65	615.89
100	Cafe	03/05/2021		Bank 1 Current Accou	online	Building maintenance	Kent Blaxill	S	52.85	10.57	63.42
101	Cafe	03/05/2021		Bank 1 Current Accou	online	cafe goods	Mr D Sayer	S	24.96	4.99	29.95
102	Tools - equipment	03/05/2021		Bank 1 Current Accou	online	Tools and Equipment	Spaldings Ltd	S	189.07	37.81	226.88
103	Tools - equipment	03/05/2021		Bank 1 Current Accou	online	Tools and Equipment	Spaldings Ltd	S	306.32	61.26	367.58
104	Tools - equipment	03/05/2021		Bank 1 Current Accou	online	Tools and Equipment	Spaldings Ltd	S	74.00	14.80	88.80
105	Tools - equipment	03/05/2021		Bank 1 Current Accou	online	Tools and Equipment	Spaldings Ltd	S	40.23	8.05	48.28
106	Receipts and payments	03/05/2021		Bank 1 Current Accou	online	Plants	Taverham Nursery Centre	S	69.03	13.81	82.84
107	Receipts and payments	03/05/2021		Bank 1 Current Accou	online	Plants	Taverham Nursery Centre	S	157.61	31.54	189.15
108	Cleaning and cleaning mater	03/05/2021		Bank 1 Current Accou	online	Cleaning cafe	Town and Country Cleaning	E	180.00	0.00	180.00
109	Receipts and payments	03/05/2021		Bank 1 Current Accou	online	Compost	Trade UK	S	38.67	7.73	46.40
110	Materials fixtures & fittings	03/05/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	17.16	3.44	20.60
111	Materials fixtures & fittings	03/05/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	94.18	18.82	113.00
112	Roxley Hall	03/05/2021		Bank 1 Current Accou	online	Annual inspection	Vincent Security	S	125.00	25.00	150.00
113	Town Hall	03/05/2021		Bank 1 Current Accou	online	Annual inspection	Vincent Security	S	165.00	33.00	198.00
114	Morse Pavilion	03/05/2021		Bank 1 Current Accou	online	Annual inspection	Vincent Security	S	195.00	39.00	234.00
115	Cleaning bus shelters	03/05/2021		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	155.00	0.00	155.00
116	Wheeled/litter/dog bins	30/04/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	115.34	23.07	138.41
117	Wheeled/litter/dog bins	30/04/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	93.60	18.72	112.32
118	Wheeled/litter/dog bins	30/04/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.74	4.35	26.09
119	Bank charges	28/04/2021		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	7.00	0.00	7.00
120	Repairs	04/05/2021		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	325.00	65.00	390.00

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
121 Miscellaneous	04/05/2021		Bank 1 Current Accou	online	litter pick drinks	Mrs R McCarthy	E	26.50	0.00	26.50
122 Miscellaneous	04/05/2021		Bank 1 Current Accou	online	litter pick food	Mrs C Wedge-Clarke	E	32.78	0.00	32.78
123 Telephone	11/05/2021		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	34.47	6.89	41.36
124 Telephone	11/05/2021		Bank 1 Current Accou	online	Mobile telephones - Rec Gmd	O2	S	54.75	10.95	65.70
125 Telephone	11/05/2021		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
126 Gas	11/05/2021		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	L	126.94	6.34	133.28
127 Computer/Photocopier	11/05/2021		Bank 1 Current Accou	online	Computer equipment	Amazon	S	26.64	5.34	31.98
128 Water charges	11/05/2021		Bank 1 Current Accou	online	Water charges - Cemetery	Anglian Water	E	63.21	0.00	63.21
129 Electricity Toilets River Greer	11/05/2021		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	96.63	4.83	101.46
130 Foreman salary	11/05/2021									
131 Fenn salary	11/05/2021									
132 Bass - salary	11/05/2021									
133 Sayer salary	11/05/2021									
134 Calver salary	11/05/2021									
135 Jones salary	11/05/2021									
136 McCarthy Salary	11/05/2021									
137 Wedge-Clarke Salary	11/05/2021									
138 Flack salary	11/05/2021									
139 Foreman salary	11/05/2021									
140 Foreman employers nic	11/05/2021									
141 Sayer salary	11/05/2021									
142 Sayer - NIC employer	11/05/2021									
143 Calver salary	11/05/2021									
144 Calver -employers nic	11/05/2021									
145 Student loan	11/05/2021									
146 Jones salary	11/05/2021									
147 Jones nic employer	11/05/2021									
148 McCarthy Salary	11/05/2021									
149 McCarthy employers nic	11/05/2021									
150 Wedge-Clarke Salary	11/05/2021									
151 Wedge-Clarke employers nic	11/05/2021									
152 Flack salary	11/05/2021									
153 Flack salary	11/05/2021									
154 Flack employer nic	11/05/2021									
155 Bass - salary	11/05/2021									
156 Fenn salary	11/05/2021									
157 Fenn - pension employer	11/05/2021									
158 Sayer salary	11/05/2021									
159 Sayer - pension employer	11/05/2021									

