

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

01/12/2021

Notice of Town Council Meeting

You are hereby summoned to attend the meeting of Thorpe St Andrew Town Council to be held at the Town Hall on 6th December 2021 at 7.30pm for the purpose of transacting the following business.

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 1st November 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
- 7 Draft Minutes of Committee Meetings**
 - (i) Plans Committee held 8th November 2021
 - (ii) Finance and Staffing held 22nd November 2021
- 8 Armed Forces Covenant and Support – Verbal Report**
- 9 Budget 2022/23 - Report**
- 10 Container for Café at Sir George Morse Park - Report**
- 11 Human Resource and Health and Safety Advice Subscription - Report**
- 12 Parish Partnership Scheme - Report**
- 13 Scheme of Delegation - Report**
- 14 Chief Executive Officer Job Description and Person Specification - Report**
- 15 Allotment Panel and Reserve Members – Verbal Report**
- 16 To consider a motion to close the meeting to press and public under the Public Bodies (Admission to Meetings) Act 1960 where attendance would be prejudicial to the public interest by reason of the confidential nature of the commercial and personnel business to be transacted.**
- 17 Staffing Matters - Report**
- 18 Land Acquisition - Report**

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

**Thorpe St Andrew Town Council
Minutes of the Town Council meeting
held on 1st November 2021 at 7:30pm**

1 PRESENT:

Miss S Lawn (Town Mayor)	Mr P Berry
Mrs J Fisher (Deputy Town Mayor)	Mr S Snelling
Mr J Emsell	Mr T Fordham
Mr J Ward	Mr J Fisher
Mr L Reeves	Mr J Boast
Ms M Friend	Mr M Lake

APOLOGIES: Mrs T Mancini Boyle, Mr Trevor Garner & Mr Fraser Bowe

IN ATTENDANCE: Mrs R McCarthy (Deputy Clerk) and two members of the public

Miss S Lawn opened the meeting by paying her respects to Mr David Amess MP and congratulated Ms M Friend on her appointment to the Town Council.

2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

None

3 TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6th September 2021

Subject to the amendment of a typographical error, the minutes of the meeting held on 6th September 2021 were agreed as a true record.

4 Announcements (For information only)

To receive announcements from

(i) The Town Mayor – Miss S Lawn provided an overview of her activities over the previous 4 weeks, including the launch of the Poppy Trail in conjunction with Thorpe History Group.

(ii) The Clerk - None

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 MINS EACH

(i) Norfolk Constabulary - None

(ii) County and District Councillors - The report from Mr J Ward was circulated. Mr J Fisher & Mr J Emsell had no update.

(iii) Members of the public – A member of the public raised concern about the safety of dogs off lead on the public open spaces owned by the Town Council. He asked for support in either insisting dogs are kept on a lead or banning them from the parks. Miss S Lawn thanked the resident for their contribution and confirmed that the matter would be discussed at Item 8.

6 **FINANCE**

(i) Payments List: Voucher numbers 634-726 were noted. Mr J Emsell queried three payments to PPL PRS which Mrs R McCarthy confirmed was due to the different uses of the three Town Council buildings.

7 **Draft Minutes of Committee Meetings**

(i) Events and Media Committee held on 27th September 2021 were noted and would be discussed further at Item 9.

(ii) Planning & Environment Committee held on 11th October 2021 - noted.

(iii) Finance & Staff Committee held on 25th October 2021 were noted, with acknowledgment that the business was changed to allow for HR amendments and that the budget would be brought back to the Town Council for consideration in December.

8 **Dogs on Leads on Public Parks**

Miss S Lawn acknowledged that dogs on the parks was a contentious issue but advised the authority to ban dogs or insist they be on leads falls to Broadland District Council. Any concern with dangerous dogs should be reported to the Police. Members discussed what could be done to assist pedestrians and encourage responsible dog ownership, and a mock-up of a potential sign was presented.

It was proposed by Miss S Lawn, seconded by Mr M Lake and on a show of hands with all in favour **RESOLVED** to seek the advice of Broadland District Council and introduce signage encouraging dogs to be kept on leads and advising where to report any concerning behaviour.

9 **Update on Events**

Mr J Emsell provided a briefing on arrangements for the Fireworks event on 5th November and an update on the Christmas events on 4th/5th December.

Mr S Snelling gave an update on the arrangements for Remembrance Day and Remembrance Sunday. Miss S Lawn requested as many councillors as possible attend both events and asked for a £1.00 donation for the wreath to be laid.

10. **Motion under 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**

11 **Staffing and Recruitment**

A report was circulated with an alternative arrangement for the Town Clerk vacancy. It was proposed by Miss S Lawn, seconded by Mr J Fisher and on a show of hands with all in favour **RESOLVED** to change the Town Clerk job title to "Chief Executive Officer" (CEO) and the Deputy Clerk job title to "Operational Manager – Responsible Financial Officer" with immediate effect, and to follow the proposed timescale for recruitment of a new CEO. A locum CEO would be required from 1st January 2022 with quotations to be presented to council at the next meeting.

Chairman _____

Date _____

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
727 Telephone	19/10/2021		Bank 1 Current Accou	online	Mobile telephones - office	O2	S	34.47	6.89	41.36
728 Telephone	19/10/2021		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	54.75	10.95	65.70
730 Electricity	26/10/2021		Bank 1 Current Accou	online	Electricity - floods/workshop	SSE	L	120.50	6.02	126.52
731 Electricity	26/10/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	SSE	L	401.72	20.08	421.80
729 Telephone	26/10/2021		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
732 Telephone	26/10/2021		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	51.06	10.21	61.27
733 Telephone	26/10/2021		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	49.95	9.99	59.94
734 Telephone	26/10/2021		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	36.95	7.39	44.34
739 Postage	28/10/2021		Bank 1 Current Accou	business credit card	Postage	Post Office	E	283.00		283.00
741 Subscriptions	28/10/2021		Bank 1 Current Accou	business credit card	Subscription	Adobe	E	15.17		15.17
761 Bank charges	28/10/2021		Bank 1 Current Accou	online	Bank charges	Lloyds Bank	E	7.00		7.00
735 Fuel	28/10/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	208.75	41.74	250.49
736 Fuel & machinery mainten	28/10/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	133.22	26.65	159.87
737 Vehicle lease	28/10/2021		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
738 Electricity	28/10/2021		Bank 1 Current Accou	online	Electrical work - Town Hall	SSE	S	1,078.29	215.65	1,293.94
740 Training	28/10/2021		Bank 1 Current Accou	business credit card	Training - Groundsmen	Virtual College	S	345.00	69.00	414.00
742 Cleaning and cleaning materi	28/10/2021		Bank 1 Current Accou	business credit card	Polybags	Polybags Ltd	S	777.43	155.49	932.92
758 Wheeled/litter/dog bins	28/10/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.90	4.38	26.28
759 Wheeled/litter/dog bins	28/10/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	94.24	18.85	113.09
760 Wheeled/litter/dog bins	28/10/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	116.14	23.23	139.37
762 Electricity	29/10/2021		Bank 1 Current Accou	online	Electricity - Morse Pav	SSE	L	67.05	3.35	70.40
756 Cleaning bus shelters	02/11/2021		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	125.00		125.00
743 Feed in Tariff	02/11/2021		Bank 1 Current Accou	online	Feed in tariff	Broadland District Council	L	436.37	11.76	448.13
744 Materials fixtures & fittings	02/11/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	10.00	2.00	12.00
745 Materials fixtures & fittings	02/11/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	98.12	19.63	117.75
746 Materials fixtures & fittings	02/11/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	170.21	34.04	204.25
747 Materials fixtures & fittings	02/11/2021		Bank 1 Current Accou	online	Goods	Trade UK	S	34.79	6.96	41.75
748 Grounds machinery maint	02/11/2021		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	15.97	3.19	19.16
749 Fuel & machinery mainten	02/11/2021		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	223.48	44.70	268.18
750 Cleaning and cleaning materi	02/11/2021		Bank 1 Current Accou	online	Cleaning Materials	Bunzl	S	16.32	3.26	19.58
751 Cleaning and cleaning materi	02/11/2021		Bank 1 Current Accou	online	Cleaning Materials	Bunzl	S	165.19	33.04	198.23
752 Cleaning and cleaning materi	02/11/2021		Bank 1 Current Accou	online	Cleaning Materials	Bunzl	S	11.27	2.25	13.52
753 Cleaning and cleaning materi	02/11/2021		Bank 1 Current Accou	online	Cleaning Materials	Bunzl	S	99.27	19.86	119.13
754 Photocopy charges	02/11/2021		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	211.86	42.37	254.23
755 Maintenance contract	02/11/2021		Bank 1 Current Accou	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
757 Town Hall	02/11/2021		Bank 1 Current Accou	online	water boiler	Premier Catering Equipment	S	502.45	100.49	602.94

