

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

28/07/2021

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the **Roxley Hall** on 2nd August 2021 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 Town Council meeting held on 7th June 2021**
- 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 limited to 3 minutes each**
 - (i) Norfolk Constabulary
 - (ii) County and District Councillors
Report from Councillor John Ward
 - (iii) Members of the public
- 6 **Finance**
 - (i) Payments List: Voucher numbers 224 to 474 – attached
 - (ii) Bank Reconciliation Statement-attached
 - (iii) Annual Governance and Accountability Return
- 7 **Draft Minutes of Committee Meetings – to follow**
 - (i) Plans Committee held 12th July 2021
 - (ii) Finance and Staff held 19th July 2021
 - (iii) Events Committee held 28th July 2021
- 8 **Corporate Plan – Verbal Report**
- 9 **Town Hall Herb/Vegetable Areas – Report Attached**
- 10 **Paternity Policy – Attached**
- 11 **Playarea Equipment Purchase – Confidential Report to Follow**
- 12 **Parish Partnership Scheme – Correspondence Attached**
- 13 **No Jab, No Job Policy Proposal – Cllr Snelling**
- 14 **Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personal matters where publicity might be prejudicial to the special nature of the business**
- 15 **Staffing 2021/22 – Confidential Report for Decision**

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

Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

**Thorpe St Andrew Town Council
Minutes of the Virtual Town Council meeting
held on 7th June 2021 at 7:30pm**

1 PRESENT:

Mrs J Fisher (Deputy Town Mayor)	Mr S Snelling
Mr J Emsell	Mr J Fisher
Mr J Ward	Mr L Reeves

APOLOGIES:, Mr T Fordham, Mr J Boast, Mr N Shaw, Mrs T Mancini Boyle, Mr P Berry, Mr M Lake, Mr I Mackie, Mr T Garner, Miss S Lawn, Mr F Bowe,

IN ATTENDANCE: Dr T. Foreman (Town Clerk) and Mrs J Fenn (RFO) were present.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 26th APRIL 2021

The minutes of the meeting held on 26th April 2021 were agreed and signed as a true record.

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 MINS EACH

(i) Report of Mr J Ward was noted.

(ii) Members of the public – None

6 FINANCE

- (i) Payments List: Voucher numbers 85 to 223 were signed
- (ii) Bank Reconciliation Statement was agreed and signed as a true record
- (iii) Internal Audit Report was approved
- (iv) Annual Return – Internal Audit Sheet was completed and signed
- (v) Annual Governance Statement was completed and signed
- (vi) Accounting Statements were approved and signed

7 RECONFIRM DELEGATION OF POWERS

The Town Council considered the proposal to reconfirm the scheme of delegation which had been in place following the cessation of physical meetings. It was **RESOLVED** to follow the Scheme of Delegation until physical meetings can resume.

Chairman _____

Date _____

Item 5.ii)

4th July 2021

Report from Councillor John Ward

CORONAVIRUS TRUSTED SOURCES FOR INFORMATION

www.nhs.uk/coronavirus

www.gov.uk/coronavirus

Broadland District Council

The Boundary Commission for England has published its initial proposals. The overall number of constituencies across the U.K. remains at 650 but within that England increases from 533 to 543. Every constituency has been examined to ensure that it has a minimum 69724 and a maximum 77062 residents. There will still be 9 constituencies in Norfolk. There is a consultation on the proposals open until 2.8.21. Details at www.bcereviews.org.uk

Tots2Teens summer activity booking information is now available at www.southnorfolkandbroadland.uk/t2t or by calling 01603 430525.

The new Acting Chief Constable, Paul Sanford visited Sprowston on his first day in the role (as a young PC, he was based at Sprowston). His stated priority is preventing public disorder and making the police more visible on the streets and public places.

Norfolk County Council

NCC will need to find £39m of savings next year, and this assumes a 2% tax rise. Details of where the savings are to be, will be made public shortly.

Dr Louise Smith, Norfolk's Director for Public Health, is asking residents to have two Covid tests a week in order that the spread of the virus can be monitored in Norfolk. Free Lateral Flow tests are available from major pharmacies and public libraries.

NCC has awarded the contract for the Norwich Western Link to Ferrovial, a leading construction and engineering company. They are starting work immediately on the 3.8 mile dual carriageway.

