



THORPE ST ANDREW TOWN COUNCIL

## ANNUAL TOWN COUNCIL MEETING

Roxley Hall, Yarmouth Road, Thorpe St Andrew, Norwich, NR7 0QF

Tel/Fax: (01603) 701048

Email: [office@thorpestandrew-tc.gov.uk](mailto:office@thorpestandrew-tc.gov.uk)

25<sup>th</sup> April 2022

### Notice of Town Council Meeting

You are hereby summoned to attend the annual meeting of Thorpe St Andrew Town Council to be held at Roxley Hall on 9<sup>th</sup> May 2022 from 7.30pm for the purpose of transacting the following business.

*Foreman*

Thomas Foreman Clerk to the Council

### AGENDA

- 1 Election of Town Mayor
- 2 Election of Deputy Town Mayor
- 3 Committee/Working Group Terms of Reference and Memberships – report attached
- 4 Appointment to Member Champion positions and Allotment Panel – verbal Report
- 5 Attendance book and apologies for absence
- 6 Declarations of interest in items on the agenda
- 7 To confirm the minutes of the Town Council meeting held on 4<sup>th</sup> April 2022 - attached
- 8 Announcements (For information only)  
To receive announcements from
  - (i) The Town Mayor
  - (ii) The Locum CEO
- 9 Public participation – To consider a motion to suspend the meeting to allow members of the public the opportunity to address the meeting on matters related to items on the agenda, limited to 3 minutes per person.
  - (i) Norfolk Constabulary – Police, Crime, and Community Safety Plan
  - (ii) County and District Councillors (Report from Councillor John Ward)
  - (iii) Members of the public
- 10 Finance – to follow
  - i. Financial Statement 1/4/20 to 31/3/21
  - ii. Variance Notes
  - iii. Income, Expenditure, Balance Sheet and Variances 1/4/21 to 31/3/22
  - iv. End of year ear-marked reserves
  - v. Payments List Voucher number
  - vi. Bank Reconciliation Statement
- 11 Draft Minutes of Committee Meetings
  - (i) Plans Committee held 11<sup>th</sup> April 2022 – to follow
- 12 Scheme of Delegation - attached
- 13 Update on Playareas – verbal report
- 14 Virtual Meeting Attendance – verbal report of Cllr John Fisher
- 15 Confirmation of Annual Administration – report attached
- 16 Annual Confirmation of Key Policies – report to follow
- 17 Daily Town Hall Hire Discount – verbal report
- 18 Opening Civic Award Nominations – report to follow
- 19 Broadland District Council Overview and Scrutiny Work Programme – attached

Future Agenda Items. (Not for discussion)

### Locum Chief Executive Officer – Thomas Foreman

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VAT No. 107 2921 90

# Thorpe St Andrew Town Council



THORPE ST ANDREW TOWN COUNCIL

**Town Council : 9<sup>th</sup> May 2022**

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## **Confirm Committee/Working Group Terms of Reference and Membership**

**Agenda Item: 3**

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### **Reason for this Report**

This report has been prepared for the Town Council to approve the terms of reference for the Committees/Working Groups of the Town Council.

### **Result**

The terms of reference for each committee/working group is contained in Appendix A. The memberships of each Committee/working group are contained in Appendix B

Note a working group cannot make a decision, but they can explore options and present these views to the CEO (where delegated power exists) or Committee for a decision.

### **Advice**

The Town Council is requested to approve the committee/working group terms of reference.

### **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 no financial implications arising from this report.

## **Appendix A**

### **Planning and Environment Committee**

#### **1. Terms of Reference**

- a. To receive, consider and comment on all planning applications concerning the Town.
- b. Aim to visit the sites of planning applications where appropriate
- c. To notify the applicant of the date of the meeting when the application would be considered and also notify neighbours where appropriate.
- d. To take into account any planning matters raised by members of the public.
- e. To make recommendations to Broadland District Council, Norfolk County Council, the Broads Authority and neighbouring authorities.
- f. To report all planning decisions to the Town Council
- g. To monitor and consider policy issues in relation to, and to scrutinise the operation of, environmental services
- h. To consider, manage and oversee environmental projects or programmes
- i. To take any other action needed to achieve the above objective.

#### **2. Delegated Function**

- a. Where necessary in order to meet statutory limits a response would be delegated to the Clerk and Chairman.
- b. To commit to spend up to £6,000 on any one project or annual environmental contract without referral to the Town Council, with a limit of £6,000 at any one meeting.