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
770	03/11/2021		Bank 1 Current Accou	online	Newsletter	Colour Print	E	721.00		721.00
775	03/11/2021		Bank 1 Current Accou	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	320.00		320.00
776	03/11/2021		Bank 1 Current Accou	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	185.00		185.00
777	03/11/2021		Bank 1 Current Accou	online	Cleaning River Green Toilets	Town and Country Cleaning	E	320.00		320.00
778	03/11/2021		Bank 1 Current Accou	online	water charges River Green toil	Wave	E	325.30		325.30
763	03/11/2021		Bank 1 Current Accou	online	Stationery	Print Stationery and More	S	10.58	2.12	12.70
764	03/11/2021		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	Amazon	S	73.61	13.33	86.94
765	03/11/2021		Bank 1 Current Accou	online	water boiler	Adexa	S	219.00	43.80	262.80
766	03/11/2021		Bank 1 Current Accou	online	Cleaning Materials	Bunzl	S	125.09	25.02	150.11
767	03/11/2021		Bank 1 Current Accou	online	Machinery parts	Ben Burgess	S	61.72	12.34	74.06
768	03/11/2021		Bank 1 Current Accou	online	Gator repairs	Ben Burgess	S	159.32	31.87	191.19
769	03/11/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	440.00	88.00	528.00
771	03/11/2021		Bank 1 Current Accou	online	Play equipment - repairs	G B Sport and Leisure	S	340.14	68.03	408.17
772	03/11/2021		Bank 1 Current Accou	online	training staff	SLCC	S	120.00	24.00	144.00
773	03/11/2021		Bank 1 Current Accou	online	Cable ties	Trade UK	S	100.57	20.12	120.69
774	03/11/2021		Bank 1 Current Accou	online	Toilet hire	Toilets.co.uk	S	485.00	97.00	582.00
779	11/11/2021		Bank 1 Current Accou	Online	November salary		E	2,680.41		2,680.41
780	11/11/2021		Bank 1 Current Accou	Online	November salary		E	493.00		493.00
781	11/11/2021		Bank 1 Current Accou	Online	November salary		E	476.14		476.14
782	11/11/2021		Bank 1 Current Accou	Online	November salary		E	1,901.97		1,901.97
783	11/11/2021		Bank 1 Current Accou	Online	November salary		E	1,493.68		1,493.68
784	11/11/2021		Bank 1 Current Accou	Online	November salary		E	1,219.45		1,219.45
785	11/11/2021		Bank 1 Current Accou	Online	November salary		E	1,469.55		1,469.55
786	11/11/2021		Bank 1 Current Accou	Online	November salary		E	804.77		804.77
787	11/11/2021		Bank 1 Current Accou	Online	November salary		E	1,261.45		1,261.45
788	11/11/2021		Bank 1 Current Accou	Online	November salary		E	1,308.85		1,308.85
789	11/11/2021		Bank 1 Current Accou	Online	November salary		E	153.60		153.60
790	11/11/2021		Bank 1 Current Accou	Online	tax/nic	HMRC	E	834.38		834.38
791	11/11/2021		Bank 1 Current Accou	Online	tax/nic	HMRC	E	400.41		400.41
792	11/11/2021		Bank 1 Current Accou	Online	nic	HMRC	E	475.03		475.03
793	11/11/2021		Bank 1 Current Accou	Online	nic	HMRC	E	249.12		249.12
794	11/11/2021		Bank 1 Current Accou	Online	nic	HMRC	E	250.58		250.58
795	11/11/2021		Bank 1 Current Accou	Online	nic	HMRC	E	156.61		156.61
796	11/11/2021		Bank 1 Current Accou	Online	ny/nic	HMRC	E	19.00		19.00
797	11/11/2021		Bank 1 Current Accou	Online	nic	HMRC	E	170.87		170.87
798	11/11/2021		Bank 1 Current Accou	Online	employers nic	HMRC	E	101.97		101.97
799	11/11/2021		Bank 1 Current Accou		tax nic	HMRC	E	315.91		315.91
800	11/11/2021		Bank 1 Current Accou		employers nic	HMRC	E	161.82		161.82
801	11/11/2021		Bank 1 Current Accou		corporate tax nic	HMRC	E	7.50		7.50

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
802	11/11/2021		Bank 1 Current Accou		employers nic	HMRC	E	16.91		16.91
803	11/11/2021		Bank 1 Current Accou			HMRC	E	128.87		128.87
804	11/11/2021		Bank 1 Current Accou		ers nic	HMRC	E	101.97		101.97
805	11/11/2021		Bank 1 Current Accou			HMRC	E	45.80		45.80
806	11/11/2021		Bank 1 Current Accou			HMRC	E	38.20		38.20
807	11/11/2021		Bank 1 Current Accou			HMRC	E	81.47		81.47
808	11/11/2021		Bank 1 Current Accou		ers nic	HMRC	E	101.97		101.97
809	11/11/2021		Bank 1 Current Accou	Online		Norfolk Pension Fund	E	165.25		165.25
810	11/11/2021		Bank 1 Current Accou	Online	oyers pension	Norfolk Pension Fund	E	597.43		597.43
811	11/11/2021		Bank 1 Current Accou	Online	sion	Norfolk Pension Fund	E	123.71		123.71
812	11/11/2021		Bank 1 Current Accou	Online	oyers Pension	Norfolk Pension Fund	E	855.05		855.05
813	11/11/2021		Bank 1 Current Accou	Online	on	Norfolk Pension Fund	E	108.57		108.57
814	11/11/2021		Bank 1 Current Accou	Online	n employer	Norfolk Pension Fund	E	439.88		439.88
815	11/11/2021		Bank 1 Current Accou	Online	n	Norfolk Pension Fund	E	85.60		85.60
816	11/11/2021		Bank 1 Current Accou		employer	Norfolk Pension Fund	E	346.84		346.84
817	11/11/2021		Bank 1 Current Accou		e pension	Norfolk Pension Fund	E	47.27		47.27
818	11/11/2021		Bank 1 Current Accou		employers pens	Norfolk Pension Fund	E	201.99		201.99
819	11/11/2021		Bank 1 Current Accou		sion	Norfolk Pension Fund	E	124.12		124.12
820	11/11/2021		Bank 1 Current Accou		oyers pension	Norfolk Pension Fund	E	448.75		448.75
821	11/11/2021		Bank 1 Current Accou			Norfolk Pension Fund	E	85.60		85.60
822	11/11/2021		Bank 1 Current Accou		ers pension	Norfolk Pension Fund	E	346.84		346.84
823	11/11/2021		Bank 1 Current Accou		n	Norfolk Pension Fund	E	85.60		85.60
824	11/11/2021		Bank 1 Current Accou		oyers pension	Norfolk Pension Fund	E	346.84		346.84
827	11/11/2021		Bank 1 Current Accou	BACS	Newsletter delivery	R Clarkes Distribution	E	420.00		420.00
831	11/11/2021		Bank 1 Current Accou	BACS	Occupational Health Asses	Norfolk & Norwich University	E	76.30		76.30
836	11/11/2021		Bank 1 Current Accou	BACS	Electricity - River Green Toile	Total Gas & Power	L	119.61	5.98	125.59
825	11/11/2021		Bank 1 Current Accou	BACS	Scarifier Repairs	Ben Burgess	S	435.50	87.10	522.60
826	11/11/2021		Bank 1 Current Accou	BACS	Fencing	Builders Equipment	S	343.72	68.75	412.47
828	11/11/2021		Bank 1 Current Accou	BACS	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
829	11/11/2021		Bank 1 Current Accou	BACS	Street light - repairs	Cozens UK Ltd	S	515.00	103.00	618.00
830	11/11/2021		Bank 1 Current Accou	BACS	Music CD	Geoff Lawton	S	9.33	1.87	11.20
832	11/11/2021		Bank 1 Current Accou	BACS	Legal fees	NP Law	S	309.70	61.94	371.64
833	11/11/2021		Bank 1 Current Accou	BACS	Security for Fireworks	Norse	S	288.00	57.60	345.60
834	11/11/2021		Bank 1 Current Accou	BACS	Tools and Equipment	Trade UK	S	38.07	7.61	45.68
835	11/11/2021		Bank 1 Current Accou	BACS	Tools and Equipment	Start Safety	S	367.55	73.51	441.06
837	29/11/2021		Bank 1 Current Accou	CHQ	Entertainer	All Seasons productions	E	1,100.00		1,100.00
838	29/11/2021		Bank 1 Current Accou	CHQ	Lighting tower	Anglian Plant Hire	S	219.00	40.95	259.95
839	29/11/2021		Bank 1 Current Accou	CHQ	Hire equipment	Ben Burgess	S	440.00	88.00	528.00
840	29/11/2021		Bank 1 Current Accou	CHQ	Fireworks Refund	Miss GK Sparrow	S	12.50	2.50	15.00