Norwich Airport Industrial Estate, jointly owned by Norfolk County Council and Norwich City Council is to be sold. It currently produces an income of £800k pa and the sale will produce a significant cash boost to both Councils.

Received by
Thorpe St Andrew Town Council
- 5 JUL 2021

25th July 2021

Report from Councillor John Ward

Broadland District Council

Council has agreed that the Greater Norwich Local plan is sound and has agreed for it to be submitted to the Secretary of State for independent examination.

There is currently a backlog of 212 Planning Applications at SNDC & BDC caused by unprecedented demand and some staff shortages. Two agency planners have been engaged to help reduce the backlog.

Neighbourhood plans for both Spixworth and Taverham were adopted at Full Council on 22.7.21.

Nominations are now open, until 12 Sept, for the 7th Annual Community At Heart Awards. The Council would like to hear of amazing acts of kindness and generosity and of all those who go the extra mile in our district, in the following categories:- Inspiration of the Year, Under 18, Hero of the Year, The Helping Hand Award, Business Community Support of the Year, Green at Heart Award, Community Group of the Year, Volunteer of the Year, Community Hero. To nominate, go to:-

www.southnorfolkandbroadland.gov.uk/communityatheart

Norfolk County Council

Norfolk Fire & Rescue Service is joining a national campaign to highlight the benefits of using the app What3Words to locate emergency incidents quickly.

NCC's Parish Partnership initiative will be repeated in the financial year 2022/23. There is an upper limit of £25k per bid to fund local schemes.

£29m has been set aside to develop 'Independent Living' housing, with a target of 28 new sites across Norfolk. Apartments will be for purchase, rent or shared equity. There will be a care team on site for residents needing this.

Between 19 July and 22 August there will be some lane closures and speed limits, with some Sunday junction closures, on the Broadland Northway so that the road can receive a specialist treatment to maintain its surface in, as new, condition.

Item 6.i)

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
224	31/05/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	139.70	27.94	167.64
225	31/05/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	117.80	23.56	141.36
226	31/05/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.90	4.38	26.28
227	31/05/2021		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	8.81	0.00	8.81
228	31/05/2021		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
229	31/05/2021		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	36.95	7.39	44.34
230	31/05/2021		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	49.95	9.99	59.94
231	31/05/2021		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	49.95	9.99	59.94
232	08/06/2021		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	34.47	6.89	41.36
233	08/06/2021		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	54.75	10.95	65.70
234	09/06/2021		Bank 1 Current Accou	online	Water charges - Recreation Gr	Anglian Water	E	80.86	0.00	80.86
235	09/06/2021		Bank 1 Current Accou	online	Water charges - Morse	Anglian Water	E	139.70	0.00	139.70
236					Foreman salary					
237					Fenn salary					
238					Bass - salary					
239					Sayer salary					
240					Calver salary					
241					Jones salary					
242					McCarthy Salary					
243					Wedge-Clarke Salary					
244					Flack salary					
245					Fenn salary					
246					Fenn - pension employer					
247					Sayer salary					
248					Sayer - pension employer					
249					Foreman salary					
250					Foreman - pension employer					
251					Calver salary					
252					Calver pension employer					
253					Jones salary					
254					Jones pension employer					
255					Wedge-Clarke Salary					
256					Wedge-Clarke pension empl					
257					McCarthy Salary					
258					McCarthy pension employer					
259					Flack salary					