### **Planning Applications Working Group**

#### **1. Terms of Reference**

- a. To recommend comments to the CEO on all planning applications concerning the Town.
- b. Aim to visit the sites of planning applications where appropriate
- c. To notify the applicant of the date of the working group meeting when the application would be considered and also notify neighbours where appropriate.
- d. To take into account any planning matters raised by members of the public.
- e. To report all planning comments to the Planning and Environment Committee

## Finance and Staffing

### 1. Terms of Reference

- a. To review project proposals prior to inform Town Council meetings
- b. To oversee project working within the powers outlined in the terms of reference
- c. To assist the Responsible Financial Officer in producing and monitoring the annual budget by receiving and reviewing budget requests as per guidelines.
- d. To recommend an annual budget to the Town Council.
- e. To review the financial risk assessments and regulations of the Council on an annual basis.
- f. To oversee and approve staff appointments. To require new employees to serve a probationary period and to confirm that appointment in writing when the probationary period has been satisfactorily completed.
- g. To provide all staff with a job description, terms of conditions and service contract and copies of the Disciplinary and Grievance policy
- h. To provide job descriptions to all Council members
- i. To conduct annual staff appraisals
- j. To ensure satisfactory working conditions for all staff and the protection of their employment rights.
- k. General Data Protection Regulations
  - i. To determine the purpose and manner of processing personal data according to the law
  - ii. To ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process
  - iii. To ensure that councillors and staff receive ongoing and appropriate training for Data Protection
  - iv. To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection
  - v. To receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken
  - vi. To receive reports from the DPO of any investigation of breaches which might need to be undertaken
  - vii. To make an annual review of the GDPR Policy and recommend any changes to Council which might be required
  - viii. To recommend to Council any changes which may be required in Standing Orders in respect of DP

### 2. To recommend to Council any changes which may be required to the Job Description and Contract of Employment for the Clerk / DPO.

### 3. Delegated Power

- a. To commit to spend up to £10,000 on any one project without referral to the Town Council meeting, with a limit of £15,000 at any one meeting.

## Events and Media Committee

### 1. Terms of Reference

- a. To organise recreational events with a budget set and agreed with the Town Council.
- b. To put forward a budget for the Committee's proposed recreational activities in the following financial year to meet any deadline set by the Town Council.
- c. To ensure meetings are held to discuss the format, timings, staffing and health and safety issues at each event.
- d. To ensure that Thorpe St Andrew News is produced each year.
- e. To ensure that meetings are held to discuss the content of each issue well in advance of the publication date, to allow for compilation, printing and distribution.
- f. To negotiate and determine the cost of production and delivery for the council and to ensure that this is allowed for in the yearly budget.
- g. To arrange the distribution of the Town Council News throughout Thorpe St Andrew.
- h. To review and evaluate the content of the town council website and to ensure that it is updated regularly.
- i. To provide a platform to represent the views of local people and to advertise events in Thorpe St Andrew.
- j. To coordinate and approve publicity material of Town Council events.

### 2. Delegated Power

- a. To commit to spend up to £6,000 on any one event without referral to the Town Council, with a limit of £6,000 at any one meeting.
- b. On matters which have a financial or risk element only Town Councillors can vote

## Events Working Group

### 1. Terms of Reference

- a. To make recommendations to the Town Clerk on recreational events and the Thorpe St Andrew NEWS
- b. To review and evaluate the content of the town council website and to make suggestions to the Clerk
- c. To provide a platform to represent the views of local people and to advertise events in Thorpe St Andrew.

## **Appendix B**

### Committee/Working Group Memberships

**Planning and Environment Committee:** Mr Fisher (Chairman), Mr Berry, Mr Bowe, Mrs Fisher, Mr Garner, Mr Snelling, Ms M Friend

**Planning Applications Working Group:** Mr J Fisher (Chairman), Mr Berry, Mr Bowe, Mrs Fisher, Mr Garner, Mr Snelling, Ms M Friend

**Finance and Staff Committee:** Deputy Town Mayor (Chairman), Mr Bowe, Mr Emsell, Mr Fisher, Miss Lawn, Mr Reeves, Mr Shaw, Mr Snelling, Mr J Ward, Mrs J Fisher, Mr P Berry

**Events and Media Committee:** Mr Emsell (Chairman), Miss Lawn, Mr Reeves, Mr Snelling, Mr Ward, Mr J Boast, Mr T Fordham