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
841	Xmas Event	29/11/2021		Bank 1 Current Accou	CHQ	Sweets Xmas event	Thorpe Dementia Cafe	S	31.96	6.39	38.35
842	Park maintenance	29/11/2021		Bank 1 Current Accou	CHQ	Grounds maint	Middletons Aggregate	S	504.52	100.90	605.42
843	Park maintenance	29/11/2021		Bank 1 Current Accou	CHQ	Grounds maint	Middletons Aggregate	S	2,170.35	434.07	2,604.42
844	Cleaning and cleaning materi	29/11/2021		Bank 1 Current Accou	CHQ	Polybags	Polybags Ltd	S	1,262.66	252.53	1,515.19
845	River Green maintenance	29/11/2021		Bank 1 Current Accou	CHQ	Grounds maint	Middletons Aggregate	S	504.53	100.91	605.44
846	Fireworks	29/11/2021		Bank 1 Current Accou	CHQ	First aid cover	St Johns Ambulance	S	840.00	168.00	1,008.00
847	Asset replacement	29/11/2021		Bank 1 Current Accou	CHQ	Benches	Streetmaster	S	10,305.00	2,061.00	12,366.00
848	Fireworks	29/11/2021		Bank 1 Current Accou	CHQ	Fireworks	Titanium Fireworks	S	3,500.00	700.00	4,200.00
849	Xmas Event	29/11/2021		Bank 1 Current Accou	CHQ	Refund	Nicole Webb	S	16.66	3.34	20.00
850	Fireworks	29/11/2021		Bank 1 Current Accou	CHQ	Refund	Carie Allison	S	16.66	3.34	20.00
Total									56,364.60	6,041.17	62,405.77

**THORPE ST ANDREW TOWN COUNCIL
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE
MEETING
HELD ON 8th NOVEMBER 2021**

PRESENT: Mr J Fisher Mrs J Fisher
Mr F Bowe Mr P Berry
Mr S Snelling
Mr T Garner

1. In Attendance: Dr T Foreman (Town Clerk) 7 Members of the public

Apologies for Absence: None

2. Declarations of Interest: None

3. Minutes of meeting held on 11th October 2021

The minutes of the meeting held on 11th October 2021 were signed and approved as a true record.

**4. Planning Items Raised by Residents-
Members of the public spoke on items 20211769 and 20211743**

5. Planning Applications

20211743 Land North of Smee Lane, Great Plumstead

Application for the approval of reserved matters for appearance, landscaping, layout and scale for 272 dwellings pursuant to conditions 1, 2 and 11 of outline

The Town Council, in its capacity as consultee, raise no objection – but wish to comment that there is a need to identify ingress and egress from the school for parents.

20211764 62 Laundry Lane

Single storey front & rear extension/garage conversion/new car port

The Town Council, in its capacity as consultee, wish to make the observation that the proposed fence is 6ft, whereas due to the level of the land it would be preferable to see a 3ft fence at the entrance to the driveway, increasing to 6ft as it runs towards the rear. There were also questions regarding the materials being proposed, with concerns that if a plastic roof or similar is used there will need to be mitigations to minimise noise due to the proximity of the neighbours windows.

20211767 Top Croft, 1 St Andrews Close

Proposed single storey side extension/new bi fold doors

The Town Council, in its capacity as consultee, raise no objections.

20211769 2 White Farm Lane

Two storey side extension, single storey rear extension & pitched roof garage to front

The Town Council, in its capacity as consultee, wish to state that there is no objection in principle to the single storey extension. However, with regard to the double storey extension, the Town Council object as this sits uncomfortably and unneighbourly on the site and we request this be revisited. We also understand that the garage location on the plan will be altered.

20211770 Bankside, 300 Broadland Business Park
Self-adhesive vinyl lettering to outside of current glazing panels

The Town Council, in its capacity as consultee, raise no objection.

20211772 98 Thunder Lane
Single storey front porch & two storey side and rear extensions with internal remodelling

The Town Council, in its capacity as consultee, raise no objection.

20211834 86 Thunder Lane
Reserved matters for access, appearance, landscaping, layout and scale following Outline approval 20210382

The Town Council, in its capacity as consultee, raise no objection.

20211933 86 Thunder Lane
Demolition of existing front porch & erection of single storey pitched roof front extension

The Town Council, in its capacity as consultee, raise no objection.

20211841 10 Armstrong Road **Single storey side extension**

The Town Council, in its capacity as consultee, raise no objection.

20211853 4 Birchwood **Two storey side extension**

The Town Council, in its capacity as consultee, raise no objection.

20211918 Land to the East of Brook Road, Broadlands Business Park
The proposed development will provide 8407 sqm of flexible and adaptable space for Use Classes (g)(ii), and Class E(g)(ii), General Industrial Use Class B2 and Storage and Distribution Use Class B8 and Ancillary Accommodation, Service Yards, Parking & Landscaping

The Town Council, in its capacity as consultee, raise no objection. The Council wishes to comment that although there is more disabled parking that is statutory, we would like to also have seen automatic doors for accessibility installed as standard. It should not be left to employee/employer to resolve in the future.

20211921 21 Hillside Road **Single storey side extension**

The Town Council, in its capacity as consultee, raise no objection.

20211948 19 Margetson Avenue **Proposed single storey rear extension**

The Town Council, in its capacity as consultee, raise no objection.

20210161 The Buck, 55 Yarmouth Road
Proposed partial change of use from pub (Sui Generis) and residential (C3) to Cafe with takeaway function (Eb/Sui Generis) and 1 additional flat (C3) alongside conversion and refurbishment of ancillary storage facilities (Sui Generis) to retail/business units (E(a/b/c/d/e/f/g) F2 (a) Sui Generis) to include a mix of internal and external alterations and a single-storey front extension to the storage unit with new fenestration and cladding

The Town Council, in its capacity as consultee, raise no objection.

Information Only

Confidential- Enforcement Notices

Urgent Matters not on the Agenda but previously discussed with the Chairman.

Meeting closed at 21.15 hrs

Signed _____

Date _____

Minutes of Finance and Staffing Committee Meeting held on 22nd November 2021

1. PRESENT:

Mrs J Fisher (Chairman)
Mr J. Fisher

Miss S Lawn
Mr J. Emsell

Mr S Snelling
Mr J. Ward

IN ATTENDANCE: Mrs R McCarthy (Deputy Clerk & RFO)

APOLOGIES FOR ABSENCE: Mr L Reeves, Mr N Shaw & Ms M Friend

2. Declarations of Interest

None

3. Minutes of Meeting held on 25th October 2021

Minutes of the meeting held on 25th October 2021 were approved and signed as a true record.

4. Public Session – Limited to 3 minutes per speaker

None

5. Draft Budget 2022/23

The committee considered the details of the Budget 2022/23 presented by Mrs R McCarthy. It was advised that the Sir George Morse Park receipts did not include the income from the Café and added in. The football income was increased to £10,000 with the decision taken to freeze the current fees but for the Deputy Clerk and Parks & Estates Supervisor to research charges at other sites. The budgeted income for the fireworks event was also increased, in line with the 2021 figures presented.

There was discussion of the salary priorities and it was suggested the Apprentice lines be removed with acknowledgement the employment of an apprentice remains an objective for the council. A salary contingency line was added to accommodate.

It was proposed by Mrs J Fisher, seconded by Mr J Ward and by a show of hands with all in favour **RESOLVED** to recommend adoption of the draft budget for 2022/23 to the Town Council.

6. To consider a motion under the public bodies (admission to meetings) act 1960 to exclude the public and press for discussions regarding commercial and personnel matters where publicity might be prejudicial to the special nature of the business

7. Update on Locum Chief Executive Officer

The two quotes obtained were presented anonymously and it was proposed by Mrs J Fisher, seconded by Miss S Lawn and by show of hands with all in favour **RESOLVED** to recommend to the Town Council that Quote 2 be accepted.

Chairman _____

Date _____

Reason for this Report

This report has been prepared for the Town Council to consider the draft budget 2022/23, following its consideration by the Finance and Staff Committee.

Background

The Town Council is required to set a budget by the end of December 2021 for the next financial year. In doing so a calculation is made of the budget requirement for the revenue and capital budgets.

This budget is met in the greatest degree by the precept which is raised through Council Tax, this is a tax on property categorised by inclusion in one of 8 valuation bands. The headline tax is calculated for Band D and the tax in the remaining bands is worked out as a proportion of this amount. The lowest Band (A) is two-thirds of Band D and the highest Band (H) is twice Band D and three times Band A.