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
260	09/06/2021									
260	09/06/2021		Bank 1	Current Accou	Hire equipment	Ben Burgess	S	440.00	88.00	528.00
261	09/06/2021		Bank 1	Current Accou	Service equipment	Ben Burgess	S	1,050.36	210.07	1,260.43
262	09/06/2021		Bank 1	Current Accou	Pest control	Burrell Pest control	E	60.00	0.00	60.00
263	09/06/2021		Bank 1	Current Accou	Pest control	Burrell Pest control	E	60.00	0.00	60.00
264	09/06/2021		Bank 1	Current Accou	Photocopying	CCS Ltd	S	97.94	19.59	117.53
265	09/06/2021		Bank 1	Current Accou	Soccer marking	CGM Group	S	219.41	43.88	263.29
266	09/06/2021		Bank 1	Current Accou	Field Maintenance - Rec Grnd	CGM Group	S	670.60	134.12	804.72
267	09/06/2021		Bank 1	Current Accou	Field Maintenance - Duss Park	CGM Group	S	479.89	95.98	575.87
268	09/06/2021		Bank 1	Current Accou	Internal Audit	Mr R Canwell	E	150.00	0.00	150.00
269	09/06/2021		Bank 1	Current Accou	Machinery parts	Ernest Doe and Sons	S	675.01	135.00	810.01
270	09/06/2021		Bank 1	Current Accou	Renew tc.gov	HCI Data Ltd	S	85.00	17.00	102.00
271	09/06/2021		Bank 1	Current Accou	Cleaning bus shelters	R Marmoy	E	135.00	0.00	135.00
272	09/06/2021		Bank 1	Current Accou	website maintenance contract	Norfolk Geeks	E	540.00	0.00	540.00
273	09/06/2021		Bank 1	Current Accou	Cleaning Materials	SGI Industries	S	1,096.13	219.23	1,315.36
274	09/06/2021		Bank 1	Current Accou	Stationery	Ian Smith	S	72.86	14.57	87.43
275	09/06/2021		Bank 1	Current Accou	Electricity - River Green Toile	Total Gas & Power	L	112.93	5.65	118.58
276	09/06/2021		Bank 1	Current Accou	civic regalia update	David Gray	E	10.00	0.00	10.00
277	09/06/2021		Bank 1	Current Accou	Roxley Hall gas	British Gas	L	138.10	6.90	145.00
278	09/06/2021		Bank 1	Current Accou	Fuel	Fuel Genie	S	164.85	32.97	197.82
279	09/06/2021		Bank 1	Current Accou	Fuel	Fuel Genie	S	102.81	20.56	123.37
280	09/06/2021		Bank 1	Current Accou	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
281	09/06/2021		Bank 1	Current Accou	business credit card	Lloyds Bank - business card	E	434.00	0.00	434.00

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
299 Subscriptions	15/06/2021		Bank 1 Current Accou	business credit card	Subscription	Adobe	E	40.45	0.00	40.45
300 Subscriptions	15/06/2021		Bank 1 Current Accou	business credit card	Subscription	Norton	E	70.83	0.00	70.83
301 Stationery	16/06/2021		Bank 1 Current Accou	online	Stationery	Amazon	S	15.40	3.08	18.48
302 Cleaning Toilets	16/06/2021		Bank 1 Current Accou	online	Blockage cleared	Blockbuster	S	95.00	19.00	114.00
303 Maintenance contract	16/06/2021		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
304 Repairs	16/06/2021		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	1,695.00	339.00	2,034.00
305 S137 payments and donator	16/06/2021		Bank 1 Current Accou	online	Donation	Mens shed book box	E	20.00	0.00	20.00
306 Energy charge	16/06/2021		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	1,626.02	325.21	1,951.23
307 Cleaning and cleaning mater	16/06/2021		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	620.00	0.00	620.00
308 Cleaning	16/06/2021		Bank 1 Current Accou	online	Cleaning - Town Hall	Town and Country Cleaning	E	120.00	0.00	120.00
309 Cleaning	16/06/2021		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	325.00	0.00	325.00
310 Cleaning Toilets	16/06/2021		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	620.00	0.00	620.00
311 S137 payments and donator	16/06/2021		Bank 1 Current Accou	online	Donation	wardenBroadland Tree	E	30.00	0.00	30.00
312 Electricity	22/06/2021		Bank 1 Current Accou	online	Electricity - Roxley Hall	Opus Energy	L	50.36	2.52	52.88
313 Electricity	22/06/2021		Bank 1 Current Accou	online	Electricity - Town Hall	Opus Energy	S	666.59	133.32	799.91
314 Electricity	22/06/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	106.80	5.34	112.14
315 Electricity	22/06/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	Opus Energy	L	22.75	1.14	23.89
316 Telephone	22/06/2021		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
317 Electricity	22/06/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	SSE	L	192.70	9.63	202.33
318 Repairs	22/06/2021		Bank 1 Current Accou	online	Street light - repairs	Cozens UK Ltd	S	1,695.00	339.00	2,034.00
319 Electricity	22/06/2021		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	178.54	8.93	187.47
320 Health and Safety	22/06/2021		Bank 1 Current Accou	online	eye test	Mrs R. McCarthy	E	25.00	0.00	25.00
321 Tools - equipment	22/06/2021		Bank 1 Current Accou	online	Tools and Equipment	Spaldings ltd	S	81.68	16.34	98.02
322 River Green Lights	29/06/2021		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	X	1,783.14	0.00	1,783.14
323 Roxley Hall Loan	29/06/2021		Bank 1 Current Accou	online	Loan Payment	Public Works Loan Board	X	10,186.38	0.00	10,186.38
324 Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	92.58	18.52	111.10
325 Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	70.68	14.13	84.81
326 Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	34.51	6.90	41.41
327 Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	23.56	4.71	28.27
328 Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.90	4.38	26.28
329 Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	10.95	2.19	13.14
330 Bank charges	29/06/2021		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	X	7.85	0.00	7.85
331 Bottle bank	29/06/2021		Bank 1 Current Accou	online	Bottle bank	URM UK	S	9.00	1.80	10.80
332 Telephone	29/06/2021		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	49.95	9.99	59.94
333 Telephone	29/06/2021		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	49.95	9.99	59.94
334 Telephone	29/06/2021		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	36.95	7.39	44.34
Total								47,290.93	2,580.75	49,871.68