**Events Working Group:** Mr Emsell (Chairman), Miss Lawn, Mr Reeves, Mr Snelling, Mr Ward, Mr J Boast, Mr T Fordham

**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE TOWN COUNCIL MEETING  
HELD ON 4<sup>TH</sup> APRIL 2022 AT 7:30PM**

**1                   PRESENT:**

Miss S Lawn (Town Mayor)	
Mrs J Fisher (Deputy Town Mayor)	Mr T Garner
Mr J Emsell	Mr J Fisher
Mr J Ward	Mr M Lake
Mr F Bowe	Mr S Snelling
Mr L Reeves	Ms M Friend
Mr J Boast	Mrs T Mancini Boyle

**APOLOGIES:**

Mr P Berry, Mr N Shaw (attended virtually)

**IN ATTENDANCE:** Dr T. Foreman (Locum CEO, Virtually), Mrs R McCarthy (OM, RFO) Mr N Shaw (Virtually – non voting), and Ms K Hulatt

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

None

**3                   TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 7<sup>TH</sup> MARCH 2022**

The minutes of the meeting held on 7<sup>th</sup> March 2022 were agreed and signed as a true record.

**4                   ANNOUNCEMENTS (FOR INFORMATION ONLY)**

To receive announcements from

- (i) The Town Mayor- The Town Mayor provided an update on her activities during the previous month. She also thanked Mrs J Fisher for deputising for her at a recent event.
- (ii) The Clerk- The Clerk explained a number of his updates were items on the agenda and so would update the Council on these during the meeting. In addition, he had attended a number of meetings during the previous month including the Broadland District Council Parish Forum.

**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**

The Meeting was suspended following a proposal from Mr J Fisher, seconded by Miss S Lawn.

- (i) Norfolk Constabulary – None

- (ii) County and District Councillors – The meeting noted to the report of Mr J Ward and Mr I Mackie. Mrs T Mancini-Boyle provided an update on the energy rebate on properties Band A-D, and on the Jubilee plans underway at Broadland District Council. Mr J Ward provided a further update on school meals being offered through a hardship fund or through activity providers during the holiday. Mr J Fisher provided an update on the work of children services and on local buses.
- (iii) Members of the public – None

## **6 FINANCE**

- (i) Payments List: Voucher numbers 1261 to 1360 were signed
- (ii) Bank Reconciliation Statement was agreed and signed as a true record.

## **7 DRAFT MINUTES OF COMMITTEE MEETINGS.**

- (i) Planning and Environment Meeting – noted
- (ii) Finance and Staffing Meeting - noted

## **8 CO-OPTION OF COUNCILLORS TO COMMITTEES**

Dr T Foreman explained that the committee memberships will be considered at the annual meeting in May 2022. Prior to that, Ms M Friend had requested joining the Planning and Environment Committee. It was proposed by Mr J Fisher, seconded by Miss S Lawn and on a show of hands with all in favour **RESOLVED** to add Ms M Friend to the Planning and Environment Committee membership.

## **9 CORPORATE PLAN**

Dr T Foreman provided an introduction to the Corporate Plan which had previously been considered by both the Finance and Staffing Committee and the Town Council. The additions and changes requested during these meetings had now been completed and the Corporate Plan was therefore presented for adoption. It was proposed by Miss S Lawn, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** to adopt the Corporate Plan 2022 – 2027.

## **10 FORWARD PLAN**

Dr T Foreman gave an overview of the forward plan which had been developed following the decision not to appoint a Chief Executive Officer. It was explained that this document would inform the direction of travel over the next 12 months through to the May 2023 elections. It would therefore be used by staff to develop appraisal priorities and provides a medium-term vision for what the Council aims to achieve. There was some discussion about the terms outlined within the Forward Plan. It was proposed by Mrs J Fisher, seconded by Mr J Emsell and on a show on hands with all in favour **RESOLVED** to approve the Forward Plan.

## **11 STAFF VACANCIES**

Following the March 2022 Finance and Staffing meeting, the Town Council received a report outlining proposals for new staffing posts, which combined



and reorganised the existing posts which are currently vacant. The Town Council were supportive of the proposals to reflect the needs of both the Council and the wider community. It was proposed by Miss S Lawn, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** that the Town Council approve the job descriptions for both the Policy and Committee Officer and the Community and Communications Officer.

It was further proposed by Miss S Lawn and seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** that the Locum Chief Executive Officer be authorised to advertise the Policy and Committee Officer, Community and Communications Officer, and the Parks and Estates Officer posts.