When coming to decisions in relation to the revenue budget and the precept the Council have various legal responsibilities, principally:

1. The Council must act in accordance with its statutory duties and responsibilities
 2. The Council must act reasonably
 3. The Council must ensure it meets its fiduciary responsibility to its Council Tax payers.
-
1. The statutory responsibility and power of the Authority to calculate and fix a budget and precept is through the Local Government Finance Act 1992. Relevant sections of the Act require:
 - a. s.32 (2); an estimated revenue account of expenditure to be incurred during the year, appropriate allowances for contingencies, any raising of reserves for future years and any account of deficit not accounted for in previous years.
 - b. 5.32 (3) an estimated income from fees, charges and grants; and any amount of reserves/balances intended to be used towards meeting revenue expenditure.
 - c. s.32 (4); a calculation of difference between the gross revenue expenditure and anticipated income (difference between a. and b. above)
 2. The reasonableness of the Councils decision is set in the principles of *Associated Provincial Picturehouses Limited v Wednesday Corporation*, that is, it must take account of what is relevant and disregard the irrelevant. The decision should be one which would be made by any reasonable authority in that it is not unreasonable, irrational or perverse.
 3. The Councils fiduciary responsibility includes:
 - a. Responsible use of the Council's resources, including the raising of income (such as rent and other charges) and the control of its expenditure
 - b. Awareness of the financial consequences of decisions on the taxpayer
 - c. Ensuring both short and long term sustainability

- d. Striking a fair balance between the interest of the taxpayer and the community interest in adequate and efficient services
- e. Acting in good faith with a view to complying with statutory duties and powers for the benefit of the community.

The most appropriate case relating to the fiduciary responsibility is *Roberts v Hopwood (1925)* where it was said that an Authority which is charged with the administration for definite purposes of funds arising from the taxpayer (whether in full or part) owes a duty "to conduct that administration in a fairly business-like manner with reasonable care, skill and caution, and with a due and alert regard to the interest of (of the ratepayer)". In addition the finding explains that an Authority must not be "misguided [by] principles of socialistic philanthropy".

In addition to the highlighted requirements of s.32 of the Local Government Finance Act 1992, the Act explains that an Authority should have regard for the report and calculations of the Responsible Financial Officer. If the budget requirement is insufficient to meet its commitments, there are both practical and legal consequences for the Council.

The Local Government Act 2003 s.28, requires the Council to monitor the income and expenditure against budget calculations throughout the year. If through monitoring it is found that the budgetary situation had deteriorated, the Council must take necessary action to resolve the position. This could include, for instance, reducing spend for a period of the year, increase income, or finance the shortfall from reserves.

Under s.114 of the Local Government Finance Act 1988, the Responsible Financial Officer has a duty to report to the Council that expenditure incurred by the Authority is likely to exceed the resources (including sums borrowed) available to meet that expenditure. In doing so, this report must be sent to the Council's Auditor and every member of the Council must consider the report within 21 days and at a meeting decide whether it agrees or disagrees with these findings. During this period a restriction on incurring additional spend is in place.

The legislation therefore makes clear the responsibility for the Council to set a responsible, clear and realistic budget.

Result

The draft budget takes account of the changes in staffing in the next financial year as well as the increased contract costs. Ringfenced funds have enabled some capital spend projects to be undertaken without the need for budgetary increase. The draft budget is contained within Appendix A.

Members are reminded that when voting on budget items that they are bound by the provision of s.106 of the Local Government Finance Act 1992.

Advice

The Finance and Staff Committee are asked to review the draft budget as outlined in its terms of reference.

The precept within the draft budget would amount to an estimated 3% increase in precept, totalling an approx. increase of £3.02 for a Band D household per year.

The draft budget meets the legislative requirements outlined within this report. The budget accounts for the capital and asset plan which ensures all spending and required funding are calculated well in advance. This allows funds to be earmarked for tasks and purchases over a period of time rather than funds needing to be raised in a single year.

The Committee is asked to review each budget line and propose any amendments for consideration by the Town Council.

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 **potentially significant** financial implications arising from this report.

ALLOTMENTS	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Duss maint	1053	1066	1700	245	1700	
Duss rent	400	400	400	399	400	
Duss water	336	598	375	305	600	
Hillside maint	390	300	1500	645	1500	
Hillside water	534	823	500	429	600	
Rent deposit	355	91		122		
Total	3068	3278	4475	2145	4800	
RECEIPTS						
Rents/deposits	4789	5116	4950	1647	5250	1
Water charges	946	814	800	445	800	
TOTAL	5735	5930	5750	2092	6050	

Note 1 - Increase in allotment rents by 4.2% from £24 to £25

BROADLAND DC ELECTIONS	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Election costs	4187	0	4000	0	4000	
TOTAL	4187	0	4000	0	4000	

BUILDING MAINTENANCE	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
Town Hall	5948	5014	9000	856	9000	
Morse Pavilion	6424	10247	10000	1886	9000	
Café	220	2621		2058	1000	
River Green Buildings	110	3515	5000	60	5000	
Roxley Hall	2606	496	5000	125	5000	
TOTAL	15308	21893	29000	4985	29000	
BUSINESS SPONSORSHIP	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS	881	743	1000	360	1000	
TOTAL	881	743	1000	360	1000	
RECEIPTS	398	250	250	260	250	
TOTAL	398	250	250	260	250	

CAPITAL SPENDING	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Asset Replacement		0	4500		4500	
Buildings & Amenity Areas	13721	7654	7500	1815	7500	
Street lights		3390	9000		9000	
Town Hall	885	898	1000	755	5000	
War Memorial						
Projects	53428	320	20000		20000	
TOTAL	68034	12262	42000	2570	46000	
RECEIPTS	7778					

2019/20 Allotments - water tanks pipes £5000 workshop allocated £15000 towards £60000 cost together with £26000 earmarked reserves. Car park £80000 will come from capital reserves

CEMETERY	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Maintenance	2020	2230	2450	2450	2525	
Water charges	53	206	500	74	500	
TOTAL	2073	2436	2950	2524	3025	

COMMUNITY INFRASTRUCTURE LEVY	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS	0	0	0	0	0	
RECEIPTS	3924	9112	0	13523	0	

CONTINGENCY	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Contingency	0	0	5550	0	7000	
TOTAL	0	0	5550	0	7000	

EVENTS	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
One off purchases	2583	663	1000	2127.00	1000	
St Georges Day	1909		2000		2000	
Fireworks	8739		9000		9000	
Remembrance Parade	487		500		500	
Xmas	5471	3584	2500		2500	
TOTAL	19189	4247	15000	2127	15000	
RECEIPTS	18826	8				
2021 additional events				1037		
St Georges Day			500		500	
Fireworks			11000		15000	
Xmas			500		500	
TOTAL	18826	8	12000	1037	16000	

FITZMAURICE PARK	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Cleaning	5060	785	6000	730	0	staff employed
Cricket maint	1370		3000	1579	3000	
Electricity	6641	6456	6000	2260	6000	
Field Maint contract	4178	10455	5400	4422	6900	field/sports combined
Sports Turf Maint	3161	327	1500			
Park Maint	4066	275	1500	121	1500	
Play equip maint	5017	168	1000		1000	
Telephone	386	315	400			in Town Hall budget
Tennis court			400		400	
Water rates		186	1300	230	700	
Wheeled bin -litter and dog bin contracts	1571	1452	2000	638	2000	
Repaint Youth Shelter	475		0		1000	Repaint 2022
TOTAL	31925	20419	28500	9980	22500	
RECEIPTS						
Cricket	2011	250	2000	1503	1800	
Lettings - Fitz Pav	20186	16839	17000	7980	17000	
Other Income			0	138		
TOTAL	22197	17089	19000	9621	18800	

Fitzmaurice general lettings and cricket - 4% increase proposed

Cricket	2018/19	2019/20	2020/21 & 2021/22	2022/23
Weekend match	111.00	116.50	122.50	127.50
Midweek match	49.00	51.50	54.25	56.50
Training	19.00	20.00	21.00	22.00

GRANTS	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	
PAYMENTS	1505	17318	0	1500	0	
TOTAL	1505	17318		1500		
RECEIPTS	793	19500	0	500	0	
TOTAL	793	19500	0	500	0	

LEASE PAYMENTS	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
Vehicle leasing	5042	4322	4500	1801	5200	new vehicle lease
TOTAL	5042	4322	4500	1801	5200	

Legal Fees	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Legal charges	3950	2166	6500	0	6500	
TOTAL	3950	2166	6500	0	6500	
RECEIPTS						

LOAN REPAYMENT	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Morse Pavilion	5523	0	0			
Roxley Hall	21103	20686	20269	10186	19852	
River Green lights	3566	3566	3566	1783	3566	
Town Hall	3982	3938	3895	1953	3850	
TOTAL	34174	28190	27730	13922	27268	
RECEIPTS				0		

NEWSLETTER	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS/RECEIPTS						
NEWLETTER	1697	1342	2000	1141.00	2000	

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23
RIVER GREEN					
PAYMENTS					
Staithe picnic Area	414	35	500		1500
Electricity	483	767	600	845	1500
R Grn Maintenance	2367	818	4000	177	4000
R Grn Toilets Electricity	1252	1402	2500	380	1700
R Grn toilets rates	2042	1472	1700	1472	1800
Cleaning toilets	5095	4900	5000	3815	0
War memorial maintenance	0				
Total	11653	9394	14300	6689	10500
RECEIPTS					
Income	967	1064	1000	2944	1000
Total	967	1064	1000	2944	1000