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
160	Foreman salary	11/05/2021								
161	Foreman - pension employer	11/05/2021								
162	Calver salary	11/05/2021								
163	Calver pension employer	11/05/2021								
164	Jones salary	11/05/2021								
165	Groundstaff employer pensio	11/05/2021								
166	Wedge-Clarke Salary	11/05/2021								
167	Wedge-Clarke pension empl	11/05/2021								
168	McCarthy Salary	11/05/2021								
169	McCarthy pension employer	11/05/2021								
170	Flack salary	11/05/2021								
171	Foreman - pension employer	11/05/2021								
172	Morse Pavilion	11/05/2021								
173	Grounds machinery maint	11/05/2021								
174	Grounds machinery maint	11/05/2021								
175	Dussindale maintenance	11/05/2021								
176	Hillside maintenance	11/05/2021								
177	Soccer marking	11/05/2021								
178	Field maintenance contract	11/05/2021								
179	Field maintenance contract	11/05/2021								
180	Maintenance contract	11/05/2021								
181	Field maintenance contract	11/05/2021								
182	Field maintenance contract	11/05/2021								
183	Health and Safety	11/05/2021								
184	Stationery	11/05/2021								
185	Tools - equipment	11/05/2021								
186	Receipts and payments	11/05/2021								
187	Energy charge	11/05/2021								
188	Cleaning and cleaning mater	11/05/2021								
189	Cleaning	11/05/2021								
190	Cleaning Toilets	11/05/2021								
191	Cleaning	11/05/2021								
192	Water	11/05/2021								
193	Insurance	11/05/2021								
194	S137 payments and donator	12/05/2021								
195	S137 payments and donator	12/05/2021								
196	S137 payments and donator	12/05/2021								
197	S137 payments and donator	12/05/2021								
198	Fuel & machinery mainten	18/05/2021								
			Bank 1 Current Accou	online	Paint	Kent Blaxill	S	53.85	10.77	64.62
			Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	51.84	10.37	62.21
			Bank 1 Current Accou	online	Gator repairs	Ben Burgess	S	1,145.25	229.04	1,374.29
			Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
			Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
			Bank 1 Current Accou	online	Soccer marking	CGM Group	S	219.41	43.88	263.29
			Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	670.60	134.12	804.72
			Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	479.89	95.98	575.87
			Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
			Bank 1 Current Accou	online	Hire equipment	Ernest Doe and Sons	S	300.00	60.00	360.00
			Bank 1 Current Accou	online	Hire equipment	Ernest Doe and Sons	S	200.00	40.00	240.00
			Bank 1 Current Accou	online	Health and safety equip	Ian Smith	S	149.00	29.80	178.80
			Bank 1 Current Accou	online	Computer equipment	Ian Smith	S	282.93	56.59	339.52
			Bank 1 Current Accou	online	Tools and Equipment	Ian Smith	S	111.45	22.29	133.74
			Bank 1 Current Accou	online	Plants	Taverham Nursery Centre	S	73.33	14.67	88.00
			Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	1,800.37	360.06	2,160.43
			Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	690.00	0.00	690.00
			Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	305.00	0.00	305.00
			Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	600.00	0.00	600.00
			Bank 1 Current Accou	online	Cleaning - Flag pole	Town and Country Cleaning	E	40.00	0.00	40.00
			Bank 1 Current Accou	online	Water charges - Roxley Hall	Anglian Water	E	44.32	0.00	44.32
			Bank 1 Current Accou	online	Insurance renewal	Zurich Management	S	7,920.64	267.01	8,187.65
			Bank 1 Current Accou	online	Cancelled cheque	Rainbow Trust	E	-50.00	0.00	-50.00
			Bank 1 Current Accou	online	Donation	Rainbow Trust	E	50.00	0.00	50.00
			Bank 1 Current Accou	online	Cancelled cheque	Guide dogs for blind	E	-50.00	0.00	-50.00
			Bank 1 Current Accou	online	Donation	Guide dogs for blind	E	50.00	0.00	50.00
			Bank 1 Current Accou	online	Fuel	Fuel Genie	S	33.09	6.62	39.71