**12 TREE WARDEN DONATION REQUEST**

The Town Council received correspondence from the Tree Warden Scheme for Broadland requested a donation for 2022-2023. It was proposed by Miss S Lawn, seconded by Mr J Ward and on a show of hands with all in favour **RESOLVED** that a donation of £50 be made to the Tree Warden Scheme for Broadland.

**13 WILLIAMS LOKE HIGHWAY COMPOUND REQUEST**

The Town Council received correspondence from Norfolk County Council requesting the carpark at Williams Loke be provided as space for a highways compound for a period of 8 weeks from 11<sup>th</sup> April 2022. There was significant discussion regarding the request and alternative spaces which could be used by Highways which would not have such a significant impact on parking space for both St Williams Primary School and the Thorpe St Andrew Library. It was proposed by Miss S Lawn, seconded by Mr S Snelling and on a show of hands with all in favour **RESOLVED** that the Town Council does not give permission for the Williams Loke carpark to be used, but to suggest alternatives which may be suitable.

**14 TO CONSIDER A MOTION TO EXCLUDE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, AS AMENDED BY THE LOCAL GOVERNMENT ACT 1972 SS.100 AND SS.102 DUE TO THE DISCLOSURE OF PERSONAL AND COMMERCIAL INFORMATION**

It was proposed by Miss S Lawn, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** that the meeting be closed to press and public.

**15 REPORT BACK FROM THE PROCESS REVIEW PANEL ESTABLISHED 7<sup>TH</sup> FEBRAURY 2022**

The Town Council received the report of the Process Review Panel which was presented by Ms K Hulatt. It was proposed by Miss S Lawn, seconded by Mrs J Fisher and on a show of hands with all in favour **RESOLVED** to approve the findings of the panel.

**16 OFFER OF AN EXPRESS EASEMENT**

The Town Council received correspondence regarding an offer of an express lease. There was some significant discussion regarding the terms outlined

within the proposal. It was proposed by Miss S Lawn, seconded by Mrs T Mancini-Boyle and on a show of hands with 12 in favour and 1 against **RESOLVED** that the offer of an express easement be refused.

**Future Agenda Items.** (Not for discussion)

With no further business the meeting closed at 20.10hrs

Signed

Chairman \_\_\_\_\_

Date \_\_\_\_\_

At the end of March the PCC launched his new Police, Crime and Community Safety Plan. Below is a brief that explains the plan more and has a link direct to the plan. Can please read and share with your contacts.

As always thank you so much for your support.

## **Norfolk's PCC releases plan for safety, policing and supporting people across the county**

*Norfolk's Police and Crime Commissioner (PCC) Giles Orpen-Smellie has launched his Police, Crime and Community Safety Plan for 2022-24.*

*The plan represents the PCC's commitment to Norfolk residents about how their policing service will be delivered and managed as well as the provision of support for victims, crime prevention work and extensive partnership working that brings together services, and prioritises safety for every resident in the county.*

*For the first time, the plan brings together the PCC's Police and Crime Plan and the priorities within the Norfolk County Community Safety Partnership's Safer Norfolk Plan, putting a comprehensive focus on justice and safety for the whole county.*

*It is part of the job of every PCC to publish a plan setting out how they will oversee policing in their county, manage budgets and provide support services for victims. In Norfolk, the Office of the Police and Crime Commissioner is unique in hosting the management of the county's Community Safety Partnership, which brings together a network of local councils, policing, probation, youth offending, health and housing, all working together to improve safety in the county.*

*The Police, Crime and Community Safety Plan was developed following a public consultation held during the summer which asked people about their priorities for policing and safety in the county and with the input of partners including Norfolk Constabulary's Chief Constable Paul Sanford.*

**Giles said:** *"This is a plan for the people of Norfolk, developed with their input and designed to put safety and justice for all at the heart of everything we and our partners in the constabulary do.*

*"Throughout the development of this plan I have heard loudly and clearly that what people want is policing that tackles the crimes that really impact communities.*

*"They are concerned about drug use and drug dealing, they want more to be done about speeding and dangerous driving and they want perpetrators of rape, serious sexual assaults and domestic abuse brought to justice.*

*"Violence against women and girls is cause of huge concerns in communities up and down the country and more must be done to tackle it, in convictions but also in prevention.*

*"People also want a police service they can see and that they can trust. Building those feelings of confidence in Norfolk's communities goes hand in hand with demonstrating that our county has a police force to be proud of, and that is why all of these issues are*