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23
ROXLEY HALL					
PAYMENTS					
Cleaning	6018	1945	6000	1755	0
Electricity	1118	667	1500	322	1500
Gas	1083	1491	1500	467	1500
Misc	2159	480	1000	344	1000
Rates	4457	4790	5000	4790	5500
Telephone				183	500
Water	361	498	500	126	500
Total	15196	9871	15500	7987	10500
RECEIPTS					
Lettings	17073	187	12000	578	10000
Total	17073	187	12000	578	10000

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23
S137 PAYMENTS/DONATIONS					
PAYMENTS					
S137 Bus shelter maintenance					
S137 payments and donations	2526	600	550	50	550
TOTAL	2526	600	550	50	550
RECEIPTS					
Other income		500			
S137 Bus shelter maintenance	0	0	0	0	0
TOTAL	0	500	0	0	0

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23
STREET FURNITURE					
PAYMENTS					
Cleaning bus shelters	1306	570	1500	675	1500
Repairs and Maintenance		173			
Memorial donation				150	
Bus Shelter		1030			
TOTAL	1306	1773	1500	825	1500
RECEIPTS	50				

SIR GEORGE MORSE PARK	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Cleaning Morse and cleaning materials	8464	10376	9500	6763	3500	cleaning materials only
Electricity	2930	1911	3000	1071	3500	
Equipment hire		690	400		400	
Field Maint	6616	15191	7550	5960	16000	Includes sports turf
Materials fixtures fittings	230	262	1000	233	1000	
Fuel	1744	1437	2500	910	2000	
Grounds machinery maint	1622	1248	4000	4217	5000	
Mileage expenses	0					
Miscellaneous	328		500	235	500	
Morse Gas	2424	2788	2500	504	2500	
Park Maintenance	639		550		550	
Play equipment maint	1979	1439	1000	3031	1000	
St Will Loke - shrub bed	88	7	100			
Sports turf maint	10765	1575	8400			in field maint
Telephone	1697	1611	2000	537	2000	additional mobiles
Tools - equipment	276		300	839	500	
Training	1878		3500	607	3500	
Water Rates	815	350	900	440	900	
Wheeled bin -litter and dog bin contracts	1658	1543	2000	638	2000	
Soccer Marking	4546	2933	2550	1097	2550	
Rates	2430	2470	2700	2470	2700	
Feed in tariff	871	1281				In/out
Cleaning tennis courts	1870	590	500	640	600	
Health & Safety	1104	3730	1900	991	1900	
Vehicle Maintenance	6381	927	1000		1000	
TOTAL	61355	52359	58350	31183	53600	
RECEIPTS						
Football	7536	2565	9000	788	10000	
Other Income	3600	2888		1373	5400	ceased fitness club
Feed in tariff	871	1281			0	in/out
TOTAL	12007	6734	9000	2161	15400	

Football Frozen	2020/21			
	2018/19	2019/20	2021/22	2022/23
	£	£	£	£
Adult pitch	74.50	78.50	82.50	86.00
Junior pitch	37.50	39.50	41.50	43.25
Mini pitch	26.50	28.00	29.50	30.75
Training	19.00	20.00	21.00	22.00

STREET LIGHTING	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Energy charge	22776	21887	25000	8625	25000	
Maintenance contract	5195	5200	7000	2000	7000	contract expires 2020
Repairs	9086	2305		4623		
TOTAL	37057	29392	32000	15248	32000	
RECEIPTS						
Repairs				0		

TOWN HALL OFFICE	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Note
PAYMENTS						
Audit	1531	1504	1800	150	1800	
Bank charges	273	107	300	31	200	
Mayors Expenses	1020	80	300	27	300	
Computer/photocopier	807	1673	750	317	750	
Human Resources H&S Cover		2041	2400	620	2400	New line
Insurance	7749	7896	8500	7921	8500	
Miscellaneous	688	1055	300	402	300	
Office equipment	735	762	150		150	
Telephone	749	802	800	432	900	
Postage	720	601	900	474	750	
Rates	3339	3393	3500	3393	3500	
Stationery	717	502	1000	570	1000	
Subscriptions	1277	1544	1300	2399	2500	
Training/H&S	397	258	1000		1000	
Bottle bank	75	35		9		
Photocopy charges	1085	413	1200	250	1000	
TOTAL	21162	22666	24200	16995	25050	
RECEIPTS						
Bank interest	161	93	150	22	50	
Bottle bank	488	207	0		0	
TOTAL	649	300	150	22	50	

Town and Neighbourhood Plan	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
Town plan update						
Neighbourhood plan	379	350	1000	817	1000	
TOTAL	379	350	1000	817	1000	

TREE MANAGEMENT	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Tree expenditure	2651	9145	9000	0	9000	
TOTAL	2651	9145	9000	0	9000	

VERGE CUTTING	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Fuel & Machinery maint	2129	1390	2500	494	2500	
Hire of equipment	4590	2070	10000	1990	5000	
Verge costs	1739	723			1000	windscreen
TOTAL	8458	4183	12500	2484	8500	

RECEIPTS						
Verge cutting	15845	17006	17000	17416	17000	
TOTAL	15845	17006	17000	17416	17000	

WEBSITE	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
PAYMENTS	4607	243	1000	660	1000	
TOTAL	4607	243	1000	660	1000	

YOUTH COUNCIL	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
PAYMENTS	0	0	1000	30	1000	
TOTAL	0	0	1000	30	1000	

SALARIES	Budget 22/23
PAYMENTS	
Parks & Estates Salaries	115852
Parks & Estates Pension Employer	27650
Parks & Estates NIC	11400
Parks & Estates Student Loan	228
PARKS & ESTATES TOTAL	155130
Office Salaries	97900
Office Pension Contribution	22896
Office NIC	8700
OFFICE TOTAL	129496

THORPE ST ANDREW TOWN COUNCIL DRAFT BUDGET - 2022/23

INCOME	2020/21	2021/22	2022/23
Allotments	5225.00	5750.00	6050.00
Business/Sponsorship	500.00	250.00	250.00
Events	15000.00	12000.00	16000.00
Fitzmaurice Park	19500.00	19000.00	18800.00
River Green	1000.00	1000.00	1000.00
Roxley Hall	17000.00	12000.00	10000.00
Sir George Morse Park	9000.00	9000.00	15400.00
Town Hall	150.00	150.00	50.00
Verge Cutting (Del Func)	16000.00	17000.00	17000.00
TOTAL	83375.00	76150.00	84550.00

EXPENDITURE	2020/21	2021/22	2022/23
Allotments	4475.00	4475.00	4800.00
BDC Elections (sep code)	4000.00	4000.00	4000.00
Building Maintenance (new line)	29000.00	29000.00	29000.00
Business Sponsorship	500.00	1000.00	1000.00
Cemetery	2730.00	2950.00	3025.00
Events	17000.00	15000.00	15000.00
Fitzmaurice Park	26575.00	28500.00	22500.00
Lease Payments	4500.00	4500.00	5200.00
Legal Fees	6500.00	6500.00	6500.00
Loan Repayment	28191.00	27730.00	27268.00
Newsletter (Prev in events)		2000.00	2000.00
River Green	14750.00	14300.00	10500.00
Roxley Hall	15000.00	15500.00	10500.00
S137 Payments/donations	550.00	550.00	550.00
Sir George Morse Park	57250.00	58350.00	53600.00
Street Furniture	1500.00	1500.00	1500.00
Street Lighting	32000.00	32000.00	32000.00
Town Hall	24400.00	24200.00	25050.00
Town Plan/Neighbourhood plan	1000.00	1000.00	1000.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting (Del Func)	12500.00	12500.00	8500.00
Website	1000.00	1000.00	1000.00
Youth Council - new line	1000.00	1000.00	1000.00
Salaries	249564.00	250803.00	291626.00
TOTAL	542985.00	547358.00	566119.00

CAPITAL	2020/21	2021/22	2022/23
Town Hall	1000.00	1000.00	5000.00
Buildings & Amenity Areas	7500.00	7500.00	7500.00
Street Lighting	9000.00	9000.00	9000.00
Projects	20000.00	20000.00	20000.00
Asset Replacement	5000.00	4500.00	4500.00
TOTAL	42500.00	42000.00	46000.00

REVENUE EXPENDITURE	542985.00	547358.00	566119.00
CAPITAL EXPENDITURE	42500.00	42000.00	46000.00
CONTINGENCY	5550.00	5550.00	7000.00
	591035.00	594908.00	619119.00
LESS INCOME	83375.00	76150.00	84550.00
PRECEPT REQUIRED	507660.00	518758.00	534569.00

Est 5155	Est 5162	
£98.47	£100.50	5164

BAND D PROPERTIES

14.80%	2.1%
---------------	-------------

£ 103.52 per property
3.00% increase on last year

The following budget lines are responsible for the increase in the precept

Hire income expected to be less due to Covid fallout
Lettings, Football & Cricket charges frozen
Increase in total salary costs
Increase in Town Hall capital investment



Norfolk County Council
at your service

Environment, Transport, Development
County Hall
Martineau Lane
Norwich
NR1 2SG

NCC contact number: 0344 800 8020
Textphone: 0344 800 8011

cc Local Members

Your Ref:
Date: June 2021

My Ref: HI/12/GEN/DH/KT
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.