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
199 Fuel	18/05/2021		Bank 1 Current Accou	onlines	Fuel	Fuel Genie	S	148.39	29.68	178.07
200 Vehicle lease	18/05/2021		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
201 Subscriptions	18/05/2021		Bank 1 Current Accou	online	Subscription	Adobe	E	40.45	0.00	40.45
202 Town/Neighbourhood plan	18/05/2021		Bank 1 Current Accou	online	Survey	Survey Monkey	E	58.34	0.00	58.34
203 Cleaning and cleaning mater	18/05/2021		Bank 1 Current Accou	online	Polybags	Polybags Ltd	S	394.31	78.87	473.18
204 Electricity	18/05/2021		Bank 1 Current Accou	online	Electricity - floods/workshop	Opus Energy	L	16.87	0.84	17.71
205 Electricity	18/05/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	96.11	4.81	100.92
206 Electricity	18/05/2021		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	57.41	2.87	60.28
207 Morse - gas	24/05/2021		Bank 1 Current Accou	online	Gas charges - Morse	SSE	L	275.25	13.76	289.01
208 Electricity	24/05/2021		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	662.16	132.43	794.59
209 Cricket maintenance	24/05/2021		Bank 1 Current Accou	online	Cricket repair	Collier Turf Care Ltd	E	225.96	0.00	225.96
210 Electricity	24/05/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	Collier Turf Care Ltd	E	1,398.10	0.00	1,398.10
211 Field maintenance contract	24/05/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Gmd	Collier Turf Care Ltd	E	2,097.14	0.00	2,097.14
212 Photocopy charges	24/05/2021		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	11.12	2.22	13.34
213 Electricity	24/05/2021		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	107.18	5.36	112.54
214 Website costs	24/05/2021		Bank 1 Current Accou	online	Website updates	Norfolk Geeks	E	120.00	0.00	120.00
215 Cafe	24/05/2021		Bank 1 Current Accou	online	Cafe maintenance	Clive Pilgrim	E	265.00	0.00	265.00
216 Events one off purchase	24/05/2021		Bank 1 Current Accou	online	bamboo canes	Mr D Sayer	S	28.32	5.66	33.98
217 Computer/Photocopier	24/05/2021		Bank 1 Current Accou	online	case for tablet	Mr D Sayer	S	16.66	3.33	19.99
218 Tools - equipment	24/05/2021		Bank 1 Current Accou	online	Tools	Spaldings Ltd	S	35.90	7.18	43.08
219 Town Hall	24/05/2021		Bank 1 Current Accou	online	Electrical goods	M D Thompson	S	63.36	12.67	76.03
220 Cleaning Tennis Courts	24/05/2021		Bank 1 Current Accou	online	Cleaning tennis courts	Town and Country Cleaning	E	640.00	0.00	640.00
221 Town Hall	24/05/2021		Bank 1 Current Accou	online	Electrical work - Town Hall	C R Willson	E	50.00	0.00	50.00
222 River Green Buildings	24/05/2021		Bank 1 Current Accou	online	Building maintenance	Clive Pilgrim	E	60.00	0.00	60.00
223 Dussindale maintenance	24/05/2021		Bank 1 Current Accou	online	allotment maintenance	Clive Pilgrim	E	65.00	0.00	65.00
Total								46,844.62	2,688.78	49,533.40

PAYMENT LIST

Salaries	vouchers 130-138	May salaries	11506.16
Norfolk Pension Fund	vouchers 156-171	Employer/employee payments	3948.86
HMRC	vouchers 139-155	Tax and NIC	3095.57

~~THORPE~~ ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 31/5/21 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	42728.72
Deposit account bank 1	467163.87
Sub total - bank 1	<u>509892.59</u>
Capital Account bank 2	55305.64
	<u>565198.23</u>

Unpresented cheques	Cheque number	Payee	Date	£
	8461	cancelled cheque		
	8462	cancelled cheque		
Total of unpresented cheques				<u>0.00</u>
				<u>565198.23</u>

Balance at 31/3/21	361639.77
Plus receipts	300755.86
	<u>662395.63</u>
Less expenditure	-97197.40
	<u>565198.23</u>

Completed by: JFenn

Date 1/6/21

Certified by: TFOREMAN

Date 1/6/21

ROGER CANWELL
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THORPE ST. ANDREW TOWN COUNCIL

Internal Auditor's Report for Year ended 31st March 2021

Introduction

Having received the request to carry out the audit for Thorpe St. Andrew Town Council in December 2020 I spent a little time familiarizing myself with the workings of the Council through its website containing the minutes of its Council meetings. I then made arrangements through the Deputy Clerk, Mrs. Jeanine Fenn, to carry out the audit once the accounts for the year were completed. Accordingly on 24th May 2021, with a follow-up visit following day, I visited the offices of the Council at Fitzmaurice Park to fulfill the Audit, where I was welcomed by both Mrs. Fenn and the Town Clerk Dr. Thomas Foreman,

I began by introducing myself and explaining that I was a qualified Certified Accountant and, after many years in senior accounting positions at a few local companies, had taken early retirement in the year 2000 to fulfill a long-held ambition to obtain a University degree and enrolled at the U.A.E. to begin my studies in History. My attendance was on a part-time basis and during the next few years, while successfully earning my degree, I also took the position for a few hours a week as Finance Officer for the Norfolk Rural Community Council, (now, I believe, known as Community Action Norfolk.) This is a Charity devoted to ensuring that rural issues are not overlooked in the formulation of policies by both local and national governments.