*at the heart of my new plan.”*

*The plan sets out the detail of what the PCC will expect Norfolk Constabulary to deliver over the next two years and how, through a network of partnerships, the Office of the Police and Crime Commissioner will ensure the right support is available for Norfolk’s communities.*

***The priorities are built on six pillars, with detailed objectives under each one featured in the plan:***

- *Sustain Norfolk Constabulary*
- *Visible and Trusted Policing*
- *Tackling Crime*
- *Prevent Offending*
- *Support Victims*
- *Safer and Stronger Communities.*

***Giles added:*** *“It is the job of the PCC to ensure that the people they serve get the policing service they need, and these priorities will form the basis on which I hold the Chief Constable for Norfolk to account. I hold regular accountability meetings with the Chief Constable and his senior team, and they are required to provide reports on how they are delivering against the priorities we have all agreed are the most important for Norfolk.*

*“But it is also by drawing together a wider network through the Community Safety Partnership that we can really all be stronger together, sharing expertise to ensure that preventing crime, supporting victims and building trust are absolutely entwined in everything we do.”*

*The Police Crime and Community Safety Plan replaces the plan in place under the previous PCC and will be in place throughout Giles’ term as PCC.*

***Chief Constable Paul Sanford said:*** *"In developing this plan, the PCC has consulted widely with communities across Norfolk and with my chief officer team. The result is a plan which seeks to address the significant police challenges facing the county. "The constabulary is committed to working alongside the PCC to tackle the priorities set out in the plan and to provide exceptional policing throughout the county."*

<https://www.norfolk-pcc.gov.uk/police-and-crime-plan/2022-24/>

17<sup>th</sup> April 2022

## **Report from Councillor John Ward**

### **Broadland District Council**

The oral hearing of the appeal against the listing of Sprowston Sports & Social Club as an Asset of Community Value was heard on 5<sup>th</sup> April. The Senior Governance Officer at BDC has extended the time she has to review this until 6<sup>th</sup> May.

BDC have advised that Sprowston Town Council have now received CIL payments of £598,520 for Halsbury Homes, Land South of Salhouse Road (Gt & Lt Plumstead received the same amount for this development.. We have also received £14,537 for land adjacent to 9 Lowry Cole Road.

### **Norfolk County Council**

On 14/4, I attended an on-line briefing by the National Grid on their project 'East Anglia Green' which is new power lines supported by 45mtr pylons running 180km from the Norwich Main Substation to Tilbury. This is essential work to cope with the extra electricity being generated by the new off-shore wind farms. The exact route of the pylons is out for consultation 21/4-16/6. Government will make a final decision on the route mid 2026 with construction 2027-30.

In the 6 months to Jan 2022, there has been a 35% increase in the uptake of apprenticeships in Norfolk with another 3026 starting in that period.

In the last 12 months:-

70% of County Council owned streetlights in Norfolk have been converted to LED.

51,000 Adult Social Care Assessments were made.

£4.5m has been spent on maintaining paths and pavements.

Under the Health & Care Bill, Integrated Health & Care systems are being established across the country with new Health & Wellbeing Partnerships driving this activity forward locally.

Norfolk is to get faster broadband thanks to new Government funding with rural homes and businesses getting the next generation gigabit broadband.

As part of our plans to boost biodiversity along roads & paths, there will be fewer cuts, a pollinator action plan, & 188 more roadside nature reserves.



**THORPE ST ANDREW TOWN COUNCIL  
MINUTES OF THE PLANNING AND ENVIRONMENT COMMITTEE  
MEETING  
HELD ON 11<sup>TH</sup> APRIL 2022**

**PRESENT:** Mr J Fisher (Chairman) Ms M Friend  
Mr F Bowe (Vice-Chairman) Mr T Garner  
Mr S Snelling Mr P Berry

**1. In Attendance:** Dr T Foreman (Locum CEO), and one member of the public.

**Apologies for Absence:** Mrs J Fisher

**2. Declarations of Interest:** None

**3. Minutes of meeting held on 14<sup>th</sup> March 2022**

The minutes of the meeting held on 14<sup>th</sup> March 2022 were signed and approved as a true record.

**4. Planning Items Raised by Residents**

The Committee heard public comments from the applicant for application 20220417.

**5. Planning Applications**

**20220342      1 Woodlands Crescent      Singler storey rear & side extension & new front porch**

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

**20220279      79A South Hill Road      Two storey rear extension (FB)**

The Town Council, in its capacity as statutory consultee, objects to the application due to loss of light and amenity to neighbours. Also, the Town Council considers the bulk of the building is such that it is both overdevelopment and un-neighbourly.