Continuation sheet

Dated : June 2021

-3-

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

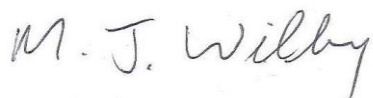
- The objective of the scheme
- Details of the scheme, its cost and your contribution.
- A plan/map of the extents of the scheme
- Who, and how many people will benefit.
- Local support, particularly from your local Member, frontagers and land owners.
- For 'off highway' schemes, your proposals for future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



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) :			

Thorpe St Andrew Town Council

Quotation for works for the install and commission of vehicle electric charging points

Project: Vehicle Charging Infrastructure (ESPO Framework 636_21)

Location: Thorpe St Andrew, Norwich, Norfolk

Deadline for submissions: Friday 3rd December 2021 (1.00pm)

Thorpe St Andrew is a community of approx. 17,000 within the district of Broadland, Norfolk. Just outside the city of Norwich, the town has a distinct community feel, combined with a high rate of transit from the surrounding main roads into the centre of Norwich.

As part of the Council ambition to promote sustainable transport and electric vehicles, it has partnered with the County Council to devise a project installing a single dual plug charging post on each of our car parks at Fitzmaurice Park (NR7 0UL) and the Sir George Morse Park (NR7 0XQ). Both have an independent feed available with little drain (associated sockets aren't in general use, but once a year). The only other publicly available charging point is at the Bannatyne Health and Wellbeing facility on the outskirts of the town.

Our specification for the install on each car park is as follows:

1. Full Install and commission
2. Single post with 2 x 22kW 32A Plugs
3. Type 2 Socket (lock system)
4. Charger management system software

The Council can undertake line marking and bay painting as required but would welcome an additional cost for this to be detailed.

Due to the tight timescale, it is anticipated a desk-based installation assessment will be costed, which may be subject to justifiable variation upon site survey and inspection.

The Council is running this as a mini competition between companies listed on the ESPO framework. As we can direct appoint from the framework, we are giving companies an opportunity to also quote for any other type of installation they believe to be more suitable than that specified above, but an accompanying statement should be provided detailing the reasons for this.

We attach photos below of each site, including any infrastructure. Should you need any clarification, please do get in touch.

Appendix A – Site Map and photographs (Fitzmaurice Park, Pound Lane, Thorpe St Andrew, NR7 0UL)

Appendix B – Site Map and photographs (Sir George Morse Park, Laundry Lane, Thorpe St Andrew, NR7 0XQ)

Appendix A – Fitzmaurice Park, Pound Lane, Thorpe St Andrew, NR7 0UL

Site features: Town Hall office, full-time children’s nursery, cricket square, play areas, picnic areas, and event space. Adjacent to Thorpe St Andrew High School and an American Football pitch.





Proposed Bays 1



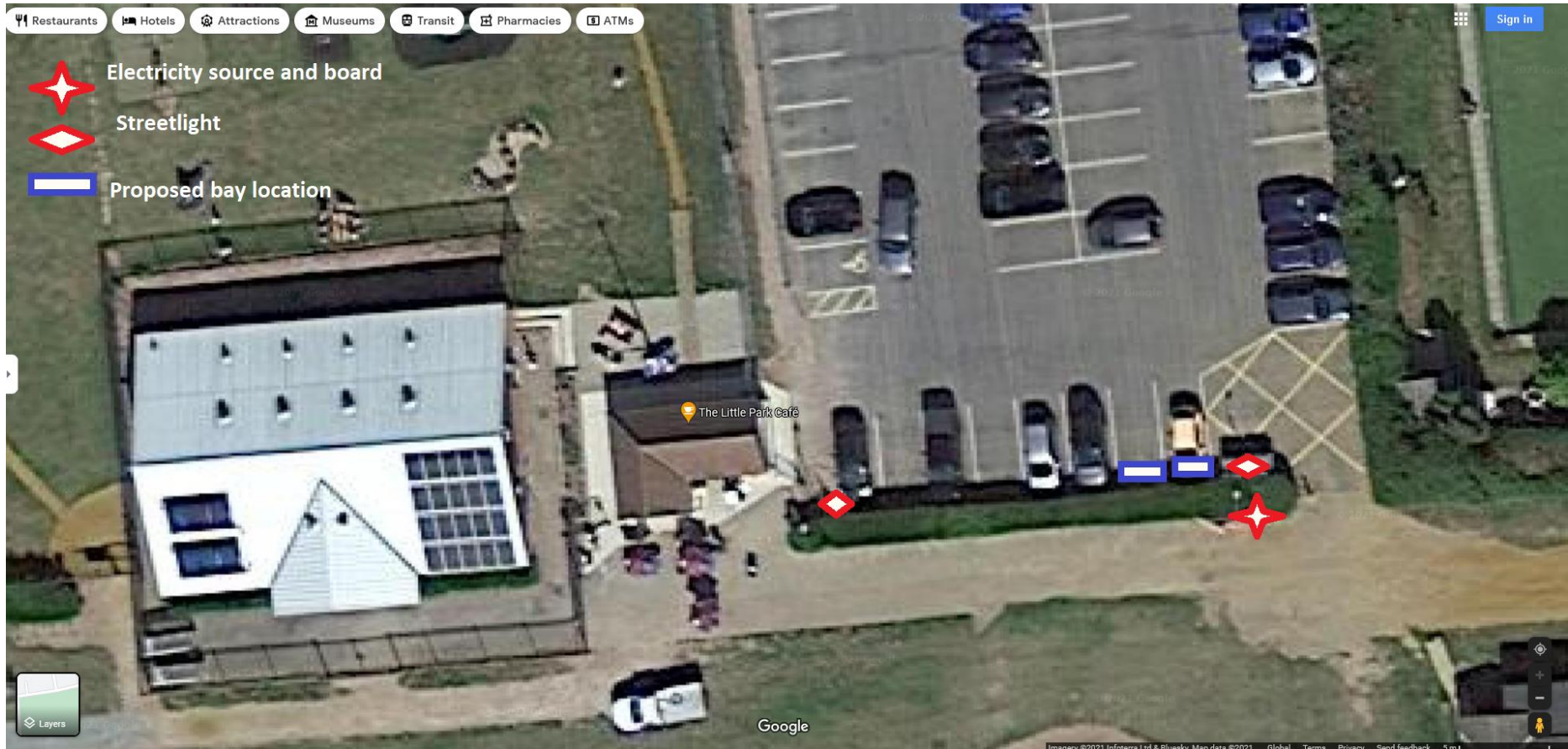
Secondary Switch Board 1



Primary Switch Board 1

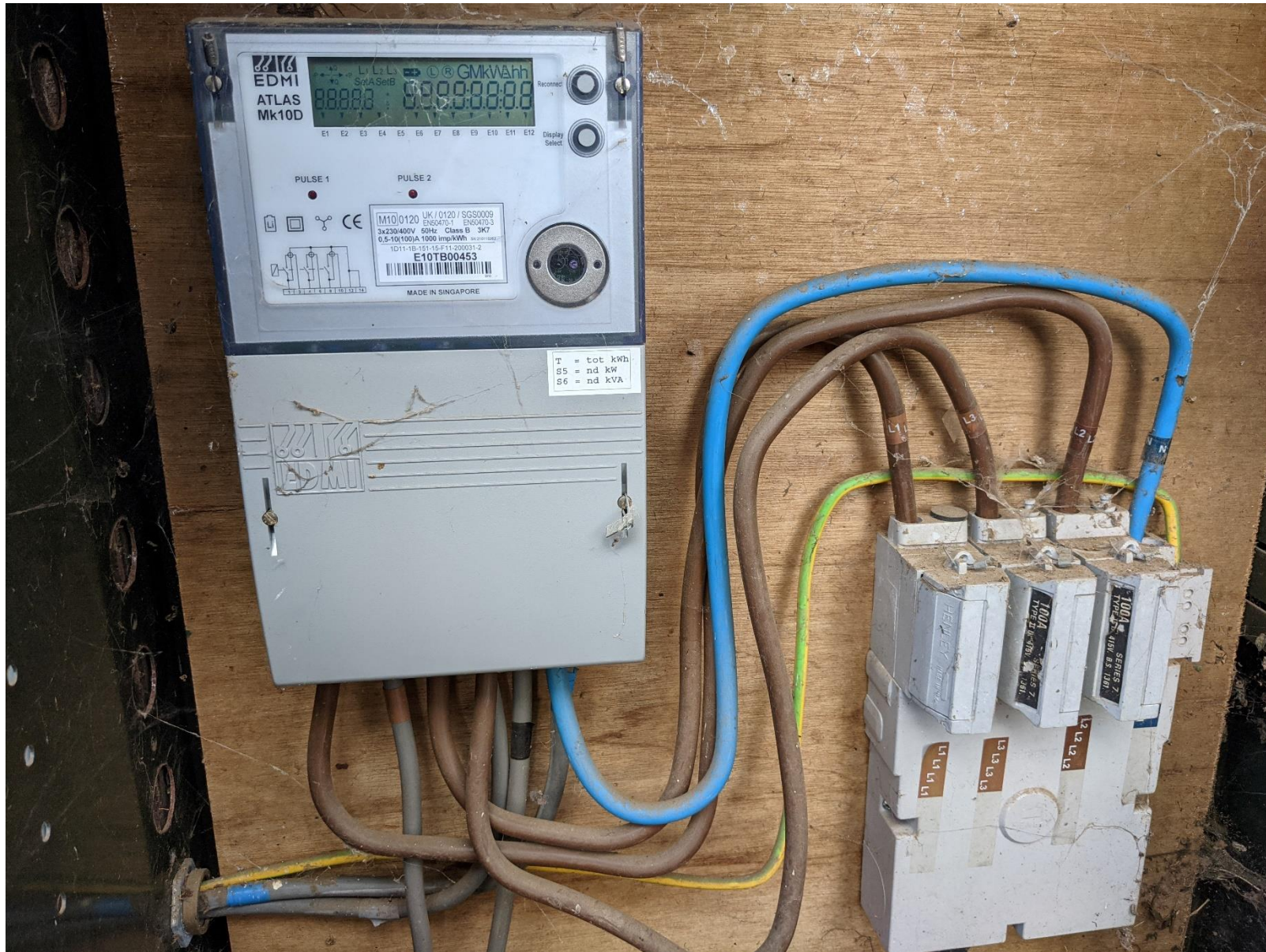
Appendix A – Sir George Morse Park, Laundry Lane, Thorpe St Andrew, NR7 0XQ