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
335	02/07/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	440.00	88.00	528.00
336	02/07/2021		Bank 1 Current Accou	online	maintenance of machinery	Ben Burgess	S	202.71	40.54	243.25
337	02/07/2021		Bank 1 Current Accou	online	Delivery of newsletter	R Clarkes Distribution	E	420.00	0.00	420.00
338	02/07/2021		Bank 1 Current Accou	online	Newsletter	Colour Print	E	721.00	0.00	721.00
339	02/07/2021		Bank 1 Current Accou	online	Park equip inspection	Playsafety Ltd	S	121.00	24.20	145.20
340	02/07/2021		Bank 1 Current Accou	online	Park equip inspection	Playsafety Ltd	S	121.00	24.20	145.20
341	02/07/2021		Bank 1 Current Accou	online	water inspection	Playsafety Ltd	S	68.50	13.70	82.20
342	02/07/2021		Bank 1 Current Accou	online	Subscription	Scribe 2000 Ltd	S	905.00	181.00	1,086.00
343	02/07/2021		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	483.90	96.77	580.67
344	02/07/2021		Bank 1 Current Accou	online	Call out repairs	Vincent Security	S	125.00	25.00	150.00
345	30/06/2021		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	L	33.72	1.68	35.40
346	05/07/2021		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	34.47	6.89	41.36
347	05/07/2021		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	54.75	10.95	65.70
348	05/07/2021		Bank 1 Current Accou	online	Water charges - Town Hall	Anglian Water	E	125.97	0.00	125.97
349	05/07/2021		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	135.00	0.00	135.00
350					Foreman salary					
351					Fenn salary					
352					Bass - salary					
353					Sayer salary					
354					Calver salary					
355					Jones salary					
356					McCarthy Salary					
357					Wedge-Clarke Salary					
358					Flack salary					
359					Foreman salary					
360					Foreman employers nic					
361					Sayer salary					
362					Sayer - NIC employer					
363					Calver salary					
364					Calver -employers nic					
365					Student loan					
366					Jones salary					
367					Jones nic employer					
368					McCarthy Salary					
369					McCarthy employers nic					
370					Wedge-Clarke Salary					