Through the N.R.C.C. I was introduced to the world of town and village councils and village hall committees soon found that I was being asked to carry out the annual audit for some of these organisations. In consequence, for the financial year ending 31st March 2021, I have carried out, or am still carrying out, the audit for around thirty councils or village halls from the very tiny to the

quite large, such as Cromer and North Walsham. The time frame for completing these audits is quite short so in my view that is about as many as can be coped with. Nevertheless, I was very happy to take on Thorpe St. Andrew as I believed it would be an interesting assignment and I am pleased set out my report below.

Income and Expenditure

I selected a number of random transactions from the Council's Bank Statement and tracked these to the Council's accounting statements and to the appropriate supplier invoice or remittance advice. In all cases I found that they were correctly recorded, that VAT was correctly accounted for and that all the payments had been reported to Council.

The Income and Expenditure Account for the year ended 31st March 2021 was prepared, with all outstanding income and expenditure provided for, using the Scribe accounting system. Reports to the Council compared actual figures to the budget for the year and all significant variances were adequately explained.

I reviewed the minutes of the Council meetings held during the year and found nothing in them of an accounting nature that had not been included in the accounts.

Bank Accounts

I found that all the Council's Bank accounts were correctly reconciled between the bank statements and accounting records on a monthly basis and at the 31st March 2021.

Payroll

I confirmed that all payments to staff were made in accordance with their current contracts. Payments to HMRC for PAYE and NI and to Norfolk County Council for pension contributions were made in a correct and timely manner. I was pleased to note that the Council was signed up to a Human Resources Support Company which should prove invaluable in this, often problematic, area.

Fixed Assets

A register of assets owned by the Council was maintained in line with insurance valuations.


Forward Planning

Financial plans for the next financial year were prepared and approved in line with Council requirements and the annual precept set accordingly.

Summary

In summary I am pleased to report that, despite the challenging circumstances of the Covid pandemic throughout the financial year, the Council's accounting records were very well maintained and presented. I therefore have nothing of concern to report to the Council and was able to sign the Annual Audit Commission Return without reservation. I would, nevertheless, be happy to answer any questions that the Council may have concerning the accounts.

Finally, I would like to place on record my thanks to the Council Clerk and his Deputy for their help and co-operation during my audit.



Roger Canwell
Accountant and Independent Examiner

26th May 2021

Annual Internal Audit Report 2020/21

Thorpe St Andrew Town Council

www.thorpestrandrew-tc.gov.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 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	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 bank account reconciliations were properly carried out during the year.	✓		
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 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

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

Name of person who carried out the internal audit

25/05/2021

ROGER F. CANWELL

Signature of person who carried out the internal audit



Date

25/05/2021

*If the response is 'no' please 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 2020/21

We acknowledge as the members of:

Tharpe St Andrew Town 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 2021, that:

	Agreed		
	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
			<input checked="" type="checkbox"/>
			<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:

11th March 2021

and recorded as minute reference:

AGM 2021

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

Chairman

11th March 2021

Clerk

11th March 2021

www.tharpestrandrew-tz.gov.uk

Section 2 – Accounting Statements 2020/21 for

Therpe for Andrew Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	271926	241368	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	507660	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	106001	76258	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	(222484)	(208708)	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	(34175)	(28190)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(321538)	(232212)	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	241368	356176	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	241669	361640	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3476586	3511649	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	334986	31523	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.
	NA	NA	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 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

Jenn

Date

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 Scheme of Delegation – COVID 19

As Approved by Full Council on 12th April 2021:

During the COVID-19 pandemic, Council delegates to the Town Clerk authority, in consultation with the Town Mayor and/or Deputy Mayor or in either of their absences another Committee Chairman, to take any actions necessary with associated expenditure to:

- protect the interests of the community
- Council business continuity during the period of the pandemic in line with Government and Public Health England guidelines
- in response to Government requirements and/or other appropriate authorities
- make decisions on behalf of the Council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline.

The delegation does not extend to matters expressly reserved to the Council in legislation or in its Standing Orders or Financial Regulations. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations.

All Councillors are to be notified of any decisions via the Town Clerks electronic "Monthly Update" email.

If the Town Clerk is unavailable, the delegated authority will fall to the Responsible Financial Officer (Deputy Clerk) or Parks and Estates Manager, in that order of precedence.

This delegated authority ceases upon the first physical meeting of the Council after the Council meeting at which the delegation was put in place.

This delegation lasts for 6 months, with a review to take place on the return to physical meetings every 2 months.