Site features: 7 football pitches, 2 tennis courts, Bowls Club, Café, children's play area, woodland. Adjacent to Thorpe St Andrew High School





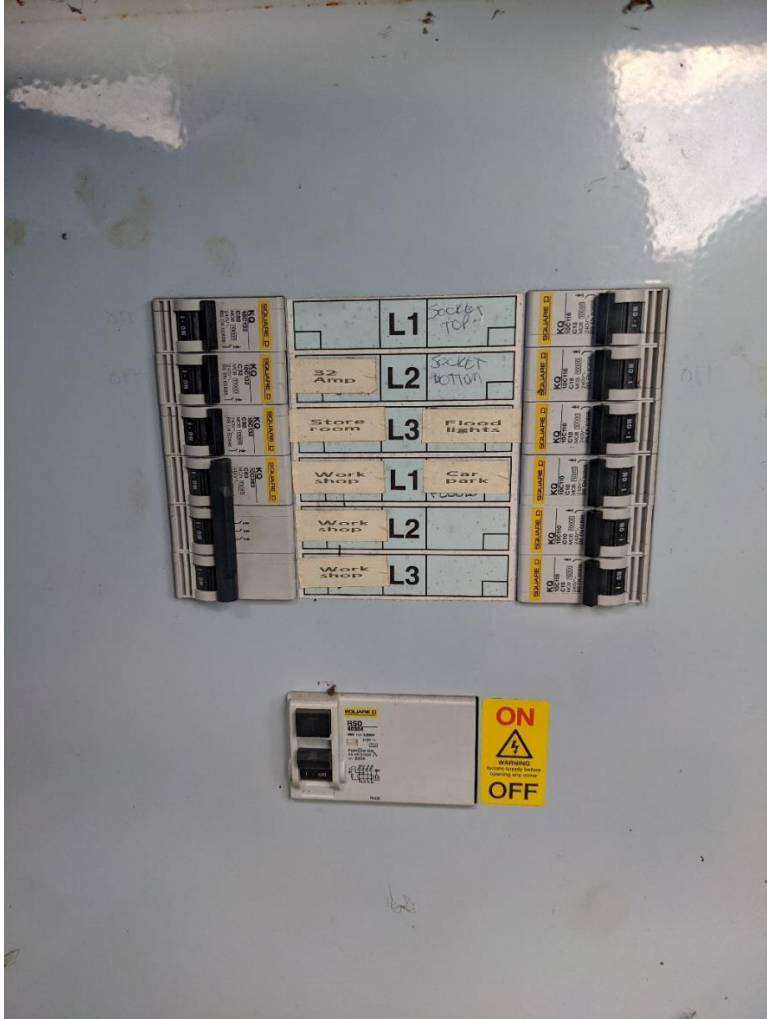
Proposed Parking Bays



Cabinet Interior



Cabinet Interior



Cabinet Interior



Cabinet Interior



Thorpe St Andrew Town Council

Scheme of Delegation to the Chief Executive Officer

Introduction

The powers and duties set out in this scheme are delegated to the Chief Executive Officer. The Chief Executive Officer may delegate these duties and powers to other Officers within the Council.

The Chief Executive Officer is also the Council's Proper Officer and responsible for the management of the organisation.

Extent of Delegation

- 1.0 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- 1.1 The Chief Executive Officer will exercise these powers in accordance with:
 - approved budgets
 - the Council's Financial Regulations
 - the Council's Contract Procedure Rules
 - the Council's Procurement Strategy
 - the Council's Policy Framework and other adopted policies of the Council
 - all statutory common law and contractual requirements
- 1.1. The Chief Executive Officer may do anything pursuant to the delegated power or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty
- 1.2. Provided that such authorisation is not prohibited by statute the Chief Executive Officer, to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
 - such authorisations being in writing
 - only be given to an Officer below the delegating officer in the organisational structure
 - only being given where there is significant administrative convenience in doing so
 - the Officer authorised by the Chief Executive Officer acting in the name of the Chief Executive Officer
 - such authorisation not being prohibited by statute

- 1.3. A delegation to a subordinate Officer shall not prevent the Chief Executive Officer from exercising the same power or duty at the same time

General Matters

2. The Chief Executive Officer is authorised to:
 - 2.1. Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.
 - 2.2. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
 - 2.3. Institute and appear in any legal proceedings authorised by the Council.
 - 2.4. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Thorpe St Andrew).
 - 2.5. Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Mayor of the Council, or chairman of the Committee or Task Group concerned.
 - 2.6. Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Mayor.
 - 2.7. Deal with day to day matters relating to the use of office accommodation space.
 - 2.8. Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Thorpe St Andrew, organised by the Town Council and programmes of entertainment.
 - 2.9. Manage all the Council's current services including the following:
 - Events
 - Neighbourhood planning
 - Provision of street furniture
 - Services agreed under contract for other authorities and bodies
 - Website
 - 2.10. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000 and General Data Protection Regulations.
 - 2.11. To apply for planning consent for the carrying out of development by the Council.
 - 2.12. To respond to consultations on planning applications and licensing applications subject to the comments of the Planning and Environment Committee/Working Group, or through consultation with the Committee/Working Group Chairman
 - 2.13. Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.
 - 2.14. To respond to complaints made under the Council's complaints procedure.

- 2.15. To manage, monitor and review the Council's internal control procedures.
- 2.16. To manage, monitor and review the Council's Corporate Risk Management Strategy.

Financial Matters

3. The Chief Executive Officer is authorised to:
 - 3.1. Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972, in the absence of the Responsible Financial Officer.
 - 3.2. Have oversight of the Council's banking arrangements including arranging overdrafts.
 - 3.3. Incur expenditure up to a maximum of £3,500 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations.
 - 3.4. Pay of all accounts properly incurred.
 - 3.5. Pay all subscriptions to organisations to which the Council belongs.
 - 3.6. Make all necessary arrangements for the provision of an internal and external audit service for the Council.
 - 3.7. Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
 - 3.8. Incur expenditure on revenue items within the approved estimates and budgets under their control.
 - 3.9. Incur expenditure on capital schemes within the Council's approved Capital Programme.
 - 3.10. Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
 - 3.11. Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
 - 3.12. Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
 - a) the cost not exceeding the amount approved estimate
 - b) the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
 - c) all the requirements of the Council's Financial Regulations being complied with
 - 3.13. Compile, approve or vary lists of approved contractors subject to the requirements of the Council's Financial Regulations.
 - 3.14. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
 - 3.15. Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.

- 3.16. Authorise action for the recovery of debts.
- 3.17. Write-off debts up to £500 + VAT.
- 3.18. Maintain a Register of Assets and Inventory of Equipment.
- 3.19. Determine the Town Council's insurance requirements on the Council's behalf.
- 3.20. Make all necessary arrangements for the Council's insurances.
- 3.21. Determine Community Grant applications up to a value of £2,000 subject to approval by Full Council.

Staffing Matters

4. The Chief Executive Officer is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:
 - 4.1. Appointments to posts including apprentices.
 - 4.2. Appointment of Team Leaders through an appointment panel which includes the Town Mayor.
 - 4.3. Employment of temporary employees.
 - 4.4. Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
 - 4.5. Management of staff performance.
 - 4.6. Control of discipline and performance, including the power of suspension and dismissal.
 - 4.7. Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
 - 4.8. Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.
 - 4.9. Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
 - 4.10. Approve payment of overtime.
 - 4.11. Agree minor variations to the condition of employment.
 - 4.12. Approve changes to the establishment structure.
 - 4.13. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
 - 4.14. Authorise training in line with the Council's policies.