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
371					Wedge-Clarke employers nic					
372					Flack salary					
373					Flack employer nic					
374					Bass - salary					
375					Fenn salary					
376					Fenn - pension employer					
377					Sayer salary					
378					Sayer - pension employer					
379					Foreman salary					
380					Foreman - pension employer					
381					Calver salary					
382					Calver pension employer					
383					Jones salary					
384					Jones pension employer					
385					Wedge-Clarke Salary					
386					Wedge-Clarke pension empl					
387					McCarthy Salary					
388					McCarthy pension employer					
389					Flack salary					
390					Flack pension employer					
391	15/07/2021		Bank 1 Current Accou	online	puncture repair	Ben Burgess	S	12.49	2.50	14.99
392	15/07/2021		Bank 1 Current Accou	online	Skip	PSH Environmental	S	235.00	47.00	282.00
393	15/07/2021		Bank 1 Current Accou	online	Stationery	Ian Smith	S	117.65	23.53	141.18
394	15/07/2021		Bank 1 Current Accou	online	Donation for maint of new cen	Thorpe St Andrew PCC	E	2,450.00	0.00	2,450.00
395	15/07/2021		Bank 1 Current Accou	online	Water charges - Duss Allot	Anglian Water	E	146.55	0.00	146.55
396	13/07/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	176.07	35.22	211.29
397	13/07/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	141.88	28.37	170.25
398	14/07/2021		Bank 1 Current Accou	online	Throw line rescue bag	Aspli Safety Ltd	S	109.00	21.80	130.80
399	14/07/2021		Bank 1 Current Accou	online	Allotment deposit refund	Miss Wang	E	25.00	0.00	25.00
400	14/07/2021		Bank 1 Current Accou	online	Water charges - Hillside Allot	Anglian Water	E	219.84	0.00	219.84
401	14/07/2021		Bank 1 Current Accou	online	Blockage cleared	Blockbuster	S	95.00	19.00	114.00
402	14/07/2021		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	219.41	43.88	263.29
403	14/07/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	670.60	134.12	804.72
404	14/07/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	479.89	95.98	575.87
405	14/07/2021		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
406	14/07/2021		Bank 1 Current Accou	online	First aid training	Go and get Trained	S	607.00	121.40	728.40
407	14/07/2021		Bank 1 Current Accou	online	Plants	Taverham Nursery Centre	S	21.76	4.35	26.11
408	14/07/2021		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	42.27	2.11	44.38
409	14/07/2021		Bank 1 Current Accou	online	Streetlight-energy charge	Total Gas & Power	S	1,530.68	306.12	1,836.80

Thorpe St Andrew Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
410	14/07/2021		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	600.00	0.00	600.00
411	14/07/2021		Bank 1 Current Accou	online	Cleaning - Town Hall	Town and Country Cleaning	E	160.00	0.00	160.00
412	14/07/2021		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	315.00	0.00	315.00
413	14/07/2021		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	600.00	0.00	600.00
414	20/07/2021		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
415	20/07/2021		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	L	17.50	0.87	18.37
416	20/07/2021		Bank 1 Current Accou	business credit card	notice board	Boards Direct	S	465.00	93.00	558.00
417	20/07/2021		Bank 1 Current Accou	business credit card	Survey	Survey Monkey	E	758.75	0.00	758.75
418	20/07/2021		Bank 1 Current Accou	business credit card	Subscription	Adobe	E	70.40	0.00	70.40
419	20/07/2021		Bank 1 Current Accou	business credit card	Annual fee	Lloyds Bank	E	32.00	0.00	32.00
420	20/07/2021		Bank 1 Current Accou	business credit card	Subscription	Microsoft	E	273.60	0.00	273.60
421	20/07/2021		Bank 1 Current Accou	business credit card	Computer equipment	Argos	E	34.99	0.00	34.99
422	27/07/2021		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
423	28/07/2021		Bank 1 Current Accou	online	Banners	Premier Print	S	216.00	43.20	259.20
424	28/07/2021		Bank 1 Current Accou	online	promotion	Facebook Ads	E	10.00	0.00	10.00
425	03/08/2021		Bank 1 Current Accou	online	Cleaning Materials	Bunzl	S	541.50	108.30	649.80
426	03/08/2021		Bank 1 Current Accou	online	Cleaning Materials	Bunzl	S	205.90	41.18	247.08
427	03/08/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	440.00	88.00	528.00
428	03/08/2021		Bank 1 Current Accou	online	Blockage cleared	Blockbuster	S	115.00	23.00	138.00
429	03/08/2021		Bank 1 Current Accou	online	Electricity - River Green	E.on	L	202.18	10.11	212.29
430	03/08/2021		Bank 1 Current Accou	online	Signage	G Sign	S	64.20	12.84	77.04
431	03/08/2021		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	125.00	0.00	125.00
432	03/08/2021		Bank 1 Current Accou	online	Electricity - Roxley Hall	SSE	L	167.40	8.37	175.77
433	03/08/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	SSE	L	19.88	0.99	20.87
434										
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Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
449					Student loan					
450					Jones salary					
451					Jones nic employer					
452					McCarthy Salary					
453					McCarthy employers nic					
454					Wedge-Clarke Salary					
455					Wedge-Clarke employers nic					
456					Flack salary					
457					Flack employer nic					
458					Bass - salary					
459					Fenn salary					
460					Fenn - pension employer					
461					Sayer salary					
462					Sayer - pension employer					
463					Foreman salary					
464					Foreman - pension employer					
465					Calver salary					
466					Calver pension employer					
467					Jones salary					
468					Jones pension employer					
469					Wedge-Clarke Salary					
470					Wedge-Clarke pension empl					
471					McCarthy Salary					
472					McCarthy pension employer					
473					Flack salary					
474					Flack pension employer					
Total								54,116.56	1,981.00	56,097.56