**20220256      The Folly      Porch and conservatory extension  
151a Yarmouth Road**

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

**20220417      22 Hansell Road      Single storey rear extension plus roof  
conversion to      include replacement of hipped  
roof with gable and front      and rear dormer window  
(FB)**

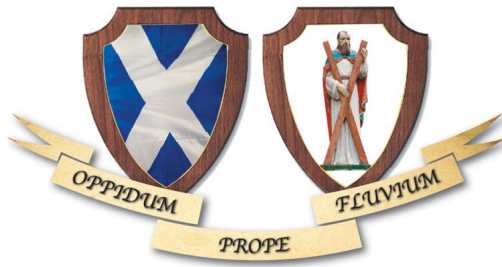
The Town Council, in its capacity as statutory consultee, raises no objection.

**7. Confidential- Enforcement Notices**  
Noted

**Meeting closed at 20.04hrs**

Chairman\_\_\_\_\_

Date\_\_\_\_\_



# 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

- I.0 All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- I.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
- I.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.
- I.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 by the Planning and Environment Committee
  - 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.

### **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**

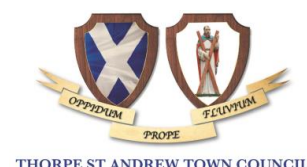
**The Chief Executive Officer is authorised to:**

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\_\_\_\_\_.

# Thorpe St Andrew Town Council



**Town Council : 9<sup>th</sup> May 2022**

## **Confirmation of Annual Administration**

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**Agenda Item: 15**

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### **Reason for this Report**

This report is to confirm the checks and administration which have taken place according to the standing orders.

### **Result**

- Review and adoption of appropriate standing orders was undertaken in January 2022.
- The review and confirmation of the Financial Regulations was undertaken at the Finance and Staff Committee Meeting in January 2022.
- There are no current agency agreements with local authorities and no contributions are made to other local authorities.
- The Town Council currently subscribes to the Society for Local Council Clerks (SLCC).
- The Town Council is currently a member of the Norfolk Association for Local Councils.
- The Town Council has signed up to the Freedom of Information Act Publication Scheme.
- The Town Council meetings shall take place on the first Monday of the month, except when this falls on a Bank Holiday. The Plans Committee will meet on the second Monday of the Month. The Finance and Staff Committee shall meet on the third Monday of each month. The Events and Media Committee shall meet on the 4<sup>th</sup> Monday or any Wednesday of the month.
- All meetings of the Town Council and its Committee shall take place at Roxley Hall, starting at 7.30pm.
- The dates, times and locations of meetings are subject to change, but shall be notified with no less than three clear days' notice.

### **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 no financial implications arising from this report.

Dear Town or Parish Clerk

Could you please place this letter on your next council meeting agenda for consideration.

I would like to take the opportunity to remind you about how you can get involved by making suggestions for relevant subjects or issues to be added to the Broadland District Council Overview and Scrutiny Committee's work programme.

The Committee carries out important work by overviewing and scrutinising Cabinet reports/decisions, Council recommendations, policies, partnerships with bodies such as housing associations and all areas of council working. Your Council can partake by getting involved in the scrutiny process to help to achieve better outcomes for your local community by raising awareness of the issues important to your area. The Committee can overview and scrutinise issues which directly affect Broadland residents where clear and achievable outcomes are possible, within the remit of the District Council. Please note, however, the Overview and Scrutiny Committee cannot consider individual cases/complaints, minor matters, or look at individual planning or licensing applications, as these should be addressed through the appropriate service area or the local councillor.

You may recall that I contacted you last year to ask for your suggestions and as a result of this, I am pleased to report that the Committee was able to successfully produce guidance and implement a process to assist town and parish councils in effective liaison and discussion, with developers and the Planning Authority, around the issue of public open spaces.

If you would like to suggest a topic for the Committee to consider, please contact me at [Cllr.Steve.Riley@southnorfolkandbroadland.gov.uk](mailto:Cllr.Steve.Riley@southnorfolkandbroadland.gov.uk) and please ensure you copy in Sue White, Senior Governance and Deputy Monitoring Officer at [Sue.White@southnorfolkandbroadland.gov.uk](mailto:Sue.White@southnorfolkandbroadland.gov.uk)

Kind regards

Cllr Steve Riley  
Overview and Scrutiny Committee Chairman  
Broadland District Council