- 4.15. Authorise the provision of uniforms or protective clothing.
- 4.16. Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 4.17. Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 4.18. Agree to premature retirement on the grounds of duly certified ill health, having consulted full Council.
- 4.19. Terminate employment during probation and to review salary on completion of probationary periods.
- 4.20. Commission legal and professional advice on staffing matters.

Property Matters

5. The Chief Executive Officer is given authority to manage the land and property of the Council including:
 - 5.1. Agreeing the terms of any lease, licence, conveyance or transfer.
 - 5.2. The granting or refusal of the Council's consent under the terms of any lease.
 - 5.3. Variations of restrictive covenants of a routine nature.
 - 5.4. The granting of easements, wayleaves and licences over Council land.
 - 5.5. Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
 - 5.6. Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
 - 5.7. Exercising responsibility for the safe custody and maintenance of the civic regalia.

Urgency

6. The Chief Executive Officer is authorised to act on behalf of the Council in cases of urgency or emergency. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee or Working Group are to be consulted where possible before such action is taken.

Emergency Planning

The Chief Executive Officer is authorised to:

7. Implement the Council's Emergency Plan and to incur any necessary expenditure. Any such action is to be reported to the next meeting of the Council or relevant Committee or

Working Group. The Mayor or the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

The Chief Executive Officer may arrange virtual non-decision making Working Groups instead of Committees, which shall consist of the standing Committee members and Chairman.

Procedural

The Chief Executive Officer can:

8. Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 8.1. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 8.2. Appoint consultants and other professionals to carry out any function and provide any service under their control.

Health and Safety at Work Act 1974

9. To oversee the discharge of the Council's responsibilities under the Act.

Legal Proceedings

The Chief Executive Officer is authorised to:

10. Take and discontinue legal proceedings in any Court or at any Tribunal.
- 10.1. Take Counsel's advice or instruct Counsel to represent the Council.
- 10.2. Seek injunctions and commence proceedings for the purposes of:
 - enforcement in accordance with the Council's policies
 - recovering money due to the Council
 - recovering or otherwise preserving possession of the Council's land or property
 - defending the interests of the Council
 - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 10.3. Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 10.4. Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 10.5. Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.
- 10.6. Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.
- 10.7. Serve Requisitions for Information.

Date of Adoption

This Scheme of delegation was reviewed and adopted by Council on_____.

CHIEF EXECUTIVE

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Chief Executive

Salary: £47,896 -£52,869

+ LGPS

Hours: 37 hours per week

Responsible to: The Council

Responsible for: All Council employees

Key Responsibilities

1. To provide inspiring leadership as the Head of Paid Service in the strategic management of the Town Council and to advise the Council on all matters, helping to develop policies and strategies and ensuring the legality of all decisions.
2. To deliver high quality, value for money services which meet the needs, aspirations and expectations of Thorpe St Andrew's residents, visitors and workers, in line with the direction given by the elected Members.
3. To actively foster and develop relationships with third party organisations of all types, other tiers of Local Government, neighbouring Councils and the voluntary sector to enhance the image of Thorpe St Andrew, its community and Town Council.
4. Under the direction of the Council, acting as the spokesperson of the Council and ensuring the voice of the community of Thorpe St Andrew is always heard.

Specific Responsibilities

1. To act in all respects as the Council's Head of Service and Proper Officer as required by law, the Council's Standing Orders and Financial Regulations or administrative best practice including the supervision, either direct or indirect, of all staff employed by the Council and to ensure they receive appropriate training and updating of skills to match their responsibilities.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To ensure that the Council's obligations for risk management are properly discharged.
4. To assist the Council to define its high-level objectives and to monitor their achievement through the Council's performance management arrangements.
5. To prepare agendas and minutes for meetings of the Council and its various Committees, sub-committees, working groups and panels; to attend or be represented at all such meetings, to record attendances at and the decisions of those meetings and to implement such decisions in accordance with the Council's policy.
6. To ensure the maintenance of the Council's rich civic heritage through the satisfactory and efficient organisation of civic and related ceremonial or social functions and personally attending on appropriate occasions. Proactively to support and promote the Mayor in their ambassadorial role in promoting Thorpe St Andrew.

7. To analyse data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in particular fields and to produce reports for consideration by the Council.
8. To draw up on own initiative, and as a result of input from Members, proposals and projects for consideration by the Council and advise on the practicability and potential effects of specific courses of action. Undertake research and take advice in order to achieve best possible outcomes.
7. To oversee and successfully complete projects identified by the Council.
8. To provide proactive, inspiring leadership to both the employees and elected Members of the Council, leading at all times by example in promoting a can-do, enthusiastic and professional approach to all the Council's activities.
9. To obtain external specialist advice when appropriate to ensure that the best advice is available to the Council and/or its various Committees, sub-committees, working groups and panels to aid members in the decision-making process.
10. To ensure that the Council's Standing Orders, Financial Regulations and Delegation Scheme are regularly reviewed and, in particular, to ensure that any changes required by changes in the law, guidance or best practice are implemented.
11. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To prepare and issue correspondence as a result of the instructions or known policy of the Council.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To supervise other members of staff either directly or indirectly in keeping with the policies of the Council and to ensure that all necessary activities in connection with the management of salaries, conditions of employment and work of other staff are carried out.
14. To manage and oversee the Council's performance management systems and employee appraisal scheme, including enabling employees to develop within their roles via a culture of continuous improvement.
15. To ensure employees drive and promote a customer-facing, customer-focused, open and accountable Council.
16. To ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the facilities provided by the Council.
17. To act as the representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.
18. To issue notices and prepare agendas and minutes for the Annual Town Meeting.
19. To ensure that arrangements are in place for appropriate insurance cover for the Council's assets and public and other liabilities.
20. To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings and property owned or managed by the Council.
21. To be responsible for the proper maintenance and safe custody of all civic regalia, and other Council records, deeds, documents, etc.
22. To administer and promote the use of the Town Hall and other accommodation or facilities provided by the Council for the benefit of the local community.

23. To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the broadcasting and print media and to produce or ensure the production of such other publicity including the use of social media as the Council may require.
24. To ensure the maintenance of the Council's website and to implement improvements.
25. To develop the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally and nationally.
26. To attend training courses or seminars as required by the Council.
27. To acquire the necessary professional knowledge for the efficient management of the affairs of the Council through the SLCC's process of continual professional development.
28. To undertake such other responsibilities and functions as may be required by the Council.

PERSON SPECIFICATION – CHIEF EXECUTIVE

	ESSENTIAL	PREFERRED
Education	<ul style="list-style-type: none"> • Educated to degree level in a relevant subject • CiLCA (or able to obtain within 12 months of appointment) 	<ul style="list-style-type: none"> • Management qualification • Project Management qualification

EXPERIENCE:

1. Consistent and demonstrable record of achievement as Chief Executive or in a senior leadership role.
2. Project Management experience.
3. Working within an accountable environment, and exposure to a diverse and complex range of issues and challenges.
4. Experience of leading and managing staff, as well as mentoring and coaching to achieve effective and successful outcomes.
5. A good understanding of the principles of good Local Government administrative practice.
6. Experience of working within a political environment or comparable organisation.
7. A demonstrable and successful record of engaging with and working alongside a range of third-party organisations and bodies of varying types.
8. A consistent record of managing all aspects of a large, diverse budget including the short, medium and long-term aspects of planning.
9. A successful record of planning, overseeing, budgeting and completing capital projects of differing types.

KNOWLEDGE and SKILLS:

10. Able to produce complex reports in a logical, easy to follow format on a range of subjects, including financial information.
11. A clear ability to prepare and undertake presentations to a range of audiences and in a range of formats.
12. A thorough and comprehensive knowledge of IT software, in particular Microsoft Office and Microsoft Teams.
13. A skilled communicator both orally and in writing.
14. A knowledge of modern marketing and social media trends.
15. An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations.
16. An ability to lead a team of staff in organisational and cultural change when required.
17. An ability to influence and negotiate outcomes during periods of conflict and confrontation.

PERSONAL STYLES and BEHAVIOURS:

18. An approachable, open and welcoming personality, able to maintain good relations with a range of differing groups.
19. Innovative, creative self-starter who is capable of finding solutions to problems as they arise.

20. An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the community.
21. Committed to the Councils Equality Policy – always promoting the highest standards of behaviour in public and professional life.
22. The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost trust, respect and confidence.
23. A naturally proactive nature, known for achieving results either by working individually, as part of an internal team or as part of a larger, multi-agency external group.
24. A flexible style, open to suggestion and differing approaches, open to new ways of working, training and personal development.

OTHER:

25. A full, clean driving licence with own car and willingness to travel away from the area when required.
26. A willingness to work evenings as required and at weekends for Council meetings, events, Civic and Ceremonial occasions etc.