PAYMENT LIST

Salaries					July salaries		11429.95		
Norfolk Pension Fund				vouchers 350-358	Employer/employee payments		3915.80		
HMRC				vouchers 375-390	Tax and NIC		3062.75		
Salaries				vouchers 359-374	August salaries		11429.95		
Norfolk Pension Fund				vouchers 434-442	Employer/employee payments		3915.80		
HMRC				vouchers 459-474	Tax and NIC		2998.55		
				vouchers 443-458					

Item 6.iii)

Dear Councillors

I have had an email from our external auditors regarding our AGAR form.

The carried forward figures on box 5 £35406 and 6 for £320667 on the 2019/20 should have been carried forward onto the 2020/21 AGAR but I had amended them (I do not know why) by the FIT payments that we make to Broadland District Council £871 which is a balancing figure and does not alter the accounts balance.

If you would just approve the re-statement of 2019/20 figures for box 5 and 6 onto 20/21 and sign the amendments and date I would be very grateful.

Jeanine

Section 2 – Accounting Statements 2019/20 for

Ingeppe 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 – To agree with bank reconciliation.
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.
		N/A	

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:

15th JUNE 2020

as recorded in minute reference:

6(vi)

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

[Signature]

Section 2 – Accounting Statements 2020/21 for

Therpe St Andrew's Urban Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	271926	24368	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	108001	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)	(2890)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(320667)	(32212)	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	241664	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	334900	33213	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	NA	

(35046 - 87) = →
(320667) + (87)

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

J Penn

Date *7/6/21*

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

07/06/21

as recorded in minute reference:

5(N1)

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

Jane Kishner

Section 2 – Accounting Statements 2020/21 for

Thorppe St Andrew's Church Town Council

Please date financial all green markings on both copies

	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	100001	16258	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	(222984)	(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 <i>amend mark</i>	(35046)	(28190)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments <i>amendment</i>	(320667)	(322412)	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	356776	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	334950	35213	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	NA	

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

J Penn

Date

7/6/21

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

07/06/21

as recorded in minute reference:

5(V1)

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

Jane Johnson

Section 2 – Accounting Statements 2020/21 for

Amended

Thorpes St 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	(35046)	(28190)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(320667)	(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	334956	315213	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	NA	

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

J Fen **SIGNATURE REQUIRED**

Date 07/08/21

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

02/08/21

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Thorpe St Andrew Town Council



TOWN COUNCIL : 2ND AUGUST 2021

TOWN HALL HERB/VEGETABLE AREAS

Agenda Item: 9

Reason for this Report

This report has been prepared to outline a proposal to create two areas for herbs and vegetables at the Town Hall/Fitzmaurice Park

Background

There has been increased interest in foraging in recent years, with suitable trees and bushes being planted at the Queen Elizabeth II woods. Following on from successful trials elsewhere, it is proposed to create two large colourful and biodiverse herb/vegetable patches at the front of the Town Hall, near the Commonwealth Way entrance.

Result

The area would be designed and space to minimise impact on staffing time, with the space between the beds dictated by mower widths and weed barrier matting used where possible. A variety of herb and seasonal vegetables, along with edible flowers would be planted which would create a vibrant area for enjoyment at the Town Hall.

The proposed area is as follows:



Advice

The Town Council is requested to consider this matter and decide whether to support the proposal to create the Herb/Vegetable areas.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are **minor** financial implications arising from this report.

THORPE ST ANDREW TOWN COUNCIL

PATERNITY POLICY

This policy outlines when an employee may be entitled to paternity leave and paternity pay and sets out the arrangements for taking it.

Entitlement to paternity leave

- 1.1.1** Paternity leave is available on the birth of a child if you have been continuously employed by us for at least 26 weeks ending with the 15th week before the Expected Week of Childbirth and either:
- You are the biological father and will have some responsibility for the child's upbringing; or
 - You are the husband, civil partner or cohabiting partner of the biological mother and will have the main responsibility (with the mother) for the child's upbringing.
- 1.1.2** Paternity leave is available where a child is placed with you for adoption by an adoption agency, if you have been continuously employed by us for at least 26 weeks ending with the week in which the agency notifies you that you have been matched with a child. In such cases you may be entitled to take adoption leave instead (see our Adoption Policy). However, adoption leave may only be taken by one adoptive parent. Paternity leave is available to the other adoptive parent (of either sex).

Paternity Leave

- 1.1.3** Paternity leave is a period of one or two weeks' consecutive leave taken when a child is born or placed with you for adoption. You can start your leave on the date of birth or placement, or later, provided it is taken within eight weeks (56 days) of the birth or placement. (If the baby is premature the period ends eight weeks after the start of the Expected Week of Childbirth.)
- 1.1.4** To take Paternity leave you must give us written notice by the end of the 15th week before the Expected Week of Childbirth (or no more than seven days after the adoption agency notified of being matched with a child), or as soon as you reasonably can, stating:
- The Expected Week of Childbirth;
 - Whether you intend to take one week or two weeks' leave; and
 - When you would like your leave to start.
- 1.1.5** You can change the intended start date by giving us 28 days' notice or, if this is not possible, as much notice as you can.

Paternity Pay

- 1.1.6** For employees with a gross salary of more than £25,000, statutory paternity pay (SPP) is payable provided you have at least 26 weeks' continuous employment ending with the Qualifying Week (the 15th week before the Expected Week of Childbirth or the week in which the adoption agency notified you of a match) and your average earnings are not less than the lower earnings limit set by the government each tax year.
- 1.1.7** The rate of SPP is set by the government each tax year. For further information please contact your Manager.
- 1.1.8** Employees with a gross salary of less than £25,000 per year, will be entitled to two-weeks paternity leave on full pay, providing you have at least 26 weeks' continuous

employment ending with the Qualifying Week (the 15th week before the Expected Week of Childbirth or the week in which the adoption agency notified you of a match).

During Paternity Leave

- 1.1.9** All the terms and conditions of your employment remain in force during Paternity Leave, except for the terms relating to pay.
- 1.1.10** Annual leave entitlement will continue to accrue during Paternity Leave at the rate provided under your contract. All holiday dates are subject to approval by your Manager.
- 1.1.11** If you are a member of the pension scheme, we shall make employer pension contributions during Paternity Leave, based on your normal salary, in accordance with the pension scheme rules. Any employee contributions you make will be based on the amount of any paternity pay you are receiving, unless you inform Human Resources that you wish to make up any shortfall.

Item 12.

c Local Members

Your Ref:	My Ref:	HI/12/GEN/DH/KT
Date: June 2021	Tel No.:	0344 800 8020
	Email:	martin.wilby@norfolk.gov.uk

From the Cabinet Member for Highways, Infrastructure & Transport

Dear Sir/Madam

Delivering local highway improvements in partnership with Town and Parish Councils

I am delighted to inform you that due to the success of working in partnership with Parish/Town Councils for the last eight years the Parish Partnership Scheme Initiative will again be repeated in the financial year 2022/23. Further supporting information, including possible funding sources for your share of the bid, is available on our website (click on [this link](#)).

The County Council has again provisionally allocated £300,000 on a 50/50 basis (There is an upper limit on Norfolk County Council funding support of £25,000 per bid) to fund schemes put forward by Town and Parish Councils to deliver projects that are priorities for local communities. We are particularly keen to encourage and support first-time bids.

This letter provides more information on the process, invites you to submit bids, and explains how the County Council can support you in developing your ideas. The closing date will be the 10 December 2021. Please contact your local Highway Engineer based at the local Area Office for agreement and any advice in developing your ideas, especially around the practicalities and cost estimates.

Once all bids have been received, we will assess them and inform you of our decision in March 2022 following approval by the Norfolk County Council Cabinet.

Continued .../

To encourage bids from Town and Parish Councils with annual incomes (precepts plus any another income) below £2,000, we are offering the following support;

- 75% County Council contribution
- £5,000 maximum bid value
- Offer available only once to any bidder

We will also accept bids from unparished County Council Wards. Such Wards can always opt to become a formal Parish Council, but otherwise we are offering support on the basis that the Ward raises the required 50% funding. Kings Lynn Borough Council, Great Yarmouth Borough Council and Norwich City Council have kindly indicated their willingness to consider proposed schemes and potential funding for them. Further details are in the relevant committee report on our website (click on [this link](#)).

What sort of schemes would be acceptable?

- Small lengths of formal footway
- Trods (a simplified and low-cost footway),
- Improved crossing facilities
- Improvements to Public Rights of Way.
- Flashing signs to tackle speeding. We would encourage you to consider Speed Awareness Mobile Signs (SAM2) - which flash up the driver's actual speed rather than fixed signs (VAS) - which flash up the speed limit. The number of VAS in Norfolk has grown, and checks show that speed reduction benefits can be minimal. Whilst we will still consider bids for fixed VAS, we will need to be satisfied that they will be effective in reducing speed. We consider that SAM2 mobile signs, which are moved around on an agreed rota, are better at reducing speed; **SAM2 can be jointly purchased with neighbouring Parishes and would be owned and maintained by the Parish/Town Council. Please note this type of scheme may be dependent upon NCC securing additional funding from the Norfolk Safety Camera Partnership**
- Part-time 20mph signs with flashing warning lights, outside schools. The County Council generally supports these as they do show a moderate reduction in average speeds during peak times.
- "Keep Clear" carriageway markings outside schools. Applications will be considered for new school keep clear carriageway markings (which must be supported by the local school) however, these will not be enforceable without a Traffic Regulation Order which is outside the scope of the Parish Partnership Scheme. If you wish to enforce the Order, it would have to be wholly funded by the Parish or the Local Member.

New Bus Shelter or Shelter Lighting. A copy of Norfolk County Councils guidance for new bus shelters is available on our web site (click on [this link](#)). **Any new shelter would be owned and maintained by the Parish/Town Council.**

Schemes can be within or immediately adjacent to the highway. If they are off highway the future responsibility for the maintenance will fall to the Parish or Town Council.

Schemes should be self-contained and not require other schemes or works to make them effective.

Schemes that support the Local Transport Plan (LTP) objectives will have a higher priority for funding. The LTP can be found on our website (click on [this link](#)).

With the County Council's agreement Parishes can employ private contractors to deliver schemes. However, any works on the highway would be subject to an agreed programme, inspection on completion, and the contractor having £10m public liability insurance.

Schemes which will not be considered

- Bids for minor traffic management changes which require a Traffic Regulation Order for example;-
 - Speed Limits
 - Waiting restrictions
 - Weight restrictions
- Bids for installation of low-energy LED lighting in streetlights to help cut energy bills and maintenance.
- Mirrors in the highway
- Protection of private land from travellers

Information you must include in your bid

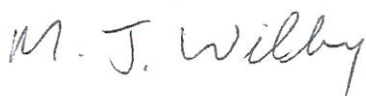
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future maintenance.

Please find a simple bid application form attached to this letter. When assessing your bid, we will consider the points above, but also:

- The potential for casualty reduction.
- Any ongoing maintenance costs for the County Council.

Your bids should be emailed to ppsschemes@norfolk.gov.uk (or posted for the attention of the County Programme Engineer, Linda McDermott, at the above address). If you need further information on the bid process please contact Linda, by email or by phoning 01603 228905. For advice on the scheme practicalities and/or likely costs, please contact your local Highway Engineer.

Yours sincerely



Martin Wilby
Cabinet Member for Highways, Infrastructure & Transport

Parish Partnership bid application form

Fund applied for:	Parish Partnership Fund		
Applicant details:			
Submitted by/contact:			
Phone Number:			
Email:			
Sum applied for:			
Total project cost:			
Project title:			
Project detail: (please include a plan/map of the extents of the scheme):			
plan/map attached:	Yes / No		
Any other funding:			
Parish Income:	Precept	Other Income	Total Yearly Income
Reason for works:			
Any relevant supporting documents (e.g. supportive correspondence) :			
Discussed with:			